

F.No. 5-1/2010-O&M  
Government of India  
Ministry of Communications and IT  
Department of Telecommunications  
(O&M Section)

20. Ashoka Road, Sanchar Bhawan,  
New Delhi- 110 001

Dated :- 4<sup>th</sup> October, 2011

OFFICE ORDER NO. 16 OF 2011

Subject:- Re-allocation of work in Administration Wing under Joint .Secretary(A)- Reg.

With a view to rationalise the work distribution amongst the Sections in the Administration Wing, it has been decided with the approval of the competent authority to re-allocate the work as under with immediate effect:-

I. Admn-1 Section (Under Secretary Admn 1)

Personnel matters other than ACRs. Loans & Advances of the following:

1. Officers of Central Staffing Scheme.
2. CSS Officers (Assistant and above)
3. CSCS Cadre (LDC & UDC)
4. Officers of Indian Economic Services (Director/ Advisers level).
5. Posts in the personal staff of Minister/ Ministers in the Ministry of Communication and IT.
6. Appointments and all service matters of Chairman and Members of the Telecom Commission.
7. RTI matters/ Court cases pertaining to above cadres.
8. Monthly Returns of ACC and Coordination work with in Administration Division.

II. Admn- II Section :- (Under Secretary (Admn-II))

Personnel matters other than ACRs. Loans & Advances of the following:

1. GCS /OL cadre and Ex cadre posts
2. CSSS Cadre (PSO/Sr.PPS/PPS/PS/Steno Grade' C' and 'D'.)
3. Cadre matters of WPC/ WMO

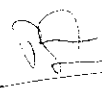
- 4. JCM Matters
- 5. Screening Committee
- 6. Matters pertaining to absorption in BSNL, so far as cases relates to CSS and CSSS.
- 7. RTI matters/ Court Cases pertaining to the above cadres.

III. Admn.III Section (Under Secretary (Admn-III))

- 1. All cadre/service matters relating to Group 'D' officials/ Canteen Staff (all cadres)/ Staff Car Drivers (all grades) of DOT (Hqrs)
- 2. All Cadre/ Service matters relating to MTS.
- 3. Disciplinary and appeal cases in respect of non-gazetted officers of all cadres dealt with by Admn.Division.
- 4. Review cases under FR 56(i) in respect of all the gazetted and non-gazetted cadres of the DOT.
- 5. Maintenance/ Review of APARs of all cadres dealt with by Admn. Wing.
- 6. Training matters in respect of all cadres dealt with by Administration Division.

IV. Admn IV Section (Under Secretary (Admn-III))

- 1. All cases of loans and advances including GPF (advances & final withdrawals)/ Re-imbusement of tuition fees.
- 2. Honorarium cases
- 3. Processing of cases for payment of legal fees to Standing Counsels, etc.
- 4. Travelling allowances/ Transfer TA- advances, settlement of claims.
- 5. LTC Advance / settlement of claims.
- 6. RTI matters.

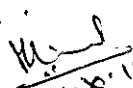
  
 (B.M.Sharma)  
 2.10.2011

Under Secretary (C&A)

Copy to:-

- 1. PPS to Secretary(T)/ AS(T)/ JS(Admn.)
- 2. Director (Admn.)/ DS(Admn.)/ Under Secretary (Admn.I)/ Under Secretary (Admn.II)/ Under Secretary (Admn.III)
- 3. All Sections/ Desks in DOT.

✓ Dir (IT) For uploading of website.

Pl. upload.  
  
 4.10.11

ADG (IT-II)