

**FUNCTIONS AND DUTIES
OF**

**DEPARTMENT OF
PERSONNEL AND
ADMINISTRATIVE
REFORMS**

SECRETARIAT

SILVASSA

UT OF DNH

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
SECRETARIAT, SILVASSA

(i) PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES.

Organization Structure

Secretary (Personnel and Administrative Reforms)
/
Special Secretary (Personnel and Administrative Reforms)
/
Dy. / Additional Secretary (Personnel and Administrative Reforms)
/
Superintendent (Personnel and Administrative Reforms)
/
Upper Division Clerk (Personnel and Administrative Reforms)
/
Stenographer (Personnel and Administrative Reforms)
/
Lower Division Clerk (Personnel and Administrative Reforms)

(ii) The vision of the Department Personnel and Administrative Reforms:

- The aims of the Personnel and Administrative Reforms is to facilitate the pursuit of excellence in Governance through:
- Improvement in Government Structures and processes.
- Dissemination of best practices and
- Simplification of Procedures.

(iii) The department of Personnel and Administrative Reforms, Silvassa has no direct dealing with the public. The Personnel and Administrative Reforms department is dealing with Service Matters of Government Servants.

(iv) Functions & duties:

The main functions of the Personnel Department is to deal with the service matters of the employees of U.T. Administration of Dadra & Nagar Haveli viz.

1. Recruitment / Promotion of Group 'A', 'B' posts.
2. Recruitment / Promotion of Group 'C' Common cadre posts.
3. Scrutiny of the proposals of recruitment / promotion of Group 'C' and 'D' posts other than common cadre posts.
4. To call / send Officers on deputation.
5. To frame / amend RRs of Gr. 'A', 'B' Officer and Group 'C' Ministerial staff & Multi tasking staff.

6. Transfers of Officers and staff.
7. Grant of Financial up gradation under ACP / MACP Scheme / Clearance of Probation Period / Confirmation.
8. Publication of Seniority lists of Gr. 'B' Officers and 'C' of Common Cadre posts and also analyse the proposals for issue of Seniority lists other than common cadre posts of Group 'A', 'B' & 'C'.
9. To deal with Court matters in connection with Appeals filed before the CAT / High Court and Supreme Court of India as the case may be pertaining to Common Cadre Posts.
10. Correspondence on service matters with the Govt. of India, UPSC, State Government / U.T.s and Local Officers of the Administration.
11. Maintenance of ACRs / APARs of Group IAS, IPS, DANICS, DANIPS and Common Cadre posts.
12. Handling the Grievances of Government Employees related to Leave, Wage, Payment Increment, Transfer, Seniority, work assignment or working condition, non extension of benefit matter rules & interpretation of Service rules etc. through the Employees Grievances Redressal Cell.
13. Maintenance of Annual Property Returns of all IAS, IPS, DANICS, DANIPS, Group 'A', and 'B' officers.

Such other matter pertaining to Administration & Establishment.

(v) POWERS AND DUTIES.

1. The Appointing Authority in case of Group 'A', 'B' & 'C' posts:

Sr.No.	Description of Service	Appointing Authority
1.	Group A and B	Administrator
2.	Group C and common cadre posts (Group C and MTS) except the departments / offices for which the Secretary (Finance) is designated as Secretary / HOD.	Development Commissioner
3.	Group C posts for all departments / offices for which the Secretary (Finance) is designated as Secretary / HOD.	Finance Secretary

Sr.No.	Description of Service	Appointing Authority
4	Group C posts in Department of Forests & Environment [except common cadre posts (Group C and MTS)]	Chief Conservator of Forest

2. The Administrator is Competent Authority for transfer and posting of Group 'A' and 'B' Gazetted officials and Development Commissioner is Competent Authority for transfer and posting of common cadre staff.

3. The Deputy / Additional Secretary (Personnel) is the Head of office of Personnel Department and looks after all the works of Personnel Department.

4. The Superintendent supervises the work of the subordinate staff. All files coming to Personnel Section are being routed through the Superintendent. He also assists the Deputy / Additional Secretary (Personnel) in the matters of promotion of officers and staff and recruitment etc.

Personnel Department functions in accordance with Services Rules prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' and 'C' staff. Every proposal containing recruitment / promotion is being placed before the Departmental Selection Committee / Departmental Promotion Committee prescribed for Group 'A' 'B' and 'C' as the case may be. All proposals require approval of the concerned Appointing Authority and the proposals such as framing / amendment of R.Rs for Group 'B' needs to be sent to UPSC and Group 'C' require approval of Administrator.