

Procedure followed in Decision Making Process

MANUAL ON CHANNEL OF SUBMISSION OF FILES AND FINAL LEVEL OF DISPOSAL OF CASES IN THE STAFF SELECTION COMMISSION (ER)

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1. Common Instructions

The following procedure is to be followed by Officers in the Regional Offices of the Commission with regard to submission of Files, correspondence with other offices and disposal of Dak.

- (i) In all file notings, concerned Dealing Hand / Assistant Director / Deputy Director originating the proposal, will indicate the channel of submission including the level of Competent Authority in respect of the said case below his noting in the following format :
(DH-AD-DD-RD).
- (ii) All Officers/Officials/Staffs in SSC(ER and the Officer forward leave applications through online eHRMS Portal through their Reporting Officer.
- (iii) All Officers/Officials apply for Deputation to other Ministries/Department through Proper Channel.
- (iv) All dak addressed to the Regional Director of SSC(ER) will continue to be sent by R&I Section to the RD's Offices including letters marked with attention to other Officers through eOffice only.
- (v) Out of the important dak received in RD's Office, the dak relating to implementation of Court Orders / Judgements will be marked by RD as Important and sent to the concerned Officers. Dak relating to Court Notices/other dak/ CPGRAMS grievances will mark by RD and send to the concerned Officers for processing through eOffice.
- (vi) All representations and CPGRAMS grievances will be disposed of at DD level by Nodal Officer after approval of RD before disposal.
- (vii) When a decision/direction has already been given by the Competent Authority on the document at dak stage, the direction may be followed on File and the decision may be communicated to the Competent Authority again, unless specifically asked for.
- (viii) All inter-branch correspondence (i.e. correspondence between different units/ Officers of the Office) may be sent at DD level. Unless it requires a higher intervention, and the receiving Section must give its reply within three days.

2. Establishment

- (i) Records of Service Books/ Personal Files in r/o MTSs, LDCs, UDCs, Assistant Section Officers, Steno Gr. 'D' and Steno Gr. 'C', SOs, Group A Officers of the Commission.
- (ii) Service Books/ Personal Files in r/o all officers/ officials, at SSC(ER).
- (iii) Files Pertaining to GPF/ HBA/ Com. Advance Matters of all Officer/ Officials of the Regional Offices.
- (iv) Files pertaining to Medical Claim of all Officer/ Officials of the Regional Offices.
- (v) Files relating to Establishment/ Admn matters of all Officers/ Officials of the Regional Offices.

- (vi) Files relating to Training Matter of the Regional Offices.
- (vii) Processing of claims of child Education Allowance, LTC
- (viii) Immovable Property Returns
- (ix) Maintenance of attendance, including, incumbency Reports.
- (x) Processing of claims for TA/DA for tours of officials.
- (xi) Cases of Pension matters.
- (xii) E-Sampada
- (xiii) Internal Committee on Several Harassment

(Channel of Submission ASO-AD-DD-Regional Director)

3. Vigilance & Disciplinary Section

- (i) Vigilance matters for all Officials in SSC(ER).
- Disciplinary cases for all Officials in SSC(ER).

(Channel of Submission AD-DD-Regional Director)

4. Budget

- (i) Formulation of Budget of SSC(ER).
- (ii) Preparation of B.E &R.E, Working on PFMS as PD user and DDO Maker User.
- (iii) Preparing Budget Estimate and Revised Estimate
- (iv) Monitoring and utilization of budget.

(Channel of Submission AD-DD-Regional Director)

5. Cash & Accounts Section

- (v) Preparing salary bills and DA arrears in EIS module of PFMS, processing bills of LTC, TA Advance, Medical Reimbursement, Newspaper Reimbursement etc on PFMS for payment,
- (vi) Making deduction of tax for contract and services, GST deduction and filing,
- (vii) Liaising with Tax consultant for uploading of 24Q and 26Q quarterly and Generation of Form 16.
- (viii) Sending Head wise monthly expenditure to Hqrs., making entry of cash transaction in Cashbook, Monthly uploading of schedule of License fee on the website of the Directorate of Estates,
- (ix) Preparing bill of NPS on PFMS, processing bill of Professional Tax, processing bill of Provisional Pension preparing LPC, preparing allowances wise quarterly expenditure of Salary, Processing bills of GPF Advance/Withdrawal, Processing bills of retirement benefit like Final Settlement GPF, Gratuity, Saving fund of CGEGIS, Leave Salary etc,

(Channel of Submission ASO-AD-DD-Regional Director)

6. Admin – I

The Work done under Administration-I section is mentioned below:-

- (i) Responsible for office cleaning and sweeping through out-sourced service provider.
- (ii) Initiate proposals for all type of annual maintenance contracts (AMCs) and processing of bills of the contractors.
- (iii) Maintenance of e-Office& AEBAS portals.
- (iv) Proposals for requisition of all IT related stationaries and Swachhta related stationaries and processing for payment of the bills of the vendors.
- (v) Proposal for procurement of Computer, Printers, UPS, fans and other items and processing of the bills for the same.
- (vi) Repair and maintenance of all fixed assets and other items as per the requirement of the concerned user and payment for the work.
- (vii) Payment of monthly telephone & internet bills.
- (viii) All activities required for sustaining the office of SSC(ER).

(Channel of Submission ASO-AD-DD-Regional Director)

7. Store & Inspection

- i. Maintaining Store & Fixed Assets.
- ii. Inspection of Store, day to day.
- iii. 3) Proposal for procurement of requisition of stationery items for purchasing of Purchase Section for examination purpose and day office use.
- iv. Maintenance of requisition register, Fixed Assets register, procurement of stationery items (Stock Register), Computer equipment register, Swatch Register.
- v. Processing of various Bills.
- vi. CRAC generated to GeM Portal.
- vii. Distributed to all procurement of stationery/swatchha/ Computer equipment items for all officers/officials.

(Channel of Submission ASO-AD-DD-Regional Director)

8. Recruitment

- (i) Examining requisitions received from the various departments for filling up vacancies for various Selection Posts of the concerned department.
- (ii) Upload vacancies in Admin module to advertise them under Selection Posts.
- (iii) Scrutinize the documents submitted by the provisionally qualified candidates in CBE and publish Preliminary Scrutiny Status after declaration of CBE result of Selection Posts Exam conducted by the Commission.
- (iv) Tentative EQ List prepared and published. Conduct skill test and Document Verification.
- (v) Final result/ Merit List is prepared for each category based on the marks provided by the SSC(HQ).
- (vi) Publish Declaration of Final result on the website of the Commission.
- (vii) Dossiers are prepared for selected/ reserved candidates.

- (viii) Forward Dossiers of final Selected Candidates to the User Departments for issue of offer of appointments. Operation of Reserve List for recommendation of nominations, if any candidate is unable to join.

(Channel of Submission ASO-AD-DD-Regional Director)

9. Rajbahasa

- *i+ अनुवाद संबंधी कार्य योजना रिकॉर्ड.
- *ii+ राजभाषा कार्यान्वयन संबंधी रिकॉर्ड0
- *iii+ तिमाही प्रगति रिपोर्ट तैयार करना. प्रत्येक तिमाही हिंदी कार्यशालाएं और कार्यालय राजभाषा कार्यान्वयन समिति बैठक आयोजित करना और समस्त गतिविधियों की कार्यवृत्त तैयार करना।
- *iv+ छमाही रिपोर्ट तैयार करना तथा नगर राजभाषा कार्यान्वयन समिति की बैठक में सम्मिलित होना।
- *v+ 3;85 की धारा 5*5+ और 3;98 के नियम 7 से संबंधित सभी पत्राचारों का द्विभाषीकरण तथा अनुवाद कार्य। केंद्रीय हिंदी प्रशिक्षण संस्थान से संपर्क कर कर्मचारी चयन आयोग *पूर्वी क्षेत्र+ के योग्य अधिकारियों तथा कर्मचारियों को सेवकालीन हिंदी प्रशिक्षण दिलवाना।
- *vi+ प्रतिवर्ष हिंदी पखवाड़ा आयोजित करना।
- *vii+ क्षेत्रीय कार्यान्वयन कार्यालय और कर्मचारी चयन आयोग मुख्यालय. नई दिल्ली द्वारा निरीक्षण हेतु कार्यालय को तैयार करना तथा अवलोकन बिन्दुओं पर कार्रवाई कर अनुपालना रिपोर्ट प्रेषित करना।

(Channel of Submission Jr. Translation Officer -AD-DD-Regional Director)

10. Procurement Section

- i. Procurement of products and services through GeM and other sources
- ii. Drafting and floating tenders in CPPP, official website and GeM
- iii. Drafting “*Bilingual*” Sanction orders and Contract orders
- iv. Recruitment of 02 Young Professional (General) and 01 Young Professional (Legal) in SSCER, Kolkata
- v. Receipt of Daks, diarizing and forwarding to the competent authority
- vi. Dispatch of all daks received from all sections

(Channel of Submission ASO-AD-DD-Regional Director)

11. Legal Section

Legal Section has the responsibility of overall maintenance of CAT/ Court cases pertaining to Staff Selection Commission (Eastern Region) which includes preparing defences and filing replies before the relevant Hon’ble CAT/Court authorities within its jurisdiction.

(Channel of Submission ASO-AD-DD-Regional Director)

12. RTI and PG Cell

- (i) Implementation of RTI Act, 2005 for disposing of all RTI applications within the time limit.
- (ii) Handling of all Public Grievances for disposing of cases through CPGRAMS portal

(Channel of Submission ASO-AD-DD-Regional Director)

13. Examination – I

- (i) Conduct of all Computer Based Examinations.
- (ii) Conduct of Examination in Pen and Paper mode.
- (iii) Data processing works for allocation of candidates, finding out the suspicious candidates.
- (iv) Finalization of venues for conducting examination both in CBE and Pen & Paper mode.
- (v) Co-ordination with concerned district authorities for ensuring law and order system during examination days.
- (vi) Co-ordination with exam conducting service provider for smooth conduct of Computer Based Examination.

(Channel of Submission ASO-AD-DD-Regional Director)

14. Examination – II

- (i) Preparation of Skill Test and Document Verification Schedules of the qualified candidates in the written part and CBE Examination.
- (ii) Preparing schedules for DME and PET/PST for SI(CPO) Examination. Conducting skill test and online document verification.
- (iii) Preparation of dossiers of the candidates and forwarding dossiers of finally selected candidates to the user offices.
- (iv) Drafting, Noting, RTI replies, Public Grievances and making correspondences with SSC (HQ) and other offices.
- (v) Making draft synopsis and para-wise comments of the court cases. Preparation check lists for document verification,
- (vi) Notice for Skill Test and Document Verification schedules for website. Making draft call letters, Skill Test Admission Certificates and Commission's copy etc. Carried out Flying Squad Duty for Examination.
- (vii) Issuing Tender Notice for Annual Typing Test Venue and Issuing Work Order for Data Processing Work.

(Channel of Submission ASO-AD-DD-Regional Director)

15. Audit Section.

- a. To handle all types of internal & external Audits.
- b. To assist in carrying all the Audit Activities.
- c. To make replies for settled of Audit para and Observation