

DUTIES AND RESPONSIBILITIES OF
ESTABLISHMENT OFFICER AND
SUBORDINATE STAFF

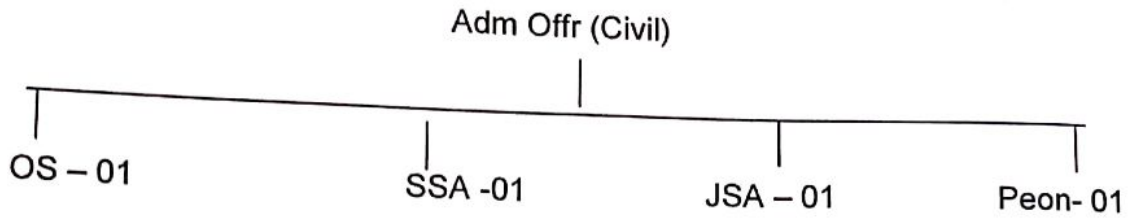
ADMINISTRATIVE OFFICER (CIVIL)

1. He is the Establishment Officer of the Directorate. He will be responsible for overall administration of the Central Govt office staff and provision of stores & stationery for the efficient functioning of the Dte offices.
2. He is responsible for the policy regarding Dte Establishment, and authorisation of staff.
3. He is responsible for the administration of all Central Govt staff to include their posting, promotion, discipline and welfare.
4. He is responsible for safe custody and maintenance of documents of civilian personnel.
5. Indenting of stationery and forms for the Dte once in every quarter.
6. Control functioning of the Central Registry (receipt, registration, distribution and dispatch of mail).
7. Personally handle receipt and distribution of all classified mail.
8. Maintenance of Army Orders & Army Instructions and related correspondence.
9. Indenting and procuring agency of all items purchased through Office Contingency Grant, IT Hardware, IT Software, IT Maintenance and IT Stationery Grants.
10. Demand and issue of liveries to entitled staff (Peons, Drivers and others) from time to time.
11. Safe Store Keeping and Accounting of all stores. Annual Stock Taking of relevant funds.
12. Control of Leave of all Central Govt civil staff.
13. Maintain updated Charter of Duties of all personnel at the Dte. Allocation of duties to Clerks, Peons, Chowkidars and other central office staff in the Dte.
14. Implementation of all orders pertaining to office security.
15. Provision of all services for efficient functioning of the offices.

16. Implementation of all Govt orders regarding promoting use of Hindi in Govt offices.
17. Deal with Lok Sabha/Rajya Sabha and State Assembly questions pertaining to Establishment.
18. Issue of Identity Cards to Central Civilian Staff.
19. Recruitment of contractual employees against deficiencies.
20. Timely initiation and submission of APARs in respect of all civilian employees.
21. Deal with trg and temporary duties of Central Civilian Staff.
22. Deal with Pension and Increment cases of Central Civilian employees.
23. CGHS, CGEIS, GPF related correspondence.
24. Ensure cleanliness and upkeep of Dte offices. Regular servicing and repairs of all mechanical and electrical/electronic office equipment including AMCs where required.
25. Organise conduct of office farewells in respect of officers and other ceremonial functions as part of the annual calendar.
26. Leave sanctioning authority of staff posted in the Branch.
27. Any other additional task allotted by the ADG/DDG/Director.

ESTABLISHMENT BRANCH

1. It will consist of :-



2. **Office Supdt** is performing the duties of OS Estt. His duties are as under :-
- To supervise the work of all clerks and MTS staff under him.
 - To bring all discipline cases to the notice of Establishment officer,
 - To receive the unclassified mail and get them opened under his presence and supervision.
 - To mark the dak to the staff and get them entered in the dak diaries.
 - To submit all important receipts as First Sight Dak to the JDs/Civ Offrs/ DDG/ADG.
 - To put up the classified dak to Senior Staff Officer for opening.
 - To register all correspondence marked with security classification.
 - To check all computers and printers etc. personally for its serviceability.
 - To examine the dak diary and dispatch registers of the clerks for speedy dispatch of dak.
 - To keep a regular watch for timely submission of indent for stationery, maint of Cooler/Room heaters and fans for smooth running of the Dte.
 - To look after the welfare of the staff under him.
 - To keep a note of all important papers and reports/returns and ensure its timely submission.
 - To organize farewell party on the occasion of posting/ retirement of Dte Officers and Staff. The farewell party is chaired by the ADG/DDG/Dir as per their availability. One Memento and one suitcase from CDS Canteen/ any other gift item is given to the Offr/ Staff.
 - On the occasion of "Holi and Deepawali", sweets to be distributed amongst the Offrs/PI Staff/Civ Staff including Casual Labors (out of Regtl Fund). Quality and Qty of sweets to be decided by the Director. Minutes to this effect will be put up by OS after detailed discussion with Director for sanction of the ADG/DDG.

3. **SSA - I**

- (a) Posting / transfer Accts Officer
- (b) Promotion / MACP of Civ Central Staff
- (c) Civilian Staff Discipline Corres
- (d) Purchase of Books - out of OCG
- (e) Selection of Cashier
- (f) Recruitment- Civ Staff Corres
- (g) Posting / Transfer of Civil Staff
- (h) ACR Civ Staff
- (j) Status of Civs Staff
- (k) Pay fixation Civilians
- (l) Pension Correspondence Civilians
- (m) Postage Stamp
- (n) Court Cases of Civil Vrs UOI
- (o) Revision of Pension Pre-2016 to Pensioners/ Family Pensioners

4. **JSA- 1**

- (a) Office Eqpt – OCG (Prep of Bills & Maint of Ledger).
- (b) Office Stationery - OCG (Prep of Bills & Maint of Ledger).
- (c) Computer Hardware – IT (Prep of Bills & Maint of Ledger).
- (d) Computer Stationery – IT (Prep of Bills & Maint of Ledger).
- (e) Computer Maintenance – IT (Prep of Bills & Maint of Ledger).
- (f) Computer Software – IT (Prep of Bills & Maint of Ledger).
- (g) Annual Stock Taking Board
- (h) Office Eqpt Voucher file (Non-Exp)
- (j) Office Eqpt Voucher file (Exp)
- (k) Voucher Files of Computer Hardware, Computer Sty, Computer Software
- (l) Maint of Liveries Voucher
- (m) Regtl items Voucher non-exp
- (n) Loan issue & Charge off Voucher
- (o) Maint of AO, SAO, AI, SAI.

5. **Peon**

- (a) Carrying of official files/ papers between officers, branch & staff.
- (b) Delivery of letters/ files to other officers/Deptts.
- (c) Cleanliness of officers/ Staff table etc.

- (d) Ushering of visitors into officers' rooms and looking after the room in the absence of officers.
- (f) Misc duties e.g. fetching water and filling water pots, occasional shifting of furniture and carrying of immediate messages from one section to another.
- (g) Dusting of table, chairs & other furniture every morning before commencement of office work.
- (h) Dusting of glass panes of doors/windows.
- (j) Dusting of light shades/fans.
- (k) To assist in loading/un-loading and carrying of stationery packages received from the Dte/Estt.

MTS MTS is assisting AO (Civ) and Estt Branch for any other essential duties of Estt Branch & Dispatch Section.

DUTIES OF CMDs AND OTHER MTS

1.

Civilian Motor Driver Grade – II

- (a) To drive heavy/ light vehicles.
- (b) He will be personally responsible for the vehicle placed in his charge alongwith its tools and fitment for its maint, security & cleanliness.
- (c) He will be responsible for completion of duty slip by the officer concerned immediately after completion of journey.
- (d) He will carry out the daily, weekly, monthly and mileage maint tasks as laid down in the maint schedule in the log book.
- (e) He will be responsible for the proper maint and safe custody of car-diary & log book of his vehicle.
- (f) He will keep vehicle road-worthy at all times and will report about any defect at its occurrence immediately to MT incharge/ MT.
- (g) He will attend to the repairs of his vehicle during workshop timings and will report about the progress of the repairs to his superiors. Absence from the workshop during workshop hours will be treated as absence from duty.
- (h) He will also perform DR duties in addition to his own, when required.

2.

Civilian Motor Driver Grade – I

- (a) Same as laid down for Gde II at (a) to (j) above.
- (b) To advise civilian Motor Driver Grade II about proper performance of their duties and also to keep supervision over their work.

3.

Gestatner Operator/MTS

- (a) To operate electrically duplicating machine.
- (b) To ensure proper maint of duplicating machine on his charge.
- (c) To keep record of all duplicating work done.
- (d) To operate Fax Machine & maint its record.
- (e) To operate telephone exch and monitor incoming/outgoing calls during office hours.

4.

Daftary

- (a) To seal all outgoing classified letters and files.
- (b) To stitch and mend office records.
- (c) To open envelopes containing mails.
- (d) To keep a proper record of reference books of rules and AO/AI & Gazette Notification etc.
- (e) To collect stationery etc. on due date.
- (f) To assist the clerk in dispatch and diary jobs.
- (g) To ensure cleanliness/tidiness of wooden/steel cub-boards, cabinets, Almirah etc and orderly arrangements of files.

5. **Peon**

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- (a) Carrying of official files/ papers between officers, branch & staff.
- (b) Delivery of letters/ files to other officers/Deptts.
- (c) Cleanliness of officers/ Staff table etc.
- (d) Ushering of visitors into officers' rooms and looking after the room in the absence of officers.
- (f) Misc duties e.g. fetching water and filling water pots, occasional shifting of furniture and carrying of immediate messages from one section to another.
- (g) Dusting of table, chairs & other furniture every morning before commencement of office work.
- (h) Dusting of glass panes of doors/windows.
- (j) Dusting of light shades/fans.
- (k) To assist in loading/un-loading and carrying of stationery packages received from the Dte/Estt.

6. **Chowkidar**

- (a) To guard officer premises after close of office till opening of office next day.
- (b) To guard the Dte/Unit vehicles parked in MT park or in Dte premises.
- (c) To ensure that no unauthorized person tampers with the Government property i.e. Vehicles, Stores and buildings etc.
- (d) To receive urgent messages/telegrams during of non office hours.
- (e) If any untoward incident occurs, they should report the matter immediately to Duty Officer and to the available officers.

7. **Safaiwala (House Keeping)**

- (a) Cleanliness of office premises.
- (b) Removing of cobwebs woven round the corners, roofs etc of rooms.
- (c) Cleaning of all bathrooms thrice every day within the office complex, , i.e. in the monrning, afternoon and evening.
- (d) Sweeping and cleaning of office and floors every day.
- (e) Attend to any other duty assigned by the superior officer.