

**PART III – Central Civil Services, Group ‘C’**

(Except for Civilians in Defence Services)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)
			Authority (4)	Penalties (5)	
1.	Central Secretariat Clerical Service, Upper Division and Lower Division Grade.	Deputy Secretary or Director, Cadre Authority.	Deputy Secretary or Director, Cadre Authority.		Secretary, Cadre Authority
1-A.	Central Secretariat Stenographers' Service, Grade III.	Deputy Secretary or Director, Cadre Authority.	<p>In respect of a member of the Service serving in :</p> <p>(a) a Department/Office other than those specified below and other than the Cadre Authority, where the Head of the Office is of a rank not below that of Deputy Secretary or Director (Junior Administrative Grade).</p>	Head of the Office	Secretary, Cadre Authority

			(b) Ministry of Defence (Finance Division)	Deputy Financial Adviser	(i) to (iv)	Financial Adviser, Defence Services
			(c) Prime Minister's Secretariat	Deputy Secretary or an Officer of the rank of Deputy Secretary	(i) to (iv)	Principal Private Secretary to Prime Minister
			(d) Deleted			
			(e) Office of the Inspector-General, Delhi Special Police Establishment	Deputy Inspector General	(i) to (iv)	Inspector-General
			(f) Office of the Engineer-in-Chief, General Public Works Department	Director of Administration	(i) to (iv)	Engineer-in-Chief.
			(g) Directorate-General, Supplies and Disposals.	Director of Administration	(i) to (iv)	Director-General Supplies and Disposals
			(h) Central Water and Power Commission.	Secretary, Central Water and Power Commission	(i) to (iv)	Chairman, Central Water and Power Commission.
			(i) Directorate of Printing	Joint Director (Administration)	(i) to (iv)	Secretary in the Ministry of Urban Development.
2.	Posts and Telegraphs Accountants Service : Senior and Junior Accountants	Member, Posts and Telegraphs Board		Member, Posts and Telegraphs Board.	All	Posts and Telegraphs Board

				<p>Manager, Telecommunication Factory.</p> <p>Deputy General Manager, Telecommunication Factories.</p> <p>Chief Accounts Officer, Telecommunication Stores</p> <p>Chief Accounts Officer, Telegraph Check Office.</p> <p>Head of Circle, Chief Controller of Telegraph Stores</p> <p>District Manager, Telephones; Deputy General Manager, Telephones.</p> <p>Controller of Telegraph Stores</p>	<p>(i) to (iv)</p> <p>(i) to (iv)</p> <p>(i) to (iv)</p> <p>(i) to (iv)</p> <p>(i) to (iv)</p> <p>(i) to (iv)</p>	<p>General Manager, Telecommunication Factories</p> <p>Member, Posts and Telegraphs Board</p> <p>- do -</p> <p>Member, Posts and Telegraphs Board or General Manager, Telephones.</p> <p>Chief Controller of Telegraph Stores</p>
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3.	Indian Foreign Service (B) :  General Cadre, Grade V and VI	Deputy Secretary, Ministry of External Affairs	Deputy Secretary, Ministry of External Affairs	Senior Electrical Engineer, Divisional Engineer, Telegraphs, Posts and Telegraphs Training Centre, Jabalpur Divisional Engineer, Telegraphs  Deputy Director, Postal Life Insurance  Secretary, Posts and Telegraphs Board. Principal, Postal Training Centre. Principal, Posts and Telegraphs Training Centre	(i) to (iv)  (i) to (iv)  (i) to (iv)  —     (i) to (iv)     ↓  All	Additional Chief Engineer, Technical and Development Circle, Jabalpur.  Head of Circle  Member Posts and Telegraph Board  Member, Posts and Telegraphs Board  Secretary, Ministry of External Affairs
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4.	<p>General Central Service, Group 'C'.</p> <p>(i) Posts in the Ministry/ Department of Government other than the posts in respect of which specific provision has been made by a general or special order of the President.</p> <p>(ii) Posts in non-Secretariat Office other than posts in respect of which specific provision has been made by a general or special order of the President.</p>	<p>Deputy Secretary or Director in the Ministry/ Department of Government</p> <p>Head of Office</p>	<p>In respect of a member of the service serving in an Indian Mission/Post abroad.</p> <p>Deputy Secretary or Director in the Ministry/ Department of Government</p> <p>Head of Office</p>	<p>Head of Chancery, if he is of the rank of First Secretary or above, otherwise, Head of Mission/Post of the rank of Grade V of Indian Foreign Service or above</p>	<p>(i) to (iv)</p> <p>All</p> <p>All</p>	<p>Secretary, Ministry of External Affairs</p> <p>Secretary in the Ministry /Department of Government.</p> <p>If such Head of Office is subordinate to a "Head of Department" under the Ministry or Department of Government, such Head of Department. If the Head of the Office is himself the Head of Department, or is not subordinate to any Head of Department, the Secretary in the Ministry or Department of Government.</p>
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	(iii) Posts in Union Territories	Head of Office of such other authority as may be specified by the Administrator.	Head of Office of such other authority as may be specified by the Administrator.		All	Administrator or such other authority as may be specified by the Administrator; where the order is that of the Administrator, the President.
	(iv) All Group 'C' posts of the Departmentalized Accounts Offices of the Government of India.	Controller of Accounts or Deputy Controller General of Accounts in a Ministry or Department where there is no Controller of Accounts.	Controller of Accounts or Deputy Controller General of Accounts in a Ministry or Department where there is no Controller of Accounts		All	Chief Controller of Accounts or Joint Controller General of Accounts in a Ministry or Department where there is no Chief Controller of Accounts.
5.	Central Secretariat Official Language Service, Group 'C'	Secretary in Ministry or Department.	Secretary in the Ministry or Department  Joint Secretary in Ministry or Department  Head of Department		All  (i) to (iv)	President  Secretary in Ministry/ Department.