

FUNCTIONAL FILE INDEX

List of sub-heads under various main heads

A - Establishments

<u>Main head</u>	<u>Sub-head</u>
11. Creation and classification of posts	11. Continuance/abolition/revival of posts.
	12. Conversion of temporary posts into permanent ones
	13. Creation of posts
	14. Revision of scales of pay
12 Recruitment	19. Miscellaneous
	11 Recruitment (general aspects)
	12 Appointment of dependents of deceased employees
	13 Appointment of honorary workers
	14 Appointment of nonIndians
	15 Estimates (annual) of vacancies
	16 Employment priorities and maintenance of roster
	17 UPSC (exemption from consultation) regulations

- 18 Framing of recruitment rules
- 19 Notification to and release of vacancies by
 - (i) Local employment exchanges;
 - (ii) D.G.E.&T.
- 20 Nomination of candidates by local employment exchange and their selection
21. Recruitment through employment exchange (general aspects)
22. Recruitment through Home Ministry
23. Recruitment by ministries
24. Recruitment from open market including advertisements and inviting of applications
25. Recruitment through UPSC including requisitions for recruitment and recommendations of UPSC
 - (i) Class I
 - (ii) Class II
 - (iii) Class II (nongazetted)
26. Recruitment otherwise than through UPSC
27. Reservation in services
28. Returns relating to recruitment

- | | |
|--|--|
| | 29. Return regarding appointment and promotion made without consultation with UPSC |
| | 30. Staff strength returns |
| | 31. |
| | 32. |
| | 33. |
| | 34. Miscellaneous |
| 13 Suitability of candidates for appointment to/ for continuance in government service | 11 Taking part in politics |
| | 12 Debarred by UPSC from appearing in examination |
| | 13 Certificates of eligibility for union services and posts to subjects of Nepal, Tibet and migrants from Pakistan |
| | 14 Domicile or residential qualification for employment |
| | 15 |
| | 16 |
| | 17 |
| | 18 Miscellaneous |
| 14 Scheduled Castes & Scheduled Tribes | 11 Representation in posts and services-policy and implementation of safeguards |
| | 12 Reservation of vacancies <ul style="list-style-type: none"> - Including grouping of posts - Exclusion of posts from |

reservation
orders

- | | | |
|----|--|--|
| | 13 | De-reservation of vacancies |
| | 14 | Recommendations of Commissioner for Scheduled Castes & Scheduled Tribes/Central Advisory Board for Harijans/Estimate Committee |
| | 15 | Complaints from associations regarding non-observance of reservation in services |
| | 16 | |
| | 17 | |
| | 18 | |
| | 19 | Miscellaneous |
| 15 | Retrenchment | |
| | 11 | General principles |
| | 12 | Class I |
| | 13 | Class II |
| | 14 | Class II (non-gazetted) |
| | 15 | Class III |
| | 16 | Class IV |
| | 17 | |
| | 18 | |
| | 19 | Miscellaneous |
| 16 | Verification/reverification of character and antecedents | |
| | 11 | Rules (general aspects) |

	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
17	Medical examination	11 Rules (general aspects)
		12 Class I
		13 Class II
		14 Class II (non-gazetted)
		15 Class III
		16 Class IV
		17
		18
		19
		20 Miscellaneous
18	Oaths/affirmation of allegiance to Constitution	11 Register of oaths/affirmation
		12
		13
		14
		15 Miscellaneous
19	Personal files (gazetted)	11 Class I
		12 Class II
20	Personal files (non-gazetted)	11 Class II
		12 Class III
		13 Class IV
21	Service records	11 History of services
		12 Class I

	13	Class II
	14	Service books/Service rolls of non-gazetted officers
	15	Change in name of a government servant
	16	Alteration in the date of birth
	17	Change in qualification of government servants
	18	
	19	
	20	
	21	Miscellaneous
22		Postings and transfers
	11	General aspects
	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
23		Seniority
	11	General principles
	12	C.S.S. Rules
	13	C.S.S.S. Rules
	14	C.S.C.S. Rules
	15	Indian Statistical Service Rules
	16	Indian Economic Service Rules

	17	War Service Rules (lien, seniority)
	18	Established organised services
	19	Political sufferers
	20	Representations
	21	
	22	
	23	
	24	Miscellaneous
24	Leave	
	11	Rules (general aspects)
	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
25	Casual leave (including special leave)	
	11	Rules
	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
26	Special pay/pay	
	11	Rules (general aspects)

	12	War service (Rules)
	13	Political sufferers (Rules)
	14	Class I
	15	Class II
	16	Class II (non-gazetted)
	17	Class III
	18	Class IV
	19	
	20	
	21	
	22	Miscellaneous
27	Allowances	
	11	Rules (general aspects)
	12	Children's education allowance (CEA) rules (general aspects)
	13	Claims regarding CEA
	14	D.A., H.R.A. & C.C.A.
	15	Deputation (duty) allowance
	16	Overtime allowance
	17	Travelling allowance
	18	Washing allowance
	19	Educational concessions for children of political sufferers.
	20	
	21	
	22	
	23	Miscellaneous
28	Confidential/assessment reports	
	11	Rules (general aspects)
	12	Recording of confidential reports in respect of Class I Officers

	13	Recording of confidential reports in respect of Class II Officers.
	14	Recording of confidential reports in respect of Class II (non-gazetted) staff
	15	Recording of confidential reports in respect of Class III staff
	16	Recording of confidential reports in respect of Class IV staff
	17	Communication of advance entries
	18	Representation for expunction of adverse entries.
	19	
	20	
	21	
	22	Miscellaneous
29	Increment	
	11	Rules (general aspects)
	12	Efficiency bar
	13	Withholding of increments
	14	Representations and petitions
	15	
	16	
	17	
	18	Miscellaneous
30	Quasi-permanency	
	11	Rules (general aspects)
	12	Central Civil Services (Temporary Service)
		Rules 1949 (general aspects)

- 13 Issue of
quasipermanency
declarations to class I
Officers.
 - 14 Issue of
quasipermanency
declarations to Class II
officers
 - 15 Issue of
quasipermanency
declarations to Class II
(nongazetted) staff
 - 16 Issue of
quasipermanency
declarations to Class III
staff
 - 17 Issue of
quasipermanency
declarations to Class IV
staff
 - 18 Representations
 - 19
 - 20
 - 21
 - 22 Miscellaneous
- 31 Probation/confirmation
 - 11 General principles
(Probation)
 - 12 Rules (Confirmation)
 - 13 Confirmation/extension
of probation of class I
officers
 - 14 Confirmation/extension
of probation of class II
officers
 - 15 Confirmation of class II
(non-gazetted officers)
 - 16 Confirmation of Class III
 - 17 Confirmation of class IV

	18	Confirmation in ex-cadre posts
	19	Representations and petition
	20	
	21	
	22	
	23	
	24	Miscellaneous
32	Promotion	
	11	General principles
	12	Departmental promotion committee
	13	Class I
	14	Class II
	15	Class II (non-gazetted)
	16	Class III
	17	Class IV
	18	Representations and petitions
	19	
	20	
	21	
	22	Miscellaneous
33	Training/Scholarships/Fellowships 11 in India and abroad	
		Diploma course in public administration in the I.I.P.A.
	12	Executive Training of officers in the states
	13	Refresher course as the national academy of administration at Mussourie
	14	Training in Accountancy

- 15 Training of assistants (direct recruits) at secretariat training school
 - 16 Training in English/Hindi stenography
 - 17 Training in English/Hindi typewriting
 - 18 Training of LDCs (direct recruits) at the secretariat training school
 - 19 Training of officers at the administrative staff collage at Hyderabad
 - 20 Training for stenographers (direct recruits) at the secretariat training school
 - 21 Training abroad
 - 22
 - 23
 - 24
 - 25 Miscellaneous
- 34 Departmental examinations
- 11 Framing of rules
 - 12 Holding of examinations
 - 13 Results-declaration
 - 14 Representations and petitions
 - 15
 - 16
 - 17
 - 18 Miscellaneous

- | | | | |
|----|-----------------------------|----|---|
| 35 | Deputations and delegations | 11 | Rules regarding deputation, deputation on foreign service in India and abroad |
| | | 12 | Delegation in India/abroad |
| | | 13 | Deputation of A.I.S. Officers |
| | | 14 | Deputation of C.S.S. Officers |
| | | 15 | Deputation of C.S.S.S. Officers |
| | | 16 | Deputation of C.S.C.S Officers |
| | | 17 | Organised services |
| | | 18 | |
| | | 19 | |
| | | 20 | |
| | | 21 | Miscellaneous |
| 36 | Delegation of powers | 11 | Rules (general aspects) |
| | | 12 | F.R. & S.R. |
| | | 13 | Delegation of Financial Powers Rules, 1958 |
| | | 14 | C.S.R. (Civil Service Regulations) |
| | | 15 | Grant of ex-officio status |
| | | 16 | |
| | | 17 | |
| | | 18 | |
| | | 19 | Miscellaneous. |
| 37 | Honorarium/Awards | 11 | Rules (general aspects) |
| | | 12 | Class I |
| | | 13 | Class II |
| | | 14 | Class II (non-gazetted) |
| | | 15 | Class III |

	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
38 Pension/retirement	11	Rules and orders (general aspects)
	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
39 Resignation	11	Rules and orders (general aspects)
	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
40 Extension of service	11	Rules and orders (general aspects)
	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III

	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
41	11	Rules and orders (general aspects)
	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous

B - WELFARE

<u>MAIN HEAD</u>	<u>SUB HEAD</u>
11 General staff welfare measures	11 Broad aspects
	12 CSS (Recognition of Service Association) Rules
	13
	14
	15 Miscellaneous
12 Departmental council/office council	11 General aspects/instructions
	12 Departmental council constitution
	13 Office council constitution
	14 Meetings of departmental council
	15 Meetings of office council
	16 Meeting of regional council
	17 Staff union/association
	18
	19
	20 Miscellaneous
13 Grant-in-aid	11 General aspects
	12 Grant for sports and other cultural activities
	13 Submission of annual accounts
	14 Departmental canteen
	15
	16
	17 Miscellaneous
14 Cooperative societies	11 Rules and bye-laws (general aspects)
	12 Election of office bearers

- 13 Meeting of cooperative societies
- 14 Recovery of contribution and loans
- 15
- 16
- 17
- 18 Miscellaneous
- 15 Central Secretariat Library
 - 11 General aspects
 - 12 Membership application
 - 13
 - 14
 - 15 Miscellaneous

C - Vigilance

<u>Main Head</u>	<u>Sub-head</u>
11 Central Civil services (Classification control & Appeal) Rules - Clarification and interpretation of	11 General notifications
	12 Schedule regarding appointing authority, disciplinary authority and appellate authority
	13 Regarding charge sheets, documentary evidence, enquiry officer examination of witnesses and show cause notices
	14 Regarding penalties
	15 Regarding consultation with UPSC
	16 Regarding appeals and petitions
	17 Regarding suspension and subsistence allowance
	18
	19
	20
	21 Miscellaneous
12 All India Services (Discipline and appeal) Rules Clarification and interpretation of	11 General
	12 Regarding Rules 1 to 7
	13 Regarding Rules 8 to 11
	14 Regarding Rules 12 to 18
	15 Regarding Rules 19 to 23
	16
	17
	18
19 Miscellaneous	

13	Complaints	11	Class I
		12	Class II
		13	Class III
		14	Class IV
		15	General against two or more classes
		16	
		17	
		18	
		19	Miscellaneous
14	Disciplinary proceedings	11	Class I
		12	Class II
		13	Class III
		14	Class IV
		15	Joint enquiry
		16	
		17	
		18	
		19	Miscellaneous
15	Prosecutions	11	Class I
		12	Class II
		13	Class III
		14	Class IV
		15	Joint enquiry
		16	
		17	
		18	
		19	Miscellaneous
16	Appeals	11	Class I
		12	Class II
		13	Class III

	14	Class IV
	15	
	16	
	17	
	18	Miscellaneous
17	Petitions	
	11	Class I
	12	Class II
	13	Class III
	14	Class IV
	15	
	16	
	17	
	18	Miscellaneous
18	Court cases	
	11	Class I
	12	Class II
19	Central Civil Services (Conduct) Rules, 1964-Clarification and interpretation of	
	13	Class III
	14	Class IV
	15	
	16	
	17	
	18	Miscellaneous
	11	General notifications

12	Regarding Rules 1 to 7		
		13	Regarding Rules 8 to 11
		14	Regarding Rules 12 to 18
		15	Regarding Rules 19 to 25
		16	
		17	
		18	
		19	Miscellaneous
20	All India Services (Conduct) Rules 1954-Clarification and Interpretation of	11	General notifications
		12	Regarding Rules 1 to 7
		13	Regarding Rules 8 to 14
		14	Regarding Rules 14 to 20
		15	
		16	
		17	
		18	Miscellaneous
21	Central Civil Services (Safeguarding of National Security) Rules 1953-Clarification and Interpretation of	11	General Notifications
		12	Regarding Rules 1 to 2
22	Employment of dependents in private firms/foreign missions in India	17	
		18	Miscellaneous 11 Intimation
13	Regarding Rules 3 to 4		
14	Regarding Rules 5 to 7		
15		12	Sanction
16		13	
		14	
		15	
		16	Miscellaneous

23	Participation in politics	11	Intimation
		12	
		13	
		14	
		15	Miscellaneous
24	Radio Broadcast, contribution of articles, editing or managing of newspapers, publications	11	Sanction
		12	
		13	
		14	
		15	Miscellaneous
25	Evidence before committee of Enquiry	11	Sanction
		12	
		13	
		14	
		15	Miscellaneous
26	Subscriptions	11	Sanction
		12	
		13	
		14	
		15	Miscellaneous
27	Gifts	11	Intimation
		12	
		13	
		14	
		15	Miscellaneous
28	Private trade or employment	11	Sanction
		12	
		13	
		14	
		15	Miscellaneous
29	Moveable/ Immovable property	11	Property returns (general aspects)
		12	Returns of Class I

- 13 Returns of Class II (Gazetted)
- 14 Returns of Class II (Nongazetted)
- 15 Returns of class III

- 16 Intimation
- 17 Sanction
- 18
- 19
- 20 Miscellaneous

- 30 Reports and returns
 - 11 Fortnightly
 - 12 Monthly
 - 13 Quarterly
 - 14 Six-monthly
 - 15 Yearly
 - 16
 - 17
 - 18
 - 19 Miscellaneous

- 31 Vigilance Administration
 - 11 General aspects
 - 12 Acts/Rules/Manuals
 - 13 Vigilance set up
 - 14 Meetings
 - 15
 - 16
 - 17
 - 18 Miscellaneous

D - Common Office Services

<u>Main Head</u>	<u>Sub-Head</u>
11 Accommodation	11 Office accommodation (General aspects)
	12 Requirements of office accommodation - estimate to Directorate of Estates
	13 Shifting arrangements
	14 Residential accommodations (General aspects)
	15 Applications for allotment of residential accommodation - Type I - Type VII.
	16 Applications for change/exchange of accommodation.
	17 Applications for free/reduced rent accommodation
	18 Applications/offer of out- of-turn accommodation, its acceptance, rejection and relevant correspondence relating thereto.
	19 Applications for sharing residential accommodation
	20 Applications for surrender of accommodation
	21 Applications for surrender of accommodation
	22 Offer of regular allotment for Type I - IV,

- its acceptance, rejection and relevant correspondence
 - 23 Offer of regular allotments for Type V to VII, its acceptance, rejection and relevant correspondence.
 - 24 Unauthorised sub-letting of government accommodation.
 - 25 Waiting lists of various types of accommodation from general pool
 - 26 House rent allowance (general aspects)
 - 27 Approval of the scale of accommodation for grant of house rent allowance on percentage basis.
 - 28
 - 29
 - 30
 - 31 Miscellaneous
- 12 Central Government Health Scheme
- 11 CGHS Rules (General aspects)
 - 12 Issue of CGHS token cards
 - 13 Alterations/additions in token cards
 - 14 Medical charges (General aspect)
 - 15 Medical chargesreimbursement
 - 16
 - 17
 - 18
 - 19 Miscellaneous

- | | |
|-------------------------|---|
| 13 | <ul style="list-style-type: none"> 11 Rules (general aspects) 12 Provision of airconditioners desert coolers/gulmarg. 13 Provision of fans.
 14 Provision of khas khas tatties 15 Waterman-engagement of during summer season. 16 Provision of surahis. 17 Provision of heaters. 18 Provision of coal to class IV 19 Provision of glass tumblers, and jugs. 20 21 22 23 Miscellaneous |
| 14 Furniture | <ul style="list-style-type: none"> 11 Rules for purchase, hire, condemnation (general aspects) 12 Condemnation of unserviceable articles/disposal, 13 Hiring/Purchase 14 Maintenance and repairs 15 Physical verification. 16 17 18 19 Miscellaneous. |
| 15 Stationery and forms | <ul style="list-style-type: none"> 11 Rules for procurement (General aspects) |

- | | | |
|----|----------------------|--|
| | 12 | Indent for forms on CCP&S. |
| | 13 | Indent for stationery on CCP&S. |
| | 14 | Local purchase |
| | 15 | Supply of stationery. |
| | 16 | Physical verification. |
| | 17 | |
| | 18 | |
| | 19 | |
| | 20 | Miscellaneous. |
| 16 | Typewriters | |
| | 11 | Rules for procurement/disposal (general aspects) |
| | 12 | Condemnation and disposal. |
| | 13 | DGS&D rate contracts. |
| | 14 | Hiring |
| | 15 | Purchase |
| | 16 | Repairs and maintenance and bills therefore. |
| | 17 | Physical verification |
| | 18 | |
| | 19 | |
| | 20 | |
| | 21 | Miscellaneous. |
| 17 | Duplicating Machines | |
| | 11 | Rules for procurement/disposal (general aspects) |
| | 12 | Condemnation and disposal |
| | 13 | DGS&D rate contracts |
| | 14 | Hiring |
| | 15 | Purchase |

- | | | |
|----|-----------------------------------|--|
| | 16 | Repairs and maintenance and bills there for. |
| | 17 | Physical verification |
| | 18 | |
| | 19 | |
| | 20 | |
| | 21 | Miscellaneous |
| 18 | Calculating & accounting Machines | |
| | 11 | Rules for procurement/disposal (general aspects) |
| | 12 | Condemnation and disposal |
| | 13 | DGS&D rate contracts |
| | 14 | Hiring |
| | 15 | Purchase |
| | 16 | Repairs and maintenance and bills thereof |
| | 17 | Physical verification |
| | 18 | |
| | 19 | |
| | 20 | |
| | 21 | Miscellaneous |
| 19 | Other office Machines | |
| | 11 | Rules for procurement/disposal (General aspects) |
| | 12 | Condemnation and disposal |
| | 13 | DGS&D rate contracts |
| | 14 | Hiring |
| | 15 | Purchase |
| | 16 | Repairs and maintenance and bills thereof |

	17	Physical verification
	18	
	19	
	20	
	21	Miscellaneous
20	11	Rules (general aspects)
	12	Condemnation and disposal
	13	Purchase
	14	Repairs and maintenance
	15	Physical verification
	16	
	17	
	18	
	19	Miscellaneous
21	11	Rules (general aspects)
	12	Condemnation and disposal
	13	Purchase
	14	Repairs and maintenance
	15	Physical verification
	16	
	17	
	18	
	19	Miscellaneous
22	11	Rules (entitled personnel and scale of items of liveries)
	12	Procurement of material
	13	Stitching and tailoring
	14	Supply of shoes and

		chappals
	15	Return, renewal, surrender and withdrawal
	16	
	17	
	18	
	19	Miscellaneous
23	Black-listing of firms/Contractors	11 Circular (general aspects)
		12
		13
		14
		15 Miscellaneous
24	Contractors for supplies	11 Approved list
		12
		13
		14
		15 Miscellaneous
25	Telephones	11 Office telephonesinstallation and shifting of - telephone bills
		12 Residential telephonesinstallation of telephone bills
		13 Repairs and maintenance of
		14 Trunk call register
		15
		16
		17
		18 Miscellaneous
26	Staff Car	11 Rules (general aspects)
		12 Bookings
		13 Log Book
		14 Non-official journeys

	15	Purchase and P.O.L. accessories	
	16	Servicing, repairs and replacement of parts and relevant correspondence	
	17		
	18		
	19		
	20	Miscellaneous	
27	Unserviceable, obsolete and surplus articles	11	Rules (general aspects)
		12	Approved list of auctioneers
		13	Engagement of auctioneers and notice of auction
		14	
		15	
		16	
		17	Miscellaneous
28	Maintenance of records	11	Rules for review of records (general aspects)
		12	Storage and shelving of records
		13	
		14	
		15	
		16	Miscellaneous
29	Printing and Binding	11	Rules of printing and binding (general aspects)
		12	Correspondence relating to printing and binding
		13	
		14	
		15	
		16	Miscellaneous

- 30 Library
 - 11 Ordering and receipt of books, (other than government publications)
 - 12 Ordering and receipt of periodicals
 - 13 Purchase of Government publications
 - 14 Lending, transfer (requisition, reminder, etc.)
 - 15 Library Association
 - 16 Binding of books
 - 17
 - 18
 - 19
 - 20 Miscellaneous
- 31 Care-taking arrangements
 - 11 Allocation of work among sweepers, farashes and chowkidars
 - 12 White-washing arrangements thereof
 - 13 thereof
 - 14
 - 15
 - 16 Miscellaneous
- 32 Security
 - 11 Rules (general aspects)
 - 12 Confidential and secret box
 - 13 Duplicate keysmaintenance thereof
 - 14 Fire fighting arrangements
 - 15 Issue of Identity Cards correspondence thereof
 - 16 Loss of Identity cards
 - 17 Temporary passes arrangements

- 18 Civil Defance
- 19
- 20
- 21 Miscellaneous

E - HINDI

<u>MAIN HEAD</u>	<u>SUB HEAD</u>
11 Progressive use of Hindi in government offices	11 General aspects and Hindi Committees
	12 Circulation of orders
	13 Registration of telegraphic address in Hindi
	14
	15
	16
	17 Miscellaneous
12 Hindi Teaching Scheme	11 General aspects and Hindi Committees
	12 Training programme
	13 Examinations
	14 Grant of advance increments
	15 Grant of awards
	16
	17
	18
	19 Miscellaneous

F - PUBLIC RELATIONS

<u>MAIN HEAD</u>	<u>SUB HEAD</u>
11 Reception	11 Enquiry/reception office
	12 Regulations regarding entry into office premises

	13	Arrangements for escorting visitors
	14	
	15	
	16	
	17	Miscellaneous
12	11	Complaints and enquiries By government representatives
	12	By traders
	13	
	14	
	15	
	16	Miscellaneous
12	11	Complaints and enquiries By government representatives
	12	By traders
	13	
	14	
	15	
	16	Miscellaneous
13	11	Representative committee Constitution of
	12	Processing of cases against the decisions
	13	
	14	
	15	
	16	Miscellaneous
14	11	Press Propaganda and publicity through-rules thereof
	12	Communication to PIO
	13	Arrangements for Press conference.
	14	Press communiqué
	15	Press note
15	11	DLY/DLZ Cars Rules

	12	Arrangement for delegation
	13	
	14	
	15	
	16	Miscellaneous
16 Entertainments	11	Rules (general aspects)
	12	Arrangements
	13	
	14	
	15	
	16	Miscellaneous
17 Flags	11	Purchase
	12	
	13	
	14	
	15	Miscellaneous
18 Gifts	11	Rules (general aspects)
	12	Purchase of - for visiting
	13	Purchase of - for delegation going abroad
	14	Acceptance/transfer of gifts received by officials of the ministry/department
	15	
	16	
	17	
	18	Miscellaneous
19 Hospitality grant	11	Rules (general aspects)
	12	Application for funds from hospitality grant for delegation
	13	
	14	
	15	
	16	Miscellaneous

- | | |
|--|---|
| 20 Meetings, conferences, celebrations and functions | 11 Reservation of accommodation |
| | 12 Seating/acoustical arrangements |
| | 13 Reception arrangements |
| | 14 Reporting and translation arrangements |
| | 15 Transport arrangements |
| | 16 |
| | 17 |
| | 18 |
| | 19 Miscellaneous |
| 21 Delegations | 11 Tour programme |
| | 12 Arrangements for reception and seeing off for |
| | 13 Arrangements for hotel accommodation |
| | 14 Arrangements for visits to historical places |
| | 15 Arrangements for signing ceremony of agreements |
| | 16 |
| | 17 |
| | 18 |
| | 19 Miscellaneous |
| 22 Visas | 11 Rules (general aspects) |
| | 12 Visa matters relating to delegation visiting India |
| | 13 Visa matters relating to staff of foreign nations working in India |
| | 14 Visa matters relating to officials of the ministry |
| | 15 |
| | 16 |
| | 17 |

	18	Miscellaneous
23	Miscellaneous	
	11	Budget and accounts
	12	General administration
	13	Return-expenditure on overtime allowance
	14	Circulars

G-FINANCE, BUDGET, CASH AND ACCOUNTS

MAIN HEAD

SUB HEAD

11	Creation of posts	11	Continuance of posts
		12	Creation of posts
		13	Revision of scales of pay
		14	Upgrading of posts
		15	Conversion of temporary posts into permanent ones
		16	
		17	
		18	
		19	Miscellaneous
12	Pay	11	Rules (general aspects)
		12	Class I
		13	Class II
		14	Class II (non-gazetted)
		15	Class III
		16	Class IV
		17	
		18	
		19	
		20	Miscellaneous
13	Special pay	11	Rules (general aspects)
		12	Class I
		13	Class II

	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
14	Allowances	
	11	Rules (general aspects)
	12	Children's Education Allowance
	13	City compensatory allowance
	14	Daily allowance
	15	Dearness allowance
	16	Deputation allowance
	17	House rent allowance
	18	Over time allowance
	19	Travelling allowance
	20	Washing allowance
	21	
	22	
	23	
	24	Miscellaneous
15	Increments	
	11	Rules (general aspects)
	12	Advance increments
	13	Efficiency bar
	14	Withholding of increments
	15	
	16	
	17	
	18	Miscellaneous

16	Deputation and delegations	11	Rules regarding deputation on foreign service in India
		12	Rules Re. Deputation abroad
		13	Deputation on foreign service
		14	Deputations abroad
		15	
		16	
		17	
		18	Miscellaneous
17	Delegation of powers	11	Civil Service Regulations
		12	Delegation of Financial Powers Rules, 1958
		13	FR & SR
		14	GFR
		15	Central Training Rules
		16	Central Public Works Account Code
		17	
		18	Miscellaneous
18	Honorarium	11	Rules (general aspects)
		12	Class I
		13	Class II
		14	Class II (non-gazetted)
		15	Class III
		16	Class IV
		17	
		18	
		19	
		20	Miscellaneous
19	Pension/Gratuity	11	Rules (general aspects)

	12	Class I
	13	Class II
	14	Class II (non-gazetted)
	15	Class III
	16	Class IV
	17	
	18	
	19	
	20	Miscellaneous
20	11	Budget estimates/Revised estimates Demand No.....
	12	Demand No.....
	13	Demand No.....
	14	
	15	
	16	
	17	Miscellaneous
21	11	Expenditure statements Demand No.....
	12	Demand No.....
	13	Demand No.....
	14	
	15	
	16	
	17	Miscellaneous
22	11	Reconciliation Demand No.....
	12	Demand No.....
	13	Demand No.....
	14	
	15	
	16	
	17	Miscellaneous
23	11	Reappropriation Demand No.....
	12	Demand No.....

	13	Demand No.....
	14	
	15	
	16	
	17	Miscellaneous
24	11	Supplementary grants Demand No.....
	12	Demand No.....
	13	Demand No.....
	14	
	15	
	16	
	17	Miscellaneous
25	11	Accounts and audit Guard file
	12	Audit objections and audit paras
	13	Estimates Committee
	14	Local audit (annual)
	15	Public Accounts Committee
	16	Withdrawals from and reimbursement to contingency Fund of India
	17	Other Departmental Committees
	18	Appropriation accounts
	19	Public works system of accounting
	20	Miscellaneous
26	11	Advances Car advance rules
	12	Conveyance advance rules
	13	Cycle advance rules
	14	Festival advance rules
	15	Final withdrawal rules

- 16 *GPF advance rules*
 - 17 *Housing building advance rules*
 - 18 *Motor cycle/scooter advance rules*
 - 19 *Pay advance rules*
 - 20 *TA advance rules*
 - 21 *Travel concession rules*
 - 22 *Other advance rules*
 - 23 *Grant of car advances*
 - 24 *Grant of conveyance allowance*
 - 25 *Grant of cycle advance*
 - 26 *Grant of festival advance*
 - 27 *Grant of final withdrawal from GPF*
 - 28 *Grant of GPF advance*
 - 29 *Grant of house building advance*
 - 30 *Grant of motor cycle/scooter advance*
 - 31 *Grant of pay advance*
 - 32 *Grant of TA advance*
 - 33 *Grant of LTC advance*
 - 34 *Grant of other advances*
 - 35
 - 36
 - 37
 - 38 *Miscellaneous*
 - 11 *Air passage bills*
 - 12 *Cancellation charges*
 - 13 *Contingent expenditure*
- 27 *Payments and recoveries*

- 14 Electric charges recovery
- 15 GPF annual statements
- 16 GPF membership
- 17 Grants-in-aid,
contributions and
donations
- 18 Hospitality fund
- 19 House rent and other
allowances
- 20 Last pay certificate
- 21 Other recoveries
- 22 Pay claims
- 23 Permanent imprest
- 24 Refunds
- 25 Refreshment bills
- 26 Rent demand statements
- 27 Service postage stamps
- 28 TA/Transfer TA claims
- 29 Water charges recoveries
- 30 Reimbursement of legal
expenses
- 31
- 32
- 33
- 34 Miscellaneous

H - PARLIAMENT**MAIN HEAD****SUB HEAD**

11	Parliament matters	11	General aspects
		12	Assurances and undertakings
		13	Committees
		14	Cut motions/Resolutions/ calling Attention noticesLok Sabha
		15	Cut motions/Resolution/ Calling Attention noticesRejya Sabha
		16	Questions-Lok Sabha
		17	Questions-Rajya Sabha
		18	Legislation
		19	
		20	
		21	Miscellaneous
12	Reports and returns	11	Fortnightly
		12	Monthly
		13	Quarterly
		14	Six monthly
		15	Yearly
		16	
		17	
		18	
		19	Miscellaneous