

5. CHARTER OF DUTIES OF CA-III

S. No	Task	Check-List/ Rules/ Conditions to accomplish the task	Level of final Disposal	Time required for disposal (working days)
1.	Creation of posts – Group ‘A’ (Plan) & (Non-Plan) (in consultation with IFD)	As per DoPT guidelines/MoP.	MOS/AM	1 month
2.	Framing/amendment of recruitment rules: a) Group ‘A’ posts b) Group ‘B’ posts c) Group ‘C’ posts	As per DoPT guidelines/MoP.	MOS/AM Secretary JS	2 months
3.	Service matters of posts upto the lowest rung of Group ‘A’ in attached/sub-ordinate offices	As per DoPT guidelines/MoP.	MOS/AM	7 days
4.	Continuance of temporary Group ‘A’ posts (in consultation with Finance)	As per DoPT guidelines/MoP.	JS	1 month
5.	Conversion of temporary posts into permanent ones (in consultation with Finance)	As per DoPT guidelines/MoP.	JS	1 month
6.	Recruitment/Appointments to Group ‘A’ posts including permanent absorption of an officer already on deputation a) Circulars inviting applications of requisition to UPSC b) Reference of the proposal to UPSC c) Nomination of an officer to represent the Department in the UPSC d) Verification of character and antecedents (for direct recruitment) e) Arrangements for medical examination (for direct recruitment) f) Acceptance of recommendations of UPSC. g) Issue of offer of appointment	As per DoPT/UPSC / MoP guidelines.	JS JS Secretary Director Director MOS/AM JS	1 month
7.	Promotion to Group ‘A’ posts: Reference of DPC proposal to UPSC	As per DoPT guidelines/MoP.	JS	3 weeks
8.	RTI Cases	As per RTI directives/MoP.	US(Crops)	3 days
	RTI Appeals	As per RTI directives/MoP.	JS	3 days
9.	Forwarding of applications of group ‘A’ officers:	As per DoPT guidelines/MoP.		7 days

	a) for posts in offices/corporations/institutions under administrative control of the Deptt./other Ministries/ Departments. b) For recommendations for foreign training/assignments and for empanelment for foreign assignments in the DoPT or IC Division in respect of subordinate offices.		JS JS	
10.	Ad-hoc appointments: a) Group 'A' & 'B' b) Group 'C' & 'D'	As per DoPT guidelines/MoP.	MOS/AM Secretary	2 weeks
11.	Probation clearance/ confirmation of Group 'A' officers: a) convening meeting of the Departmental Promotion Committee b) acceptance of recommendations of the Departmental Promotion Committee	As per DoPT guidelines/MoP.	JS Secretary	5 days
12.	De-reservation of vacancies	As per DoPT guidelines.	JS	2 weeksnb
13.	Commercial employment after retirements	As per DoPT guidelines/MoP.	Secretary	5 days
14.	Approval to undertaking work for Governmental/Private organizations and acceptance of fees thereof.	As per MoF/DoPT guidelines/MoP.	JS	5 days
15.	Reimbursement of medical claims (in consultation with Finance).	As per DoPT guidelines/MoP.	JS	5 days
16.	Fixation of pay (in consultation with Finance)	As per DoPT guidelines/MoP.	Director	5 days
17.	Grant of House Building Advance Group 'A' & 'B' Officers	As per DoPT guidelines/MoP.	JS	5 days
18.	Sanction of advance/withdrawals from GPF for Directors of CDDs.	As per DoPT guidelines/MoP.	JS	5 days
19.	a) Preparation and maintenance of reservation rosters in all grades; b) Preparation and maintenance of seniority list in all grades. c) Deployment of surplus staff and dealing with all their representations.	As per DoPT guidelines/MoP.	JS JS JS	5 days
20.	A) Review of cases of Group 'A' and 'B' (Gazetted officers at the age of 50/55 years; a) Reference to Screening/ Review Committee b) Acceptance of recommendations of the Review Committee B) Review of cases of all Non-Gazetted	As per DoPT guidelines/MoP.	JS MOS/AM	5 days

	officials at the age of 50/55 years		JS	
21.	Sanctions/permissions under CCS (Conduct) Rules for Heads of CDDs	As per DoPT guidelines/MoP.	JS	5 days
22.	Sanction of Tour Programme of Directors of CDDs	As per DoPT guidelines/MoP.	JS	2 days
23.	Budget Estimates (Non-plan) (in consultation with Budget)	As per IFD/MoF guidelines/MoP.	JS	5 days
24.	Re-appropriation of funds (Non-plan) (in consultation with Budget)	As per DoPT guidelines/MoP.	JS	5 days
25.	Regularization/ surrender of savings	As per DoPT guidelines/MoP.	JS	5 days
26.	Supplementary Demands for Grants(Non-plan)	As per DoPT guidelines/MoP.	JS	5 days
27.	Sanction for payment of rent of office building (in consultation with IFD/ Budget)	As per DoPT guidelines/MoP.	JS	5 days
28.	Condemnation and replacement of vehicles (in consultation with IFD)	As per DoPT guidelines/MoP.	JS	5 days
29.	Administrative approval and expenditure sanction for construction works (in consultation with IFD)	As per DoPT guidelines/MoP.	JS	5 days
30.	Calling for and maintenance of ACRs of all employees as necessary as per demands of work and maintenance and safe custody of ACRs of Directors of CDDs	As per DoPT guidelines/MoP.	JS	5 days
32.	Appointments on compassionate grounds in Group 'C' and 'D' posts	As per DoPT guidelines/MoP.	Secretary	5 days
33.	Disciplinary cases including appeals:- a) Group 'A' officers in CDDs b) Others	As per DoPT guidelines/MoP.	MOS/AM Competent Authority	5 days
34.	Voluntary retirement cases Group-A &B	As per DoPT guidelines/MoP.	MOS/AM	5 days