

Directorate of Marketing & Inspection, Administration Division, Head Office comprises of the following: -

- Administration I Section
- Administration II Section
- Administration III Section
- Administration IV/Accounts Section
- Vigilance Section
- RTI Cell
- AEBAS Cell

### **1. Administration I Section**

1. All matters related to recruitment/ promotion to Group 'A' and Group 'B' (Gazetted) posts.
2. The following personal matters of Group 'A' and Group 'B' (Gazetted) Officers (Marketing & Laboratory Cadres) of the Directorate: -
  - pay fixation;
  - Preparation of pension papers of superannuating officers posted in H.O., Faridabad;
  - Grant of financial up-gradation under the MACP Scheme;
  - Issue of yearly increment certificates; etc.
  - permission for LTC, Leave;
  - forwarding of applications;
  - issue of notification regarding appointment, promotion and retirement;
  - issue of NOCs for various purposes;
  - Matters relating to grant of permission for acquiring and disposal of moveable and immoveable properties.
3. Matters related to transfer of Group 'A' and Group 'B' (Gazetted) (Marketing & Laboratory Cadres) officers and holding of meeting of General Central Service Board under RTP.
4. Seniority Lists of Group 'A' and Group 'B' (Gazetted) (Marketing & Laboratory Cadres) cadres.
5. Matters related to amendment of Recruitment Rules of Group 'A', 'B' posts (Marketing Cadre) and Group 'A' & 'B' Laboratory Cadre posts.
6. Court cases arising out of works allocated to the section.
7. Probation/Confirmation of all Group 'A' & 'B' officers of the Directorate.
8. Furnishing of replies to parliamentary questions.
9. Miscellaneous Complaints.
10. Pension matters of retired officers.
11. Compiling information and giving replies to RTI Applications concerned with Admn-I Section.
12. Furnishing of Annual returns of SC/ST/OBC/PWD, etc.
13. Delegation of Financial Powers & Declaration of Controlling Officer/H.O.O.
14. Matters related to DMI Employees Association (DMIEA).
15. Maintenance of Service Books of all Group 'A' officers posted in H.O., FDB.
16. Maintenance of Service Books of all In-charge officers of ROs and S.Os.
17. Maintenance of Casual Leave record of all Group 'A' and 'B' officers posted in Faridabad and In-charge officers of ROs and SOs.

## **2. Administration II Section**

- i) Establishment/ Personal matters of Officers/ Officials of CSS/CSCS/ CSSS/ CSOL/ SSS
- ii) Establishment/ Personal matters of Officers/ Officials of Gr-‘B’ (non-gazetted) of Sub-Office Cadre
- iii) Establishment/ Personal matters of Multi Tasking Staffs/ Group ‘C’ Staffs of DMI, Head Office.
- iv) Grant of Pension Benefits to Retired Officers/Staff of DMI
- v) Outsourcing of DEOs and Drivers etc. in HO, DMI
- vi) House Building Advance/ Motorcycle/ Motorcar/ Personal Computer advances of the whole Directorate.
- vii) Medical matters of employees of the whole Directorate.
- viii) Matters relating to O & M Inspection of Offices of the Directorate
- ix) Re-Organization of DMI.
- x) Parliament matters.
- xi) RTI matters pertaining to Admin.II Section
- xii) Court Cases pertaining to Admin.II Section

## **3. Administration III Section**

- Procurement & distribution of Stationary/ consumable and non-consumable/Computer/Fax machine /electrical items etc.
- Outsourcing of security services/Safai kamramcharis/electrician in DMI, Head Office
- Caretaking of Head Office
- Modernization /maintenance of office building
- Issuing of CGHS/Office Identity Cards/Pensioners Card
- Matters relating to Staff Car/Taxi for official use
- Maintenance of DG set
- Maintenance of Library of DMI, Head Office
- Record keeping and maintenance of Record Room
- RTI matters pertaining to Adm.III Section

## **4. Administration IV Section**

1. Preparation of Revised Estimate and Budget Estimate in respect of whole DMI
2. Distribution of RE and BE amongst the field offices of DMI
3. Monitoring of expenditure
4. Preparation of various types of expenditure statements i.e. weekly, monthly and quarterly
5. Drawal and disbursement of pay and allowances in respect of the employees posted in Head Office, DMI, Faridabad
6. Approval of ETP in respect of the in-charges of the field offices of DMI, examination of their TA/LTC/ medical claims and countersigning of these bills

7. Processing, settlement and disbursement of TA, Medical, LTC, contingent bills etc. in respect of the officers posted in Head Office, Faridabad
8. Examination and monitoring of the of audit paras in respect of DMI
9. Monitoring and compilation of Revenue received through various field offices.
10. Preparation of bills of grants-in-aid in respect of plan schemes of DMI
11. Preparation of quarterly return on unspent balance in respect of grant-in-aid released to the Agencies by DMI
12. Calculation of income tax and issue of form 16
13. Preparation of all types of contingent bill.
14. AC bills and settlement of DC bills
15. TA/LTC/Festival advances
16. Processing of Children Education Allowance and preparation of bills
17. Preparation of bills of all long term and short term advances.

## **5. Vigilance Section**

1. Vigilance Inspection
2. Complaints
3. Disciplinary Proceedings
4. Court Cases
5. Annual Immovable Property Return
6. Reports and Returns on Vigilance matter
7. Matters relating to Conduct Rules
8. Cases of prosecution
9. Matters relating to appeals and petitions
10. Maintenance of ACRs
11. Communication of adverse remarks
12. Maintenance of Register of Penalties (Major/Minor)
13. Circulation of guidelines/instructions received from Ministry/CVC
14. Misc. matters on vigilance (Observance of Vigilance awareness week etc.
15. Vigilance clearance
16. RTI cases.
17. Hindi Reports

## **6. RTI Cell**

- (i) Distribution /forwarding of RTI Applications/Appeals to the concerned CPIO of DMI after scrutiny of the same.
- (ii) Transfer of RTI Applications not pertaining to DMI, to the concerned CPIO of other Ministries/Departments u/s 6 (3) of RTI Act, 2005.
- (iii) Preparation of Quarterly Return on RTI.
- (iv) Uploading Quarterly Return on RTI and on the website the Directorate as well as on the Website of the CIC.

(v) Uploading replies sent to the applicants in response to their RTI applications/appeals, on the website the Directorate.

Note: - Disclosure of information under Sub-section (1) (b) of Section 4 of RTI Act, 2005, is available at the Link <RTI> of this website.

## **7. AEBAS Cell**

The following works have been allocated to AEBAS Cell, DMI, Head Office: -

(i) Monitoring of attendance of all officer/official posted at DMI, H.O. Faridabad and preparing monthly report.

(ii) Initiation of appropriate action with the approval of the Competent Authority, if any case of habitual late coming/before leaving is come to the notice while preparing monthtly report.

(iii) Enrollment of names of all officer/official of the Directorate on the portal meant for attendance monitoring.