

A Statement of the categories of Documents that are held by it or under its control

Desk-A

1. Files relating to implementation of recommendations of Pay Commission.
2. Files relating to matters dealt with in DoP&PW regarding New Pension Scheme.
3. Files pertaining to policy instructions/clarifications regarding general conditions for grant of pension, emoluments for pension, classes of pension.

Desk-B

Files/instructions/circulars pertaining to -

1. All aspects relating to qualifying service.
2. Counting of past service/ resignation/ break in service/ addition to qualifying service in special circumstances.
3. Issues relating to mobility of Government servants from one Department to another Department and State Govts/UTs and vice-versa.
4. Pension for temporary/ Quasi permanent employees.
5. Ex-Burma/ Ex-Goa/Ex- Pondicherry pensioners.

Desk-C

1. Citizen's Charter of the Department.

Desk-D

Files/instructions/circulars pertaining to -

1. All matters relating to absorption of Central Govt. employees in Autonomous Bodies/ PSUs including reciprocal arrangement with State Government.
2. Grant of exemption from the Rule of immediate absorption in Autonomous Bodies for filling up posts by deputation.
3. Pensioners' demands of non pensionary nature such as Housing and Travel facilities.
4. Matters relating to conversion of Govt. Deptts. into PSUs/ Autonomous Bodies.
5. Reference under CS(MA) Rules/ Fixed Medical Allowance/ Health Insurance Scheme.

Desk-E

1. Files pertaining to Family Pension.
2. Files pertaining to ex-gratia to Contributory Provident Fund beneficiaries.

Desk-F

1. Files relating to CCS (Extra-ordinary) Pension Rules.
2. Files relating to Scheme of payment of ex-gratia lumpsum compensation to civilian employees who die in harness.
3. Files relating to gratuity.
4. Files relating to GPF(CS) Rules 1960 and CPF Rules (India) 1962.

Desk-G

1. Files pertaining to Commutation of Pension.
2. Files pertaining to Dearness Relief to Pensioners
3. Files pertaining to JCM matters.
4. Files pertaining to SCOVA matters.
5. Files pertaining to Pensioners' Associations Resolutions.

Coordination Desk

1. Files pertaining to RFD 2010-11 & 2011-12 of DoP&PW.
2. File relating to Guidelines on Pension Adalat.
3. File on matter for Annual Report.
4. File on compilation of 'Compendium on Pension Related Orders'.
5. Other files relating to Coordinating activities.

Adm.I Section **(Establishment)**

1. Files pertaining to service matters of all Gazetted as well as Non-gazetted Officers of the Department.
2. Service Books of all Gazetted as well as Non-gazetted Officers of the Department.
3. Outsourcing of manpower viz. Data Entry Operator, Consultants etc.
4. Files Pertaining to financial upgradation of all Officers/Officials under M.A.C.P.
5. Return of incumbency statement of the department to the Cadre Controlling Authorities.
6. Files pertaining to preparation of Executive Record (ER) sheet in respect of all Officers of the department.
7. Files pertaining to issue of Identity Cards of all the Officers / Officials of the department.
8. Matters relating to Court Case / RTI / VIP reference / Inventory of decisions specific to the section.

(Vigilance)

1. Files pertaining to Immovable Property Return (I.P.R.) of all the Officers / Officials of the department.
2. Files pertaining to Annual Performance Appraisal Report (A.P.A.R) of all the Officers / Officials of the department.
3. Files pertaining to disciplinary matters of CSS / CSSS / CSCS Officers / Officials of the department.
4. Matters relating to Court Case / RTI / VIP reference / Inventory of decisions specific to the section.

Cash Section

1. Files/Sanctions relating to entitlements of Officers & other staff members.

Adm.II Section

1. Files pertaining to Purchase of Stationery items.
2. Files pertaining to Purchase of maintenance of ACs.
3. Files pertaining to printing of books/forms/letter heads, etc.
4. Files pertaining to procurement and maintenance of computers/printers/photocopier machine/fax/telephone instruments/staff cars, etc.
5. Reimbursement of telephone bills, canteen.
6. Procurement of POL.
7. Modernisation of Govt. offices under Non-Plan scheme.