

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

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I. COMMON INSTRUCTIONS

The following procedure is to be followed by Officers in the Hqrs and 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 / Section Officer / Under Secretary 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-SO-US-DS/Dir./Secretary-cum-COE-Member-Chairman
(as applicable).
- (ii) All Branch / Controlling Officers in Commission HQ and the Officer in charge of Regional Offices will forward leave applications, duly recommended, to the designated Nodal Officer viz Deputy Secretary(Admn.) direct on the same day by e-mail (only in the case of outstation ROs) on sscleaverrecords@gmail.com by hand for appropriate action.
- (iii) All Senior Officers of the Commission and Regional Directors and Dy. Directors In charge of Sub-Regional Offices are advised not to recommend any request of the employees under their charge for deputation and applying for direct exams due to acute shortage of staff and inability of DoP&T to provide immediate substitute in case of their selection. Such request will not be entertained for the next three months from 1.1.2018 up to 31.3.2018. The position will be reviewed in the last week of March, 2018. In exceptional cases, the request will be considered by the Chairman.
- (iv) All dak addressed to the Chairman will continue to be sent by R&I Section to the Chairman's Office including letters marked with attention to other Officers. Important dak will be marked as Red Cornered letter with three levels of priority (**PRIORITY** - to be disposed off within a week, **IMMEDIATE** - to be disposed of within three days, and **MOST IMMEDIATE / CRASH** - to be disposed off on the same day or next day).
- (v) Out of the important dak received in Chairman's Office, the dak relating to implementation of Court Orders / Judgements will be marked by Chairman as Red Cornered Letter and sent

to the concerned Officers. Dak relating to Court Notices will be sent to Member, and those relating to CPGRAMS grievances and representations to Secretary-cum-COE, for marking as per RCL guidelines. These Red Cornered references will then be numbered only in Chairman's Office and sent to the concerned Officers for processing.

- (vi) RCL matters may be dealt with according to instructions /directions recorded therein. RCL Letters depending upon their sensitivity and importance, may be disposed of at the levels of Member / Secretary-cum-CoE / Director/ DS. A copy of the communication / final status w.r.t. RCL matters must be submitted to the Office of Chairman.
- (vii) All representations and CPGRAMS grievances will be disposed off at US level. If the US requires a higher level advice/ decision, being an unsettled policy matter / a contentious issue, he/she may seek approval of his/her superior authority before disposal.
- (viii) 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 e.g. by endorsing the copy of reply sent to the candidate. The file need not be put up to the Competent Authority again, unless specifically asked for.
- (ix) When an information/advice is sought from other Offices, the first reminder may be sent at US level within 10 days of the first letter. If no response is received in next 10 days, a reminder may be sent at DS/Director level. Level may be raised further, if still no response is received.
- (x) All inter-branch correspondence (i.e. correspondence between different units/ Officers of the Commission) may be sent at US level, unless it requires a higher level intervention, and the receiving Section must give its reply within three days.

The following will be the channel of submission and level of final approval for common matters:

S. No.	Subject	Channel of Submission	Level of final approval
1	Parliament matters	DH - SO - US - DS/DIR/SECY. - Member - Chairman	Chairman
2	<p>COURT CASES (Details in Annex IV)</p> <p>Court Cases needing Commission level decisions</p> <p>Court cases in which a decision has already been taken by the Commission or routine cases.</p> <p>Court cases in which inputs are sought from Hqrs.</p>	<p>DH - SO - US - DS / DIR / SECY-cum-CoE-Member-Chairman</p> <p>DH - SO - US</p>	<p>Chairman</p> <p>RD/DD concerned. (In cases relating to Hqrs., e.g. Employees' cases - Member)</p> <p>US</p>
3	CPGRAMS grievances/RTI applications	DH - SO - US	US (US may decide the higher level intervention, if required).
4.	Disposal of representations from candidates/ Notices received from Advocates	DH - SO - US - Secretary-cum-CoE	Secretary-cum-CoE
5.	Red Cornered letters received from Chairman	DH - SO - US - DS/DIR/ Secretary-cum-CoE - Member - Chairman	To be disposed at appropriate level, with a copy endorsed to Chairman office
6.	References received from MPs/ MLAs/ MLCs, Ministers, PMO, President Sectt., DOPT etc.	DH - SO - US - DS/DIR/ Secretary-cum-CoE - Member - Chairman	Chairman
7.	Other VIP references	DH - SO - US - DS/DIR/ Secretary-cum-CoE - Member	Member

S. No.	Subject	Channel of Submission	Level of final approval
8	Inter-Branch correspondence (between Sections / between Hqrs and Regional Offices) on routine matters.	DH - SO - US	US
9	Seeking and sending documents from/to Regional Offices on routine matters.	DH - SO - US	US
10	Seeking information from other Organisations for Commission's record or for information (e.g. A copy of MoU/ an old Circular).	DH - SO - US	US
11	Reminders	DH - SO - US - DS/DIR/ Secretary-cum-CoE - Member (as applicable)	First reminder - at Under Secretary level. Second reminder - at higher level.
12	References received from various Regional Offices of SSC pertaining to revision of result of candidates of various Examinations.	DH - SO - US - DS/DIR/ Secretary-cum-CoE - Member - Chairman	Chairman (File to be put up to Chairman, who in turn will send the same direct to EDP who will retain a copy and send the file back to the concerned Confidential Section)
13	Dak received direct at US level/ Section.	DH - SO - US	US (He / She should bring it to the notice of higher authorities, depending upon the sensitivity of the issue.)
14.	Quarterly Report on the progressive use of Hindi	DH - SO - US	US

II. ESTABLISHMENT AND VIGILANCE SECTIONS

(1) Training:

- (i) On receipt of application/intimation by DOP&T/ISTM/etc. oral consent of the Chairman will be obtained by DS (A)/US (A) before the reference is further processed on file.
- (ii) All proposals for mandatory as well as optional trainings in ISTM including financial implications will be disposed of at the level of Member.
- (iii) Trainings conducted by the Training Division like those under DFFT alongwith financial implications will be approved by the Chairman on file.

(2) Leave

- (i) DS (Admn) has been nominated as **Nodal Officer** by the Commission for all kinds of Leave. In the absence of DS(A), DS (SA) will function as Nodal Officer.
- (xi) All Branch / Controlling Officers in Commission Hqrs will forward leave applications, duly recommended, to the designated **Nodal Officer only** by hand for appropriate action.
- (ii) Heads of Regional Offices must submit leave applications to the **Nodal Officer only**, by mail through e-mail at "sscleaverecords@gmail.com".
- (iii) Formats for Applications for Leave have been suitably modified and are placed at **Annex-I, Annex-II, Annex-III**.
- (iv) Leave applications must be submitted to the Nodal Officer well in time, duly recommended by their Branch Officer / Controlling Officer as required, prior to proceeding on leave, except in exigent circumstances.
- (v) A consolidated list of Officers/Staff who have applied for leave, along with names of their Link Officer, will be prepared in the Office of the Nodal Officer. The list of officials who have applied for leave for the next day would be submitted by the Nodal Officer daily by 2 PM to Chairman / Member.
- (vi) Leave applications in respect of Officers at the level of US and above in the Commission Hqrs. and Heads of ROs will be put up to the Chairman by the Nodal Officer for sanction, and Chairman will sanction /reject leave on the application/file. (In the absence of Chairman, leave of such Officers will be put up to Member.) SO (Estt.I/II) will take further requisite action (like deduction of leave from leave accounts/ entry in Service Book)

and issue consolidated leave sanction order on a fortnightly basis. The Leave sanctioned will be communicated to Regional Heads on the same day / next day by e-mail.

- (vii) It has also been decided that henceforth leave records / Service Books of the Heads of Regional / Sub Regional Officers will be maintained by Estt.-II Section in SSC Hqrs.
- (viii) Leave in respect of Officials below US level will be sanctioned by their respective Branch Officers (USs) in the column provided for it in the leave application form and then forwarded to the Nodal Officer, for further necessary action, on the same day by 4 PM for further necessary action.

(3) Posting / Transfer

- (i) Posting / Transfer of Officers/Officials may be done at the levels proposed below.
- (ii) Services of Staff Car Drivers posted in SSC (Hqrs) will be utilized in such a way that no SCD is required to work continuously for all seven days of the week.
- (iii) It will be ensured that, except for their personal exigencies, at least two out of the three SCDs are present in office on all working days.

(4) Forwarding of applications for Deputation / Direct Recruitment

Senior Officers of the Commission and Heads of Regional Offices are advised not to recommend request of any employee under their charge for deputation and for direct exams, during the period from 1/1/2018 to 31/3/2018, due to acute shortage of staff and inability of DoP&T to provide immediate substitute in case of their selection. Such request will not be entertained in the next three months (from 1/1/2018 to 31/3/2018). The position will be reviewed in the last week of March, 2018. However, in exceptional cases, the request will be considered by the Chairman.

(5) Biometric Attendance

Biometric attendance report will be put up, on 1st and 16th of every month and next day in case of holiday, to the Chairman for perusal.

The level of approval in respect of Establishment matters is given in the following table :

Sl. No	Subject	Level of Officers/ Officials	Channel of Submission	Level of final Approval	
1.	Training All Mandatory Training by ISTM	All cases	DH - US - DS - Member - Chairman	Member	Under prior intimation to Chairman by DS(A)
	All Optional Trainings by ISTM	All cases	DH - US - DS - Member	Member	
	Trainings by Training Division under DFFT etc.		DH - US - DS - Member - Chairman	Chairman	
2.	Leave Casual Leave / RH / EL/ HPL / Commuted Leave/CCL	i. US and above and RDs and DDs in-charge of ROs	DEO - SO - DS - Chairman	Sanction to be issued by the Estt. Section on receiving the approval of Chairman on the applications/ files.	
		ii. Section Officers	DEO-SO-DS	To be sanctioned by the Nodal Officer i.e. DS (A), on the recommendations of the Controlling Officers on the applications. (Under prior intimation to Chairman by DS/A).	
		iii. Below SOs	DEO-SO-DS	Sanction Order to be issued by the Estt. Section on receiving sanction of the respective Branch Officers/USs on the applications.	
		iv. All employees	DH-SO-US-DS-Member		
	ii. Special Casual Leave/ Unauthorised				

Sl. No	Subject	Level of Officers/ Officials	Channel of Submission	Level of final Approval
	absence / Dies non			Member (Under prior intimation to Chairman).
3	Posting / Transfer All Inter-office Posting / transfers	i. Group A and Group B Gazetted ii. Group B Non-gazetted / Group C (other than MTS) iii. Group C (MTS)	DH-SO-US-DS-Member-Chairman DH-SO-US-DS DH-SO-US-DS DH-SO-US-DS-Member-Chairman	Chairman DS(A) in consultation with Chairman DS(A) Chairman
4	Request for Deputation / Direct Recruitment	i. All Officers and Officials of SSC(HQ) & Regional Offices	DH-SO-US-DS	No deputation application to be entertained upto 31.3.2018. Exceptional cases: Chairman
5	All Disciplinary Cases Appeals	Initiation: - a. Group 'A' b. All Disciplinary	DH-SO-US-DS-Member-Chairman DH-SO-US-DS-Member-	Cadre Controlling Authority through Chairman Chairman

Sl. No.	Subject	Level of Officers/ Officials	Channel of Submission	Level of final Approval
		Proceedings - Gp. 'B' (CSS)	Chairman	Chairman
		c. All Disciplinary Proceedings - Gr. 'C' (CSSS/CS CS Cadre)	DH-SO-US-DS- Member-Chairman	Chairman
		d. All Disciplinary Proceedings - Gr. 'B' & 'C' post for which SSC is Cadre Controlling Authority	DH-SO-US-DS- Member-Chairman	
		ii. Imposition of penalties :-		Cadre Controlling Authority through Chairman.
		a. Major Penalty (Assistant Section Officers and Above)	DH-SO-US/DS/ Member	Cadre Controlling Authority through Chairman
		b. Major Penalty (SSA /JSA)	DH-SO-US-DS- Member-Chairman	Chairman
		c. Major Penalty (MTS/SCD)	DH-SO-US-DS- Member - Chairman	Chairman (only 'Censure') Others- Cadre Controlling Authority through Chairman

Sl. No	Subject	Level of Officers/ Officials	Channel of Submission	Level of final Approval
		d. Minor Penalty (Section Officers without Gr 'A' Status)	DH-SO-US - DS - Member - Chairman	Chairman
		e. Minor Penalty (ASO and below)	DH-SO-US- DS- Member- Chairman	
6	Transaction of movable / Immovable property Intimation under Conduct Rules (Rule 18)	Group A (DS and above) / RDs of ROs Group A (below DS) & Group B Group C	DH-SO-US- DS- Member- Chairman DH-SO-US- DS-Member DH-SO-US-DS	Chairman Member DS(Admn.)
7	Grant of Advance	LTC TA on Tour/ Transfer HBA	DH-SO-US DH-SO-US DH-SO-US- DS-Member	US (Estt.)(as HoO) US (Estt.) (as HoO) Member (as per delegated power)
8	GPF	Withdrawal Advances where previous advance is outstanding Advances where no previous advance is outstanding	DH-US- Member DH-US- Member DH-US	Member Member US (Estt.)(as HoO)

Sl. No	Subject	Level of Officers/ Officials	Channel of Submission	Level of final Approval
9	Medical Advance / Reimbursement		DH-US-Member	Member delegated as
10	Probity, Submission of monthly report		DH-SO-US-DS-Member-Chairman	Chairman
11	Pension Cases	All	DH-SO-US	US
12	Amendment of RRs	All	DH-SO-US-DS-Member-Chairman	Chairman (before forwarding to DoPT)
13	Grant of MACP	All cases where SSC is the Appointing Authority	DH-SO-US-DS-Member-Chairman	Chairman as Cadre Controlling Authority
14	Promotion Cases	All	DH-SO-US-DS-Member-Chairman	As per RRs/Chairman
15	Appointments	All	DH-SO-US-DS-Member-Chairman	Chairman
16	Increment	All	DH-SO-US	US as H.o.O.
17	Honorarium	All	DH-SO-US-DS-Member-Chairman	Chairman
18	Creation of posts/ Revival of Posts	All	DH-SO-US-DS-Member-Chairman	Chairman (before forwarding to DOPT)
19	NOC/ Permission for passport	All	DH-SO-US	HoO (after vigilance clearance by CVO)
20	APAR reporting/ reviewing/ accepting / appeals	All		As per extant order
21	Biometric attendance	All	DH-SO-US-DS-Member-Chairman	Bi-monthly on the 1 st and 16 th of every month.

III. GENERAL SECTION

S. No	Subject	Channel of submission	Level of final approval
1	Approval of draft Notice Inviting Tender for award of contract/AMC for CCTVs, Computer, ROs, Fire Extinguishers, Intercom, Dry Cleaning, House Keeping, Networking of internet, Air Conditioners, Potted plants, Cut flowers, Hiring of DLY Taxi for HQ, Waste Material, photocopier machine, hiring of IT related man power, hiring of service providers for computer based examination mode, etc.	DH - SO - US - DS (G) - Member DH - SO - US - DS (G) - Member- Chairman	Member (for contract value of Rs. Ten Lakh and below). Chairman (above the contract value of Rs. Ten Lakh).
2	Constitution of Technical cum Financial Committee for evaluation of Bids, acceptance of report of the Tech.-cum-Financial Evaluation Committee in r/o award of contract/AMC for items mentioned at S.No.1(i) above.	DH - SO - US - DS (G) - Member DH - SO - US - DS (G) - Member- Chairman	Member (for contract value of Rs. Ten Lakh and below). Chairman (above the contract value of Rs. Ten Lakh).
3	Final award of contract/AMC to the vendor, in r/o all contracts/AMC, extension/retendering of all types of contracts/AMC.	DH - SO - US - DS (G) - Member DH - SO - US - DS (G) - Member- Chairman	Member (for contract value of Rs. Ten Lakh and below). Chairman (above the contract value of Rs. Ten Lakh).
4	Approval for constitution of Local Purchase Committee of the Commission	DH - SO - US - DS (G) - Member- Chairman	Chairman
5	Booking of air tickets, purchase of office bags, hospitality grant, arrangement of farewell/ official	DH - SO - US - DS (G)	DS (G) (for value of Rs. twenty five thousand and below)

S. No	Subject	Channel of submission	Level of final approval
	conferences/meetings etc.	DH - SO - US - DS (G) - Member	Member (above the value of Rs. twenty five thousand and upto Rs. Ten lakh)
6.	Procurement of Stationary, Furniture/ electronic/electrical items, fuel bills, monthly bills of hired vehicles, Misc. bills etc.	DH - SO - US - DS (G) DH - SO - US - DS (G) - Member	DS (G) (for value of Rs. twenty five thousand and below) Member (above the value of Rs. twenty five thousand and upto Rs. Ten lakh) Chairman (above the value of Rs. Ten lakh)
7.	Payment of OTA upto 100 hours	DH - SO - US - DS (G) - Member DH - SO - US - DS (G) - Member - Chairman	Member (for 100 hours and below) Chairman (beyond 100 hours).
8.	Matters of Regional Offices relating to requirement of office space, hiring/condemnation of vehicle, requirement of funds under IT/OE Heads etc.	DH - SO - US - DS (G) - Member - Chairman	Chairman
9.	Condemnation and purchase of Staff Car for HQ	DH - SO - US - DS (G) - Member - Chairman	Chairman
10	Routine Canteen matters e.g. Requirement of equipments, utensils, any issue/grievance of canteen staff, selection of food menu for the Canteen etc.	DH - SO - US - DS (G) - Member	Canteen Management Committee
11	Major canteen matters i.e. modernization of canteen, installation of PNG pipeline in the canteen etc.	DH - SO - US - DS (G) - Member - Chairman	Chairman
12	Major issues related to upkeep	DH - SO - US -	Chairman

S. No	Subject	Channel of submission	Level of final approval
	of the Commission i.e. i. Installation of Sign Board of the Commission ii. Setting up of visitor's room in the Commission iii. Review and follow up of actions or decision taken by Chairman during Swachhta Meetings.	DS (G) - Member - Chairman	
13	Representations/Service matters of casual labourers etc.	DH - SO - US - DS (G)	DS (G)
14	Revision in the terms and conditions of the contracts awarded to Service Providers for conduct of Computer Based Examination for the Commission with reference to introduction of taxation etc.	DH - SO - US - DS (G) - Member - Chairman	Chairman

IV. ACCOUNTS SECTION

S. No.	Subject	Channel of Submission	Level of final approval
1.	Finalisation of Budget matters viz. BE, RE, Supplementary Grants, and Budget related Meeting Notice from DOPT, etc.	DH-SO - US - DS(Acctts.) -Member - Chairman	Chairman
2.	Allocation and re-allocation of funds in different Heads among Regional Offices and Head Quarters	DH-SO - US - DS(Acctts.) -Member - Chairman	Chairman
3.	Matters related to Parliamentary Standing Committee	DH-SO - US - DS(Acctts.) -Member - Chairman	Chairman
4.	SFC/EFC proposals and important financial references	DH-SO - US - DS(Acctts.) -Member - Chairman	Chairman
5.	Delegation of financial powers	DH-SO - US - DS(Acctts.) -Member - Chairman	Chairman
6.	Final approval for settlement of Statutory/Internal Audit Paras	DH-SO - US - DS(Acctts.) -Member - Chairman	Chairman
7.	Routine correspondence related to Audit	DH-SO - US - DS(Acctts.) -Member	Member (As per DFPR)
8.	Reimbursement of Children Education Allowance	DH-SO - US - DS(Acctts.) -Member	Member (As per DFPR)
9.	All matters related to authorization for payment of various bills	DH - SO - US (Acctts)	US(Acctts)

V. R&A SECTION

S. No	Subject	Channel of Submission	Level of final approval
1.	Submission of Agenda and Draft Minutes for Commission's Weekly Review Meeting of Chairman on status of disposal of cases : (i) Public Grievances under CPGRAMS (ii) RTI Applications / Appeals (iii) VIP Reference/Parliamentary matters/Parliament Questions (iv) Legal Cases / Contempt Cases / SLPs (v) Audit Paras (vi) Selection Posts (vii) APARs (viii) Condemnation of old vehicles / staff cars and purchase of staff car	DH- SO - US - Member-Chairman	Chairman
2.	Monitoring of Legal Cases / Contempt Cases / SLPs-Regional Office/Sub-Regional Office-wise	DH-SO - US-Secretary-cum-COE - Member-Chairman	Chairman
3.	Review of Audit Paras / Legal Cases through Video Conference	DH-SO - US - Secretary-cum-COE - Member-Chairman	Chairman
4.	Preparation of Annual Report of the Commission	DH - SO - US - Secretary-cum-COE - Member-Chairman	Chairman
5.	Preparation of material for Annual Report of Department of Personnel and Training	DH - SO - US-Secretary-cum-COE - Member - Chairman	Chairman
6.	Monthly Activity Reports received from Regions	DH - SO - US - Member - Chairman	Chairman
7.	Review of Meeting of Red Cornered Letters	DH - SO - US - Secretary-cum-COE - Member-Chairman	Chairman
8.	Supply of data / information to DOPT, as and when required	DH-SO - US-Secretary-cum-	Member/Chairman

S. No.	Subject	Channel of Submission	Level of final approval
		COE-Member-Chairman	
9.	Inspection of Regional Offices / Sub-Regional Offices – Questionnaire	DH - SO – US-Secretary-cum-COE - Member-Chairman	Chairman
10.	Coordination relating to various policy matters	DH - SO – US-Secretary-cum-COE - Member-Chairman	Chairman
11.	Coordination relating to Parliamentary Matters / Questions	DH-SO – US-Secretary-cum-COE-Member-Chairman	Chairman

VI. LIBRARY

S. No.	Subject	Channel of Submission	Level of final approval
1.	Processing of Bills of Books/Rules Books, Periodicals/News Papers	DH- US-DS (G) - Member	DS(Gen)/Member (P) as per DFPR
2.	Purchasing books/Rules Book, Magazine etc from supplier as per demand	DH-US-DS (G) - Member	Library Committee headed by Secretary-cum-COE
3.	Proposal for Disposal of Old News Papers, Magazine etc.	DH-US-DS (G)	DS(Gen)
4.	Issue of No Demand Certificate	DH-US	US(R&A)
5.	Preparation of Cards/Passbook for staff and Officer who join the Commission	DH-US(R&A)	US(R&A)
6.	Proposal for Physical Verification of books	DH-US-DS (G)- Member	Member(P)
7.	Proposal for constitution of the Library Selection Book Committee for purchase of books on regular basic	DH-US-DS (G) - Member(P) - Chairman	Chairman

VII. RTI SECTION

S.No.	Subject	Channel of submission	Level of final approval
1.	Maintenance of records regarding online and offline RTI applications /CIC Hearing Notice and RTI fees for coordinating with different CPIOs of the SSC (Hq)	DH - SO - US	US
2.	Matters relating to disposal of offline and online RTI appeals (Hindi and English version) received in SSC (Hq)	DH - SO - US - FAA	DS & FAA (RTI) of SSC, Hq
3.	Processing /submission of CIC inquiry/ recovery of Penalty imposed by CIC and submission of the CIC quarterly report	DH - S O - US - DS (RTI) - Member - Chairman	Chairman

VIII. R&I SECTION

S. N o.	Subject	Channel of submission	Level of final approval
1.	Speed Post Bills	DH - SO - US - DS - Member	Member
2.	Service Postal Stamp purchases	DH - SO - US - DS - Member	Member

IX. P&P-I and P&P-II SECTIONS

S. No.	Subject	Channel of Submission	Level of final approval
1	Preparation/Issuance of Examination Notices, Application Forms, Option Forms and the Notice related issues/ Corrigendum/ Addendum.	DH - SO - US - Director(P&P) - Member - Chairman	Chairman
2	Clarifications on reservation issues/ Policy matters.	DH - SO - US - Director(P&P) - Member - Chairman	Chairman
3	Opening of new Examination Centre. (P&P-1 Section)	DH - SO - US - Director(P&P) - Member - Chairman	Chairman
4	Revision of Honorarium/Remuneration of the functionaries involved in the Examination Duties of the Commission. (P&P-1 Section)	DH - SO - US - Director(P&P) - Member - Chairman	Chairman
5	Preparation of Annual Calendar of Examinations. (P&P-1 Section)	DH - SO - US - Director(P&P) - Member - Chairman	Chairman
6	Inclusion of new User Ministries/ Departments/ offices of Government of India for reporting online vacancies to the Commission.	DH - SO - US - Director(P&P) - Member - Chairman	Chairman
7	Constitution of Expert Group/Committee for review of the examination system of SSC. (P&P-I Section)	DH - SO - US - Director(P&P) - Member - Chairman	Chairman
8	Re-nomination of selected candidates to other Ministries/Departments/O ffices in coordination with Regional offices of the Commission.	DH - SO - US - Director(P&P) - Member - Chairman	Chairman
9	Requests received from different Autonomous Organisations/Institutions for providing of staff in various categories. (P&P-	DH - SO - US - Director(P&P) - Member - Chairman	Chairman

S. No	Subject	Channel of Submission	Level of final approval
	I Section)		
10	Opening (initially)/Re-opening (for revision/new reporting) of e-portal for collection of vacancies from User Ministries/Departments/Offices against different Open Recruitment Examinations of the SSC (However, in the case of MTS (NT) Exam where RDs/DDs to report vacancies online to the Hqrs.)	DH - SO - US - Director(P&P) - Member - Chairman	Director (P&P)
11	Issuance of User ID & password to various Ministries/ Departments/offices of Government of India for reporting vacancies online.	DH - SO - US - Director(P&P)	Director (P&P)
12	Confirmation of vacancies received through hard copies of online reported vacancies. <i>An updated vacancy statement is to be submitted to Chairman on 1st day of every month.</i>	DH - SO - US - Director(P&P)	Director (P&P)
13	OMs received from DoP&T/Other Ministries/ Departments on important issues for circulation to all concerned. (P&P-I Section) A copy of the same is to be submitted to the Chairman also after circulation for information.	DH - SO - US - Director(P&P)	Director (P&P)
14	Opening of Post Offices for Descriptive Examinations of Open Competitive Examinations.	DH - SO - US	US(P&P)

X. C1/1 AND C1/2 SECTIONS

S. No.	Subject	Channel of submission	Level of Final disposal
1	References received from various Regional Offices of SSC pertaining to revision of result of candidates of various Examination	DH - SO - US - Secretary -cum- COE - Member - Chairman	File to be put up to Chairman, who in turn will send the same to EDP direct. EDP to retain a copy and send the file back to the concerned Section.
2	Appointment of subject Experts/ Evaluators for various Examinations	DH - SO - US - Secretary -cum- COE - Member - Chairman	Chairman
3	(i) Payment to Vendor for conducting online Examinations/Evaluators for evaluation of descriptive paper of various Examinations/Bills of scorers of Examination Hall at 2 nd Floor (ii) Payment to evaluators, in special cases	DH - SO - US - Secretary -cum- COE - Member	As per DFPR relating to Confidential Accounts.
4	Representations received from candidates after the declaration of result pertaining to various Examinations	DH - SO - US - Secretary -cum- COE - Member - Chairman	Secretary-cum-COE/ In exceptional cases upto Chairman
5	Approval of Examination Duty of staff of C1/1 section for receiving description papers in the Confidential Hall	DH - SO - US - Secretary -cum- COE	Secretary-cum-COE
6	Sending of original OMR answer sheets to Regional Offices / CAPFs for verification in suspected cases of malpractice.	DH - SO - US - Secretary -cum- COE	Secy - cum - CoE
7	All matters relating to conduct of Medical examination except those requiring policy decision	DH - SO - US - Secretary -cum- COE	Secy-cum-COE In cases requiring policy decision upto Chairman

XI. EDP SECTION

Sl. No	Subject	Proposed Channel of Submission	Level of final approval
1	Results of all Open/ Departmental exams	DH - SO -US -Dir - Member - Chairman	Chairman
2	Revision of result of Open/ Departmental exam	DH - SO -US -Dir - Member - Chairman	Chairman,
3	Collection of Debarred data from Regional offices	DH - SO -US -Dir - Member - Chairman	Chairman
4	Clarification regarding Selection/non selection	DH - SO -US -Dir (EDP)	Dir(EDP)
5	Comments/ verification of data for Court cases	DH - SO -US -Dir (EDP)	Dir(EDP)/ Member
6	Resolving of Application part issues/Payment issues	DH - SO -US -Dir (EDP)	Dir(EDP)
7	RTI/Public Grievances	DH - SO -US	US(EDP)

XII. QUESTION BANK

Sl. No.	Subject	Channel of submission	Level of final approval
1.	i) Setting of Question Papers.	DH - SO - US - Secretary-cum-COE	Secretary cum COE
	ii) Decision regarding difficulty level of Questions/Negative marking/Numbers of Question Paper Sets	DH - SO - US - Secretary-cum-COE - Member - Chairman	Chairman
2.	Nomination of Subject Experts for checking of representations/Sample Question Papers	DH - SO - US - Secretary -cum- COE - Member - Chairman	Chairman
3.	Finalization of Answer keys after checking of representations	DH - SO - US - Secretary -cum- COE - Member - Chairman	Chairman
4.	Processing of Bills of i) Expenditure upto Rs. 1 lakh ii) Expenditure beyond Rs. 1 lakh	DH - SO - US - Secretary -cum- COE - Member DH - SO - US - Secretary -cum- COE - Member - Chairman	Member Chairman
			AS PER DELEGATION UNDER 'DFPR'
5.	Other Miscellaneous work related to Question Papers/QB Section	DH - SO - US - Secretary -cum- COE	Secretary cum COE

XIII. C-II SECTION

S. No	Subject	Channel of submission of files	Level of final approval		
1	Conduct of Examination				
	Processing of DO letters addressed to Chief Secretaries in r/o conduct of examination. Follow-up with Chief Secretary of States & U.T.s Offices and Regional Offices of SSC.			DH - SO - US -Secy-cum-CoE - Member - Chairman	Chairman
	Daily and final reports of examination for information/direction			DH - SO-US-Secy-cum-CoE	Secy-cum-CoE
	Work order to Service Provider				
	Daily Report of examination in Excel format				
	Control Room: Monitoring & Report preparation & submission.				
	Co-ordination with the Regional Offices before, during and after the conduct of examination in r/o of matters related to conduct of examination.				
	Preparation of Region-wise & State-wise Venue Lists.				
	Co-ordination with Service Provider for redressal of candidate grievances/ RTIs related to conduct of exam.				
	Print Order for all descriptive nature of examination				
Preparation of dispatch-chart & co-ordination with Regional Offices.	SO - US	US			
Co-ordination with the Postal department for dispatch of examination material.					
2	Skill Test				

S. No	Subject	Channel of submission of files	Level of final approval
	Schedule for conduct of skill tests	DH - SO - US - Secy -cum- CoE - Member - Chairman	Chairman
	Payment for preparation of Skill Test passages	DH - SO - US - Secy-cum- CoE - Member - Chairman	Chairman/M ember (As per DFR)
	Coordination with Regional Office for conduct of Skill Test	DH - SO - US - Secy-cum- CoE	Secretary- cum-CoE
	Monitoring progress of skill test	SO-US	US
3	Confidential Accounts		
	Transfer of funds from P.S. Accounts to Confidential Accounts when required	DH - SO - US - Secy-cum- CoE-Member- Chairman	Chairman
	Payments to Confidential Printer/ OMR Printer.		
	Payments to Service Provider		
	Payments to Postal Department	DH - SO - US - Secy-cum- CoE - Member /Chairman	Chairman/ Member (As per DFR)
	Payment for preparation of skill test passages to Experts, Honorarium for control room duty		
	Preparation of statements for ECS/NEFT for the bank for online transfer of payment to the beneficiaries	DH - SO - US - Secy-cum- CoE	Secretary- cum-CoE
	Processing of various types of bills received from Printer, Firms/Companies, Examiner etc, maintaining cash-book by making entries of cheque in the cash book, closing the month ending accounts		

S. No.	Subject	Channel of submission of files	Level of final approval
	<p>To prepare the cheques for offline payment to vendors</p> <p>Keep updated records for required no. of cheques for offline payment etc.</p>	DH - SO	SO
4	Misc.		
	<p>Processing candidate grievances on matters related to conduct of examination.</p> <p>Co-ordination with Service Provider for redressal of candidate grievances/ RTIs related to conduct of exam.</p> <p>Processing of all malpractice/ impersonation cases.</p>	DH - SO - US - Secy-cum-CoE/ Chairman	Secretary-cum-CoE (Chairman in case of sensitive cases and correspondence with investigating agencies)

XIV. RHQ SECTION

[AS PER EXISTING PROCEDURE]

S. No.	Subject	Channel of Submission	Level of final approval
1	Preparation / issuance of Examination Notices, Application Forms, Option Forms and Notice related issues/ Corrigendum/ Addendum	DH - SO - US - Member - Chairman	Chairman
2	Policy matters relating to Selection Posts		Chairman
3	Approval of Scrutiny Reports		Chairman
4	Approval of Regional Directors'/Deputy Directors' Reports		Chairman
5	Cases received from RDs for operation of Reserve List (RL)		Chairman
6	Revival of appointment		Chairman
7	Payment to Vendor after Examination	DH - SO - US - Member - Chairman	Chairman/Member (As per delegation of financial powers)
8	Confirmation / compilation of vacancies received by RDs/DDs under Single Window System or otherwise	DH - SO - US	US
9	Final vacancy position/consolidation of vacancies for inclusion /exclusion/cancellation, if any	DH - SO - US - Member - Chairman	Chairman
10	Examination Schedule: - (i) Fixation of dates (ii) Conduct of Examination (iii) Work Order to Vendor (iv) Final Report on conduct of examination (v) Tentative Answer Key /		Chairman

S. No.	Subject	Channel of Submission	Level of final approval
	(vi) Challenges Forwarding of final scores to all RDs/DDs		US
11	After approval of RD's/DD's Report, Result Write-up/ Uploading of marks (SL), Final Answer Keys	DH - SO - US - Member	Member

XV. हिन्दी अनुभाग

क्रम सं.	फाइल संख्या तथा विषय	प्रस्तुत करने का माध्यम	अनुमोदन का स्तर
1.	11/01/2017-हिन्दी कर्मचारी चयन आयोग (मु.) की हिन्दी के प्रगामी प्रयोग संबंधी तिमाही प्रगति रिपोर्ट	संबंधित सहायक - सहायक निदेशक (रा.भा.)-उप निदेशक (रा.भा.)-उप सचिव(रा.भा.)- सदस्य (पी.) - अध्यक्ष	अध्यक्ष
2.	11/06/2017-हिन्दी राजभाषा कार्यान्वयन समिति की बैठकें	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक (रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी.) - अध्यक्ष	अध्यक्ष
3.	11/06/01/2017-हिन्दी कार्मिक एवं प्रशिक्षण विभाग की विभागीय राजभाषा कार्यान्वयन समिति की बैठक का आयोजन	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव (रा.भा.) - सदस्य(पी)	सदस्य(पी)
4.	11/04/2016-हिन्दी हिन्दी सलाहकार समिति	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव (रा.भा.)-सदस्य(पी.) - अध्यक्ष	अध्यक्ष
5.	13/2/2017-हिन्दी कर्मचारी चयन आयोग के क्षेत्रीय/उप क्षेत्रीय कार्यालयों का राजभाषा निरीक्षण	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी.) - अध्यक्ष	अध्यक्ष
6.	11/03/2012-हिन्दी वार्षिक मूल्यांकन रिपोर्ट	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक (रा.भा.) - उप सचिव (रा.भा.)-सदस्य(पी.) - अध्यक्ष	अध्यक्ष
7.	13/01/2014-हिन्दी कर्मचारी चयन आयोग(मु.) के अनुभागों का राजभाषा निरीक्षण	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक (रा.भा.)	उप सचिव(राजभाषा)
8.	13/3/2016-हिन्दी संसदीय राजभाषा समिति के साथ विचार विमर्श कार्यक्रम	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक (रा.भा.) - उप सचिव(रा.भा.)- सदस्य (पी.) - अध्यक्ष	अध्यक्ष
9.	13/06/2008-हिन्दी मंत्रालय द्वारा कर्मचारी चयन आयोग(मु.) का राजभाषा निरीक्षण	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी)	सदस्य(पी)
10.	11/10/2017-हिन्दी कर्मचारी चयन आयोग के क्षेत्रीय/उप क्षेत्रीय कार्यालयों की हिन्दी के प्रगामी प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट	संबंधित सहायक - सहायक निदेशक (रा.भा.)-उप निदेशक(राभा)	उप निदेशक(राभा)

11.	12/1/2010-हिन्दी हिन्दी शिक्षण योजना के अंतर्गत हिन्दी टंकण/ आशुलिपि की नई कक्षाओं हेतु नामांकन	संबंधित सहायक - सहायक निदेशक(रा.भा.)-उप निदेशक(रा.भा.) - उप सचिव(रा.भा.)- सदस्य(पी.) - अध्यक्ष	अध्यक्ष
12.	12/5/2010-हिन्दी राजभाषा अधिनियम 1963 की धारा 8(4) और 10(4) के अंतर्गत कार्यालयों को अधिसूचित करना एवं व्यक्तिशः आदेश	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.)	उप सचिव(रा.भा.)
13.	13/6/2016-हिन्दी हिन्दी शिक्षण योजना के अंतर्गत प्रबोध/ प्रवीण/प्राज्ञ पाठ्यक्रमों का प्रशिक्षण	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी.) - अध्यक्ष	अध्यक्ष
14.	12/4/2015-हिन्दी हिन्दी कार्यशालाओं का आयोजन	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी.) - अध्यक्ष	अध्यक्ष
15.	11/7/2017-हिन्दी हिन्दी पखवाड़े का आयोजन	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी.) - अध्यक्ष	अध्यक्ष
16.	12/10/2008-हिन्दी अखिल भारतीय राजभाषा सम्मेलन/ कार्यशाला का आयोजन	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी.) - अध्यक्ष	अध्यक्ष
17.	13/4/2017-हिन्दी नगर राजभाषा कार्यान्वयन समिति पत्राचार	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.)	उप सचिव(रा.भा.)
18.	11/8/2017-हिन्दी सरकारी काम-काज मूलरूप से हिन्दी में करने/डिक्टेसन देने की नकद पुरस्कार योजना	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी.) - अध्यक्ष	अध्यक्ष
19.	11/9/2017-हिन्दी राजभाषा हिन्दी में सर्वोत्कृष्ट कार्य करने वाले क्षेत्रीय/उप क्षेत्रीय कार्यालयों के लिए राजभाषा शील्ड योजना	संबंधित सहायक - सहायक निदेशक (रा.भा.) - उप निदेशक(रा.भा.) - उप सचिव(रा.भा.) - सदस्य(पी.) - अध्यक्ष	अध्यक्ष