

Establishment – II Section

1.	All matters relating to appointment of following categories of Stenographers i) Senior Principal Private Secretary iii) Principal Private Secretary iii) Grade 'A' & 'B' merged Stenographers (Private Secretary) iv) Grade 'C' Stenographer (PA) – Appointment, Confirmation and Promotion v) Grade 'D' Stenographer – Appointment, Confirmation and Promotion	Minister Minister Secretary JS DIR**	SO*/US/DIR**/JS/Secretary SO*/US/DIR**/JS/Secretary SO*/US/DIR**/JS SO*/US/DIR** SO*/US
2.	All matters relating to Assistants – Appointment, Confirmation and Promotion	JS	SO*/US/DIR**
3.	All matters relating to UDCs – Appointment, Confirmation and Promotion	DIR**	SO*/US
4.	All matters relating to LDCs – Appointment, Confirmation and Promotion	DIR**	SO*/US
5.	All matters relating to i) Investigator – Appointment, Confirmation and Promotion ii) Senior Investigator – Appointment, Confirmation and Promotion	DIR** JS	SO*/US SO*/US/DIR**
6.	All matters relating to i) Junior Hindi Translator – Appointment, Confirmation and Promotion ii) Senior Hindi Translator– Appointment, Confirmation and Promotion	DIR** JS	SO*/US SO*/US/DIR**
7.	All matters pertaining to Appointment, Confirmation and Promotion of Staff Car Drivers	DIR**	SO*/US
8.	Recruitment Rules/Amendment of i) Investigators ii) Senior Investigators	JS JS	SO*/US/DIR** SO*/US/DIR**
9.	Postings and transfers of Non-Gazetted staff excluding Group 'D' staff	US	SO*
10.	All matters relating to framing of Recruitment Rules/amendments thereof for non-SAS Accountant – Appointment, Confirmation and Promotion	JS	SO/US/DIR**
11.	DPC for Group 'C' posts	DIR**	SO*/US
12.	DPC for Group 'B' posts (non-Gazetted staff)	JS	SO*/US
13.	Maintenance of communal roster for non-gazetted posts in the Department of Commerce	US	SO*

14.	Miscellaneous establishment matters in respect of non-gazetted staff – forwarding of application to UPSC/SSC, verification of character and antecedents and medical examinations etc.	US	SO*
15.	References relating to change in hon-town declaration in respect of non-gazetted staff in the Department proper: i) Group 'C' posts ii) Group 'B' category non-gazetted officer	DIR** JS	SO*/US SO*/US/DIR**
16.	Issue of administrative sanction to the amount payable to the Central Government employees Insurance Scheme in respect of deceased/retiring officers	US	SO*
17.	Work relating to Group Insurance Scheme for Central Government Employees (for non-gazetted employees excluding Group 'D' employees)	US	SO*
18.	All cases relating to medical reimbursement	JS	SO*/US/DIR**
19.	All pension cases except Group 'D' staff	JS	SO*/US/DIR**