

ESTABLISHMENT-I :-

The Branch deals with the following items of work:-

1. Inter-district Transfer of District Offices staff.
2. Sanction of deputation of Non-Gazetted staff of district offices.
3. Recruitment examination for Non-Gazetted employees of district cadre.
4. Implementation of ORV Act and reservation of post for ST/SC on promotion of district cadre.
5. All matters relating to the Service condition of Non-Gazetted employees.
6. Creation of new posts of District and Sub-ordinate offices.
7. Assembly Question.
8. Appeal, Representation, Review and Memorial filed by the District Non-Gazetted Staff under the provision of OCS (CCA) Rules, 1962.
9. Misc. Reference relating to suspension and proceedings, disposal of appeal memorial etc.
10. Fixation of pay and stepping up pay of District Non-Gazetted employees.
11. Sanction of GPF Advance of Non-Gazetted District Employees.
12. Establishment Review Report of the Division.
13. Sanction of Medical Advances.
14. Sanction of Conveyance Allowance.
15. Premature Retirement Review for Non-Gazetted district employees.
16. Monthly/Quarterly/ Half Yearly Progressive report on suspension and departmental proceedings against Non-Gazetted District Staff.
17. Redeployment.
18. OA Cases of Non-Gazetted District Staff.
19. Appointment under RA Scheme in Non-Gazetted District cadre.
20. Misc. Reports and returns.
21. Sanction of leave relating to invalid retirement of Non-Gazetted district employee.

Date : 30.09.2019