

ADMINISTRATION-II DIVISION

The Administration-II Division is responsible for:-

Administration-II Section of Dte.GHS deals with administrative /personal matters of Group 'B' Gazetted / Non-Gazetted Officers belonging to Subordinate Statistical Services (SSS) & Group 'B' Non-Gazetted Officers belonging to Hindi Cadre and other Group 'B' Non-Gazetted Technical/Non-Technical Officers belonging to General Central Service (including Library Staff of National Medical Library) and also, Group 'C' Non-Ministerial Technical-non-Technical staff of General Central Service (including Staff Car Drivers & Multi-Tasking Staff). The functions/responsibilities of the Section are as under:





1. Service / Administrative matters in respect of SSS officials, including their posting/transfer.
2. Service / Administrative matters in respect of officials belonging to Hindi Cadre.
3. Establishment / Administrative matters in respect of all remaining Group 'B' officials (other than posts mentioned in S. No. 1 and 2 above).
4. Establishment / Administrative matters in respect of Group 'C' technical / non-technical non-ministerial staff in the Dte.GHS including Multi-Tasking Staff (formerly Group 'D') and Canteen Staff of Dte.GHS.
5. Personal matters (including leave, leave encashment & LTC advance) and Pension/family pension cases in respect of all officials/staff coming under the administrative control of Admn.-II Section indicated at S. No. 1 to 4.
6. Framing / amendment of Recruitment Rules of Group 'B' and 'C' posts coming under the administrative control of Admn.-II Section indicated at S. No. 3 & 4.
7. Recruitment/filling up of posts indicated at S. No. 3 & 4 above.
8. Parliament Matters / RTI Matters / Court Cases / Audit Matters.
9. O&M Reports and Returns.

New Initiatives

1. Work related to E-leave system.
2. Work related to Bio-metric attendance.
3. In-house training of officials belonging to MTS etc.

Channel of Submission:-

Section Officer		Deputy Director (Admn.)		Director (HQ)		DDG (Admn.)
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Section Officer	Sh. Manjit Singh	 - 011-23061968
Deputy Director	Sh. Jitender Singh	 - 011-23062814
Director (HQ)	Sh. M. Arshad Khan	 : 011-23061869
DDG (Admn.)	Dr. Mohammad Shoukat Usta	 - 011-23063247