

Personnel Section (Hqrs./EC), Department of Revenue

**3. Procedure followed in the decision making process, including channels of supervision and accountability**

Sl. No.	Category of work	Channel of Submission							
1.	Maintenance & Scrutiny of ACRs in respect of Gr."A" officers of IRS(C&CE)/officers of CSS/CSSS/CSCS/DGs/CCITs	SO(P)	US (Ad.I)	Dir, (HQ)					
2	Dealing with Representations against Adverse remarks in the ACRs of officers mentioned above	SO(P)	US (Ad.I)	Dir, (HQ)	Joint Secretary	Additional Secretary	Secretary		Competent authority is one rank above the Reviewing Officer
		SO(P)	US (Ad.II)	DS (Ad.II)	J.S. (A)	Member (P&V)	Secretary		
3.	Dealing with Memorial against rejection of representation against adverse remarks	SO(P)	US (Ad.I)	Dir, (HQ)	Joint Secretary	Additional Secretary	Secretary	FM	
		SO(P)	US (Ad.II)	DS (Ad.II)	J.S. (A)	Member (P&V)	Secretary	FM	

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4.	Empanelment of IRS(IT/C&CE) officers to the post of Director/Deputy Secretary/Joint Secretary under Central Staffing Scheme.	SO(P)	US (Ad.I)	Dir, (HQ)	Joint Secretary				
	J.S. Suitability Assessment of IRS (C&CE) officers of 1980 batch onwards.	SO(P)	US (Ad.II)	DS (Ad.II)	Joint Secretary (Admn) CBEC				
5.	Maintenance of Immovable property returns of the officers mentioned at Sl. No. 1 above.	SO(P)	U.S. (Ad.I)						
		SO(P)	U.S. (Ad.II)						

**Disclaimer:** The above channel of submission is representation of most of items of work.