READY RECKNOR
Administration Wing
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<td>Contact details of officers/officials in the Adm III section</td>
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<td>17</td>
<td>Work allocated to Adm III section</td>
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<td>Work distribution of Adm III section (dispatch unit)</td>
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<tr>
<td>20</td>
<td>Details of link officers of Adm III section</td>
<td>29</td>
</tr>
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</table>
Organogram in respect of Administration Wing

**Plant Protection Adviser**  
*(Shri D D K Sharma)*

**Chief Administrative Officer**  
*(Shri Ajay Kumar)*

**PA to CAO**  
*(Md. Mahfooz Alam)*

- **Section Officer (Adm-I)**  
  Ms. Meera Mamgaain

- **Section Officer (Adm-II)**  
  Ms. Ashma Kaul

- **Section Officer (Adm-III)**  
  Ms. Parminder Johar
GOALS & OBJECTIVES

PRIORITY ISSUES

i. The Directorate of PPQ&S being an attached office of DAC&FW follows all the Rules/Guidelines etc. as applicable to the respective Divisions in DAC&FW. Accordingly, the procedure and timelines as contained in Manual of Office Procedure (MoP), rules, GFR, DFPR etc. are strictly followed.

ii. Efforts are made for quality services to the stakeholders, within prescribed time period.

iii. A review on pendency and initiatives is also conducted from time to time at section, CAO and PPA level on monthly basis.
### CHARTER OF DUTIES & LEVEL OF DISPOSAL

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item of work</th>
<th>Check-list Rules/condition to accomplish the task</th>
<th>Level of final disposal</th>
<th>Time required for disposal (Approx.)</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Examination of Proposals for Group A Officers.</td>
<td>The cases are examined as per applicable rules/guidelines for submission to the DAC&amp;FW.</td>
<td>After obtaining approval of competent authorities, appropriate action is taken by Directorate.</td>
<td>30 days.</td>
</tr>
<tr>
<td>02</td>
<td>Examination of Proposals for Group B &amp; C Officers. (DPCs for promotion/MACP/Transfer Posting/ permissions/ service and personnel matters)</td>
<td>The cases are examined as per applicable rules/guidelines for submission to the competent authorities in Dte. of PPQ&amp;S. On policy related cases, approval of DAC&amp;FW is obtained.</td>
<td>After obtaining approval of competent authorities, appropriate action is taken by Directorate.</td>
<td>15-30 days.</td>
</tr>
<tr>
<td>03</td>
<td>Furnishing of information/data for DAC&amp;FW.</td>
<td>The information is collected and collated at various levels.</td>
<td>The information is furnished through respective Nodal Officer/with the approval of competent authorities.</td>
<td>Timeline as decided by DAC&amp;FW on case to case basis is followed.</td>
</tr>
<tr>
<td>04</td>
<td>Furnishing of proposals on policy matters.</td>
<td>The cases are examined as per applicable rules/guidelines for submission to the DAC&amp;FW.</td>
<td>After obtaining approval of competent authorities, appropriate action is taken by Directorate.</td>
<td>15-30 days.</td>
</tr>
<tr>
<td>05</td>
<td>VIP &amp; MP references /RTI applications/ Parliament Questions/ Parliament assurances/CPGRAMS/Court Cases.</td>
<td>The cases are examined as per applicable rules/guidelines for submission to the DAC&amp;FW.</td>
<td>After obtaining approval of competent authorities, appropriate action is taken by Directorate.</td>
<td>The information is updated on various web portals is updated and maintained on weekly basis.</td>
</tr>
</tbody>
</table>
Organogram of Administration – I

Section Officer (Adm-I)
(Mrs. Meera Mamgaain)

ASO
Sh. Mohan Yadav

ASO
Shri Ajay Kumar

ASO
Saraj Bala

Sr Artist
Sh. V V S B Koteswar Rao
## CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE ADM.I SECTION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>EPBX No. 345</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Mrs. Meera Mamgaain</td>
<td>S.O.</td>
<td>9868264354</td>
<td>Sector 45, House No. 354, Faridabad</td>
</tr>
<tr>
<td>3.</td>
<td>Shri V V S B Koteswar Rao</td>
<td>Sr. Artist</td>
<td>9290900959</td>
<td>House No. 21, Type-III, NH-IV, Faridabad</td>
</tr>
<tr>
<td>4.</td>
<td>Shri Mohan Yadav</td>
<td>A.S.O.</td>
<td>9013278823</td>
<td>House No. 998, Type-IV, NH-IV, Faridabad</td>
</tr>
<tr>
<td>5.</td>
<td>Shri Ajay Kumar Singh</td>
<td>A.S.O.</td>
<td>9868739195</td>
<td>House No. 1802, Type-II, NH-IV, Faridabad</td>
</tr>
<tr>
<td>6.</td>
<td>Ms. Saroj Bala</td>
<td>ASO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Smt. Urmila Devi</td>
<td>M.T.S.</td>
<td>-</td>
<td>House No. 681, Type-II, NH-IV, Faridabad</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO ADMINISTRATION – I SECTION

The following works have been allocated to Administration – I Section:

1. Establishment / Admin matters of Section:

   I. Various service / personal matters in respect of Gazetted Officers of Group “A” & “B”, Grade Pay of Rs. 4,600/- above;
   II. Appointment / Confirmation / Promotion / MACPs / Transfer / Posting, Seniority list
   III. RTIs / Retirement / Pension Cases / Increment / Disciplinary Cases
   IV. Grant of NOCs, Experience Certificates, Service Verifications, Advocate Fee / Medical Permission
   V. Declaration of HOO / CO / DDO / CDDO for Hqrs. & Sub – Offices of PQ/IPM/Locust/RPTLs/CIL/CIB&RC
   VI. Leave & LTC, Report & Return on administrative matters etc
   VIII. Charter of duties of Officers post – wise.
   IX. Recruitment Rules (RRs) / Amendment / Cadre re-structuring etc.
   X. Court Cases related to Seniority / Service Matters.
   XI. Transfer / posting proposals, transfer policy, incumbency / history sheets of postings etc.
   XII. Processing of various requests / representations
   XIII. Examination of cases in consultations with DAC & FW & other related Nodal Authorities
   XIV. Appointment of Consultants of higher grade posts.
   XV. Maintaining Data on filling up / vacant posts / follow up of proposals

2. Any other works assigned from time – to – time from CAO/PPA.

******
WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER ADMIN – I SECTION

Ms. Meera Mamgain, S.O.

- Section Officer is responsible for discharging his supervisory duties in consultation with higher authorities. He will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. He will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.

- Review / framing of Recruitment Rules (RRs) for the posts under jurisdiction of Admin – I Section.

- He will ensure maintaining of peace and discipline by all the staff members.

- Any other work of importance, assigned by the higher authorities.

Shri V V S B Koteswar Roa, Senior Artist

- Transfer / Posting proposals, transfer policy, incumbency / history sheets of postings
- Compiling / maintaining data on filling up / vacant posts
- Medical permissions / RTIs / Review of cases under Rule 56 (j)
- Various periodical Reports & Returns on administrative matters i.e. PWD/SC/ST/OBC and other reports / data having coordination nature in the section etc. on administrative matters viz. monthly status report on court cases / RTI Cases etc.
- Declaration of HOO / CO / DDO / CDDO for Hqrs. & Sub – Offices of PQ/IPM/Locust/RPTLs etc.
- Charter of Duties of Dte. / Various fees of Government Counsels for Court Cases of this Section.
- All Hindi receipts received in Section/ Hindi return of Section
- Monitoring / Maintenance of Service Books and related official records, including participation in weeding out drives.
- Any other work of importance, assigned by the higher authorities.
Shri Mohan Yadav, Assistant Section Officer (ASO)

- Cadre and Service Matters in respect of Group ‘A’ for the post of Assistant Directors (ADs), Senior Administrative Officer, Senior Law Officer, Group ‘B’ Officers viz. Section Officers (S.O.s), Personal Secretary’s (P.S.s), A.D.s / A.O.s (Official Language), J.A.O.s, A.O.s (Grade – I & II), STA, Sr. Library Information Assistant, Assistant (Legal), Senior Programmer / DPA, Law Officer, appointment / hiring of Consultants on Contractual Basis under jurisdiction of Admin – I Section and any other Isolated Posts, if any etc.
- Examining different cases on assigned matters in consultations with DAC & FW and other related Nodal Authorities.
- Various service/personal matters of Officer such as appointment / confirmation / promotion / MACPs / Leave / LTCs / pension / retirement / Increment / Disciplinary / Public Grievances / various NOCs/Experience Certificates / Service Verifications etc.
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- Any other work of importance, assigned by the higher authorities.

Shri Ajay Kumar Singh, Assistant Section Officer (A.S.O.)

- Cadre and Service matter in respect of Group ‘A’ Officers (GP Rs. 6,600 & above) [PPA, APPAs, JDs, DDs, C.A.O., U.S. (Hqrs.).].
- Examining different cases on assigned matters in consultations with DAC & FW and other related Nodal Authorities.
- Various service/personal matters of Officer such as appointment / confirmation / promotion / MACPs / Leave / LTCs / pension / retirement / Increment / Disciplinary / Public Grievances / various NOCs/Experience Certificates / Service Verifications etc.
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- Any other work of importance, assigned by the higher authorities.
Ms. Suman Bala, ASO

- Cadre / Service matter in respect of Group ‘B’ Officers [GP Rs.4600] of PPO (Ento.), PPO (PP), PPO (WS), PPO (Chem.) etc.
- Examining different cases on assigned matters in consultations with DAC & FW and other related Nodal Authorities.
- Various service/personal matters of Officer such as appointment / confirmation / promotion / MACPs / Leave / LTCs / pension / retirement / Increment / Disciplinary / Public Grievances / various NOCs/Experience Certificates / Service Verifications etc.
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- Any other work of importance, assigned by the higher authorities.

(Vacant post of UDC)

- Diarizing & Movement of receipts.
- Maintenance of file Register / file Movement Register /Diary Register /Peon Book/ Circular Folders/ Sanction Folder / Book & Periodical Folders / Guard Files/ Weekly Reservoir Status Reports etc.
- Any other work of importance, assigned by the higher authorities

Smt. Urmila Devi, MTS

- Carrying of Section files to officers/ photocopying of Papers
- Sealing of letters covers of the Section
- Taking Dak to CR Section for dispatch and distributing of letters through the Peon Book for the Section.
- Any other work of importance, assigned by the higher authorities

*****
Controlling Officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave and of staff. However, following internal link officer system will function:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the official</th>
<th>1st Link</th>
<th>2nd Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri V V S B Koteswr Rao, Senior Artist</td>
<td>Shri Mohan Yadav, ASO</td>
<td>Ms. Suman Bala, ASO</td>
</tr>
<tr>
<td>2</td>
<td>Shri Mohan Yadav, ASO</td>
<td>Shri Ajay Kumar Singh, ASO</td>
<td>Ms. Suman Bala, ASO</td>
</tr>
<tr>
<td>3</td>
<td>Shri Ajay Kumar Singh, ASO</td>
<td>Shri Mohan Yadav, ASO</td>
<td>Ms. Suman Bala, ASO</td>
</tr>
<tr>
<td>4</td>
<td>Ms. Suman Bala, ASO</td>
<td>Shri Mohan Yadav, ASO</td>
<td>Shri Ajay Kumar Singh, ASO</td>
</tr>
</tbody>
</table>
# CONTACT DETAILS OF OFFICERS/OFFICIALS IN THE ADMN.-II SECTION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Smt. Ashma Kaul</td>
<td>S.O.</td>
<td>9868109905</td>
<td>House No. 2665, Sector-16, Faridabad</td>
</tr>
<tr>
<td>2.</td>
<td>Shri S K Gupta</td>
<td>ASO</td>
<td>9968117607</td>
<td>Qtr. No.-61, Type-III NH-IV, Faridabad</td>
</tr>
<tr>
<td>3.</td>
<td>Smt. Ponamma Prasad</td>
<td>ASO</td>
<td>9711002147</td>
<td>House No. 1398/A, Sector-29, Faridabad</td>
</tr>
<tr>
<td>4.</td>
<td>Smt. Jayasree</td>
<td>ASO</td>
<td>9650008885</td>
<td>Qtr. No.-77, Type-III NH-IV, Faridabad</td>
</tr>
<tr>
<td>5.</td>
<td>Shri Suresh Kumar</td>
<td>APPO</td>
<td>9910386920</td>
<td>5A/29A, NH-5, Faridabad</td>
</tr>
<tr>
<td>6.</td>
<td>Shri Krishana Kumar</td>
<td>SA</td>
<td>9911561125</td>
<td>Qtr. No.-1125, Type-II NH-IV, Faridabad</td>
</tr>
<tr>
<td>6.</td>
<td>Smt. Kamal</td>
<td>MTS</td>
<td></td>
<td>Qr. No. 1790, Type-II, NH-IV, Faridabad</td>
</tr>
</tbody>
</table>
WORK ALLOCATED TO ADMINISTRATION –II SECTION

The following works have been allocated to Administration –II Section:-

1. Establishment / Admin matters of Section:-

I. Various service / personal matters in respect Officers of Group “B” & “C”, Grade Pay of Rs. 1900/- above;
II. Appointment / Confirmation / Promotion / MACPs / Transfer / Posting, Seniority list
III. RTIs / Retirement / Pension Cases / Increment / Disciplinary Cases
IV. Grant of NOCs, Experience Certificates, Service Verifications, Advocate Fee / Medical Permission
V. Leave & LTC, Report & Return on administrative matters etc
VII. Charter of duties of Officers/officials post – wise.
VIII. Recruitment Rules (RRs) / Amendment / Cadre re-structuring etc.
IX. Court Cases related to Seniority / Service Matters.
X. Transfer / posting proposals, transfer policy, incumbency / history sheets of postings etc.
XI. Processing of various requests / representations
XII. Examination of cases in consultations with DAC & FW & other related Nodal Authorities
XIII. Maintaining Data on filling up / vacant posts / follow up of proposals

2. Any other works assigned from time – to – time from CAO/PPA.

*****
Smt, Ashma Kaul S.O.

- Section Officer is responsible for discharging his supervisory duties in consultation with higher authorities. She will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. She will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.
- Review / framing of Recruitment Rules (RRs) for the posts under jurisdiction of Admin –II Section.
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- She will ensure maintaining of peace and discipline by all the staff members.
- Any other work of importance, assigned by the higher authorities.

Shri Sunil Kumar Gupta, Assistant Section Officer (ASO)

- Cadre and Service Matters in respect of Group ‘B’ for the post of Assistant Plant Protection Officer (APPO) in the streams of Plant Protection/ Entomology/ Weed Science.
- Examining different cases on assigned matters in consultations with DAC & FW and other related Nodal Authorities.
- Various service/personal matters of Officer such as appointment / confirmation / promotion / MACPs / pension / retirement / Increment / Disciplinary / Public Grievances / various NOCs/Experience Certificates / Medical cases / Service Verifications etc.
- Review / framing of Recruitment Rules (RRs).
- Medical permissions / RTIs / Review of cases under Rule 56 (j)
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- Any other work of importance, assigned by the higher authorities.
**Smt. Ponamma Prasad, Assistant Section Officer (ASO)**

- Cadre and Service Matters in respect of Group ‘C’ for the post of Scientific Assistant, Technical Assistant
- Examining different cases on assigned matters in consultations with DAC & FW and other related Nodal Authorities.
- Various service/personal matters of Officials such as appointment / confirmation / promotion / MACPs / Leave / LTCs / pension / retirement / Increment / Disciplinary / Public Grievances / various NOCs/Experience Certificates / Service Verifications etc.
- Review / framing of Recruitment Rules (RRs).
- Medical permissions / RTIs / Review of cases under Rule 56 (j)
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- Monitoring / Maintenance of Service Books and related official records, including participation in weeding out drives.
- Any other work of importance, assigned by the higher authorities.

**Smt. Jaya Sree, Assistant Section Officer (A.S.O.)**

- Examining different cases on assigned matters in consultations with DAC & FW and other related Nodal Authorities.
- Various service/personal matters of Officer such as appointment / confirmation / promotion / MACPs / Leave / LTCs / pension / retirement / Increment / Disciplinary / Public Grievances / various NOCs/Experience Certificates / Service Verifications etc.
- Medical permissions / RTIs / Review of cases under Rule 56 (j)
- Review / framing of Recruitment Rules (RRs).
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- Monitoring / Maintenance of Service Books and related official records, including participation in weeding out drives.
- Any other work of importance, assigned by the higher authorities.
**Dr. Suresh, Assistant Plant Protection Officer (PP)**

- Various service/personal matters of Assistant Plant Protection Officer (APPO) in the streams of Plant Protection/Entomology/Weed Science. Assistant Plant Protection Officer (APPO) in the streams of Plant Protection/Entomology/Weed Science.
- Work such as Leave/LTCs/various NOCs/Experience Certificates/Service Verifications etc.
- Any other work of importance, assigned by the higher authorities.
- Monitoring/Maintenance of Service Books and related official records, including participation in weeding out drives.
- Transfer/Posting proposals, transfer policy, incumbency/history sheets of postings.
- Various service/personal matters of Officer such as Leave/LTC.
- Data compilation of all Gr.B & C cases under Rule 56 (j)

**Shri Krishan Kumar, Scientific Assistant (SA)**

- Diarizing & Movement of receipts.
- Maintenance of file Register/file Movement Register/Diary Register/Peon Book/Circular Folders/Sanction Folder/Book & Periodical Folders/Guard Files/Weekly Reservoir Status Reports etc.
- Maintenance of Files related to RTIs.
- Various periodical Reports & Returns on administrative matters i.e. PWD/SC/ST/OBC and other reports/data having coordination nature in the section etc. on administrative matters viz. monthly status report on court cases/RTI Cases etc.
- Any other work of importance, assigned by the higher authorities

**Smt. Kamal, MTS**

- Carrying of Section files to officers/photocopying of Papers
- Sealing of letters covers of the Section
- Taking Dak to CR Section for dispatch and distributing of letters through the Peon Book for the Section.
- Stationery related matters.
- Maintaining of CL Records of Officials/staff of Admn.II
- Any other work of importance, assigned by the higher authorities

*****
Controlling Officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave and of staff. However, following internal link officer system will function:

<table>
<thead>
<tr>
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<th>2nd Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri Sunil Gupta, ASO</td>
<td>Smt. Poonamma Prasad, ASO</td>
<td>Smt. Jaya Sree</td>
</tr>
<tr>
<td>2</td>
<td>Smt. Ponnamma Prasad, ASO</td>
<td>Shri S.K. Gupta,</td>
<td>Smt. Jaya Sree</td>
</tr>
<tr>
<td>3</td>
<td>Smt. Jaya Sree, ASO</td>
<td>Smt. Ponnamma Prasad, ASO</td>
<td>Shri S.K. Gupta</td>
</tr>
<tr>
<td>4</td>
<td>Shri Suresh Kumar, APPO</td>
<td>Shri S.K. Gupta,</td>
<td>Smt. Ponnamma Prasad</td>
</tr>
</tbody>
</table>
Organization Chart of Administration – III

Section Officer (Adm-III)  
(Mrs Parminder Johar)

ASO,  
Sh. Man Mohan Singh Rawat

ASO,  
Md. Shahjahan

ASO,  
Sh. Ravi Bhushan

SSA,  
Sh. Yasvinder Singh
Organization Chart of Administration – III (Dispatch Unit)

Section Officer (Adm-III)
(Mrs Parminder Johar)

MTS, Sh. Ajay Kumar

MTS, Sh. Sanjay Kumar

MTS Smt. Bhagwati

MTS Md. Yusuf
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Smt. Parimder Johar, Section Officer</td>
<td>9871777117</td>
<td>H.NO. 94, Sector- 16, Faridabad</td>
</tr>
<tr>
<td>2.</td>
<td>Sh. Man Mohan Singh Rawat, A.SO</td>
<td>8745059387</td>
<td>H.No. 1131, Jawahar Colony, NIT, Faridabad, HR- 121005</td>
</tr>
<tr>
<td>3.</td>
<td>Sh. Ravi Bhushan Sharma, A.S.O</td>
<td>9871731511</td>
<td>H.No. 298, W.No.8, Ballabgarh-121004</td>
</tr>
<tr>
<td>4.</td>
<td>Sh. Md. Shahjahan, ASO</td>
<td>9650300365</td>
<td>H.No. 5/B/47, 1st Floor, NH-5, NIT, Faridabad</td>
</tr>
<tr>
<td>5.</td>
<td>Sh. Yasvinder Singh, SSA</td>
<td>9873062210</td>
<td>Village- Nachouli, Faridabad(H.R)</td>
</tr>
<tr>
<td>7.</td>
<td>Sh. Sanjay Kumar, MTS</td>
<td>8178492127</td>
<td>Gali No.6, Hanuman Nagar, Old Faridabad</td>
</tr>
<tr>
<td>8.</td>
<td>Smt. Bhagwati, MTS</td>
<td>9999092906</td>
<td>H.No. 1795, Type-II,NH-4, Faridabad</td>
</tr>
</tbody>
</table>
Work allocated to Administration – III Section

The following works have been allocated to Administration III Section :-

1. Establishment / admin matters of Section :-

I) Various service / personal matters in respect of CSS/CSCS/ CSSS Group “B” and “C” ministerial staff and Sub-Office cadre staff i.e. GCSAsst./UDC/LDC/Steno/Library clerks etc./ Hindi translators/MTS etc.

II) Appointment /confirmation / Promotion /MACPs /transfers /postings / seniority lists / pay fixations.

III) RTIs / retirement /Pension cases / Increment /Disciplinary Cases

IV) Grant of NOCs, Experience certificate, Service verifications, Advocate Fee / Medical Permission

V) Leave & LTC, Report & Return on administrative matters etc.

VI) Maintenance of Service Books and related official records.

VII) Recruitment Rules (RRs) / Amendment /Cadre re-structuring etc.

VIII) Court cases related to Seniority /Service matters.

IX) Transfer /posting proposals, transfer policy, incumbency / history sheets of postings etc.

X) Processing of various requests / representations

XI) Examination of cases in consultation with DAC &FW & other related Nodal Authorities

XII) Matters related to cash handling allowance.

XIII) Maintaining data on filling up /vacant posts / follow up of proposals.

2. Any other work assigned from time to time by CAO / PPA
**Work distribution among dealing hands in Adm III section**

**Smt Parminder Johar, S.O.**

- Section Officer is responsible for discharging supervisory duties in consultation with higher authorities. She will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. She will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.

- Review / framing of Recruitment Rules (RRs) for the posts under jurisdiction of Admn III section.

- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned Ministry/organization, filing of reply / comments of the Ministry and taking appropriate follow up action.

- She will ensure maintaining of peace and discipline by all the staff members.

- Any other work of importance assigned by the higher authorities.

**Shri Manmohan Singh Rawat, ASO**

- Service matter of CSS (26)/ CSCS (12)/ CSSS(7-PA & ( steno gr.D) officials of Hqrs i.e. pay fixation cases/ MACP/Pension cases
- Examination of different cases in consultation with DAC&FW and other related Nodal Authorities.
- Various service/ personal matters of officers such as appointment /confirmation/MACP/pension/retirement/increment/disciplinary/public grievances/various NOCs through DAC&FW/ experience certificates/ service verifications/ CCL etc.
- RTI cases/ review of cases under Rule 56 (j)
- Forwarding of applications/maintenance of service books.
- Monitoring / Dealing/ pursuing court cases of Gr .”C” employees with DAC/Law ministry.
- On line submission of reports in respect of Court cases related to Adm III
- Acquiring Administrative approval and Financial sanction of DAC&FW for hiring/ deployment of 18 Pvt. Security Guards and 17 Housekeeping staff +1 supervisor in Hqrs, CIL & CIB&RC buildings of Dte. through GeM or CPP portal. Timely processing of their monthly bills after thorough vetting.
- Submission of replies to various queries/reports to DAC&FW as sought from time to time.
- Any other work of importance assigned by the higher authorities.
Shri Md. Shahjahan, ASO

- Cadre and Service matters in respect of gr. “C” (GCS) Ministerial staff of sub-office cadre of PPQS i.e. Assistant / UDC /LDC /Steno / Hindi Translator / Library Assistant / Library clerk / Care Taker (CIL) etc.
- Various service matters like appointment/confirmation/promotion / increment / various NOC / experience certificates / Service verification/ pay fixation / MACP/ retirement/public grievances/pension etc.
- Maintenance of establishment/reservation roster.
- Forwarding of applications/ Monitoring and maintenance of service books and related official records, including participation in weeding out drive.
- Submission of requisition for DR vacancies to SSC through DAC&FW and other modes of sources as per R/Rs for filling up the vacancies.
- Maintenance of leave account/posting/transfer of staff as per rotational policy/submission of cases of transfer requests.
- Preparation/maintenance of Yearly Seniority lists of all posts being looked after by him.
- Review of cases under Rule 56 (j)
- Cases regarding cash handling allowances etc.
- Hindi quarterly reports
- Any other work of importance delegated by the higher authority

Shri Ravi Bhushan, ASO

- Cadre and Service matters in respect of MTS (Hqrs& Sub-office) on the strength of Dte.
- Various service/ personal matters such as appointment/confirmation/promotion/MACP/retirement/ pension /increment/pay fixation/public grievances/ Disciplinary/service verification/ various NOC / experience certificates etc.
- Forwarding of applications/ Monitoring and maintenance of service books and related official records, including participation in weeding out drive.
- Maintenance and submission of reports on Public grievances Portal
- Framing/revision of Recruitment rules of MTS staff.
- Submission of requisition for MTS vacancies to SSC through DAC&FW and correspondence related to it.
- Various periodical /Quarterly reports/ half yearly reports and returns of ex-service men/SC/ST/OBC/PWD and any other.
- Preparation and Maintenance of seniority lists/incumbency lists.
- Transfer/posting proposals, preparation of history sheets/data base of MTS
- Any other work of importance assigned by the higher authorities.
Shri Yashvinder Singh Sr. Sectt. Assistant

- Medical permissions for indoor and outdoor treatments in respect of all group “C” employees posted at Hqrs or sub-office (Non-technical) and their families
- Work related to grant of permission to avail LTC/ LTC advance / leave encashment and related entries in Service Books of the Group “C” Ministerial (non-technical) staff posted at HqrsFbd being handled in the Adm III section
- Leaves of all group “C” non-technical staff posted at Hqrs, Fbd
- Work related to grant of permission to sub-office for hiring part time safaiwalas staff for respective offices.
- Work related to processing of honorarium cases of all staff of Dte. of PPQ&S.
- Monitoring and maintenance of Service books and related official records, including participation in weeding out drives.
- Various service/personal matters of group “C” officials.
- Data compilation of Group “C” staff
- Any other work of importance assigned by the higher authorities.
**Dispatch Unit of Dte. of PPQ&S Hqrs**

**Shri Ajay Kumar, MTS**

- Looking after the work related to Central diary. Receiving and diarizing and distribution of all dak thus received on daily basis to all Officers/sections/ Divisions in all buildings at Hqrs.
- Work related to Operating of franking machine.
- Helping at dispatch desk in preparation of envelops for Dak received from all officers/units/sections/divisions, sealing them and their dispatch to respective stations etc and Taking Dak to Post Office.
- Stationery related matters related to Dispatch Unit.
- Maintenance of CL records of officials and staff of Adm III section.
- Diarizing & Movement of receipts and their distribution amongst to officials of Adm III section.
- Helping in maintenance of Almirah’s with service books/files of the section.
- Photo copying of important papers.
- Any other work assigned by the section Officer.

**Shri Sanjay, MTS**

- Receiving of DAK from different divisions of Dte (Hqrs)
- Preparation of envelops for Dak received and its sealing.
- Operating franking machine for stamping of Dak.
- Timely dispatch of Dak to DAC/sub-offices/ other offices. Through Dispatch rider or Post Office.
- Work related to maintenance of franking Machine.
- Work related to get timely financial approval of competent authority for filling up postage stamps via franking machine and submission of Draft in Post Office and its pursuance.
- Maintenance of Dak registers.
- Depositing daily Dak in post office.
- Any other work assigned by the section Officer.

**Shri Md. Yusuf, MTS and Dispatcher Rider**

- Receiving of DAK from different divisions of Dte (Hqrs)
- Preparation of envelops for Dak received and its sealing.
- Maintain peon book and make entries in it for taking Dak to DAC&FW daily
- Second half of the day duty as Dispatch Rider to take Dak to KrishiBhawan, New Delhi and bring Dak from there too.
- Any other work assigned by the section Officer.
**Smt. Bhagwati, MTS**

- Carrying of Section files to officers.
- Photocopying of Papers
- Sealing of letter covers of the section.
- Stationery related matters.
- Any other work assigned by the Section Officer.
Controlling officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave of staff. However, following internal link officer system will function:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the official</th>
<th>1st Link</th>
<th>2nd Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri M.S. Rawat, ASO</td>
<td>Shri Md. Shahjahan ASO</td>
<td>Shri Ravi Bhushan, ASO</td>
</tr>
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</tr>
<tr>
<td>4.</td>
<td>Shri Yashvinder Singh, SSA</td>
<td>Shri M.S. Rawat, ASO</td>
<td>Shri Md. Shahjahan ASO</td>
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