

Government of India
Directorate General of Foreign Trade,
O&M Section, Udyog Bhawan,
New Delhi 110 011

Date 15th March 2007

O&M Instruction No. 5 / 2007

Subject: Appointing Authority and Disciplinary Authority for the post of Section Head, General Central Services Group-B (Non-gazetted) --- Recruitment Rules dated 27.5.1999.

In the office of Zonal Jt. DGFT(s) / Jt. DGFT(s) which are coming under this Directorate, many Section Heads are posted. The post of Section Head is a Selection-cum-Seniority Post and classified as General Central Services Group-B (Non-Gazetted) Ministerial post, in the pay scale of Rs.5500-175-9000. In this regard, the Recruitment Rules dated 27.5.1999 for the above post may be referred to.

2. It has been noticed that whenever disciplinary proceedings are initiated against those persons who are holding the above post of Section Head, DGFT HQ is not at all informed and decisions are being taken at Jt. DGFT / Zonal Jt. DGFT level which is not correct.

3. As per the clarification furnished by HRD Division in this HQ, it is reiterated that DG is the Appointing and Disciplinary Authority for the post of Section Head.

4. In view of the above, office of Zonal / Regional offices may take on record that whenever disciplinary action is initiated against a person who is holding the above post, DG is the Disciplinary Authority and the necessary required procedures may be followed in disciplinary cases, in the light of the above position.

This issues with the necessary approval of competent authority.

Sd/-
(KP Singh)
Deputy DGFT

All Zonal Jt. DGFTs
All Regional Offices,

Copy to:

All officers in the HQ, Vigilance Section in HQ, HRD-II in HQ.

(Issued from File No. 1 / 69 / 12 / 01 / 07 / O&M)