

Establishment – III Section

1.	Creation of posts	Minister	SO*/US/DIR**/JS/ Secretary
2.	Continuation of temporary posts	JS	SO*/US/DIR**
3.	Upgradation/Downgradation of posts	JS	SO*/US/DIR**
4.	Budget	JS	SO*/US/DIR**
5.	CGHS	US	SO*
6.	SC/ST Cell	DIR**	SO*/US
7.	Coordination	US	SO*
8.	Creation of Group 'D' posts	DIR**	SO*/US
9.	Continuance of Group 'D' posts	DIR**	SO*/US
10.	Appointment of Group 'D' staff	DIR**	SO*/US
11.	Postings, Transfers, etc.	US	SO*
12.	Medical Examinations	US	SO*
13.	Verification of character and antecedents	US	SO*
14.	Grant of increments	US	SO*
15.	Grant of leave	US	SO*
16.	Promotions	US	SO*
17.	Disciplinary action	DIR**	SO*/US
18.	Verification of services	SO	
19.	Attestation of entries in the Service Book	SO	
20.	Issue of CGHS cards to Group 'D' staff	US	SO*
21.	Maintenance of communal roster	DIR**	SO/US
22.	Preparation of pension papers of Group 'D' staff	US	SO*
23.	Issuance of the administrative sanctions for the amount payable under Central Government Employees Insurance Scheme in r/o deceased/retiring Group 'D' staff	US	SO
24.	Group Insurance Scheme for Central Government Employees Group 'D' staff	US	SO
25.	Change of address in CGHS cards in r/o Group 'D' staff.	SO	