

CUSTOMS, EXCISE & SERVICE TAX APPELLATE TRIBUNAL,
WEST BLOCK NO.2, R.K. PURAM, NEW DELHI – 110 066.

Obligation of Public Authority u/s 4(b) of this RTI Act 2005

<u>S.No</u>	MANUAL UNDER SECTION 4(1) b (i) OF RIGHT TO INFORMATION ACT, 2005
1.	<p><u>The Particulars of Organization, function and duties.</u></p> <p>The Customs Excise & Service Tax Appellate Tribunal, was created to provide an independent forum to hear the appeals against orders and decisions passed under the Customs Act 1962, Central Excise Act 1944 as amended from time to time and Gold (Control) Act 1968. The Gold (Control) Act has since been repealed. The Tribunal is also having appellate jurisdiction in Anti Dumping matters and the Special Bench headed by the President, CEGAT, hears appeals against the orders passed by the Designated Authority in the Ministry of Commerce. The Tribunal also hears the appeals under the Service Tax, and the Tribunal has now been renamed as the Customs Excise & Service Tax Appellate Tribunal. There are four Benches in Delhi, four Benches in Mumbai and one each at Kolkata, Bangalore and Chennai. Each Bench consists of a Judicial Member and a Technical Member. To expedite disposal of smaller cases, a bench of single Member is also constituted to deal with these matters. The Tribunal is the Appellate Authority on matters relating to classification and valuation with the appeals lying to the Supreme Court in these matters.</p>

	<p>(7) To authorise affixing of the seal of the Tribunal to any order, summons or other processes, subject to any general or special directions given by the President.</p> <p>(8) To authorise in writing affixing of the seal of the Tribunal to any certified copy.</p> <p>(9) Subject to any general or special order of the President,</p> <p>(a) To require any memorandum of appeal, application, petition or other document presented to the Tribunal to be amended in accordance with the practice and procedure of the Tribunal or to be represented after such requisition as he is empowered to make in relation thereto has been complied with.</p> <p>(b) Subject to the directions of the respective Benches, to fix the date of hearing of appeals, applications, petitions or other matters and issue notices thereof.</p> <p>(c) ©To settle the index in cases where the record is prepared in the Tribunal.</p> <p>(d) To direct any formal amendments of record.</p> <p>(e) To order the grant of copies of the documents to parties to proceedings and to grant leave to inspect the records of the Tribunal under Procedure Rule 39.</p>
v.	<u>Deputy Registrar</u> :- Any power of the Registrar delegated to the Deputy Registrar by an order of the President.
vi.	<p><u>Assistant Registrar/Technical Officer</u> :</p> <p>(1) on an order of the President/Registrar,</p> <p>(a) To receive appeals and stay petitions, if any, in the relevant form presented by the appellant in person or by an agent or sent by Registered post.</p> <p>(b) To endorse on every memorandum of appeal the date on which it is presented or deemed to have been presented under the Rules and to sign the endorsement.</p> <p>(c) ©To keep in custody the official seal.</p> <p>(d) To authorise affixing of the seal of the Tribunal to subject to any general or special directions given by the President.</p> <p>(e) To authorise in writing affixing of the seal of the Tribunal to any certified copy.</p> <p>(2) Subject to any general or special order of the President,</p> <p>(a) To require any memorandum of appeal, application, petition or other document presented to the Tribunal to be amended in accordance with the practice and procedure of the Tribunal or to be re-presented after such requisition as he is empowered to make in relation thereto has been complied with.</p> <p>(b) Subject to the direction of the respective Benches, to fix the date of hearing of appeals, applications, petitions, or other proceedings and issue notices thereof.</p> <p>(c) ©To settle the index in case where the record is prepared in the Tribunal.</p> <p>(d) To direct any formal amendment of record.</p> <p>(e) To order the grant of copies of the documents to parties to proceeding, and to grant leave to inspect the records of the Tribunal under Procedure Rule 39.</p>
vii.	<p><u>Accounts Officer</u> :</p> <p>Subject to any general or special order of the President/Registrar.</p>

	<p>(a) To be the drawing and disbursing officer so far as the establishment of the Delhi Benches is concerned.</p> <p>(b) To hold the imprest amount sanctioned by the Government from time to time.</p> <p>(c) To sign contingent bills.</p> <p>(d) To be the joint custodian of cash and valuables with the Cashier overnight</p>
viii.	<p><u>Senior Private Secretary/Private Secretary/Personal Assistant</u></p> <p>To take dictation from Hon'ble President/Vice President/Hon'ble Members in Court Room/ Chamber and type it. To compare the order with the Order Sheet and see that all the arithmetical figures are correctly typed. To attend for duty at the office or residence on holidays as and when required by Hon'ble President/Vice President/Hon'ble Members. To receive the receipts and put up before the Hon'ble President/Vice President/Hon'ble Member, diaries and distribute it after entering in receipt & dispatch register. To open files under different heads and put up with relevant reports/receipts before Hon'ble President/Vice President/Members as applicable. To attend telephone/fax and see that it is not misused and to maintain telephone calls register. To send reports/returns as prescribed by Hon'ble President/Registrar. To examine the logbook of vehicles used by Drivers of Hon'ble President/Vice President/Members. To attend to any other work entrusted by the superior officers.</p>

ix	<p><u>Court Master :</u> <u>Duties</u></p> <p>Attend Court, note down the orders of the Bench, help the Court in the functioning of the Bench, flag the relevant orders, collect the reference books on citations made in the submissions of the parties and prepare respective folders for the Hon'ble Members, constituting the Bench, to collect all the files, distribute the files reserved for orders and return the rest of the files to the concerned appeal branch. To keep liaison with the concerned appeal branch, the Members and the personal staff of the Members in routing the files.</p>
x	<p><u>Accountant</u></p> <p>To deal with budget matter (RE & BE). Distribution of funds in outlying benches as per requirement. Process matter for distribution of funds in outlying benches as per requirement. Calculation of Income Tax matters. Examine the admissibility of Pay and Allowances, arrears, GPF advance/withdrawal, LTC and TA cases. To prepare the reports/returns of expenditure to Ministry.</p>
xi.	<p><u>Head Clerks :-</u></p> <p>Receiving the judicial orders and also allot them order numbers. Dispatch of orders, prepare monthly statement of institution/disposal/pending of appeals etc. and also weekly statement of disposal case. To maintain Guard file folder and also a folder of undelivered certified copies. To deal & maintain the record of transfer of appeal cases. Receive appeals, cross-objection, stay application/Misc./ROM/REF application etc and scrutiny the Appeals / application and any documents sent by the Central Registry and acknowledge the same. Maintain various registers prescribed under the rules. To put up ROM/REF/Statement of cases, Larger Bench cases for constitution of Bench, forwarding of statement of case to Supreme Court/High Court. Any other work assigned by the Assistant Registrar.</p>
xii.	<p><u>Librarian :</u></p> <p>Properly maintain all the records/books of library. Issue and receipt of books in library. Supply reference books to the concerned officer/benches. Deal with all bills relating to purchase of library books. All other works related to maintenance and smooth functioning of library.</p>
xiii.	<p><u>Care Taker :</u></p> <p>Supervision of House Keeping work in office premises. Supervision of maintenance of building. Maintenance/arrangement of staff car. Supervision of GP C (Drivers) & GP D employees. Purchase of consumable/non consumable items. Maintenance of ACs/Desert Coolers, Fax Machine, Franking Machine & Photocopier Machine, Telephone & Intercom. Liaison with MTNL/CPWD (Civil/Elect.) Arrangement of Air Tickets and Protocol to the officers. Process the files relating to auction of store items/car etc. Issuing of uniform to GP C (Drivers) & GP-D employees. Supervision of security arrangement. Arrangement of Deptt./MHA photo pass. Maintenance of Dead Stock register. Arrangement of VIP passes of Independence/Republic day.</p>
xiv	<p><u>Hindi Translator :</u></p> <p>All work related to translation Hindi to English and vice-versa. All correspondence matters related to Hindi Rajbhasha. To prepare/arrange</p>

	Ms. Sulekha Beevi C.S (Judicial)	- Hyderabad
	Shri Anil Choudhary (Judicial)	-Allahabad

ANNEXURE-I

MANUAL UNDER SECTION 4(1) B (vi) OF RIGHT TO INFORMATION ACT, 2005

Categories of documents held/ maintained by CESTAT

CESTAT, BANGALORE		
SI. No.	PARTICULARS	
01.	Larger Bench/Order Reserved Registers	
02.	DD Registers /CGHS & I - Card Register/Stationary Consumable store, Stock Register and Petty Cash Register	
03.	Orders Registers (F.O./S.O/M.O.)/RTI appln./ appeal Register	
04.	Appeal customs/Service Tax/Excise Registers, Misc./Stay, ROA/ROM/Cross obj./Supreme Court & High Court & remanded cases (from 15-12-2008) Registers, High Court Reference Registers.	
05.	Notice Dispatch Register & JCDR	
06.	Dispatch Registers for Orders (F.O/S.O/M.O)	
07.	Order Movement Register	
CESTAT, CHENNAI		
01	Attendance Register (Registry)	
02.	General Provident fund Ledger (for Group D staff)	
03.	General Provident fund Broad Sheet (for Group D staff)	
04.	Leave Register (Casual leave/Restricted Holiday	
05.	I - Card Register	
06.	CGHS Register	
07.	ACR Register	
08	Yearly Increment Register	
09	File Numbering Register	
10	Right to Information Act - 2005 Register	
11	RTI Appeal Register	
12	RTI Order Register	
13	Inspection Register	
14	Excise Appeal Register	
15	Excise Stay Register	
16	Misc. Application Register(Common for all Acts.)	
17	Defect Register	
18	ELT & STR Register	
19	Magazine Register	
20	Library Register	
21	Dissent Register (common for all Acts.)	
22	Larger Bench Register (Common for all Acts.)	
23	ROA, ROM Register (Common for all Acts.)	
24	Customs/Gold Control Appeal Register	
25	Service Tax Appeal Register	
26	Customs Stay Register	
27	Service Tax Stay Register	

28	Final Order Register	
29	Stay Order Register	
30	Misc. Order Register	
31	Stationary Register	
32	Dead Stock Register	
33	Livery Register	
34	Dispatch Register	
35	Franking Register	
36	Publication Order Register	
37	Commissioner MOA Dispatch Register	
38	JCDR Order Register	
39	JCDR MOA Register	
40	File Movement Register	
41	Stamp Register	
42	Pay Bill Register	
43	Cash Book	
44	Acquaintance Roll Register	
45	Register for un-disbursed pay & Allowances	
46	Bill Register	
47	Issuance of Cheque Register	
48	Expenditure Flow Register	
49	Register of Contingent charges	
50	Monthly Expenditure Register	
51	Stock Register of Cheque Books	
52	Challan Remittances Register	
53	Reimbursement of Tuition Fees Register	
54	Reimbursement of Medical Claim v	
55	TA Tour/Transfer Register	
56	LTC Claim Register	
57	Attendance Register (Steno Gr. II & III)	
58	Vehicle Log Book (Hon. VP)	
59	File Movement Register (SPS to Hon. VP)	
60	Order Movement Register (SPS to Hon. VP)	
61	Vehicle Log Book (Hon. T (M))	
62	File Movement Register (SPS to Hon. T (M))	
63	Order Movement Register (SPS to Hon. T (M))	
64	Bench Sitting Register	
65	Hearing Register	
66	Appendix 27 Register	
67	Appendix 28 Register	
68	Two file movement Register	
69	Appeal inward Register	
70	Application inward Register	
71	Valuable Register (Demand Draft Register)	
72	General Tapal Register	
73	High Court Tapal Register	
74	Supreme Court Tapal Register	
75	Court Tapal Register	
76	Supreme Court inward Register	
77	Supreme Court outward Register	
78	High Court inward Register	
79	High Court outward Register	

CESTAT, KOLKATA

a) REGISTRY, LIST OF APPEAL + SP + MA + CO. REGISTERS

01.	CEN. EX. Appeal Register	
02	Cus. Appeal Register	

03	Service Tax Register	
04	Stay Petition Register	
05	Misc. Application Register	
06	Cross Objection Register	
07	Transfer Appeal Register	
08	Supreme court/High Court Register Remand & Reference Application).	
09	A.R. Diary	
10	Register for all Appeal, Paper Book & Letter Copy sending to JCDR Office	
11	Court Masters Diary	
b) DISPOSAL ORDER REGISTER		
01	Final (Appeal) Order	
02	Stay Petition Order	
03	M. A. Order	
c) DISPATCH SECTION		
01	Inward and outward Diary Register	
02	Ourtward Register for Orders only	
03	Hearing notice, Memo & grounds & Defect Memo Register	
04	Establishment/Admn./Accounts General letter issue Register	
d) CASH & ACCOUNTS SECTION		
01	Bill Register	
02	Cash Book/Receipt-Payment Register	
03	Register of Expenditure	
	a) Office Expenses	
	b) Salary & all other heads	
04	Acutance role	
05	Valuable Register	
06	Register for cash receipt/ deposit into Bank.	
e) ADMINISTRATION & ESTABLISHMENT		
01	Medical Register	
02	LTC Register	
03	Children Education Register	
04	Attendance Register	
05	Stock Register	
	a) consumable/ Movable	
	b) Immovable	
06	Register for Book & magazines	
07	I - card Register	
08	Library Register	
09	Log Book of vehicles	
f) Sr. PRIVATE SECRETARY		
01	Disposal Register (Movement Register with Registry)	
02	Month wise monthly disposal statement Register	
03	Appendix - 28	
04	Personal file of Members	
g) COURT MASTER		
01	Appendix - 27	
02	Report regarding disposal of cases dictated signed & issued.	
03	Details of Order Reserved	
CESTAT, AHMEDABAD		
01	Inward Register	
02	Allotment of appeal, stay 7 misc. numbering Register in	

	Excise, Customs and Service Tax.	
03	Valuable Register	
04	National Court Dairy - short 7 regular matter -DB, national Court dairy - SMC	
05	Appendix - 27, 28	
	Appendix 29	
	Allotment of order number in respect of appeal, stay & misc.	
06	Order dispatch Register	
07	Weekly dispatch of Order Register	
08	RTI appln. Register	
09	RTI appeal Register	
10	General dispatch Register	
11	Notice dispatch Register	
12	SPSs movement Register	
13	Attendance Register	
14	Expenditure Register	
15	Stock Register	
16	Bill Register	
17	Issue Register for stationary items	
18	Liveries Register	
19	Leave Register	
20	File opening Register	

CESTAT, NEW DELHI

a) ADMINISTRATION SECTION

01	RTI Application/appeal Register	
02	Increment/list of Pension cases Register	
03	Casual leave/Restricted Holiday Register (Gr. A &B Staff)	
04	Casual leave/Restricted Holiday Register (Gr. C &D Staff)	
05	Inward Dairy Register	
06	Dispatch Register	
07	Misc. Correspondence Register	
08	Medical claim reimbursement Register	
09	Medical permission Register	
10	Authorized Medical Attendant Register	
11	Applications records received under Order No. 6 & 8 Register	
12	Details of inspection Register	
13	File opening Register	
14	Staff strength Register	
15	Roaster Register for promotion	
16	Roaster Register for direct recruitment	
17	Vacancy Register	
18	Conveyance/computer Advance	
19	Tuition fee Register	
20	Child care leave Register	
21	Issue of duplicate copy of service book Register	

b) LIBRARY

	Issue and receiving of Magazines	
	Daily New papers supplying for members	
	Accession Register	
	Periodicals receiving and distribution Register	
	Issue & receiving of Magazine & other books Register	
	Individual books issue to members, Courts, Officers & staff Register	

c) PERSONAL STAFF OF MEMBERS		
	File movement/inward dak & outward dak Registers	
d) REGISTRAR OFFICE		
01	Dak diary register	
02	Peon book (outward)	
03	Roaster file	
04	Notice file	
05	President/VP/Members Tour orders file	
e) DEPUTY REGISTRAR (ADMN.)		
01	Records such as Service Records, Personal files, general correspondence files.	
f) CENTRAL REGISTRY		
01	Appeal Registration Register	
02	Misc. application registration Register	
03	Diary Register	
04	Defect Register	
05	Demand Draft Register	
06	Internal Dak Register	
07	High Court/supreme Court Dak Register	
08	Appeal/Application/Dak movement Register (Branch wise)	
09	Speed post file	
10	Ordinary Dak Register	
11	Registered letter Dak Register	
12	Franking Machine Daily docket Register	
13	Order Movement Register (Publication wise)	
14	Supreme Court/High court Dispatch Register	
15	Telegram Register	
g) ACCOUNTS/CASH SECTION		
01	Cash Book Register	
02	Cheque Book Register	
03	Bill Register	
04	Expenditure Booked Register (Head wise)	
05	Abstract of Advance Register	
06	Medical Register	
07	LTC advance 7 adjustment Register	
08	TA/Tour advance & adjustment Register	
09	Valuable Register	
10	Pay bill Register	
11	GPF Ledger Register (Group D)	
12	Telephone Bill Payment Register	
13	Monthly Expenditure Register	
14	File opening register	
h) EXCISE APPEAL BRANCH		
01	Appeal /Stay/Cross Register	
02	ROA/ROM/Misc. Application Registration Register	
03	Court Diaries Court Master/A.R. Diary	
04	Court Diaries Court Master/A.R. Diaries	
05	Appendix 27 Register	
06	Appendix 28 Register	
07	Appeal Order Register (Final Order)	
08	Stay Application Order Register	
09	Misc. Application Order Register	
10	Notice Dispatch Register	
11	Order Dispatch Register	
12	File movement Register	
13	Master folder for orders (Appeal/Stay/Misc.) (Guard file)	

14	Supreme Court Register	
15	Folder containing after court cause lists (2000 onwards)	
16	Monthly reports showing institution/disposal etc.	
17	(Dispatch of orders)(Weekly reports)	
18	Transfer of Appeal Register	
19	Dak Register (SDR)	
20	Photo copy Register for Orders	
21	Photocopy Register for Notices	
22	Photocopy register for RTI works	
23	Record register of appeals for RTI	
i) GENERAL ADMINISTRATION/CARE TAKING		
01	Dead Stock Register	
02	Consumable Stock Register	
03	Log Book Register	
04	Uniform Register	
05	Air Ticket Register	
06	CGHS Register	
07	I card Register	
j) CUSTOMS APPEAL BRANCH		
01	Institution Register for Customs appeals	
02	Institution Register for Service Tax appeals	
03	Institution Register for Anti Dumping appeals	
04	Institution Register for Misc./ROM/ROA/COD/CO	
05	Appeal disposal Register for Customs	
06	Appeal disposal Register for Service Tax	
07	Stay disposal Register for Customs	
08	Stay disposal Register for Service Tax	
09	Appeal/Stay/Misc. Disposal Register for Anti-Dumping	
10	Misc. Order Register for Customs	
11	Misc. Order Register for Service Tax	
12	Transfer Register – inward/outward	
13	Supreme Court/High Court Register (out going)	
14	movement Register	
15	Appendix 27 & 28 Register	
16	Court Proceeding Register	
17	Dispatch Register for notice/ack for Customs & Anti Dumping	
18	Dispatch Register for notice/ack for Service Tax	
19	Dispatch Register for notice/ack for Customs & Anti Dumping -SDR	
20	Dispatch Register for notice/ack for Service Tax - SDR	
21	Dispatch Register for Orders of Customs, Service Tax & Anti Dumping	
22	Photo copy Register for Orders	
23	Photocopy Register for Notices	
24	Assistant Registrar Diary	
25	Court Master Dairy	
26	Guard file	
27	Monthly statement	
28	Weekly Dispatch statement	
k) SINGLE MEMBER APPEAL BRANCH		
01	Institution Register for Customs appeals	
02	Institution Register for Service Tax appeals	
03	Institution Register for Excise appeals	
04	Institution Register for Misc./ROM/ROA/COD/CO	
05	Appeal disposal Register for Customs/ Service Tax/Excise	
06	Stay disposal Register for Customs/ Service Tax/Excise	

07	Misc. disposal Register for Customs/ Service Tax/Excise	
08	Transfer Register – inward/outward	
09	Supreme Court/High Court Register (out going)	
10	Movement Register	
11	Appendix 27 & 28 Register	
12	Court Proceeding Register	
13	Despatch Register for notice/ack for Customs/ Service Tax/Excise	
14	Despatch Register for notice/ack for Customs/ Service Tax/Excise - SDR	
15	Despatch Register for Orders of Customs, Service Tax &Excise	
16	Photo copy Register for Orders	
17	Photocopy Register for Notices	
18	Assistant Registrar Diary	
19	Court Master Dairy	
20	Guard file	
21	Monthly statement	
22	Weekly Dispatch statement	
I) WEEDING OUT SECTION REGISTER		
01	Incoming Dak Register	
02	Out going Register	
03	Requisition for file Register	
04	Misc. Weeding out Register	
05	Register for allotment of file number	
06	General Correspondence of Supreme Court/High Court file	
07	Requisition for collection of original records from Supreme Court file	
08	Misc. General correspondence	
09	Weeding of Records files	
CESTAT, MUMBAI		
01	Inward Register	
02	Outward Register	
03	Appeal Registration Register	
04	Misc. application registration Register	
05	Stay application registration Register	
06	Cross application registration Register	
07	Valuable Register	
08	Branch wise court diaries	
09	Appendix 27 (court wise)	
10	Appendix 28 (court wise)	
11	Appendix 29 (branch wise)	
12	Appeal Order Register (branch wise)	
13	Misc. application Order Register (branch wise)	
14	Stay application Order Register (branch wise)	
15	Notice dispatch Register (branch wise)	
16	Order dispatch Register (branch wise)	
17	RTI Appeal Register	
18	Muster Roll	
19	File movement Register (branch wise)	
20	Master folders for orders (Appeal/stay/misc) branch wise	
21	Pay bill register	
22	Cash book	
23	Cheque issue Register	
24	GPF Ledger Folio register	
25	Acquaintance Roll register	

26	Bill register	
26	LTC register	
27	Service book register	
28	Dead stock register	
29	Tour/TA register	
30	Leave register	
31	Supreme court inward register	
32	Supreme court outward register	
33	Appeal disposal register	
34	Case files containing appeals, applications, cross-objections filed by the appellants/respondents.	
35	Folder containing after court casue lists (2000 onwards)	
36	Monthly Technical Reports showing institution/disposal etc.	
37	Member wise disposal statement	
38	Files relating to telephone bills, LTC claims, tours, medical claim, AMC contracts etc.	

ANNEXURE - III

**MANUAL
UNDER SECTION 4(1) b (xi) OF
RIGHT TO INFORMATION ACT, 2005**

Statement showing provisionally accepted provisions in Revised Estimates 2011-12 and Budget Estimates 2012-13 for inclusion in Demand No.41-Department of Revenue in respect of Customs, Excise & Service Tax Appellate Tribunal, New Delhi.

(Rs. In thousands)

	OBJECT HEAD	SANCTE D GRANT	REVISED ESTIMATE S	BUDGET ESTIMATE S
		2011-12	2011-2012	2012 - 13
				(Provisional)
	REVENUE SECTION			
2047	Other Fiscal Services (Major Head)			
00 108	Customs Excise & Gold (Control) Appellate Tribunal (Minor Head)			
01	Appellate Tribunal			
01. 00. 01	Salaries	107000	106000	110000
01. 00. 02	Wages	0	0	0
01. 00. 03	Overtime Allowance	400	300	400
01. 00. 06	Medical Treatment	2500	3000	2500
01. 00. 11	Domestic Travel Expenses	5500	5500	2500
01. 00. 12	Foreign Travel Expenses		0	0
01. 00. 13	Office Expenses	22500	22500	22500
01. 00. 14	Rent, Rates & Taxes	16000	16000	16000
01. 99	Information Technology(OE)	6000	8000	6000
01.00.26	Advertising & Publicity	100	100	100
	TOTAL	160000	161400	160000

**MANUAL
UNDER SECTION 4(1) b (x) OF
RIGHT TO INFORMATION ACT, 2005**

Sl. No.	Designation	Pre-Revised (in Rs.) Pay scales	On implementation of sixth pay commission report		
			Name of Pay Band/ Scale	Pay Band (in Rs.)	Grade Pay
1.	PRESIDENT	26,000/- (Fixed)	Apex Scale	80000/- (Fixed)	Nil
2.	VICE-PRESIDENT	24,050-650-26000/-	HAG+	75,500-80,000	Nil
3.	MEMBERS	22,400-600-26000/-	HAG+	75,500-80,000	Nil
4.	REGISTRAR	12000-375-16500/-	PB-3	15,600-39,100	7,600
5.	DEPUTY REGISTRAR	10,000-325-15200/-	PB-3	15,600-39,100	6,600
6.	ASISTANT REGISTRAR	8000-275-13500/-	PB-3	15,600-39,100	5,400
7.	SENIOR PRIVATE SECRETARY	6500-200-10500/- (for 3 yrs.) 7500-250-12000/-	PB-2	9,300-34,800	4,600 4,800 5,400
8.	ACCOUNTS OFFICER	7450-225-11500/-	PB-2	9,300-34,800	4,600
9.	TECHNICAL OFFICER	6500-200-10500/-	PB-2	9,300-34,800	4,600
10.	COURT MASTER	5500-175-9000/-	PB-2	9,300-34,800	4,200
11.	LIBRARY INFORMATION ASSISTANT	5500-175-9000/-	PB-2	9,300-34,800	4,200
12.	ACCOUNTANT	5500-175-9000/-	PB-2	9,300-34,800	4,200
13.	HINDI TRANSLATOR	5000-150-8000/-	PB-2	9,300-34,800	4,200
14.	STENOGRAPHER GRADE-II	5000-150-8000/-	PB-2	9,300-34,800	4,200
15.	HEAD CLERK	5000-150-8000/-	PB-2	9,300-34,800	4,200
16.	CARETAKER	5000-150-8000/-	PB-2	9,300-34,800	4,200
17.	STENOGRAPHER GRADE-III	4000-100-6000/-	PB-1	5,200-20,200	2,400
18.	UPPER DIVISION CLERK	4000-100-6000/-	PB-1	5,200-20,200	2,400
19.	LOWER DIVISION CLERK	3050-75-3950-80-4590/-	PB-1	5,200-20,200	1,900
20.	SCD-Spl.gr.	5000-150-8000/-	PB-1	5,200-20,200	1,900
21.	SCD - Gr. I	4500-125-7000/-	PB-1	5,200-20,200	2,800
22.	SCD - Gr. II	4000-100-6000/-	PB-1	5,200-20,200	2,400
23.	SCD - ord. grade	3050-75-3950-80-4590/-	PB-1	5,200-20,200	1,900
24.	THREE WHEELER DRIVER	3050-75-3950-80-4590/-	PB-1	5,200-20,200	1,900
25.	DAFTRY	2610-60-2910-65-3300-70-4000/-	PB-1	5,200-20,200	1,800
26.	JAMADAR	2610-60-2910-65-3300-70-4000/-	PB-1	5,200-20,200	1,800
27.	PEON	2550-55-2660-60-3200/-	PB-1	5,200-20,200	1,800
28.	CHOWKIDAR	2550-55-2660-60-3200/-	PB-1	5,200-20,200	1,800
29.	SAFAIWALA	2550-55-2660-60-3200/-	PB-1	5,200-20,200	1,800

