

## **Section 4(1)(b)(vi) of the RTI Act 2005**

### **Documents relating to/List of Subjects In respect of Personnel Division**

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#### **ESTABLISHMENT- II (A)**

##### **List of Subjects:-**

1. Administration of Delegation of Financial Powers Rules, 1978.
2. Administration of General Financial Rules, 2005 (all provisions except those relating to Budget formulation and implementation, Govt. Accounts, Works, Budgeting and Accounting for Externally Aided Projects, Government Guarantees, Establishment Rules, Refund of revenue, Debt and miscellaneous obligations of Govt., Charitable endowments and other trusts, Local Bodies, Destruction of records connected with Accounts etc.).
3. Staff Cars Rules.
4. Laptop cases.
5. Handling Proposals requiring approval of Committee on Non-plan Expenditure (CNE) meetings.
6. Proposals from Ministry of Defence for sanction of schemes/ projects/ acquisitions of non scaled and new items requiring FM's/ Cabinet approval.
7. M/o Urban Development proposals for land rates, transfer of land etc.
8. Re-appropriation of funds for augmentation of Establishment related items of expenditure.
9. Parliament Questions / RTI Matters relating to above subjects.

#### **ESTABLISHMENT-III DESK**

##### **List of Subject:-**

1. Cadre reviews/restructuring of all cadres in Government of India.
2. Annual Direct Recruitment Plans for all Ministries/Departments of Government of India.
3. Sixth Pay Commission related matters.
4. RTI Matters relating to above subjects.
5. Court Cases/Parliament Questions

#### **ESTABLISHMENT COORDINATION (PERSONNEL)**

##### **List of Subjects:-**

1. Policy and all reference regarding creation and filling up of posts in Government Department/ attached and subordinate offices/autonomous bodies.
2. Policy and all reference regarding revival of posts.
3. Continuation of all posts including at the level of Secretary/Additional Secretary to the Government of India.
4. Parliament Questions / RTI Matters on the above subjects.

5. Court cases on the above subjects.
6. Abolition of posts under 10% cut.
7. Continuation of temporary posts in relaxation of 10% cut.

## **PAY RESEARCH UNIT**

### **List of Subjects:-**

1. Collection, compilation and analysis of quarterly data on actual expenditure incurred on pay and various types of allowances as well as data pertaining to the strength of the Central Government Civilian Employees and Employees of Union Territory Administrations.
2. To work out the financial implication of various proposals related to revision of the rates of allowances in connection with Joint Consultative Machinery (JCM) meetings etc. from time to time.
3. Maintaining relevant information in respect of minimum pay, DA, etc. of State Government employees.
4. Conducting sample surveys/studies pertaining to certain aspects of working conditions of the Central Government Employees.
5. Supply of relevant information in respect of pay and service conditions of Central Government employees to Central Government bodies such as Study Group on Wages, income and prices, Finance Commission, State Pay Commission etc.
6. Collection, compilation and analysis of data on pay scale-wise and group-wise number of sanction posts and number of incumbents in position.
7. RTI Matters relating to above subjects.
8. Bringing out an annual publication viz, **“Brochure on pay and Allowances of Central Government Employees”**

## **ADMINISTRATION-I SECTION**

### **List of Subject:-**

1. All personal cases relating to the officers of the rank of Section Officers and above including that of Gazetted officers working against isolated posts in the Plan Finance Division, FCD, IC, Hindi Section, Pay Research Unit etc.
2. All personal cases of all categories of Stenographers of CSSS and personal Staff of Finance Minister.
3. Circulation of the various training programmes within the country/abroad and nomination of officers thereof.
4. Coordination work within Department of Expenditure on verification and re-verification of character and antecedents of staff under the administrative control of Admn.-I Section.
5. Preparation of Demands in respect of Department of Expenditure and Allocation of funds for the grant of House Building and other advances.
6. Grant of House Building Advance & Other advances to all categories of Officers/officials whose personal cases are dealt in Ad.I. Branch.
7. Work relating to vigilance and Disciplinary cases against the officers/staff whose Personal matters are dealt in Admn.I. Branch.
8. Internal Security arrangements in the Department of Expenditure.
9. All matter related to CGHS.
10. Reimbursement of medical expenses whose personal matters are dealt in Admn. I.Branch (Officers/staff and their families) under medical attendance Rules.
11. Central Secretariat Library and Finance Library membership of officers/staff.
12. Grant-in-aid for amenities to staff of Department of Expenditure.
13. Work relating to Elections to Parliament/State Legislatures.
14. Work relating to collections of donations in respect of Armed Forces Flag Day Red Cross etc.
15. Collection and Distribution of Republic Day/Independence Day passes and other functions.
16. Processing and preparing of pension cases and matters connected therewith of all Categories of Officers/officials whose personal cases are dealt in Ad.I. Branch.
17. Welfare matters of employees of Department of Expenditure.
18. Grant of honorarium to the officers/staff of the Department of Expenditure.
19. Matter relating National Institute of Financial Management.
20. Matters regarding prevention of sexual harassment of women at work Place.
21. RTI Matters relating to above subjects

## ADMINISTRATION-II SECTION

### List of Subjects:-

1. All service matters including personal cases relating to Assistants, UDCs and LDCs and those of non-gazetted officers working against isolated posts in the Plan Finance Division, Pay Research Unit, Hindi Section and Finance Canteen.
2. All service matters of Joint Director, Dy. Director, Asstt. Director and Technical Assistant in the Staff Inspection Unit Cadres.
3. All service matters including personal cases of Group 'D' staff and staff car Drivers.
4. Framing/amendment of Recruitment Rules for posts in Staff Inspection Unit, Plan Finance Division and Pay Research Unit, Finance Commission Division, Finance Canteen etc.
5. House Building Advance to non-gazetted officers under the administrative control of this branch.
6. Property Returns.
7. Periodical Returns relating to Establishment matters, concerning the Branch.
8. Verification and Re-verification of character and antecedents of staff under the administrative control of Admn.II Section.
9. Functioning as Cell in the Department of Expenditure in respect of reservation for Scheduled Castes and Scheduled Tribes and physically handicapped in Services.
10. Authorized permanent strength of LDCs, UDCs and Assistants and review of staff strength.
11. Sponsoring candidates for training programmes conducted by ISTM for the Non-gazetted staff.
12. Review of cases of Govt. servants to adjudge their fitness for continuance in service beyond the age of 50/55 years or on completion of 30 years of qualifying service in respect of the staff under the administrative control of the Branch.
13. Disciplinary cases of staff under the administrative control of Ad.II Section.
14. Processing and preparing of pension cases and matters connected therewith of staff under the administrative control of Ad.II Section.
15. Medical claims (permission, reimbursement etc.) of staff under the administrative control of Ad.II Section.
16. Channel of submission – updation
17. Preparation of Induction Material
18. Compilation/Consolidation of Orders/Instructions etc.
19. Allocation of Business Rules – Circulation of Amendments/Additions etc.
20. RTI Matters relating to above subjects

## PARLIAMENT CELL

### List of Subject:

1. To coordinate Parliamentary work of Ministry of Finance as a whole.
2. All matters relating to Committee on Subordinate Legislation, Committee on Petitions, Committee on Government Assurance and Consultative Committee Meetings.
3. Preparation of Business/Question Pads for Ministers/Secretaries.
4. All Parliamentary work of Department of Expenditure and Department of Economic Affairs

### **ACCOUNTS & BUDGET BRANCH**

#### **List of subjects:-**

1. Preparation of bills of Gazetted/ Non Gazetted Officers (Pay, GPF, LTC and Children Education allowance.
2. Recovery of Advances for Gazetted and Non-Gazetted Officers.
3. Budget (General Division), Budget Provision for Advances.
4. Control of Expenditure and progress of Expenditure.
5. Audit Matters.
6. Grant of Advance to Non-Gazetted staff on account of Scooter, Cycle, Festival, Flood/ Drought relief etc.
7. Preparation of T.A. / D.A. Bills of all officers / staff including Ministers.
8. Issue of Exchange Orders for Air Travel by Indian Airlines/ Air India Flights.
9. Preparation and settlement of bills of Airlines etc.
10. Parliament Questions regarding Expenditure figures.
11. Calculation of Income Tax in respect of all officials.
12. Distribution of cheques in respect of officials who have opted for payment through cheque

### **ESTABLISHMENT – V**

#### **List of Subjects:-**

1. Financial concurrence in policy matters relating to various aspects of pension.
2. All representations received from pensioners' Associations, VIPs etc.
3. Financial concurrence in policy matters relating to commutation of pension.
4. Financial concurrence in policy matters relating to dearness relief to pensioners.
5. Financial concurrence in policy matters relating to grant of subsistence allowance.
6. Pension Act.
7. Financial concurrence in policy matters relating to age of retirement.
8. Service conditions of PSE Employees.
9. Matters relating to service conditions of PSU employees.
10. All work relating to the Central Government Employees Group Insurance Scheme, 1980

- including its administration & review.
11. Monitors utilization of funds accumulated under the Scheme which are channelized into ownership housing schemes.
  12. Policy matters relating to Insurance Scheme of 1977, 1980.
  13. Policy matters relating to G.P.F. & C.P.F.
  14. Policy matters relating to Medical Attendance.
  15. Policy matters relating to Leave Rules.
  16. O&M, JCM and Miscellaneous items & coordination.
  17. VRS and VSS proposals of PSEs.
  18. Voluntary Retirement Schemes in Central Public Sector Undertakings.
  19. RTI Matters relating to above subjects.
  20. Cases related to retirement benefits.
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## **GENERAL ADMINISTRATION DIVISION**

### **List of Subject:-**

1. Liveries for staff car drivers and Group 'D' employees.
  2. Identity Cards and Temporary passes.
  3. Weeding out of old records.
  4. Residential accommodations allotment in respect of individuals/ office accommodations allotment in Delhi-Correspondence with the Directors of Estates.
  5. BY-cycles purchase, issue & maintenance.
  6. Maintenance of Conference Room No. 72 and Fresco Room (Room No. 169-D).
  7. Staff Car/ Scooters-purchase, maintenance and use of staff cars.
  8. Purchase, maintenance and issue of office equipments like Computers, duplicating machines, photo-copier, Calculator, Tele printers, ACs Furniture items, heaters, Brief cases, Call-bells etc.
  9. Stationery articles (a) Local Purchase (b) procurement from Controller of stationery (c) Issue of those items.
  10. Printing works & Binding works.
  11. Stamps (Rubber & others) and brass seals & name plates.
  12. Payments of refreshment bills of official meetings.
  13. Preparation of budget estimates, revised estimates, relating to office expenses.
  14. Issue of "NO DEMAND" certificate.
  15. Electrical items like Fluorescent tubes, Bulbs, Table Lamps, Table fans, emergency lights etc.
  16. Employment of casual labors.
  17. Printing of Directory of Ministry of Finance.
  18. Payments for Book/ Periodicals / Newspapers of Reference Library.
  19. Telephones/Inter-com installation, Disconnection and payments of bills, distribution of Delhi Official Directory.
  20. Reimbursement of news-paper bills of the officers.
  21. RTI matters relating to above subjects.
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## **CADRE ADMINISTRATION SECTION**

### **List of Subjects:**

1. Maintenance of combined seniority lists of decentralized grade of CSS (Section Officers & Assistant) / CSSS (Stenographers) / CSCS (UDCs & LDCs) of the Ministry of Finance cadre as a whole.
  2. Review of fixation of A.P.S. of the decentralized grade of CSS/CSSS/CSCS.
  3. Appointments / Confirmation / Promotion in the various decentralized grades of CSS/CSSS/CSCS in the finance Cadre.
  4. Short-term promotion in the decentralized grades of CSS /CSSS / CSCS.
  5. Review of cases of probationers and of those on trail.
  6. Continuance in service beyond 50/55 years of age or 30 years of service.
  7. Convening of meeting with DPCs.
  8. Inter departmental postings and transfers.
  9. Deployment of surplus personnel of the various cadre units in Ministry of Finance.
  10. Preparation of panels for appointments as Desk Officer / Desk Attaché under the Desk Officer scheme.
  11. Information regarding SC/ST and maintenance of roster of reservations for SC/ST employees.
  12. Cadre Clearance to officers of CSS/CSSS/CSCS for ex-cadre posts.
  13. Processing and forwarding the cases of Cadre Clearance in respect of Under Secretaries.
  14. RTI Matters relating to above subjects
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## **RECEIPT AND ISSUE SECTION**

### **List of Subjects:-**

1. All work relating to receiving of Dak marked to Ministry of Finance, marking and distribution of the same to the concerned sections and Issue of Dak.
2. Duplicating work
3. Mailing list.

## **CARETAKING CELL**

1. Opening and closing of Rooms.
  2. Cleaning of Rooms.
  3. Liaison with CPWD (Civil) for white washing and repair in the rooms.
  4. Liaison with CPWD (Electrical).
  5. Liaison with Horticulture Department for supply of foliage plants.
  6. Special attention to Gate No.2, North Block and Ist Floor for cleanliness
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## **Departmental Record Room (Exp.)**

### **List of Subjects:-**

1. To keep old files for preservation.
  2. To issue files to Sections for reference.
  3. To get appraisal of files of more than 25 years old and transfer to National Archives of India.
  4. To send files due for review to Sections for review and weeding.
  5. To monitor (i) report (half-yearly) on de-classification of classified records; (ii) half yearly report on Recording / Indexing / Weeding out of old files and send results to National Archives of India.
  6. To send Annual Report on Records etc to National Archives of India.
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### **ESTABLISHMENT-III (B)**

#### **List of Subjects:-**

#### **A. SECTION OFFICER – I**

1. Matters relating to revision of pay scale, upgradation of posts etc. in respect of various posts in all the Ministries/Departments/autonomous bodies (except six Ministries).
2. Cases of anomalies in pay scale relating to the above ministries.
3. CAT/Court cases relating to above subjects.
4. Parliament Questions relating to the above subjects.
5. RTI matters on the above subjects.

#### **B. SECTION OFFICER – II**

1. Matters relating to revision of pay scale, up gradation of posts etc. in respect of various posts in Ministries of Home, Agriculture, Industry, I&B, HRD and Health
2. Cases of anomalies in pay scale relating to the above ministries
3. CAT/Court cases relating to above subjects.
4. Parliament Questions relating to the above subjects.
5. RTI matters on the above subjects.



**Upgradation/Revision of Pay Scales received from various Ministries related to Sixth Central Pay Commission.**

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**ESTABLISHMENT- III (A)**

**List of Subjects:-**

1. Matters relating to Pay Commission/Pay Body including its constitution and terms of reference etc. and processing of these recommendations.
2. Policy matters and advice on Pay Regulation including fixation of pay on re-employment and relaxation from the pay regulation.
3. Matters relating to Special pay to Government Servants Policy thereof.
4. Policy matter relating to deputation of Central Govt. employees including special deputation terms of all categories of employees.
5. Training Allowance to faculties engaged in training/teaching in the Training Institutes.
6. Terms and conditions in case of reverse Foreign Service – policy relating to.
7. Matters in regard to Non-practicing Allowance.
8. Matters relating to UGC/AICTE and School Teachers Pay Scales.
9. Matters relating to flexible complementing scheme.
10. Matters relating to stagnation Increment-Policy regarding.
11. Incentive increment(s) for observing small family norms.
12. Grant of rent-free Accommodation in lieu of higher pay scales/Special pay.
13. Grant of qualification pay or incentive on passing Departmental Examination/requiring higher qualification.
14. Coordination of matters relating to National Council (JCM) Department of Personnel and Training in so far as it concerns Department of Expenditure.
15. Parliament Questions / RTI Matters on the above subjects.
16. Matters relating to PLB, Non-PLB (Ad-hoc) Bonus have been allocated to this branch

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**LEGAL CELL**

**List of Subjects:-**

1. Coordination of legal matters/court cases pertaining to Establishment Division of the Department of Expenditure;
  2. Rendering advice on legal matters with reference to court cases dealt with/referred by the various Sections of Establishment Division;
  3. Referring the court cases received from the various Sections of Establishment Division Ministry of Law & Justice for advice and following up of such cases with the Ministry of Law and Justice.
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**ESTABLISHMENT COORDINATION (GENERAL)**

**List of Subject:-**

1. Policy on economy issues relating to provision of residential/office telephone; purchase of vehicles; holding of domestic & international conferences; entertainment; diary; calendar; greeting cards; limit on expenditure on furnishing etc. in the case of Minister's office in the secretariat and office at the residence.
  2. FRBM related work devolving on DoE.
  3. General Budgetary Coordination for DoE, including action taken on FM's Budget announcement.
  4. PM's Thrust Areas/FMs Action Plan.
  
  5. Miscellaneous policy issues which are not specifically dealt with in any other division of DoE.
  6. Outcome Budget.
  7. IFA Scheme.
  8. Allocation of work to FAs.
  9. Coordination of meetings of FAs taken by Secy. (E)/MOS/FM.
  10. General questions relating to control of expenditure.
  11. Forwarding of important orders/instructions received from Cabinet Secretariat to heads of Division/FAs.
  12. Award scheme for suggesting economy measures in Govt. expenditure.
  13. Monitoring of implementation of ERC recommendations.
  14. Examination of legislative proposals of various Ministries, involving general financial implications.
  
  15. The work relating to coordination on issues relating to all the Departments of Ministry of Finance.
  16. Preparation of Action Taken Notes on those recommendations of the Public Accounts Committee, which have bearing on general financial propriety of keeping expenditure within voted grants/appropriation.
  
  17. Submission of Reports to Cabinet Secretariat such as monthly report on decisions of Cabinet/ Cabinet Committees; quarterly reports on decisions of High Power Committees/Commission; monthly D.O letter from Secretary (Expenditure) to Cabinet Secretary.
  18. General coordination in DoE such as Annual Report etc.
  19. Nomination of representatives of the MOF to autonomous bodies.
  20. Deputation/Delegation abroad (Screening Committee proposals).
  21. Policy Matter of RTI including appointment of CPIO etc
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**ESTABLISHMENT- II (B)**

**List of Subjects:-**

1. Compensatory Allowance
2. House Rent Allowance (including of HRA in lieu of rent from accommodation).
3. Classification/Upgradation of cities for the grant of CCA &HRA.
4. Composite Hill Compensatory Allowance
5. Special Duty Allowance (NE Region)
6. Project Allowance
7. Bad Climate Allowance
8. Tribal Area Allowance
9. Special Compensatory (Remote Locality) Allowance.

10. Border Allowance
  11. Certain other compensatory allowances like Bhutan Compensatory Allowances etc.
  12. Cases requiring Sanctions of Cabinet Committee on Accommodation.
  13. Proposals regarding additions/alteration in Government residences of Ministers/Judges/MPs in Delhi, exceeding expenditure limits.
  14. Dearness Allowance.
  15. Policy matters having financial implications in respect of the following subjects which have been transferred to DOPT.
    - (a) Reimbursement of Tuition Fees.
    - (b) Children Education Assistance.
    - (c) Overtime Allowance.
    - (d) Honorarium
    - (e) Special Allowance to Parliament Assistants.
    - (f) Night Duty Allowance.
  16. (a) Foreign Allowance Under IFS (PLCA) Rules.  
(b) Representational Grant.
  17. Transport Allowance.
  18. Parliament Questions/ RTI Matters relating to above subjects
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#### **ESTABLISHMENT GENERAL SECTION**

##### **List of Subjects:**

1. Proposals from the IA&AD relating to service matters of Gazetted and Non-Gazetted staff i.e. disciplinary cases, petitions, court cases, extension of terms of deputation, Service/Recruitment Rules, Pay, T.A., Leave, HRA, GPF etc. Other cases where Presidential sanctions are required to be issued etc. Correspondence from M.Ps.
  2. Establishment policy proposals regarding leave reserve/deputation reserve posts etc.
  3. Policy cases regarding conversion of temporary posts into permanent ones, creation of supernumerary posts.
  4. Personal staff of Minister-proposals for creation/upgradation of post.
  5. Governor's Allowances and privileges orders proposals for enhancement of ceiling.
  6. Proposals from IA&AD regarding construction/hiring of office/residential accommodation, purchase of vehicles etc.
  7. Continuance/creation of high level posts in IA&AD, Delegation of powers to C&AG.
  8. Deputation/Delegation abroad of C&AG and IA&AD officers.
  9. Permanent absorption of officers of IA&AD in Corporations/Public Undertakings/ Autonomous bodies etc. extension of terms of deputation.
  10. Commercial employment of Group 'A' officers in IA&AD.
  11. Parliament Questions / RTI Matters on the above subjects
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#### **ESTABLISHMENT- IV**

##### **List of Subject:-**

1. All matters relating to Travelling Allowances and Daily Allowances.
2. Regulations/guidelines/instructions on travel within India or outside, undertaken at Government cost.
3. Leave Travel concession (Advice on references received from DOPT).
4. Journey during leave or suspension.
5. Outfit allowances to the employees of Ministry of External Affairs.

6. Book Allowance, Post graduate Allowance.
  7. Uniform allowance and washing Allowance to Doctors, Nurses, Prosecutors and other staff not included in Hand Book of Uniforms.
  8. Language Allowance to the staff working in foreign Post.
  9. Rummage Allowance to the Custom Staff.
  10. Hospital Patient Care Allowance
  11. Nursing allowance
  12. Matters relating to pay and other terms & conditions of service of retired Judges of the Supreme Court and High Courts on their appointment in Commission/Committee of Enquiry.
  13. Honorarium & other terms & conditions of engagement of retired Government officials as Chairman/Members and of non-officials in various Commissions/Committees of enquiry.
  14. Pay & allowance of Governor of States, M.P.s, Ministers (cases from MHA).
  15. Ex-India leaves.
  16. Grant of Concession to Central Govt. Servant where Headquarters are being changed as a result of Govt. Policy.
  17. Reimbursement of cost of maintaining the Credit Card.
  18. Consultancy/fee for consultant.
  19. Training abroad.
  20. RTI Matters related to above subjects.
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## **HINDI SECTION**

### **List of Subject:-**

1. Implementation of official Language Policy in the Department, Official Language Act, Rules framed there under, Administrative instructions etc. relating to use of Hindi.
  2. Matters relating to the Departmental Official Language Implementation Committee, Hindi Salahkar Samiti, Central Official Language Implementation Committee, Kendriya Hindi Samiti and other bodies on the use and propagation of Hindi. Organization of Hindi workshop etc. and matter relating to inspection of Deptt. Of Expenditure by the Committee of Parliament of Official Language and action taken on the suggestions assurances given to the Committee.
  3. Any matter relating to Hindi involving coordination amongst different Departments of the Ministry including references from Members of Parliament and questions in Parliament.
  4. Quarterly/Half yearly progress reports and annual assessment report etc. on the use of Hindi.
  5. To Introduce various schemes to promote Hindi such as Original Book Writing Scheme. Introduction of cash prizes for Rs. 1000/-, Rs. 750/- & Rs. 500/- on 3 best Articles published in Department Magazine "Vyaya Patrika." Running Shield Scheme for Sections/Officers/Staff.
  6. Organize different types of competitions on the occasion of Hindi Day/Hindi fortnight like Hindi Noting Drafting, Essay Competitions, debates etc for which certificates & cash prizes are given.
  7. Hindi Teaching Scheme- Nomination of employees for training in Hindi, Hindi Shorthand and Hindi Typewriting and Matters connected therewith.
  8. Computer Training- The nomination for computer training is given to the staff in a phased manner.
  9. All translation work from English to Hindi and vice-versa.
  10. Editing and Publication of Quarterly Departmental Magazine "Vyaya Patrika."
  11. Monitor targets achieved for the Department in the Annual Programme issued by Deptt. of Official Language.
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