

## LIST OF SUBJECTS

1. Establishment work of all Non-Gazetted staff (except Group 'D').
2. Work relating to Central Secretariat Service (Gr.IV) CSSS and CSCS.
3. Pension/DCR gratuity of Gazetted and Non-Gazetted staff except Group 'D' staff.
4. Grant of Terminal leave and encashment of leave etc. of Non-Gazetted staff.
5. Communal Roster of Non-Gazetted staff, except Group 'D' staff.
6. Recruitment Rules in respect of Non-Gazetted Group 'B' and Group 'C' posts not included in the Central Secretariat Service.
7. Fixation of pay of Non-Gazetted staff including all category of Officers of CSSS, excluding Group 'D' staff involving issue of special orders/sanctions.
8. Miscellaneous establishment matters viz. forwarding applications to S.S.C./U.P.S.C., Verification of 'Character and antecedents, medical examination etc.
9. Children's Education Allowance in respect of Non-Gazetted (excluding Group 'D' staff) in the Department.
10. Re-imburement of medical expenses to Non-Gazetted staff - preliminary examination of cases (excluding Group 'D' staff).
11. Circulation of posts for which application are invited from C.S.S.S./C.S.C.S. officers.
12. Training in cash and accounts for Assistants and U.D.C.s, training in Hindi Stenography and Hindi typewriting and training for directly recruited Assistants, Stenographers and LDCs conducted by Institute of Secretariat Training and Management.
13. Establishment work relating to Officers of Subordinate Economic Service and feeder services personnel relating to IES.
14. Leave salary and pension contribution work relating to Non-Gazetted staff.
15. Issuance of the administrative sanctions in respect of Non-Gazetted staff (excluding Group 'D') for the amount of payable under Central Government Employees Insurance Scheme in respect of deceased/retiring staff.
16. Work relating to maintenance of services records, fixation of pay and grant of leave to all Non-Gazetted staff except Group 'D'.
17. Verification of service of Non-Gazetted staff except Group 'D'.