

Administration-I (Adm.I Section)

Items of Work

1. Administrative Work relating to Labour Ministers personal Staff.
2. Establishment matters pertaining to Group 'A' Officers belonging to All India Services/other Group 'A' Services Including CSS Grade-I viz. Under Secretary/ Deputy Secretary/ Joint Secretary/ Additional Secretary/ Secretary.
3. Establishment matters pertaining to persons working in the Main Secretariat belonging to:
 - (i) Central Secretariat Service Group 'B' and 'C' Viz. Desk Officer/Section Officer, Assistant, Upper Division Clerk and Lower Division Clerk.
 - (ii) Central Secretariat Stenographers Services Grade 'A', 'B', 'C' and 'D'.
 - (iii) Deputy Director (OL), Assistant Director (OL), Hindi Translators, Librarian, Meeting and Maintenance Officer.
4. Cadre Administration in respect of C.S.S./C.S.C.S/C.S.S.S. working under the constituent units of this Ministry Viz. Directorate General of Employment & Training, Chief Labour Commissioner (Central), Directorate General of Labour Bureau and Directorate General of Factory Advice Service and Labour Institutes.
5. Establishment matters relating to all other Group 'C' and Group 'D' posts viz. Driver/Telex Operator/Telephone Operator/ Peons/ Daftary and staff put on Night/Holidays duty.
6. Recruitment Rules of Group 'C' and 'D' posts other than those included in organized services viz. Senior Analyst, Junior Analyst, Research Assistant, Library staff, Staff Car Drivers.
7. Engagement of Casual Labour and preparation of Muster Roll.
8. House rent claims of gazetted officers.
9. UPSC/SSC/ISTM - typing tests and invigilation duty.
10. Election duties.
11. Establishment matters relating to the National Commission on Labour - Residual work.
12. Territorial Army and Reservists Training.

Other Information

Section Name: Administration – I
Room No. : 315

Telephone No.:	Auto
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23001330	: 2331
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Officers in Channel:

Shri Vivek Vishal – Section Officer
Shri Rahul Sinha – Under Secretary
Shri S.V. Ramana – Deputy Secretary
Additional Secretary
Secretary

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13. Budget proposal for Salary Head of Main Secretariat.
14. Report regarding grant of extension/re-employment to Central Government employees to Department of Personnel.
15. Report regarding scheme for voluntary retirement of Central Government employees after 20 years of service to Department Of Personnel
16. Report regarding appointment of Non-Indians under the Government of India (i) in the Secretariat (ii) attached and Subordinate Offices.
17. Report regarding settlement of pension and other retirement benefits to Department of Personnel.
18. Quarterly report regarding framing of Recruitment Rules.
19. Cases in which the orders of the Appointments Committee of the Cabinet are challenged.
20. Weekly Senior Officers' meetings/Monthly Progress Review Meetings.
21. Half Yearly return regarding implementation of orders for ex-Servicemen in Groups 'C' & 'D'.
22. Monthly/Quarterly/Half Yearly report in respect of ad - hoc appointments in respect of Groups 'A', 'B', 'C' and 'D' to be sent to UPSC.