



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No. Admn6/5/2013-W.S.

Dated the ^{10th} June, 2013

OFFICE ORDER

To ensure the compliance of the provisions of Manual of Office Procedure issued by Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, Govt. of India, it has been decided with the approval of Secretary, ICAR to conduct Organization & Methods (O&M) inspection of the Sections/ Units/ Cells of the Council. The details of officers nominated for conducting inspection and the inspection programme are given in the enclosed **Annexure**.

A copy of the prescribed inspection questionnaire is also enclosed. The inspecting officer may get the inspection questionnaire filled from the Section Officer/ incharge concerned whose section will be inspected during the inspection programme. Items/ documents required to be checked/ inspected during the O&M inspection are given under:-

S.No.	Details of items/ documents required to be inspected during O&M Inspection	Reference of Manual of Office Procedure
1	Section Diary Register	Appendix-3
2	Assistant Diary	Appendix-6
3	Despatch Register	Appendix-19
4	File Register	Appendix-22
5	File Movement Register	Appendix-23
6	Call Book	Appendix-40
7	Precedent Book	Appendix-27
8	Register for Communications from Members of Parliament	Appendix-46, 47
9	Register for Parliamentary Assurances	Appendix-52
10	Register for watching the progress of Recording of files	Appendix-24
11	Record Review Register	Appendix-30

(Manual of Office Procedure-2010/ Record Retention Schedule-2012 can be accessed from the website <http://www.darpg.nic.in/>)

Apart from the items given above, the following items may also be inspected during the O&M inspection:-

1. Work Environment **including office layout**
2. Items of work which have been computerized
3. Training of staff

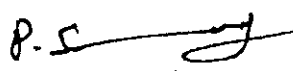
Contd. page.. 2/-

4. Monitoring of pending cases
5. Compliance of Official Language Policy
6. Records Management.
7. Maintenance of Office Support Systems etc.
8. Guard file
9. Reference folders
10. Subject Distribution Chart
11. Reminder/ Suspense Diary
12. Compilation of orders and instructions issued by various Ministries/ Deptts. and various sections of the Council

The officers nominated for conducting O&M inspection are requested to carry out the inspection of the sections during the allotted time as indicated against their names in the annexure and to present a copy each of the inspection report to the Divisional Head and Section Officer of the concerned section within **ten days** of conducting the inspection. A copy of the inspection report may also be endorsed to Work Study Section.

The Section Officer of the section concerned will have to take necessary action to rectify the deficiencies pointed out in the inspection report and implement suggestions and to submit a compliance report through their Branch Officer/ Divisional Head to the inspecting officer as well as Work Study Section within a period of one month of receipt of the inspection report. The Divisional Head will review the action taken on inspection reports.

Though the period of conducting O&M inspection has been given in the Annexure, the inspecting officer may, in consultation with the Section Officer concerned, fix the days (within the period specified in the annexure) for conducting O&M inspection under intimation to the Work Study Section.


(P. Sakthivel)
Deputy Secretary (WS)

Encl. Programme schedule of O&M inspection

Distribution:-

1. Inspecting Officer (by name) along with a set of Inspection Questionnaire and relevant proformae on Organisation & Methods (O&M) inspection.
2. Branch Officer/ Section Officer concerned.
3. Guard file.
4. Sh. Hans Raj, Information System Officer, DIPA, KAB-1, Pusa, New Delhi for posting this office order on the ICAR website.

APPENDIX 56

Inspection Questionnaire on Organisation & Methods (O & M)

[Vide para 136 (1)]

(To be filled-in by all Sections / Desks / Units)

MINISTRY / DEPARTMENT _____

FOR THE QUARTER ENDING _____

OFFICE / SECTION _____

1. Subjects allotted to Section / Desk / Unit, in brief :
2. (a) Number of Receipts received :
(b) Number of New Files opened :
(c) **Registers & Folders**
(i) Whether Section Diary Register, Assistant Diary, Despatch Register, File Register, File Movement Register, Call Book, Guard File, Reference Folders, Precedent Book, Subject Distribution Chart, Reminder/Suspense Diary, Register for Communications from MPs, Register for Parliamentary Assurances etc. are being maintained and kept neat and tidy.
(ii) Registers/folders not being maintained along with the reasons.
(d) **Consolidation of Orders and Review of Rules / Manuals etc.**
(i) Whether orders/instructions are being consolidated, if so, details of consolidation of orders made during the year.
(ii) Whether there is any regular mechanism for undertaking revision of old rules regulation, manuals etc.
(iii) Details of rules, regulations, manuals etc. revised/updated/reprinted during the year;
(e) **Work Environment**
(i) Whether work environment in office is congenial keeping in view the general cleanliness seating arrangements etc.
(ii) If not, specify the areas of deficiency and action being taken to improve the same.
(f) **Items of work which have been computerized.**

3. Staff Strength :

Sl. No.	Name of Post/ Grade	Sanctioned	In position	Number of vacancies and date from which vacant	Cause of vacancy (Transfer, retirement, death, long leave, etc.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

APPENDIX 56—Contd.

4. Rotation of Staff (Details of persons working in the same sections/unit for more than five years) :

Sl. No.	Name & Designation of employee	Name of Section/ seat in which working	Date from which working	Whether his/her case of transfer was considered	Justification for such retention
(1)	(2)	(3)	(4)	(5)	(6)

5. Training of Staff

Groups	Number of persons in Section/ Unit	Number of persons who have under-gone in-service training during the year	Number of persons who require short-term training (i.e. upto 3 months) in work related jobs	Number of persons who require long-term training (i.e. more than 3 months) in work related jobs	Area of Training (Please Indicate) (i) Office Procedure (ii) Computer (iii) Finance/Audit (iv) Statistics/Research (v) Management (vi) Other specialized fields (vii) Any other (specify)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Group - A						
Group - B						
Group - C						
Group - D						

6. Punctuality

- (i) Is Attendance Register maintained properly ? (Please specify, Manual or electronic).
- (ii) Is late Attendance marked showing the time of arrival of late-comers ?
- (iii) Is Attendance Register checked by an officer daily ?
- (iv) Is forfeiture of casual leave etc. done as per instructions ?
- (v) Whether surprise visits conducted by senior officers? If so, frequency per month.

7. Security of Official Documents

- (i) Whether Classified files and papers (other than those in hand) are being kept in locked almirahs?
- (ii) Whether separate record (e.g. section diary, file register, index slip) is being maintained in respect of secret papers (unless the section itself is designated as secret or top secret) ?
- (iii) Whether any instances of violation of prescribed instructions for treatment and safe guarding of secret/ top secret papers/information have come to notice and, if so, action taken thereon ?
- (iv) Whether a periodical review is done to de-classify the existing classified documents and if so, the result thereof.

APPENDIX 56—Contd.

8. Processing, Submission and Monitoring of Cases

(a) Processing and Submission of Papers (*Take a sample of 5 current cases at draft stage*)

- (i) Number of cases, which were properly referenced, flagged and enclosures clearly marked.
- (ii) Whether name, designation, complete address and telephone number of the signatory were marked.
- (iii) Number of files which were found neat and tidy.
- (iv) Extent of computerization of file movement / tracking of papers.

(b) Monitoring of Pending Cases

- (i) Whether Weekly / Monthly statements of pending cases are being submitted on due dates:

(ii) Number of Pending Cases

Upto One month	Between 1 to 3 months	Between 3 to 12 months	Over 1 year	Total
(1)	(2)	(3)	(4)	(5)

- (iii) Whether cases pending over a month are being brought to the notice of concerned Joint Secretary or higher officers.

9. Compliance of Official Language Policy

- (i) Number of letters received in Hindi:
- (ii) Number of letters out of (i) above replied in Hindi:
- (iii) Percentage of correspondence in Hindi with Government offices located in Hindi Speaking States/UTs.
- (iv) Whether all the documents like orders, notifications, contracts, agreements etc. are issued bilingually

10. Records Management

- (a) (i) Number of files due for recording
- (ii) Number of files recorded
- (iii) Number of files pending for recording
- (b) (i) Number of files received for review
- (ii) Number of files reviewed
- (iii) Number of files pending for review
- (iv) Number of files marked for further retention after review and its percentage to (ii) above
- (c) (i) Number of files weeded out
- (ii) Whether proper record has been maintained of such files
- (d) Whether Index Slips prepared for recorded files alphabetically
- (e) (i) Number of files sent to Departmental Record Room (DRR)
- (ii) Number of files sent to National Archives of India (NAI)
- (f) (i) Whether Retention Schedule for records has been drawn up relating to substantive work
- (ii) If yes, whether the schedule is reviewed every 5 years

APPENDIX 56—contd.

11. Pending references from M.Ps. and other V.I.Ps,

Number of references			Number of references disposed	Number of references pending for disposal (from date of receipt)					Out of pending references number of cases in which acknowledgement /interim reply has been sent	Reasons for pendency of cases over one year (in each case.)
Brought forward	Received during the year	Total		less than 3 months	between 3 to 6 months	between 6 to 12 months	Over one year	Total		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

12. (a) **Matters related to the Parliament (*Pending Assurances given in the Parliament*)**

Sl. No.	Parliament Question No. and date on which replied	Number of Assurances given	Date on which the extended period expires	Assurance pending for			Reasons for non-fulfilment	Present status
				Less than 6 months	Between 6 to 12 months	More than One year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

12.(b) **Directions of Parliament Committees Pending Compliance**

Sl. No.	Name of the Committee	Date on which directions given	Nature of directions	Date by which directions are to be complied	Present status of compliance
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX 56—Contd.

13. (a) Disposal of representation from the staff

Number of Representations			Number of Representations disposed	Number of Representation pending for disposal					Reasons for pendency of cases over six months	Broad nature of Representations
Brought forward	Received during the year	Total		less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over one year	Total pending		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

APPENDIX 56—Contd.

13. (b) Disposal of Complaints of Women Employees regarding Harassment

Number of Complaints			Number of complaints disposed	Number of pending complaints	Details of each pending Complaint				Present Status
Brought forward	Received during the year	Total			Number of Woman employee(s)	Date of receipt of Complaint	Whether any hearing has taken place, if so, date thereof	Whether the matter was discussed in the Committee/ Cell set up to look into such Complaints	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

APPENDIX 56—Contd.

13. (c) Disposal of Complaints of SC/ST Employees

Number of Complaints			Number of complaints disposed	Number of pending complaints	Details of each pending Complaint				Present Status
Brought forward	Received during the year	Total			Number of SC/ST employee(s)	Date of receipt of Complaint	Nature of Complaint	Whether any hearing has taken place and if so, date thereof	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

APPENDIX 56—Contd.

14. Mechanism of Public Grievances and Transparency

- (i) Whether a senior officer has been appointed as the Director of Public Grievances :
- (ii) Whether the office has been empowered to pursue the matters represented and liaise with all branches and sections :
- (iii) Whether a day of the week has been earmarked for attending to public grievances by senior officers :
- (iv) Whether a complaint box has been placed at the reception :
- (v) Have suitable arrangements been made for visitors for lodging their complaints :
- (vi) Have Information and Facilitation Counters been opened :
- (vii) Has a Complaint Register been opened and are the complaints being entered therein :
- (viii) Has time-frame been fixed for disposal of complaints :
- (ix) Does Head of Office/Department review the action taken for redressal of Public Grievances :
- (x) Whether release of information to the public on Department's activities is taking place through :—
 - (a) Book-lets: (b) Information & Facilitation Counters : (c) Internet :

15. Disposal of Petitions from the public

Number of petitions			Number of petitions disposed	Number of petitions pending for disposal (from date of receipt)					Reasons for pendency of cases over six months	Broad nature of petitions received
Brought forward	Received during the year	Total		less than 3 months	between 3 to 6 months	between 6 to 12 months	Over one year	Total ending		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

16. Maintenance of Office Support Systems

(a) Equipments/Machines (like Typewriters, Computers, etc.)

Equipment	Whether in working order	If not in working order, date from which not working	Action taken for repairing the fault	Whether the number of equipments provided are adequate vis-a-vis Staff/workload
(1)	(2)	(3)	(4)	(5)

(b) Furniture

Action taken for replacing the old furniture by modular furniture :

17. Scheme (s) of Awards for Suggestions

- (i) Whether any 'Scheme of Cash Awards to the Staff/ Public' is in operation for suggesting innovative ideas/new methods/procedures/techniques for improving the efficiency and productivity of the Organisation :
- (ii) Number of suggestions made by the Staff and Public separately during the year :
- (iii) Whether any of the suggestions were accepted for implementation and, if so, details of awardees and their suggestions.

APPENDIX 56-Contd.

18. Inspection of Attached/ Subordinate Offices (Details of inspections conducted by the Head of the Department/Senior Officers during the year)

Name of Office inspected	Date (s) of Inspection	Name & Designation of Officers who conducted the inspection	Suggestions/Recommendations/ Defects pointed out (in brief)	How many Suggestions/Recommendations have been implemented	Suggestions/Recommendations not so far implemented and reasons thereof	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

19. Implementation of Suggestions/Recommendations of Last Inspection

(i) Have all the suggestions/recommendations/defects pointed out in the previous inspection been implemented/rectified

(ii) If not, specific reasons for not implementing the same in each case

20. Brief recapitulation of defects or shortcomings noticed and any other comments which Inspecting Officer (s) may have to make

**(Inspection Officer)
Name & Designation.**

APPENDIX 3

Section/Desk Diary for Receipts

[Vide Paragraph 17(1) and (2)]

Date.

[illegible]

INSTRUCTIONS

1. Column 1, a Running Sl.No. will be given datewise.
2. Columns 2-7 will be filled at the stage of diarising i.e. before the receipts are made over to the dealing hands.
3. Devnagri script will be used for diarising Hindi receipts. In case Hindi is used for all entries in the section diary, Hindi receipts may be suitably distinguished by either marking 'Hindi' in Column 12 or using a different colour of ink.
4. Column 8 will be filled on the basis of entries in Column 5 of the assistant's diary. For this purpose, the diarist will collect and consult the assistant diaries periodically, say once a week.
5. Columns 9 and 10 will be filled by diarist on receipt of office copy of issue.
6. Column 11 will be filled by the dealing hand after a decision has been taken at an appropriate level that no reply is necessary.
7. Movement of receipts marked to officers for perusal will be indicated in column 12.
8. In the case of a desk, all the columns will be filled, at appropriate stages, by the supporting staff attached to the desk functionary.

APPENDIX 6

Assistant's Diary

[Vide Para 23(2)]

S.No.	Diary No. or File No.	Subject	File No.	Date of submission
1	2	3	4	5

INSTRUCTIONS

1. Column 2 should show 'diary number' or 'file number' according as the paper marked to a dealing hand is a receipt or a come-back case.
2. Column 4 need be filled only in respect of diary numbers.
3. The date on which receipts/files are received by the dealing hand should be entered in red ink across the page above the entries to be made for the day.

Section Despatch Register

Date

S.No.	Number of the issue	Addressee	Issued			Remarks-Nature of the issue e.g., letter or telegram, etc.
			In Hindi	In English	Bilingually	
1	2	3	4	5	6	7

140

APPENDIX 22

File Register

[Vide para 97]

STANDARD HEAD NO.....

STANDARD HEADING.....

File No.	Subject	Date of		Classification (and year of review)	Remarks
		Opening	Closing		
1	2	3	4	5	6

INSTRUCTIONS

1. Entries in columns 1-3 will be made at the time of opening files and those in columns 4 and 5 at the time of recording and reviewing them.
2. Year of review in column 5 is required to be indicated only in the case of class 'C' files.
3. If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.
4. When a file is transferred to the departmental record room or to another section department, the fact of such transfer and the relevant date, will be indicated in column 6 - e.g.

D.R.R.
06-01-2010

M.H.A
16-02-2010

Similarly when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.

APPENDIX 23
File Movement Register
 [Vide para 100.(1)]

SUBJECT.....

File No.

To whom	Date	To whom	Date	To whom	Date	To whom	Date

Space for recording movements of part files

NOTES: (1) Movement will be marked by indicating the officer, section or department to which the file has been sent with date of sending below it, e.g.

DS(N)
11.2.2010

MHA
11.2.2010

APPENDIX 23 - *contd.*

- (2) Movement of the linked files will be marked in the space allotted in file movement register for the file with which these are linked as illustrated below—

File No.	
	Linked files :-
DS(N)	
_____	1. F. No.
19-02-2010	2. F. No.

- (3) In the space allotted for each of the linked files in the file movement register the movement will be marked as illustrated below—

File No.	
DS(N)	
_____	Linked with File No.
23-02-2010	

- (4) In the space allotted in the file movement register for the file with which recorded files have been put up, the movement will be marked as illustrated below—

File No.	
	with recorded Files :-
DS(N)	
_____	1. F. No.
28-02-2010	2. F. No.

APPENDIX 24*Register for watching the progress of recording**[Vide para 104(2) (b) and (3)]*

Section... Month and year

Files marked for record during the month		Files recorded during the month	
S.No.	F.No.	S.No.	F.No.
1	2	3	4
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	

APPENDIX 27
PRECEDENT BOOK
[Vide para 110]

Heading Pay Fixation etc.....

Decision or ruling in brief	File No.	Page No.	Date	Remarks

INSTRUCTIONS

1. Entries in this book will be made under the appropriate standard-heads and sub-heads arranged in an alphabetical order. Where functional filing system is followed, entries will be made under the appropriate basic, primary, secondary and tertiary heads.
2. The pages of the book will be numbered serially and a few pages allotted to each standardized heading under which entries are to be made vide 1 above. At the beginning the book will be pasted or written a list of such headings and pages allotted to each.

Record Review Register

Ministry/Department of.....Year of review.....

File No.	File No.	File No.	File No.

157

APPENDIX 40

Call Book

[Vide para 125(1)]

S1. No.	File Number	Date of commence- ment of file	Subject	Reason why no further action can be taken for over six months	Date on which action is to be restarted	Remarks of B.O./ Divisional head at the time of review	Date of restarting
1	2	3	4	5	6	7	8

APPENDIX 46

Register for keeping a watch on the disposal of communications received from Members of Parliament

(To be maintained by Sections/Desks)

[Vide para 127 (2)(a)]

Name of Section/Desk... ..

[illegible]

APPENDIX 47

Particulars of M.Ps. letters pending over a fortnight

[Vide para 127 (4)]

Sl. No.	Name of M.P.	Date from which pending	Brief Subject	Reason for delay	Remarks of Branch Officer/ Divisional Head/Jt. Secy.	Action taken on the remarks in column 6
1	2	3	4	5	6	7

Register of Parliamentary Assurances

Section/Desk.

Lok
Sabha
Rajya Sabha

Sl. No.	Date	Reference	Subject	Assurance given	How fulfilled	Date on which	
						Sent to Department of Parliamentary Affairs	Laid on the table of the House
1	2	3	4	5	6	7	8
						

1. Column 2 will show the date on which the assurance was given.
2. Column 3 will indicate the No. of the question, name of bill, resolution, motion, etc. in connection with which the assurance was given and also reference to the communication from the Department of Parliamentary Affairs with which it was received.

Details of Organisation & Methods (O&M) inspection programme of the Council

SN	Division	SECTION	Name of Inspection Officer	Period of Inspection	
1.	IC	IC-I Section	Sh. Girish Bhatt, US(Vig.)	1.07.2013 to 31.07.2013	
2.	IC	IC.II Section			
3.	IC	IC.III Section			
4.	Administration	Estt.I Section	Sh. Pitamber DS(AS)		
5.	Administration	Estt.II Section			
6.	Administration	Estt.III Section			
7.	Administration	Estt.IV Section	Smt. Rajtarangini Banerjee, US(TC)		
8.	Administration	Work Study Section			
9.	Administration	Cash-I Section			
10.	Administration	Cash-II Section			
11.	GAC	Gen.Admn.Section	Ms. Namrta Sharma, DS(P)		
12.	GAC	Cdn.Section			
13.	GAC	Estt.V Section			
14.	GAC	R&D Section			
15.	Personnel	Per.I Section	Smt. Rajashree Sunil, US(WS)		
16.	Personnel	Per.II Section			
17.	Personnel	Per.III Section			
18.	Personnel	Per.IV Section			
19.	Personnel	CR Cell	Smt. Kamla Bisht, US(AS)		
20.	Personnel	Assessment Unit			
21.	Personnel	Governance Cell			
22.	Crop Science	C. C. Section	Sh. K.N. Choudhary DS(A)	1.08.2013 to 31.08.2013	
23.	Crop Science	IA-III Section			
24.	Crop Science	IA-IV Section			
25.	Crop Science	F&F C Section			
26.	Crop Science	O&P Section	Sh. J.N. Bhagat, US(GAC)		
27.	Crop Science	Seed Section			
28.	Crop Science	PP Section			
29.	IP&TM	IPR Section	Sh. P.K. Bage, DS(Fy.)		
30.	IP&TM	PPP			
31.	Agril. Engg.	Agril. Engg.			
32.	Agril. Engg.	IA.II(AE)			
33.	Agril.Engg.	ARIS(Computer Cell)	Sh. S.K. Pathak, DD(F)		
34.	Animal Science	IA-I Section			
35.	Animal Science	ESM Section			
36.	Animal Science	ASR-II/III Section			
37.	Animal Science	ASR-IV Section	Ms. Sunita Sharma, DS(AE)		
38.	Fisheries	IA-VI Section			
39.	Fisheries	ASR. I Section			
40.	Agril. Extn.	Agril.Extn.I			
41.	Agril. Extn.	Agril.Extn.II			

42.	Horticulture	IA-V Section	Sh. V.K. Sharma, DS(NRM)	1.09.2013 to 31.09.2013
43.	Horticulture	Hort.I		
44.	Horticulture	Hort.II		
45.	NRM	AFC Section	Sh. Ashok Kumar, US(DKMA)	
46.	NRM	IA.II Section		
47.	NRM	SW &DF Section		
48.	Education	A&P Unit	Sh. Deepak Singhal, US(Agril. Extn.)	
49.	Education	EPD Unit		
50.	Education	Accreditation Board		
51.	Education	HRD.I		
52.	Education	Exam Cell	Sh. Rajinder Kumar, US(NRM)	
53.	Education	HRD.II Section		
54.	Education	F & A Unit		
55.	DKMA	G. A. Section	Sh. Kanhaiya Chaudhary, DS(Edn.)	
56.	DKMA	Cash Section		
57.	DKMA	Fin. and Account		
58.	DKMA	Hindi Edit. Unit	Sh. Ved Prakash, US(Hort.)	
59.	DKMA	English Edit. Unit		
60.	DKMA	Production Unit		
61.	DKMA	ARIC	Sh. G.S. Hareesh Nair, US(Agril. Extn.)	
62.	DKMA	Photo / Art Unit		
63.	DKMA	Publication Store		
64.	M&I Unit	Awareness Creation		
65.	M&I Unit	Public Relation		
66.	OTHER	Parliament Section	Ms. Sunita Arya, SF&AO	
67.	OTHER	Award cell		
68.	OTHER	Cdn. Tech		
69.	OTHER	Hindi Unit(KB)	Sh. Preveen Raheja, US(Cont.)	
70.	OTHER	Law Section	Ms. Roja Sethumadhavan, DS(P)	
71.	OTHER	PI&M Section		
72.	OTHER	Vigilance section	Sh. G.P. Sharma, DD(Fin.)	
73.	OTHER	Vigilance (D)		
74.	OTHER	CR Admn. & RTI Cell		
79	Finance	Accounts-I Section	Sh. Dilip Roy, US(Cash)	1.10.2013 to 31.10.2013
80	Finance	Accounts II Section		
81	Finance	Audit I Section		
82	Finance	Audit II Section	Sh. S.K. Behera, DS(GAC)	
83	Finance	Audit III Section		
84	Finance	Budget Section		
85	Finance	Cdn (A&A) Section		
86	Finance	Grant-in-aid	Sh. P. Sakthivel, DS(WS)	
87	Finance	I.F. Section		
88	Finance	Inspection Unit		
89	Finance	Pension Section	Sh. Gian Chand, US(SS)	
90	ASRB	Audit & Accounts		
92	ASRB	Exam-I/Assessment Cell		

93	ASRB	Exam-II		1.10.2013 to 31.10.2013
94	ASRB	GA & Cash Sec.	Sh. S.K. Sinha, US(E&M)	
95	ASRB	Rectt.-I		
96	ASRB	Rectt.-II		
97	NAIP	PIU Admn/Fin.	Sh. Binod Toppo,US(Edn.)	
98	GAC	Service & R& I Section (KAB)		
99	GAC	E&M Section		
100	Works	Engg. Cell		

