

# **Appointment Section - 1**

(Seat wise Work allocation is as follows)

Desk-1	Desk-2	Desk-3	Desk-4	Desk-5	Desk-6	Desk-7	Desk-8	Desk-9	Desk-10
Transfer/ Posting / Confirmation etc.	Promotion/ Selection/ Pay Fixation/ Cadre Review/ Seniority etc.	Pension Works/ Counting of Previous Service etc	Notification/ Tems & Condition of Service etc	Leave/ Offer List/ Compul- sory waiting/ NOC etc.	Work of R.C.	Work of Register Keeper	Work of Register Keeper	Work of A.R.C.	Typing work

## **Business of Section :-**

1. Deals with IAS's matters.

## **Appointment Section - 2**

**(Seat wise Work allocation is as follows)**

Desk-1	Desk-2	Desk-3	Desk-4	Desk-5	Desk-6	Desk-7	Desk-8	Desk-9
Establish work of PCS officer from 1976 to 1978 and 1985 Batch	Establish work of PCS officer from 1970 to 1975 and 1984 Batch.	Establish work of PCS officer from 1979 to 1982	Establish work of PCS officer from 1986 to 1990.	Writ Petitioner of 1972 to 1975 batch PCS officers & Establishment work of 1983 batch officer	Work of R.C.	Work of Register keeper	Typing work	Work of A.R.C.

### **Business of Section :-**

1. Complaint against Senior PCS officers.
2. Departmental Proceeding.
3. Selection Grade
4. CM references
5. Highest Scale
6. Leave all kinds
7. LTC
8. No objection for pass port.
9. Compulsory waiting
10. Court cases.
11. Representation against adverse entry.

## **Appointment Section - 3**

(Seat wise Work allocation is as follows)

Desk-1	Desk-2	Desk-3	Desk-4	Desk-5	Desk-6	Desk-7	Desk-8	Desk-9	Desk-10
Establishment of Junior PCS Officers. Enquiry of PCS name wise A to I and S to Z. Promotion on The post of PCS is the Tahasildar's Seniority of PCS officers and Time scale to all PCS officers	Establishment of Junior PCS Officers. Enquiry of PCS name wise J to R.	Enquiry of PCS officers E to I Pension of PCS officers CM reference and all co-ordination	Enquiry of PCS officers A to D transfer of PCS officers requisition Selection of training Direct PCS officer.	Counting of Pre-service Pension/ NOC and Leave metter	To maintained files/ records and PUC to the drafters	Work of Register keeper.	Work of Register keeper.	Work of Typing	Work of Typing

### **Business of Section :-**

1. Service matters of all junior PCS officers.
2. Appointment, Training, confirmation, Leave, Seniority, Gradation List, Counting of Army services.
3. Promotion from Tehsildar to Deputy Collector.

## Appointment Section - 4

(Work Allocated to the Section is as follows)

Desk-1	Desk-2	Desk-3	Desk-4	Desk-5
<p>1- Recruitment on the Post of Civil Judge(J.D.)</p> <p>2- Recruitment on the HJS through direct/ Promotion.</p> <p>3- Disciplinary Proceeding against Judicial officers</p> <p>4- Compulsory retirement/ voluntary retirement/ Dismissal from Service of Judicial officers.</p> <p>5- Training of Judicial officers</p> <p>6- Medical reimbursement to the judicial officers</p> <p>7- Posting on deputation of Judicial officers.</p> <p>8- Writ petitions relating to above subjects.</p> <p>9- Posting of Judicial officers in the Secretariat and sanction of special pay etc.</p> <p>10- Posting of Judicial officers as part time Secretaries in various enquiry commissions.</p> <p>11- Sending the annual confidential reports of Judicial officers posted in UP Secretariat and on depuation.</p>	<p>1- The works relating to per-audit of T.A. bills of Judicial officers.</p> <p>2- Posting of additional commissioners and judicial members in the revenue board.</p> <p>3- Complaints against the Judicial officers.</p> <p>4- Matters of crossing the efficiency bar.</p> <p>5- Issuing the NOC to judicial officers.</p> <p>6- Quietus of Lok Sabha/ Rajya Sabha, Vidhan Sabha Prishad.</p> <p>7- Taking action on the dunards of judicial officers association.</p> <p>8- Amendment in the Service rules of Judicial officers works relating to</p> <p>9- Counting of previous service, Pay Fixations arbariation cases etc. of judicial officers.</p> <p>10- Sanction of Fees/ Honouraer to the Judicial officers for legal advice.</p>	<p>Works relating to issuance of contest permission to IAS/ PCS and judicial officers in various contempt petitions.</p>	<p>Receipt and deutsche of letters/ files.</p>	<p>1- Typing works of Section s.</p> <p>2- Works of A.R.C.</p>

### Business of Section :-

1. Deals with PCS (Judicial) officers' matters.

## **Appointment Section - 5**

**(Work Allocated to the Section is as follows)**

Desk-1	Desk-2	Desk-3	Desk-4	Desk-5	Desk-6	Desk-7	Desk-8
Annual confidential entries related work of IAS officers from batch 1965 to 1980.	Annual confidential entries related work of IAS officers from batch 1981 to recent batch.	Complaints, departmental proceedings and Vigilance inquiry related all work of IAS officers form batch 1975 to 1984	Complaints, departmental proceedings and Vigilance inquiry related all work of IAS officers form batch 1995 to 1994.	Complaints, departmental proceedings and Vigilance inquiry related all work of IAS officers form batch 1965 to 1974 and 1995 to recent batch.	Work of R.C.	Typing work	Typing work

## Appointment Section - 6

(Work Allocated to the Section is as follows)

Desk-1	Desk-2	Desk-3	Desk-4	Desk-5	Desk-6	Desk-7	Desk-8	Desk-9	Desk-10
<p>1). All cases related to emergent cases of medical reimbursement of Principal Secretary and Secretary level IAS officers posted in Secretariat / all IAS/PCS officers posted in outside the.</p> <p>2). All medicals related cases of retired IAS/ PCS officers.</p> <p>3). Cases of reimbursement of travel expenses during the course of treatment.</p> <p>Other work allotted by Section officer</p>	<p>1). Establishment work of officers/ employees of secretariat cadre posted in Appointment Secretary Branch.</p> <p>2). Assembly and councils question, assurance, Chief Minister's reference/ Chief Secretary's references and other work related to co-ordination.</p> <p>Other works allotted by Section officer.</p>	<p>1). All work related to House building advance/ House repair advance including the arrangement of budget of this purpose for the officers of IAS/ PCS/PCS(J) Cadre posted in Secretariat/</p> <p>2). HBA/HRA for IAS/PCS officers posted outside Secretariat in entire state.</p> <p>3). No dues case of retired/ expired IAS/ PCS officers.</p> <p>4). Required government permission to seek loans from other financial institution to build the house and all work related to IAS/ PCS officer's probationer budget.</p> <p>5). Reimbursement of HBA/ HRA sanctioned to all IAS officers from Government of India.</p> <p>Other works allotted by Section officer</p>	<p>1). To arrange the budget related to MCA/ Computer advance for officers of IAS/PCS/ PCS(J) Cadre posted in Secretariat and "No Dues" cares regarding sanctioned amount.</p> <p>Other works allotted by Section officer.</p>	<p>1). Maintenance and Presentation of files related various works in section of working/ retired IAS/PCS and Judicial posted in Secretariat.</p> <p>Other works allotted by Section officer.</p>	<p>1). Posting of receipts in reference register.</p> <p>2). Receiving and dispatch of letters/files.</p> <p>Maintenance of Various registers.</p>	<p>1). Works related to charter roll, medical reimbursement and GPF withdrawal/ advance in branch establishment.</p> <p>Other works allotted by Section officer.</p>	<p>1). To assist R.C. (Sri Kesarwani) in maintaining and presenting files/ records.</p> <p>Other works allotted by Section officer</p>	<p>1). Maintained and presentation of files/record related to co-ordination, probationer's Budget and branch establishment.</p> <p>Other works allotted by Section officer.</p>	<p>1). All work related to typing section.</p> <p>Other works allotted by Section officer.</p>

### IAS/PCS and PCS (J) Work in Section-6

1. Probationers Budget
2. House Building Advance
3. Dues of Advances
4. Medical reimbursement | sanction of Medical Advances.
5. Sanction of Permanent | Temporary advance from G.P.F.
6. Computer Advance
7. Motor Vehicle advance.

## **Branch Establishment of Secretarial Service Officers / Staff**

1. Transfer and posting of Branch staff.
2. Maintenance of Character Roll of staff.
3. Leave | LTC to Branch staff.
4. Court cases.
5. Complaints against staff.
6. Leave Encashment to staff.
7. Medical reimbursement to staff.
8. House Building Advance | Repair advance.
9. Motor cycle | CAR advance.
10. Inaction of temporary advance to staff.
11. Arrangement sheet of Pay.
12. Time scale sanctions.
13. Creation of posts of class-III and IV.
14. Reimburse of cancellation of journey.
15. Identify card to staff.
16. EB | Family planning incentive increment.
17. Sanction of Pension to retired employee.
18. Sanction of Honorarium | Special Honorarium.

## **Co-ordination work of Branch**

1. Disposal of pending references received from Hon'ble Governor and Hon'ble Chief Minister.
2. Coordination work of Assembly Question | Council Question.
3. Disposal of pending reference received from Chief Secretary.
4. Vidhan Sabha Questions Assurance.
5. Hon'ble Governor | Hon'ble Chief Minister's budget Speech.
6. Coordination of work relating to Draft Pour, Weeking, recording, court cases etc.
7. Coordination of CM/CS references.
8. Coordination of Right to information act related applications.
9. Computer related matters.

## **Appointment Section - 7**

**(Work Allocated to the Section is as follows)**

Desk-1	Desk-2	Desk-3	Desk-4	Desk-5	Desk-6
Work related with A.C.R. and Property Statement of direct recruited P.C.S. Officer from being to 1980 Batch.	Work related with A.C.R. of direct recruited P.C.S. Officers from 1981 Batch to till now.	Work related with A.C.R. and Property Statement of direct recruited P.C.S. Officer from 1981 Batch to till now	Work of R.C	Work of Register Keeper	Typing work



## **Appointment Section - 8**

**(Work Allocated to the Section is as follows)**

Desk-1	Desk-2	Desk-3	Desk-4
Gradation List preparation and other works	Training matters of IAS/PCS	Work of referencing	Type work of the section

# **Personnel Section - 1**

**(Work Allocated to the Section is as follows)**

- 1- U.P. Public Service Commission (Limitation of functions) Regulations.
- 2- To form General Rule and order and there election on the following subjects.
  - (a) Appeal, Representation.
  - (b) Nationality
  - (c) Integrity Certificate.
  - (d) C.C.A. Rules.
  - (e) Punishment and Appeal Rules.
  - (f) Government Servant conducts Rule.
  - (g) To Form Model Draft Rules for Government servants.
- 3- To Form General Rules and order regarding trerminstion of Temporary Government servants and to give opinion to other Department in this subject.
- 4- To give opinion to other Departments on the matter of disciplinary proceeding.
- 5- To Form Rule and to determine procedure for Promotion in Govt. Service and to give opinion to other Departments.
- 6- To give opinion to the Departments of Secretariat in the matter of condition of service and regulation for recruitment to the subordinate services.
- 7- Framing of Policy and principal is the matter of Efficiency Bar of the Government servants and to give advice to other Departments.
- 8- To Framing General policy is the matter of compulsory retirement after qualify service and to give opinion to other departments.
- 9- Work relating serving Committee.
- 10- Framing Policy and principal is the matter of Ad-HOC Appointment.
- 11- Work of Ad-HOC Regularization Rules and Advice on the matter.
- 12- Work of departmental representation, advice, Policy framing and constitution of DPC for the post of group "A" out side the preview of Public Service Commission.
- 13- Selection of Head of Department and Additional Heads of Department.

## **Personnel Section - 2**

**(Work Allocated to the Section is as follows)**

- 1- Total work related to the Public Service Tribunal (Budget and Establishment).
- 2- Decide the Principal related to the fixed eligibility and exemption in age limit is the matter of recruitment of Government Service.
- 3- To give the facility of Service to the dependant of working government servants after his death.
- 4- Framing Policy directive and work of a advice to accommodate in the matter of reetrange employees in service.
- 5- To Forward the application of Government servants for other service and training Policy is the matter of sending deputation and giving advice to other Departments.
- 6- Policy farming and giving advice in the matter of recognition of recruitment in the service of Non-technical Degree Holders and Diploma Holders.
- 7- Policy framing and giving advice in the matters of retention of date of birth and change of date of Birth.
- 8- Framing of Policy and giving advice in the matter of appointment in Civil Service of Ex-army Personals.
- 9- Framing Policy in appointment of Government Service is the matter of Rehabilitation of refugee.
- 10- To advice and frame Policy in the matter to provide Employment facility for the members of displaced families local people due to land acquisition.
- 11- Definition of Physically handicaps and framing policy and giving advice in the matter of their appointment is Government services.
- 12- Framing policy and work of advice in the matter of candidate's verification of character and antecedence for appointment in Government Service.
- 13- Framing Policy and work of advice in the matter of Transfer of Gagzeted and non-Gagzeted employees.
- 14- Framing Policy and work of advice in the matter of extension at the time of retirement and Re-employment after retirement of Governed Servants.
- 15- Rehabilitation in Government Services to the Dependent of surrendered Decoits and children of victims due to decoits.
- 16- Rehabilitative is Government service of Goldsmith.
- 17- Framing Policy and giving advice is the matter of character roles and work of advice is the matter of reservation in Government Service.
- 18- Framing of Policy and work of advice is the matter of reservation is Government Service.
- 19- Regulation in the matter of selection Committee for recruitment of Group "C" and Group "D" employees and total work related.
- 20- Framing Policy for promotion from group "D" to Group "E" and work of advice.

## **Personnel Section - 3**

**(Work Allocated to the Section is as follows)**

- 1- Framing Policy in the matter of combined competitive Examination of different Services.
- 2- Total works related to Public Service Commission (including Annual Report).
- 3- Allocation on the basis of Result of examination of state and subordinate services.
- 4- Work relating to Examination conducted by union Public Service Commission.
- 5- Uttar Pradesh Public Service Commission (Conditions of Service) Regulation.
- 6- Uttar Pradesh Public Service Commission staff (Conditions of Service) Regulation.
- 7- Examinations and training of urdu and other Provincial Languages.
- 8- Work relating to Rules for the conduct of departmental examination and the training of Junior officers in U.P.
- 9- Work relating to Administrative Academy of training in which includes Establishment and budget also.
- 10- Work related to institute of Management and Development.
- 11- Departmental examination for the posts of clerks in subordinate office.
- 12- Departmental examination of officers.
- 13- To remove outside the preview of the Commission of Scientific and technical posts.
- 14- Forming timetable to sent requisition for the examinations conducted by Public Service Commission.
- 15- Constitutions of subordinated service board and there related regulations.
- 16- Establishment work of subordinates Service Commission.
- 17- Framing Conditions of Service of the Employees of subordinate Selection Board.
- 18- To notify the posts Commence in the preview of subordinate Selection Board.
- 19- To give direction to different departments in the matter of posts fulfilled by subordinate Selection Board.
- 20- Co-ordination work related to budget of Personnel Department

## **Personnel Section - 4**

**(Work Allocated to the Section is as follows)**

- 1- Framing Policy to fulfil the necessity regularly and study of the necessity in different cadres and its different status of state officers and employees.
- 2- To study the avenues of Promotions in different cadre and to give suggestion and measures in the matters to avoid the obstruction.
- 3- Career Planning for different Services.
- 4- Forming eligibility and standard of qualification to that post for which there is no rule.
- 5- Framing Executive Inventory on Cadre System for different services.
- 6- Framing Job-Description for different posts.
- 7- To prepare handbook for personnel policies.
- 8- Constitution, Establishment, and Meetings of State Employee joint advice organizations in different status.
- 9- To consider the representations received by representations received by recognized Union, ... of State, to get the recommendations from concerned department on the vested demands and co-ordinations.
- 10- Publication of following Service Unions and considerations on their demands. :-
  - (a) State Employee Joint Council Uttar Pradesh.
  - (b) U.P. Federation of Ministerial service Association.
  - (c) U.P. State Transport Driver Mahasangh.
  - (d) U.P. State Class -IV Employee Mahasangh.
- 11- General Rules and order in the matters of casual leave and special leave and giving advice to other departments in this matter.
- 12- Work related to State award.
- 13- Declaration of Head of Department.
- 14- Declaration of Gazetted to the posts.
- 15- Work related to Policy of Confirmation of Temporary employee and advice.
- 16- Monitoring in the matters of Character verification and antecedence send District Magistrates form Government of India, other State Government, and Public Corporations.
- 17- To give advice to administrative departments in the matters of changing of designations.
- 18- Co-ordination work of personnel department (Except the work of Budget).

## **Training Cell**

1. Training to the Probationer Deputy Collectors.
2. Training Policy of Officers and employees of other service of state.
3. Matter related to Training of other Training Institutes in addition to administrative training institute.
4. Work related to Develop the training Policy is state and its Compliance.
5. Training of India's IAS Provetioners and Officers of Central Secretariat.
6. Framing the Policy of Guidelines for appointment on the post of foreign Posts and foreign training.
7. Carrier Management Committee.
8. To prepare the panel for Foreign Deputation.
9. To decide the application is the matter of Deputation / Appointment received from Government of India and other State Government, Govt. Institutes.