

Manual-1
Particulars of organization, functions and duties
{Section 4(1) (b) (i)}

Particulars of Organization

The Services Department, Government of NCT of Delhi is located in Delhi Secretariat Complex, 7th Level, B-Wing and 5th Level, A-Wing, I.P.Estate, New Delhi 110002. The Services Department, Government of Delhi is entrusted with the responsibility of dealing with the service matters of Indian Administrative Service (IAS), Delhi Andaman & Nicobar Islands, Lakshwadeep, Daman & Diu and Dadar & Nagar Haveli Civil Service Officers (DANICS) posted in Delhi as well as officials /officers belonging to Delhi Administration Subordinate Services (DASS) Cadre and Stenographer Cadre of GNCT of Delhi.

The Services Department acts as the Cadre Controlling Authority in respect of the Officers/Officials of DASS Cadre and Stenographer Cadre of GNCTD.

FUNCTIONS & DUTIES OF SERVICES DEPARTMENT

The Services Department deals with approximately 14000 officers/officials of IAS, DANICS, DASS cadre and Stenographers. The job of Services Department pertains to personnel management, which broadly includes the following works:-

- (i) Service matters relating to the officers of IAS, DANICS cadre posted in Delhi as well as officers/officials belonging to DASS Cadre and GNCTD Stenographer cadre under the control of Services Department and Transfer/posting relating to posts in the Government of Delhi manned by IAS, DANICS, DASS and Stenographers cadres.
- (ii) Holding of Departmental Promotion Committee for promotion in respect of DASS cadre and Stenographic cadre.
- (iii) Processing of the information furnished under CCS, Conducts Rules, 1965 by IAS and DANICS officers, Adhoc DANICS, Grade-I (DASS).
- (iv) Appointment on compassionate grounds for the dependents of Delhi Government Employees who die in harness.
- (v) Redeployment of Surplus staff.
- (vi) Conferment of ex-officio status of Secretary, Joint Secretary, Deputy Secretary etc.
- (vii) Declaration of Head of Department and delegation of powers under Service Rules.
- (viii) Maintenance of Annual Confidential Report/Annual Performance Appraisal Report of officials of DASS & Stenographer cadre forwarded by different departments and work related to completion & forwarding of ACRs/APARs of IAS/DANICS officers.
- (ix) Advice to other departments in Service Matters/Recruitment Rules.
- (x) Matters relating to foreign service/deputation in respect of IAS, DANICS and DASS & Stenographic cadre officers.
- (xi) Processing of matters related to various trainings of IAS and DANICS cadre officers.
- (xii) Implementation of reservation policy in respect of scheduled castes /scheduled tribes/ex-servicemen /physically handicapped employees.
- (xiii) Assured Career Progression (ACP)/Modified Assured Career Progression (MACP) Scheme benefits to all the DASS cadre and Stenographers cadre officials and Non Functional Selection Grade (NFSG) to Grade-III (DASS) and Gr. III Steno officials.
- (xiv) Issuance of BTF (online) by Legal Branch in "service matters" for various departments of Govt. Of NCT of Delhi, payment of professional bills of advocates relating to "services" matters of Services Department, Govt. Of NCT of Delhi.