

## **PERSONNEL - I SECTION (P.I)**

### **Items of work handled**

- Cadre management of scientific/ technical posts of the Ministry (E&F wing), Creation and continuation of scientific and technical posts of Ministry (E&F wing)
- Recruitment Rules- framing & amendment of Recruitment Rules of technical posts.
- Establishment/service matters of all Scientific/Technical officers/staff (other than NRCD) viz. appointment, promotion, review cases, leave cases, retirement and retirement benefits, medical claims, tuition fee reimbursement, leave encashment, children education allowance, court cases etc.
- Reservation Cell (including handling of Parliament Questions/Assurances relating reservations in all services of all categories)
- Work allocation among Scientific/Technical posts
- Advances like House Building, GPF, LTC, TA in r/o all officers/staff other than those who are at the strength of IFS/NAEB/NRCD
- Budget matters relating non-plan budget (Secretariat Proper)
- Policy matters relating to Outsourcing
- Maintenance of ACRs of Group 'A' 'B' & 'C' Officials of MoEF other than IFS Officers under Central Staffing Scheme of the Ministry for IFS Officers.
- Disciplinary Cases of Group 'A' 'B' & 'C' Officials of MoEF other than IFS Officers under Central Staffing Scheme of the Ministry for IFS Officers.