

Manual-3
Procedure followed in decision-making process

{Section 4(1)(b)(iii)}

All the matters related to transfer/posting, promotions, MACP/NFSG, Advise, preparation of Seniority List, forwarding of dossiers of various departments, requisition to DSSSB, varsity of complaints, internal departmental correspondence, issue service training and seeking vigilance clearance are decided at the level of Deputy Secretary (Services), Special Secretary (Services), Addl. Chief Secretary/Secretary (Services), Chief Secretary, Lt. Governor, Govt. of NCT of Delhi.

Manual		
Manual No. 3	Category of Posts/ Activity	Competent Authority
	Transfer/Posting of IAS/DANICS/All India Service Officers/Equivalent officers of Central Civil Services, Provincial Civil Services	Lt. Governor
	Transfer/Posting of Adhoc DANICS, Grade-I/II (DASS), Principal Private Secretary & Senior Personal Assistant	Chief Secretary
	Transfer /Posting of Grade-III/IV (DASS) & Grade-II/III (Stenographer)	Secretary (Services)
	Preparation of eligibility list of Class IV(erstwhile Gr. D) Employees for considering their promotion to the post of Grade IV DASS/LDC against the promotional quota vacancies.	Secretary (Services)
	Advice in Service Matters, Recruitment Rules and Reservation of SC/ST/OBC/PH.	Secretary (Services)
	Redeployment of Surplus staff.	Lt. Governor
	Compassionate Appointments	Chief Secretary
	Assignment of Seniority to Grade-II, III & IV of DASS Cadre.	Secretary (Services)
	Assignment of Seniority to Grade-I of DASS Cadre and Sr. PA.	Chief Secretary
	Assignment of Seniority to Grade-II,III of Stenographers	Secretary (Services)
	Grant of Financial Up-gradation under Assured Career Progression (ACP)/Modified Assured Career Progression (MACP) to DASS Cadre officials and Stenographers & Ad-hoc DANICS Officers.	Secretary (Services)

Advice Cases regarding grant of Financial Up-gradation under ACP/MACP received from various departments/autonomous bodies	Secretary (Services)
Grant of Non Functional Selection Grade (NFSG) to Grade-III (DASS)/UDC and Gr. III (Steno) officials.	Secretary (Services)
Notional Posting of IAS/DANICS/Ad-hoc DANICS / Grade-I DASS for pay purpose	Secretary (Services)
Recruitment made through DSSSB/ Forwarding of dossiers to various Department of GNCTD in respect of Grade-II(DASS)	Secretary (Services)
Requisition to be sent to DSSSB for filling-up vacant posts in various Department in respect of Stenographers, Jr. Asst.	Secretary (Services)
Vigilance Status in respect of all Gazetted Officers posted on the strength of Services Department	Secretary (Services)
Decision on complaints after veracity in respect of IAS/DANICS/Ad-hoc DANICS/ Grade-I (DASS)	Secretary (Services)
Inter Departmental Correspondence with MHA/GNCTD in respect of IAS/DANICS/Ad-hoc DANICS/ Grade-I (DASS)	Special Secretary (Services)
Forwarding of Vigilance Status to Department concerned in respect of IAS/DANICS/Ad-hoc DANICS/ Grade-I (DASS)	Special Secretary (Services)
Seeking Vigilance Report from DoV/ Concerned Department in respect of IAS/DANICS/Ad-hoc DANICS/ Grade-I (DASS)	Deputy Secretary (Services)
Veracity of Complaints in respect of IAS/DANICS/Ad-hoc DANICS/ Grade-I (DASS)	Deputy Secretary (Services)
Correspondence with MHA related to PARs	Special Secretary (Services)
Inter Departmental correspondence in respect of Grade-II & III(DASS)	Special Secretary (Services)

Forwarding of complaints in respect of Grade-II & III(DASS)	Special Secretary (Services)
In Service Training of Grade-II & III(DASS)	Special Secretary (Services)
Foundation Training of newly recruited Grade-II(DASS)	Special Secretary (Services)
Inter Departmental correspondence in respect of Stenographers, PA, PS, PPS, Jr. Asst.	Special Secretary (Services)
Forwarding of Vigilance Status to Department concerned in respect of Stenographers, PA, PS, PPS, Jr. Asst.	Special Secretary (Services)
Forwarding of complaints in respect of Stenographers, PA, PS, PPS, Jr. Asst.	Special Secretary (Services)
In Service Training of Stenographer, PA, PS, PPS, Jr. Asst.	Special Secretary (Services)
Circulation of Tentative eligibility list for NFSG benefits received from Cadre Controlling Branch i.e. S-II & S-III in respect of DASS/Steno. Cadre Officers.	Special Secretary (Services)
Vigilance Status in respect of all Non-Gazetted Officers/ Officials posted in the strength of Services Department	Special Secretary (Services)
Notional Posting of PPS/PS	Secretary (Services)
Preparation, Amendment and Correction in Seniority List in respect of Grade-I/II/III/ IV(DASS), PPS/PS/Stenographer/PA(Steno cadre)	Secretary (Services)
Lok Sabha/ Rajya Sabha/ Vidhan Sabha Starred and Unstarred Questions	Secretary (Services)

All administrative and financial matters concerning the day to day functioning of the Services Department are submitted to the Head of the Department or Head of the Office for final decision as per their delegated powers. The matters are processed by the dealing assistants and routed to the Special Secretary (Services) through Branch Incharge and concerned Deputy Secretary (Services) .

Presently the files pertaining to Services-I, II, III , IV, MACP, Compassionate appointment are being submitted in the channel as shown as under:-

Dealing Assistant> Section Officer> Deputy Secretary (Services)> Special Secretary (Services)> Secretary (Services)> Chief Secretary> Lt. Governor.

Files pertaining to other branches viz Administration, Caretaking and Accounts are being submitted in the channel as shown as under :

Dealing Assistant> Section Officer> Deputy Secretary (Services)> Special Secretary (Services)> Secretary (Services)