

Appointment Section

Sl. No.	Type of Case/Subject	Channel of Submission approved
1.	All issues relating to General Policy.	JS/AS/ Secy./ Commission
2.	DPC- Proposals for promotion and matters connected therewith not involving relaxation.	
	(a) For posts in PB-3 i.e. 15,600 - 39,100/- and posts in PB-4 i.e. Rs.37,400 /- 67,000/- with Grade Pay upto Rs. 8,900/-	JS/ Commission
	(b) For posts in PB-4 i.e. Rs.37,400 - 67,000/- with Grade Pay of Rs. 10,000/-	JS/AS/ Commission
	(c) For posts having higher pay scales in HAG i.e. Rs. 67,000-79,000/- and above	JS/AS/Secy./ Commission
3.	Proposals for holding review DPCs or involving relaxation/Court direction	JS/AS/ Secy./ Commission
4.	Proposals for transfer on deputation/transfer/ extension of period of deputation and matters connected therewith.	
	(a) For posts in PB-3 i.e. 15,600 - 39,100/- and posts in PB-4 i.e. Rs.37,400 /- 67,000/- with Grade Pay upto Rs. 8,900/- and below	JS/ Commission
	(b) For posts in PB-4 i.e. Rs.37,400 - 67,000/- with Grade Pay of Rs. 10,000/-	JS/AS/ Commission
	(c) For posts having higher pay scales in HAG i.e. Rs. 67,000-79,000/- and above	JS/AS/Secy./ Commission
5.	Relaxations of provisions of Recruitment Rules in cases in which UPSC is to be consulted in promotion/selection etc.	JS/AS/ Secy./ Commission
6.	Processing of normal cases of DPC/Selection Committee Meetings after Member has been nominated.	US//Member/Chairman
7.	Approval of Chairman for recommendations of DPCs/Selection Committees.	US/Chairman

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Sl. No.	Type of Case/Subject	Channel of Submission approved
8.	Recommendation of names from Reserve Lists, if available;	JS/AS/ Member concerned/ Commission
9.	Appointments of retired/released service officers (including re-employment after superannuation and matters connected therewith)	JS/ AS/ Commission
10.	Writ Petitions	
	(a) For information of court matters wherein the Commission has been impleaded unnecessarily e.g. neither any order of UPSC is challenged nor any relief sought from UPSC.	JS/AS/ Member
	(b) For decision on cases which do not require to be defended by the Commission	JS/AS/ Secy./ Member
	(c) For decision and approval of the reply to be filed in the cases which require to be defended by the Commission	JS/AS/Secy./ Member/Commission
11.	Monitoring of pending DPC/Deputation and Court cases etc.	SO/US/DS/JS
12.	Monthly/Quarterly Returns of RTI Applications/Cases	SO/US/DS/JS

NOTE 1: In respect of item 2(a), cases of disagreement between U.S. and J.S. should be routed through Additional Secretary, Infructuous cases in respect of item 4(a) need to be routed through AS (AAGS).

NOTE 2: In respect of items 6, if Member/Chairman have raised any queries, file will be routed through J.S.

NOTE 3: As regards item 3, proposals for Review DPCs will also be routed through the Member who presided over the earlier DPC (if he/she is still serving as Member)

NOTE 4: In respect of item No.11, status to be submitted to AS or Secretary whenever any periodical review of the pending cases is done at their level.

NOTE 5: When U.S. is on leave and the case is being looked after by the link officer, the file will in all cases be routed through D.S.