

Subject Wise Index of Administrative Circular

updated up to

31.01.2020

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5	Allowances	<ul style="list-style-type: none"> - Conv. Allow. For Blind & Orthopedically Disabled employees - Daily allowance while on tour - Hotel charges (102) - Daily allowance for Sportsman/ Artists - Revised rates of Conv. Allow. - Enhancement in rate of daily allowance - Utilization of own vehicle for Company's work- Reimbursement of expenses - Conv. Allow. For Pay Group I & II Officers - Conv. Allow. For Deaf & Dumb employees - Conv. Allow. For Vidyut Sahayyak 	<p>72, 413, 516</p> <p>73</p> <p>102</p> <p>130</p> <p>152, 292, 333, 353, 421, 484</p> <p>424</p> <p>441</p> <p>542</p> <p>552, 558</p> <p>563</p>

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7	Caste Validity	<ul style="list-style-type: none"> - Compulsion of caste validity - Filling the posts by temporary promotion which are vacant due to non availability CVC - Action against them whose CVC is invalid 	77, 114, 464 180 464
8	Compensatory Off	<ul style="list-style-type: none"> - Availment of Compensatory off 	56
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11	Correspondence	- Streamlining the procedure	384, 392
12	C.S. 28	<ul style="list-style-type: none"> - No need of Character Verification while deciding suitability/ MMB - Training scheme for non qualified dependents - Two chances to pass ITI - Filling the posts of LDC/Office Assistant through CS 28 candidates - Providing employment to the dependents of Veej Sevaks - Time limit for submission the application - Extension for passing the MSCIT Exam - Revised procedure to grant MMB 	52 103, 161, 240, 326, 460 170 175 210 239 251 316

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13	Celebrations	<ul style="list-style-type: none"> - Birth anniversary of Mahatma Basaveshwar - 26th November as ' <i>Sanvidhan Din</i>' - 19 Nov to 25 Nov <i>Kaumi Ekta Saptah</i> - 20/08/2011 <i>Sadbhavana Diwas</i> - Attendance of employees for celebration of national days - 23 March as <i>Shahid Din</i> - Birth anniversary of National Heroes & National Days for 2016 - 20 May 2016 as Anti Terrorism & Violence day - 31 May as Birth anniversary of Ahilyabai Holkar - Birth anniversary of National Heroes & National Days for 2017 - 12 January as Birth Anniversary of Swami Vivekanand - Birth anniversary of National Heroes & National Days for 2017 -- Birth anniversary of National Heroes & National Days for 2020 -To read "PREAMBLE of Indian Constitution" before 26th January every year 	<ul style="list-style-type: none"> 138 287 322 358 475 520 527 538 539 550 551 566 597 601

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17	Disciplinary Action	<ul style="list-style-type: none"> -Access of DC Reports -Regulation of the period of suspension -Summary proceedings against ACB trapped employees -Powers to impose punishment and hear appeals of PG I Employees - Procedure to be followed in Disciplinary action - Disciplinary action against officers who delay enquiry - Against employees including in Theft of Energy - Procedure to be followed while taking action against anti social elements -High Court decision in criminal case filed against employees in case of manhandling 	<ul style="list-style-type: none"> 196 197 198 235 277 279 300, 512 330 476

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20	EPF Provisions	<ul style="list-style-type: none">- Provisions regarding Employees Provident Fund Act 1952	585

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23	Government Correspondence/ Court Orders	<ul style="list-style-type: none"> -Senior citizen policy of state -Prohibition to use the name & Photograph of President -Implementation of Service Tax -Courtesy for MPs & MLAs -Acquisition of services of employees for Election duty -Non attending the meetings of ministers -Restructuring of caste categories -Displaying the photos of national heroes -Invitations to public representatives for functions 	38 42 55 81 98 133 134 139 191

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23	Government Correspondence / Court Orders	<ul style="list-style-type: none"> - Instruments and technology to PHPs – WP No 3294/2010 - Reply to Govt officials/ Members within 15 days -Circulation of information of tours of Ministers, Officers/ Employees -Nomenclature of President as Hon'ble President -High Court decision in criminal case filed against employees in case of manhandling -Displaying the photograph of Prime Minister -Wearing Khadi cloths - Harassment to Women - Committee up to Division Level 	<ul style="list-style-type: none"> 393 420, 427 443 457 476 524 543 586

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24	Hospitals	<ul style="list-style-type: none"> - Wockhardt Hospital Mulund - Wockhardt Hospital Nagpur - Private Hospitals - Ramkrishna Hospital & Nirmal Nursing Home Kolhapur - Balaji Super Specialty Hospital, Nashik - Dinanath Mangeshkar Hospital - Mahalaxmi Hridayalay pvt. Ltd. - Wockhart Hospital, Kalyan - Warna Institute of Uro Surgery, Kolhapur - Wockhart Hospital, Nashik - Dr Patil Orthopedic, Satara - Crecent Hospital and Heart Centre, Nagpur - Raghoji Kidney Hospital and Research Centre, Solapur - Aswini Accident and Multispeciality hospital, Nashik - Kadam Multispeciality Hospital, Akluj - Parekh Eye Hospital, Bandra (W) Mumbai - City Medical Centre, Karad - Bhartiya Vidhyapeth Medical College, Sangli 	<ul style="list-style-type: none"> 30 97 112, 188, 201, 233 176 217 220 269 276 278 280 298 299 306 308 312 339 347 367

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24	Hospitals	<ul style="list-style-type: none"> - Dr . Mahajan, Rabale, Navi Mumbai - Shree Saibaba Hospital, Nashik - Curree Manavta Cancer Centre, Nashik - Vertex Hospital, Mulund Mumbai - Chopda Medicare & Research Centre, Nashik - Gajanan Heart Hospital, Jalgaon - Sanjivan Heart Hospital, Jalgaon - Apex Hospital, Borivali Mumbai - Belokar Hospital, Amravati - Sushrut Hospital, Faltan Satara - Hirachand Memorial Criti care Hospital, Kolhapur - Dr. D Y Patil Hospital Kadamwadi Kolhapur - Patil Hospital, Ahmednagar - Lakshya Hospital, Bhandara - Apple Hospital & Research Centre, Kolhapur - Shree Sai Divine Cure Multispeciality Hospital, Chandrapur - Sunanjali Nursing Home, Aurangabad - Anandrushiji Hospital & Medical Research Centre, A'Nagar 	<ul style="list-style-type: none"> 368 369 370 375 381 386 387 388 394 396 397 398 401 402 408 409 410 411

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25	Incentive	<ul style="list-style-type: none">- Incentive to employees working in Naxalite area- Incentive to employees working in Highly sensitive areas- Incentive to employees working in Tribal areas	<ul style="list-style-type: none">37, 107, 135, 351, 50376262
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30	Marathi Language	<ul style="list-style-type: none"> - Software for Marathi Language -Use of Marathi Language -Rubber Stamps & Seals -Using Devnagri Lipi in Govt correspondence -Action against non use of Marathi language -Using Marathi Unicode -Writing the name of Chief Secretary in Marathi 	<p>23</p> <p>74, 100, 288, 311, 453, 568</p> <p>174</p> <p>273</p> <p>329</p> <p>419</p> <p>481</p>

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34	Outsourcing	<ul style="list-style-type: none"> - Filling the vacancy of line staff by outsourcing - Ex-servicemen redevelopment in Maharashtra State - Guidelines for outsourcing 	12 303 515, 536
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43	Retirement	<ul style="list-style-type: none"> -Relaxation in age for VRS -Early Retirement Scheme -Honorarium - Industrial Training to Veej Sevaks appointed under ERS 	44 163, 362, 494, 553 283 389
44	RTI	<ul style="list-style-type: none"> -RTI Act 2005 -Deciding appeals in time -RTI Guidelines -Accepting the fee by DD/ Cheque/ Postal Order - Application under RTI 2005 - Shri S Benjamin as Central Public Information Officer - Logo -Implementation of Section 20(1) of the Act -Court Decision dtd 03.10.2012 	19, 28, 275, 425, 429 184 236, 237, 253, 373, 525 261, 346 327 382 400, 433 436 450

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SNo	Subject	Description	Administrative Circular No.
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45	Reservation	<ul style="list-style-type: none"> -PHP Reservation -Appointment of blind persons -Reservation on all stages of Promotion -Filling the backlog of BC employees -Implementation GR dtd 25.05.2004 for promotion -5% Reservation for AMIE degree holders -Filling the posts by temporary promotion which are vacant due to non availability CVC -For Project Affected Persons -For Earth Quake Affected Persons -Filling of post as per roster and reservation - Uploading roster on RAPDRP -Under Direct recruitment considering CVC and providing temporary appointment -Filling up backlog within time limit -Roster for ESBC & SBC-A -Roster for Promotion -For ESBC & guidelines thereof (Cancel) -EWS (Cancel) - For SEBC & EWS guidelines thereof - ST Category – Supernumerary Appointment Guidelines 	<ul style="list-style-type: none"> 2, 166, 183, 195, 483 92 108 150 151 165 180 247, 271, 357 264, 271 274 349 378 428 495, 504 522 534, 580,581 583 589 598

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SNo	Subject	Description	Administrative Circular No.
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46	Std. of Performance	- SOP for employees working in GAD	4
47	Selection Committee	-Composition of various committees	136, 223, 224
48	Staying at HQ	-Staying at HQ	16, 106, 167, 291, 337, 501
49	Transfers	-Transfers of employees working at Naxalite area -Transfer Scheme -Transfers -Transfer Policy -Transfer Module in HRMS -Delegation of powers	24 46, 51 194 371, 514, 540, 557, 570 434 541, 570, 571

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SNo	Subject	Description	Administrative Circular No.
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50	Uniform & Rain suit	<ul style="list-style-type: none"> - Rain suit for Line Staff - Enhancement in washing allowance - Rain suit and Gum boot for operators - Modification in stitching charges - Stitching charges, Washing Allowance and rates of shoes of V&S employees - Reimbursement of Charges of Shoes to Drivers & Watchman - Name Plate - Rates of Rainy season Material - Woolen Cloth & Stitching charges to Vehicle Driver - Uniform for Vidyut Sahayyaks 	<p>15, 62, 560 118, 559 129 145 164, 266, 289 221 335, 338 355 403 461</p>
51	Vehicles	<ul style="list-style-type: none"> - Providing hired vehicle, Mobile Charges & PC to EOs/Dy. EOs - Providing hired vehicle to Dy. CIRO - Enhancement in limit of expenditure on vehicle - Enhancement in limit of expenditure on vehicles for FI. Squad - Enhancement in limit of expenditure on vehicles for Testing Division & providing vehicles to TQA Batches - Enhancement in limit of expenditure on vehicles of SE - Reimbursement for local movements for official work - Utilization of own vehicle for Company's work- Reimbursement of expenses - Powers to incur expenditure on vehicles to Legal Advisors - Powers to incur expenditure on vehicles to Publicity cadre 	<p>11 61 85, 302, 324, 354, 416 86, 364, 431 140 143 343 356, 441 376 474</p>

THANK YOU

Organisation & Methodology Cell