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CHAPTER – 6

**Statement of levels of documents with
persons under public administration
or its control.**

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No.	Level of Document	Name of document and its introduction in one line.	Method of obtaining it.	Whether with the following person / in his control.
1	Head of Department	Order on service matters such as appointment, transfer, promotion, continuation of service, training, seniority, follow up action, disciplinary action, retirement of Class-III & IV, Service matter falling under purview of head of office for class I and II officers, service books, CR of class-III employees.	In Personal / By post / By paying necessary fee.	Deputy Director,(Admin) Directorate, Developing caste welfare department, Block No.4/3, Dr. Jivraj Mehta Bhavan, Gandhinagar
2	Head of Department	Purchase of articles, stationery for use of office. Purchase of vehicles for office of department.	In Personal / By post / By paying necessary fee.	Deputy Director,(Admin) Directorate, Developing caste welfare department, Block No.4/3, Dr. Jivraj Mehta Bhavan, Gandhinagar
3	Head of Department	Individual scheme under office such as Kunvar bai nu mameru, Saat phera samuh lagan, Medical Assistance, Housing scheme, Electrification and administrative matters, verifications of Caste certificates, inquiry, appeal matters. Sanction for assistance for publication of literature, sanction Ravishankar Maharaj award and Nalanda award, sanction for Doctor loan assistance.	In Personal / By post / By paying necessary fee.	Deputy Director, (General) Directorate, Developing caste welfare department, Block No.4/3, Dr. Jivraj Mehta Bhavan, Gandhinagar
4	Head of Department	Administrative matters for implementation of schemes of uniforms, scholarship for higher study in abroad, Saraswati Sadhana	In person / by post. By payment of necessary fee.	Deputy Director, (Education) Director, Director, Dev. Caste Welfare, Gujarat State, Gandhinagar

		Yojana (implementation of Govt. women sewing class scheme		
5	Head of Department	Approval for running Ashram schools on grant in aid basis for SEBC and NTDNT to voluntary institutions. Inspection of Ashramshalas, disciplinary actions for irregularities, cancellation of sanction, approval for grant in aid for construction of building, sanction for change of place for Ashramshala	In person / by post. By payment of necessary fee.	Deputy Director (Ashramshala branch) Director, Dev. Caste Welfare, Gujarat State, Gandhinagar.
6	Head of Department	Approval for running (girls) hostels for secondary, higher secondary on grant in aid base for SEBC to voluntary institutions, inspection and disciplinary action for irregularities, cancellation of sanction for grant in aid for construction of building, sanction for change of place of hostel.	In person / by post. By payment of necessary fee.	Deputy Director (hostel branch) Director, Dev. Caste Welfare, Gujarat State, Gandhinagar.
7	Head of Department	Administrative matters for opening of Govt. hostels, sanction for hiring building, approval for contract for providing food.	In person / by post. By payment of necessary fee.	Deputy Director (Govt. hostel branch) Director, Dev. Caste Welfare, Gujarat State, Gandhinagar.
8	Head of Department	Selection of site for Adarsh Nivasi schools run by the Dept. supervision on educational work, educational planning, annual assessment of educational work, approval of rent of building, approval for contract for providing food. Approval for purchase of articles of utensils, mats etc.	In person / by post. By payment of necessary fee.	Deputy Director (Statistic branch) Director, Dev. Caste Welfare, Gujarat State, Gandhinagar.

9	Head of Department	Monthly, quarterly, annual program report of departmental schemes. Review of cost stage wise, meeting of district offices under the chairmanship of Head of department.	In person / by post. By payment of necessary fee.	Deputy Director (Statistic branch) Director, Dev. Caste Welfare, Gujarat State, Gandhinagar.
10	Head of Department	Annual five year plans (with reference to scheme under department)	In person / by post. By payment of necessary fee.	Deputy Director (Planning branch) Director, Dev. Caste Welfare, Gujarat State, Gandhinagar.
11	Head of Department	Allocation of grant to district offices, payment of pay, allowances, advances, to officers / staff of office, reconciliation, eight monthly final budget, reappropriation, payment of bills for purchase of office.	In person / by post. By payment of necessary fee.	Accounts Officer (class-I) Director, Dev. Caste Welfare, Gujarat State, Gandhinagar.