

**GOVERNMENT OF INDIA MINISTRY OF  
PERSONNEL, PUBLIC GRIEVANCES &  
PENSIONS  
(DEPARTMENT OF PERSONNEL & TRAINING)**

**INTERNAL DELEGATION OF POWERS FOR  
FINAL DISPOSAL OF CASES IN RESPECT OF  
VARIOUS ITEMS OF WORK HANDLED BY  
VARIOUS DIVISIONS OF THIS DEPARTMENT**

**(Approved vide PMO ID No. 815/8/P/2/2014-Pol dated 15.07.2014 &  
PMO ID No. 600/31/C/91/2011-ES.2 dated 8.12.2014)**

**(CORRECTED UPTO 1<sup>st</sup> JANUARY, 2015)**

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ANNEXURE-I

STATEMENT INDICATING THE ITEMS OF WORK TO BE SUBMITTED TO THE PRIME MINISTER FOR FINAL DISPOSAL THROUGH THE MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS IN RESPECT OF MATTERS PERTAINING TO DEPARTMENT OF PERSONNEL & TRAINING.

Sl.No.	Items of Work
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General

1. Draft as well as final Note for Cabinet matters.  
1.(A) Notes for the Committee of Cabinet on matters concerning the Department of Personnel & Training.
2. Memorials submitted by IAS/CSS officers Grade I and above and group 'A' officers of CBI against penalty / suspension/adverse remarks in ACRs except memorials from officers of the rank of Joint Secretary or equivalent or above against adverse remarks which require to be submitted to the ACC.

AT & Admn. Division

3. **DELETED** (Internal posting and transfer of the officers of the level of Joint Secretary/Additional Secretary in DoPT has been delegated to Secretary(P) vide PMO ID No. 600/31/C/91/2011-ES.2 dated 8.12.2014. Accordingly changes have been carried out at page No. 80, point no. 4A)
4. Amendment of Administrative Tribunals Act, 1985

CS Division

5. Select list of CSS Selection Grade/suitability list of Directors from CSS.

Establishment Division

6. Policy relating to grant of ex-officio status to non-secretariat officers.
7. Policy relating to grant of extension/re-employment.
8. Cases under Article 311 (2) (c) of the Constitution of Persons found involved in subversive activities.
9. Policy relating to action against participants in major strikes.
10. Policy relating to age of retirement/pre-mature retirement.
11. Policy relating to commercial employment/employment under a Foreign Government.
12. Policy relating to representations of minorities in Government Service.
13. Policy relating to appointment of non-Indians in Government Service
14. Major policy issues relating to reservation for SC/ST/OBCs.
15. Major policy issues relating to reservation for physically handicapped / ex-Servicemen / Women.

**UPSC Matters**

16. Appointment, resignation and removal of Chairman/Members of UPSC.
17. Removal of Chairman /Members of State Public Service Commissions.
18. Explanatory memorandum on the Annual Report of UPSC.
19. Cases of disagreement with UPSC's advice in respect of officer belonging to organised Group 'A' service.
20. Major complaints against Members of UPSC .

**S & V Division**

**(Vigilance Matters)**

21. Disciplinary cases against IAS/CSS officers Grade I and above and Group 'A' officers in CBI.
22. Appeal filed by IAS/CSS officers Grade-I and above and Group 'A' officers of CBI against penalty/suspension.
23. Sanction for prosecution of IAS/CSS Officers Grade-I and Group 'A' Officers of CBI.
24. Cases of disagreement by the disciplinary authority with the advice of CVC/cases of disagreement between CVC and UPSC in disciplinary matters.
25. Policy matters/legislation relating to anti-corruption measures.
26. Matters relating to the appointment of Commission of Inquiry/ follow up action on the report of the Commission of Inquiry.
27. Complaints against the Chief Ministers.
28. Reference to the Governor for considering sanction for prosecution of Chief Ministers under the Prevention of Corruption Act/Criminal Procedure Code.
29. Central Lok Pal Legislation and Legislation for making CVC a Statutory body.
30. Explanatory memorandum on the Annual Report of CVC.

**All India Services Matters**

31. Cadre allocation of IAS/ IPS probationers.
32. Policy matters/legislation relating to All India Service.
33. Commercial employment of retired IAS officers who had held a post at the level of Secretary or equivalent in the Central Government prior to 5 years of his retirement
- 33A. Cases of deputation of IAS officers of the rank of Additional Secretary and above to autonomous / Private bodies.
34. Amendment to IAS(Probationer) Rules/Discharge or removal from service of . IAS (Probationer).
35. Constitution of a New All India Service.

36. Determination of number of vacancies and their cadre-wise distribution among various State/Joint cadres of IAS.
37. Policy matters relating to review of cases of IAS officers for continuance in service beyond 50 years of age / after completion of 30 years of service.
38. Grant of extension of service/ re-employment to IAS officers.
39. Matters relating to appointment of High level Committees/Commissions.

**RTI Matters**

40. Major Policy issues relating to Right to Information.
41. Amendment to the Right to Information Act.
42. Framing of Rules under the RTI Act.
43. Amendment to Rules under the RTI Act.

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**ANNEXURE-II**

**LIST OF CASES REQUIRED TO BE SUBMITTED TO ACC FOR APPROVAL**

<b>Sl.No.</b>	<b>Items of Work</b>
<b><u>AT Division</u></b>	
1.	Appointment of Chairman/Vice-Chairman/Members of CA T /SA T.
<b><u>EO Division</u></b>	
2.	Appointments at the level of Joint Secretary/Additional Secretary/ Special Secretary and equivalent;
3.	Proposals for extension/curtailment of the tenure of officers serving at Senior. Management level, except cases involving one time extension upto 3 months and cases of pre-mature reversion where the balance tenure is more than six months.
4.	Constitution of the Civil Services Board and the Central Establishment Board.
5.	Proposals for appointment of officers of various technical services in posts carrying scale of pay maximum of which is Rs.22,400/- or above.
6.	Proposals for extension of tenure of Central deputation of officers of the level of Deputy Secretary/Director beyond three months/proposal for repatriation of such officers to their parent Cadre/Department in cases where the balance period of tenure is more than six months.
7.	Appointments on the Boards of management (Chairman, Managing Directors including part time Chairman (Executives) of Schedule 'A' and 'B' Public Sector Undertakings, Railways, Banks and Financial Institutions, under the . control of the Central Government; and policy matters connected with these appointments.
8.	Appointments in Statutory/Autonomous Bodies/Registered Societies and as presiding officers in Central Government Tribunals etc having a salary (excluding allowances) or a maximum in a salary scale (excluding allowances) of Rs.22,400/- per mensem or more; and policy matters connected with these appointments.
9.	To consider and decide representations and memorials from officers of the rank of Joint Secretary or equivalent and above, except from those in their cadre posts, against adverse remarks.
10.	Reemployment/Extention of Services of any person who has attained the age of Superannuation in any State-owned Public Corporation, Company or Enterprise where the pay (including pension and pensionary equivalent of. retirement benefits) proposed to be fixed for such person is Rs. 22,400/- or more or where the minimum of the pay scale proposed to be given to such person is Rs. 22,400/- or more;
11.	Extension of the period of deputation beyond the prescribed period in respect of Board level appointments in Public Sector Undertakings in which Government of India is the appointing authority.

**Establishment Division**

12. Appointment / Removal of Chairman / Member of Staff Selection Commission;

**S & V Division**

13. Inter cadre transfer /deputation of IAS officers;
14. Cases of difference of opinion between the Central Government and the State Government on the question of retention of IAS officers beyond the age of 50 years/on completion of 30 years of service or the cases in which retirement is recommended;
15. Appointment/ Extension of tenure of Joint Secretary or IG level officers as Chief Vigilance Officer;
16. Appointment/ Extension of tenure of IPS officers of the rank of I.G. equivalent or above, in the CBI;

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**STATEMENT INDICATING THE ITEMS OF WORK WHICH MAY BE DISPOSED OF AT THE LEVEL OF MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS IN RESPECT OF MATTERS PERTAINING TO DEPARTMENT OF PERSONNEL & TRAINING**

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Sl.No.	Items of Work
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**General**

1. Parliamentary matters:
  - (a) Replies to Starred Questions.
  - (b) Replies to Unstarred Questions and Assurances.
  - (c) Replies to the recommendations of Parliamentary Committees.
  - (d) Replies to matters raised under Rule 377 in Lok Sabha and Special Mention in Rajya Sabha.
2. Deleted (included at Sl. No. 1A in Annexure 1)
3. Notes for Cabinet/Committees of Cabinet received from other Ministries/ Departments which involve policy matters concerning the work of the Department of Personnel & Training.
4. Notes for Committee of Secretaries on matters concerning the Department of Personnel & Training.
5. Notes for Committee of Secretaries received from other Ministries/ Departments which involve major policy or important issues.
6. Decision on contesting writ petition or filing appeal in cases of appointments made with the approval of ACC as also other appointments made to Group 'A' posts.
7. Submission of Notes /References to PMO on important policy matters.
8. Extension of the period of deputation to ex-cadre post for the' fifth year or beyond fifth year and/or for the Second year in excess of the period prescribed in the recruitment rules.
9. Replies to letters/ representations received by MOS(P) from MPs and other VIPs.

**AT & Admn Division**

**CAT Matters**

10. Amendment to various Rules framed under the Administrative Tribunal Act for the Central Administrative Tribunal and State Administrative Tribunals.
11. Policy matters relating to Administrative Tribunals.



12. Setting up of additional benches of Central Administrative Tribunal.
13. Complaints against Chairman/Vice-Chairmen/Members of CA T/SA T.
14. Acceptance of resignation of Chairman/Vice-Chairmen/Members of CAT/SAT.
15. Creation of Group 'A' posts in Central Administrative Tribunal.
16. Framing/amendment of Recruitment Rules for Group' A' posts in the Central Administrative Tribunal.
17. Appointment/ Extension of service/re-employment or resignation of the officers of the level of Deputy Registrar and above in the Central Administrative Tribunal.
18. Grant of permission for re-employment to officers of CAT within two years after retirement.
19. Ad-hoc appointment in Group' A' posts except the post of Deputy Registrar in CAT.
20. Disciplinary proceedings against Group' A' officers in CAT.
21. Memorials submitted by officers/Staff of the CAT to the President.
22. Fixation of pay in relaxation of Rules/Orders in respect of the Chairman/ ViceChairman / Members of CAT.
23. Grant of Leave to Chairman, CAT.

#### **Reservation Matters**

24. Major interpretation of existing Orders/ Rules relating to reservation for SC/ST/OBC/Physically handicapped/ex -servicemen.
25. Replies to recommendations of National Commission for SC/STs.

#### **Welfare Matters**

26. General policy relating to payment of grants-in-aid to Welfare Associations / Coordination Committees etc.
27. Nomination of Members on Board of Directors of the Kendriya Bhandar.
28. Laying of audited accounts in respect of Kendriya Bhandar, Grih Kalyan Kendras, Central Civil Services Cultural and Sports Board before the Parliament.
29. Major change in the existing policy relating to Departmental Canteens.
30. Major policy matters relating to Grih Kalyan Kendras.

#### **Administrative Matters**

31. Creation of Group 'A' posts.
32. Deleted (included at Sl. No.3 in Annexure ó 1).
33. Deputation abroad of officers for attending Conferences/Training courses.

34. Disciplinary proceedings against Group 'A' and B officers.
35. Memorial addressed to the President by the officers and staff.
36. Appeals/Petitions of Group 'A' officers.
37. Grant of permission/ intimation under Conduct Rules to officers of the level of Secretary.
38. Cases of appointments under the Central Staffing Scheme to the posts of the level of Deputy Secretary/ Director.

### **CS Division**

#### **Central Services Matters**

39. Framing/amendment of CSS/CSCS/CSSS Rules or finalisation of a new policy.
40. Determination of vacancies for Select List of Directors.
41. Determination of vacancies for Select List of Grade-I Officers of CSS.
42. Approval of Select List of Grade-I Officers of CSS.
43. Fixation of strength of Select List of Section Officers Grade of CSS.
44. Determination of vacancy for Select List of PPS of the CSSS.
45. Approval of Select List of PPS.
46. Approval of creation of posts in the personal staff of Ministers.
47. Grant of extension of service/re-employment to CSS officers.
48. Retirement of Grade-I and Selection Grade officers of CSS under FR 56(J).
49. Retention in Service of Grade-I and Selection Grade officers of CSS beyond the age of 50 years/after completion of 30 years of service.
50. Decision on change in policy and relaxation of provision of Rules relating to absorption of surplus staff.
51. Approval of request of surplus Group 'A' officers for voluntary retirement.
52. Matters relating to change/relaxation of policy/rules/accepted procedure in respect of officers and staff effected by States Re-organisation.
53. Decision on matters relating to policy formulation and changes in respect of Cadre Review of Group 'A' services.
54. Approval of final proposal for Cadre Review before submission to the Cabinet.

**Establishment Division**

55. Amendment to CCS (CCA) Rules, 1965.
56. Amendment to CCS (Conduct) Rules, 1964.
57. Individual cases of withdrawal of resignation of the officers of the level of Deputy Secretary and above.
58. Individual cases of grant of permission for commercial employment after retirement to officers, who had held posts of the level of JS and above but below Secretary level at the time of their retirement.

**Matters Relating to UPSC/SSC**

59. Amendment to UPSC (Members) Regulations.
60. Deputation abroad of Chairman/Members of UPSC/State PSCs.
61. Major complaints against Members of State PSCs.
62. Creation of posts above the level of Deputy Secretary in UPSC.
63. Proposals for grant of exemption under UPSC (Exemption from Consultation) Regulation.
64. Fixation of fee to be charged from candidates for UPSC/SSC examination.
65. Review of scheme of examination conducted by UPSC/SSC.
66. Creation of posts above the level of Deputy Secretary in SSC.
67. Appointment to posts above the level of Under Secretary in the SSC.
68. Disagreement with UPSC's advice referred by other Ministries in non-appointment cases of officers not belonging to any organised Group 'A' service.

**Service Matters (General)**

69. Policy relating to verification of character and antecedents.
70. Amendments to Fundamental Rule 17A relating to treatment of the period of strike/agitation by the Government servant on the basis of policy approved by the Prime Minister.
71. Amendment to Central Service (Temporary Service) Rules, 1965.
72. Amendment to instructions relating to probation in various Central Services.
73. Amendment to the basic instructions relating to fixation of seniority.
74. Policy regarding framing of Recruitment/Service Rules.

75. Policy relating to appointment of Consultants and payment of fees to them.
76. Amendment to rules/general order relating to fixation of pay.
77. Amendment to CCS (Joining Time) Rules, 1979.
78. Amendment to CCS (Leave) Rules, 1972.
79. Cases involving policy issues relating to Joint Consultative Machinery and compulsory arbitration.
80. Cases requiring relaxation of policy/Rules in regard to matters concerning the JCM.
81. Cases involving policy issues relating to holidays.
82. Cases involving policy issues relating to working hours.

**EO Division**

83. Selection of IAS/CSS officers and officers of other than Group' A' Services on Central deputation for training/fellowship abroad.
84. Cadre clearance for foreign training of officers of the level of Additional Secretary/Secretary.

**S & V Division**

**All India Services Matters**

85. Cases of rejection of the opinion of Appellate Medical Board in respect of candidates selected through Civil Service Examination.
86. Decision on adverse verification of character and antecedents report in respect of persons recruited through Civil Service Examination.
87. Fixation of domicile of IAS/IPS probationers.
88. Policy matters relating to seniority of IAS/IPS officers and framing/amendment of rules relating to seniority.
89. Fixation of seniority of IAS officer in special cases in relaxation of Rules
90. Amendment/ framing of Rules /Regulations in respect of AIS officers.
91. Cases of retention of IAS officers beyond the age of 50 years/on completion of 30 years of service as per recommendations of State Government.
92. Deleted (included at Sl. No.33A of Annexure ó 1)
93. Requests for change of date of birth of AIS officers.
94. Cadre review of IAS officers.
95. Amendment to AIS (Conduct) Rules.

96. Amendment to AIS (Discipline and Appeal) Rules.
97. Extension of the period of probation of IAS probationers.
98. Amendment to IAS/ IPS and IFS Examination - Regulations.
99. Amendment to AIS (Leave) Rules.
100. Amendment to AIS (Special Disability Leave) Regulations.
101. Amendment to AIS (Study Leave) Regulations.
102. Amendment to AIS (Medical Attendance) Rules.
103. Amendment to AIS (Confidential Rolls) Rules.
104. Acceptance of resignation tendered by IAS Officers.

#### **Vigilance Matters**

105. Complaints received from MPs, MLAs and other VIPs about corruption.
106. Complaints against Ministers in States except Chief Ministers.
107. Withdrawal of prosecution under Section 321 Cr.PC.

#### **Matters Relating to CBI**

108. Deputation of CBI officers for participation in training programme/ investigations/ seminars/conferences abroad.
109. Permission/intimation given by the CBI officers of the rank of JS and above under Conduct Rules.
110. Framing of Recruitment Rules for Group 'A' posts in CBI.
111. Grant of permission to CBI for filing extradition proceedings.
112. Deputation of CBI officers of the rank of DIG and above to other organisations.

#### **Training Division**

113. Laying of Annual Report and Audited Statement of Accounts of IIPA on the Table of Lok Sabha /Rajya Sabha.
114. Appointment to the post of the level of Deputy' Secretary and above in ISTM/LBSNAA.
115. Deputation of faculty Members of ISTM/LBSNAA for attending training programme /meetings/conferences.
116. Framing/ amending the recruitment rules for various faculty, non-faculty Group 'A' posts in

ISTM / LBSNAA.

117. Approval of projects assisted by the Foreign Governments and International agencies such as UNDP and British Council etc.
118. Deputation abroad under projects assisted by the Foreign Governments and International agencies such as UNDP and British Council etc.

**RTI Matters**

119. Action on recommendations of Parliamentary Committees.
120. Action on recommendations of CIC.
121. Matters relating to Budget Provisions / creations of posts / continuation of temporary posts / foreign visits of CICs and other officers of CIC / Grant of Leave to CICs.

**ANNEXURE-IV**

**2. CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF COMMON ITEMS OF WORK HANDLED BY ALL DIVISIONS OF THE DEPARTMENT OF PERSONNEL & TRAINING.**

S.No.	Types of cases	Channel of Submission	Level of final Disposal
(a)	(b)	(c)	(d)
1.	<b><u>Parliamentary Matters</u></b>		
	(i) Replies to Starred Questions	DO or US /DS or Dir./ JS / AS/ Secretary	MOS(PP)
	(ii) Replies to Unstarred Questions and Assurances.	DO or US /DS or Dir./ JS / AS	MOS(PP)
	(iii) Final replies to recommendations of Parliamentary Committees.	DO or US /DS or Dir./ JS / AS/ Secretary	MOS(PP)
	(iv) Final replies to matters raised under Rule 377 in Lok Sabha and Special Mention Made in Rajya Sabha.	DO or US /DS or Dir./ JS / AS	MOS(PP)
	(v) Action taken note on the recommendations of Parliamentary Committees.	DO or US /DS or Dir./ JS / AS	Secretary
	(vi) Furnishing of replies to Questionnaire and other references received from Parliamentary Committees.	DO or US /DS or Dir./ JS / AS	Secretary
	(vii) Furnishing of facts of Question to Lok Sabha / Rajya Sabha Secretariat.	SO/DO or US /DS or Dir.	JS or AS
2.	<b><u>Notes for Cabinet or Committees of Cabinet</u></b>		
	(i) Note for Cabinet on matters concerning the Ministry.	DO or US /DS or Dir./ JS / AS/ Secretary	MOS(PP) / PM
	(ii) Final Note for Committees of Cabinet on matters concerning the Ministry.	DO or US /DS or Dir./ JS / AS/ Secretary	MOS(PP)/PM
	(iii) Comments on Note for Cabinet / Committee of Cabinet received from other Ministries / Departments.		
	(a) Notes relating to either questions of policy or matter concerning the work of the Ministry	DS or Dir./ JS / AS/ Secretary	MOS(PP)
	(b) All other notes	DO or US /DS or Dir.	JS or AS/ Secretary

(a)	(b)	(c)	(d)
3.	<p><b><u>Notes for Committee of Secretaries</u></b></p> <p>(i) Notes on matter concerning the Ministry.</p> <p>(ii) Notes received from other Ministries for comments</p> <p>(a) Matters involving major policy or important issues.</p>	<p>DO or US / DS or Dir./JS or AS</p>	<p>Secretary/MOS(PP)</p>
4.	<p>(b) All other notes.</p> <p><b><u>Cases before CAT / High Court/ Supreme Court</u></b></p> <p>(i) Decision on contesting writ petitions or filing appeals / revision petitions.</p> <p>(a) Appointments made with ACC's approval, as also all other appointments made to Group 'A' posts.</p> <p>(b) All other appointments / Cases.</p> <p>(ii) Preparation of para-wise comments and finalization of counter affidavit in cases</p> <p>(a) In which the Ministry is a respondent and where the respondent and where the issues raised are covered by existing rules / orders/ policy decisions.</p> <p>(b) Where the issues raised have major policy implications.</p> <p>(iii) Contempt petitions against Secretary / Minister.</p> <p>(iv) Furnishing of comments of writ petitions in which the Ministry is a proforma respondent:</p> <p>(a) Where the issues raised is based on settled policy or clear precedent of any discretion.</p>	<p>DO or US / DS or Director</p> <p>DO or US / DS or Dir./JS or AS</p> <p>DO or US / DS or Director</p> <p>SO / DO or US</p> <p>SO / DO or US / DS or Director</p> <p>SO / DO or US / DS or Dir. / JS or AS</p> <p>SO / DO or US</p>	<p>JS or AS</p> <p>MOS(PP)</p> <p>JS or AS</p> <p>JS/AS/Secretary</p> <p>JS or AS/ Secretary</p> <p>Secretary</p> <p>JS/AS/Secretary</p>



(a)	(b)	(c)	(d)
	(b) Where the issues raised have major policy implications.	SO / DO or US / DS or Director	JS or AS
5.	Replies to letters/ representations received by MOS(PP) from MPs and other VIPs.	DO or US / DS or Dir./ JS or AS	MOS (PP)
6.	Formulation of budget proposals, Annual Plan proposals, Annual Action Plan etc.	DO or US/DS or Director	JS or AS
7.	Furnishing of material for inclusion in the monthly summary for Cabinet/ D.O. letters to Cabinet Secretary relating to significant events, President's Address to Parliament, Finance Minister's budget speech, Annual Report of the Ministry, Induction note etc.	DO or US/DS or Director	JS or AS
8.	Furnishing of monthly statement of pending Assurances/ letters from MPs / references received from PMO / implementation of decisions of Cabinet/ cases pending over a month/ Quarterly progress report about use of Hindi.	SO / DO or US	DS or Director
9.	Furnishing of briefs/ action taken note for meeting of the Department Council (JCM) or other important meetings:		
	(i) Briefs	SO / DO or US/DS or Director	JS or AS
	(ii) Action Taken Notes	SO / DO or US	DS or Director
10.	All Notes / References to PMO	DO or US/DS or Director / JS or AS / Secretary	MOS (PP)
11.	Extension of the period of deputation to ex ó cadre posts beyond the initial 3 years:		
	(i) For the 4 <sup>th</sup> year	DS or Director / JS or AS	Secretary
	(ii) For the 5 <sup>th</sup> year	DS or Director / JS or AS	MOS(PP)
	(iii) Beyond the 5 <sup>th</sup> year (subject to consultation with Establishment Division).	DS or Director / JS or AS	MOS (PP)

**ANNEXURE-V**

**3. (i) CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE ESTABLISHMENT DIVISION (INCLUDING JCA)**

S.No.	Types of cases	Channel of Submission	Level of final Disposal
1.	2.	3.	4.
(I)	<b>ESTABLISHMENT ('A', 'B', 'C', 'D', 'E' AND 'RR' DESKS)</b>		
1.	<b><u>CCS (CCA) Rules, 1965</u></b>		
	(i) Amendment to the rules	DO or US /DS or Dir./JS	MOS (PP)
	(ii) Interpretation / clarification		
	(a) In respect of matters based on laid down policy and clear cut decisions.	DO or US /DS or Dir./JS	MOS(PP)
	(b) In respect of matters in which no new policy is involved but discretion has to be exercised.	DO or US	DS or Director
	(c) In respect of matters raising question on policy.	DO or US/DS or Director	JS
2.	<b><u>CCS (Conduct) Rules, 1964</u></b>		
	(i) Amendment to the rules	DO or US /DS or Dir./JS /Secretary	MOS(PP)
	(ii) Interpretation / clarification		
	(a) In respect of matters based on laid down policy and clear cut decision.	DO or US /DS or Dir./JS /Secretary	MOS(PP)
	(b) In respect of matters in which no new policy is involved but discretion has to be exercised.	DO or US	DS or Director
	(c) In respect of matters raising question of policy.	DO or US/DS or Director	JS
	(iii) Government servants involvement in prohibited activities under Conduct Rules	DO or US/DS or Director	JS

1.	2.	3.	4.
3.	<p><b><u>FR 56 Relating to Age of Retirement</u></b></p> <p>(i) Policy relating to age of retirement / premature retirement, alteration of date of birth etc.</p> <p>(ii) Interpretation and clarifications on the question of age of retirement / premature retirement, alteration of date of birth.</p> <p>(a) In respect of matters based on laid down policy and clear cut decisions.</p> <p>(b) In respect of matters in which no new policy is involved but discretion has to be exercised.</p> <p>(c) In respect of matters raising question of policy.</p>	<p>DO or US / DS or Dir./ JS</p> <p>DO or US / DS or Dir./ JS</p> <p>DO or US</p> <p>DO or US / DS or Director</p>	<p>MOS(PP)/ PM</p> <p>MOS (PP) / PM</p> <p>DS or Director</p> <p>JS</p>
4.	<p><b><u>Rule 26 of the CCS (Pension) Rules, 1972 relating to withdrawal of resignation</u></b></p> <p>(i) Amendment to the provisions</p> <p>(ii) Individual cases involving relaxation in the exercise of President's powers-</p> <p>(a) Group -Bø(Gazetted Officers)</p> <p>(b) Group ÷Aø officers upto the level of Deputy Secretaries</p> <p>(c) DS and above</p>	<p>US / DS or Dir. /JS</p> <p>US / DS or Director</p> <p>US / DS or Director</p> <p>US / DS or Dir./ JS</p>	<p>Secretary</p> <p>JS</p> <p>Secretary</p> <p>MOS (PP)</p>
5.	<p><b><u>Rules 10 and 12 of the CCS (Pension) Rules, 1972 relating to commercial employment after retirement and employment under a Government outside India.</u></b></p> <p>(i) Policy matter / amendment of the rules</p>	<p>US / DS or Dir. / JS</p>	<p>MOS(PP) / PM</p>

1.	2.	3.	4.
	<p>(ii) Individual cases of commercial employment after retirement of officers who held the post at the level of JS or AS at the time of their retirement</p> <p>(iii) Clarifications/ interpretations-</p> <p>(a) In respect of matters based on laid-down policy and clear cut decisions</p> <p>(b) In respect of matters in which no new policy is involved but discretion has to be exercised</p> <p>(c) In respect of matters raising question of policy</p>	<p>US / DS or Dir. / JS</p> <p>US / DS or Dir. / JS</p> <p>US</p> <p>US / DS or Director</p>	<p>MOS (PP)</p> <p>MOS (PP)</p> <p>DS or Director</p> <p>JS</p>
6.	<p><b><u>Grant of ex-officio status to non-Secretariat Officers.</u></b></p> <p>(i) Policy relating to</p> <p>(ii) Individual cases-</p> <p>(a) Grant of ex-officio status upto the level to DS</p> <p>(b) Grant of ex-officio status of JS and above</p>	<p>US / DS or Dir. / JS / Secretary / MOS (PP)</p> <p>US / DS or Director</p> <p>US / DS or Dir. / JS</p>	<p>Prime Minister Secretary / MOS (PP)</p> <p>JS</p> <p>Secretary</p>
7.	<p><b><u>Preparation and maintenance of ACRs</u></b></p> <p>(i) Introduction of new policy procedure</p> <p>(ii) Clarification / interpretations</p> <p>(a) Where the advise is based on clear cut decisions and policy</p> <p>(b) Where no clear cut precedent is available</p>	<p>US / DS or Dir. / JS</p> <p>US / DS or Dir. / JS</p> <p>US / DS or Director</p>	<p>Secretary</p> <p>Secretary</p> <p>JS</p>

1.	2.	3.	4.
8.	<p><b><u>Leave Travel Concession</u></b></p> <p>(i) Policy relating to</p> <p>(ii) Clarification / Interpretations-</p> <p>(a) Cases based on clear precedents</p> <p>(b) Where no clear cut precedents are available</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US</p>	<p>Secretary</p> <p>Secretary</p> <p>DS or Dir./ JS</p>
9.	<p><b><u>Grant of extension / re- employment</u></b></p> <p>(i) Policy regarding</p> <p>(ii) Individual cases of grant of extension / re-employment beyond the age 60 years where consultation with Establishment Division of the DOPT is provided</p> <p>(a) Group -AØ Posts</p> <p>(b) Group -BØ Posts</p> <p>(iii) Clarification</p>	<p>DO or US / DS or Dir. / JS/ Secy. / MOS (PP)</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir.</p> <p>DO or US</p>	<p>Prime Minister</p> <p>Secretary</p> <p>JS</p> <p>DS or Director</p>
10.	<p><b><u>Clarification relating to oath of allegiance by Govt. Employees-</u></b></p>	<p>DO or US</p>	<p>DS or Director</p>
11.	<p><b><u>Grant of Casual Leave / Special Casual Leave to Central Government Employees-</u></b></p> <p>(i) Policy relating to</p> <p>(ii) Clarifications</p> <p>(a) In cases based on clear cut precedents</p> <p>(b) Where relaxations of minor nature are involved</p> <p>(c) Where major relaxation in respect of casual leave / special casual leave is involved</p>	<p>US / DS or Dir. / JS</p> <p>--</p> <p>US</p> <p>US / DS or Director</p>	<p>Secretary</p> <p>US</p> <p>DS or Director</p> <p>JS</p>

1.	2.	3.	4.
12.	<p>(iii) Decision regarding grant of special casual leave in case of absence of employees due to circumstances beyond their control</p> <p><b><u>Matters relating to Chairman / Members of UPSC / State PSCs</u></b></p> <p>(i) Appointment of Chairman / Members of UPSC</p> <p>(ii) Amendment to UPSC (Members) Regulations</p> <p>(iii) Grant of leave to Chairman / Members, UPSC</p> <p>(iv) Personnel matters relating to Chairman / Members</p> <p>(v) Deputation abroad of Chairman / Members</p> <p>(vi) Complaints against Members of UPSC / State PSCs</p> <p>(a) Minor</p> <p>(b) Major</p> <p>(vii) Removal of Chairman / Members of UPSC / State PSCs</p>	<p>US / DS or Director / JS</p> <p>JS / Secy./ MOS(PP) / PM</p> <p>DO or US / DS or Dir. / JS</p> <p>DS or Director</p> <p>DO or US / DS or Dir.</p> <p>DS or Dir. / JS / Secy.</p> <p>DO or US / DS or Dir.</p> <p>DS or Dir. / JS</p> <p>DS or Dir. / JS / Secy./ MOS (PP) / PM</p>	<p>Secretary</p> <p>President</p> <p>MOS (PP)</p> <p>JS</p> <p>JS</p> <p>MOS (PP)</p> <p>JS</p> <p>MOS (PP)</p> <p>President</p>
13	<p><b><u>Staff Matters of UPSC</u></b></p> <p>(i) UPSC (Staff) Regulations Amendment</p> <p>(ii) Creation of posts above the level of Deputy Secretary in the UPSC</p> <p>(iii) Framing / Amendment / Relaxation of RRs</p> <p>(a) Director and above</p> <p>(b) Group 'A' posts below Director and Group 'B' posts</p> <p>(c) Group 'C' and 'D' posts</p>	<p>DO or US / DS or Dir.</p> <p>DO or US / DS or Dir. / JS/ Secretary</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir.</p> <p>DO or US</p>	<p>JS</p> <p>MOS (PP)</p> <p>Secretary</p> <p>JS</p> <p>DS or Director</p>

1.	2.	3.	4.
14.	<p><b><u>Miscellaneous matters relating to UPSC</u></b></p> <p>(i) Laying of Annual Report of the UPSC before the Parliament</p> <p>(ii) Follow up action on the Annual Report</p> <p>(iii) Purchase of staff car or other costly equipment beyond the delegated powers of UPSC</p> <p>(iv) Grant of TA to candidates summoned for interview- cases or departure from normal rules</p> <p>(v) Terms and conditions for appointment of advisors</p>	<p>DO or US / DS or Dir. / JS/ MOS (PP)</p> <p>DO or US</p> <p>DO or US / DS or Dir.</p> <p>DO or US / DS or Dir.</p> <p>DO or US</p>	<p>Prime Minister</p> <p>DS or Director</p> <p>JS (subject to concurrence of FA)</p> <p>JS</p> <p>DS or Director (subject to concurrence of FA)</p>
15	<p><b><u>UPSC (Exemption from Consultation) Regulations</u></b></p> <p>(i) Proposals for new exemptions</p> <p>(ii) Clarifications</p> <p>(a) Based on precedents</p> <p>(b) All other cases</p>	<p>DO or US / DS or Dir. / JS</p> <p>US / DS or Dir. / JS</p> <p>DO or US</p>	<p>MOS (PP)</p> <p>MOS (PP)</p> <p>DS or Director</p>
16.	<p><b><u>Disagreement with UPSC's advice, referred by other Ministries in 'Non-appointment' cases</u></b></p> <p>(i) Officers not belonging to organized Group -A Services</p> <p>(ii) Officers belonging to organized Grade -A Services</p>	<p>DO or US / DS or Dir. / JS/ Secretary</p> <p>DO or US / DS or Dir. / JS/ Secretary</p>	<p>MOS (PP)</p> <p>Prime Minister</p>
17.	<p>Fixation of fee to be charged from candidates for UPSC / SSC examinations</p>	<p>DO or US / DS or Dir. / JS</p>	<p>MOS (PP)</p>
18.	<p>Review of the scheme of examinations conducted by UPSC / SSC</p>	<p>DO or US / DS or Dir. / JS</p>	<p>Secretary / MOS (PP)</p>

1.	2.	3.	4.
19.	Debarment of candidates by UPSC / SSC ó Forwarding of particulars to concerned authorities	DO or US	DO or US
20.	<p><b><u>Matters relating to SSC</u></b></p> <p>(i) Appointment of Chairman /Members</p> <p>(ii) Removal of Chairman / Members</p> <p>(iii) Grant of leave to Chairman</p> <p>(iv) Personal matters relating to Chairman / Members</p> <p>(v) Creation of posts above the level of Deputy Secretary</p> <p>(vi) Framing / Amendment / Relaxation of recruitment rules</p> <p>(a) Group -Aø and -Bø above</p> <p>(b) Group -Cø and -Dø above</p> <p>(vii) Proposal for purchase of equipment staff car etc</p> <p>(viii) Terms and conditions for appointment of advisors</p>	<p>DO or US / DS or Dir. / JS/ Secy./ MOS (PP)</p> <p>DO or US / DS or Dir. / JS/ Secy./ MOS (PP)</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir.</p> <p>DO or US / DS or Dir. / JS/ Secretary</p> <p>DO or US / DS or Dir.</p> <p>Do or US</p> <p>DO or US / DS or Dir.</p> <p>DO or US / DS or Dir.</p>	<p>ACC</p> <p>ACC</p> <p>Secretary</p> <p>JS</p> <p>MOS (PP)</p> <p>JS</p> <p>DS or Director</p> <p>JS (subject to concurrence of FA)</p> <p>JS</p>
21.	<p><b><u>Appointment to Group 'A' and 'B' posts in Staff Selection Commission</u></b></p> <p>(i) Upto US level</p> <p>(ii) Posts above US level</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS/ Secretary</p>	<p>Secretary</p> <p>MOS (PP)</p>
22.	Proposal for exemption from consultation from SSCø's purview	DO or US / DS or Dir.	JS / Secretary
23.	Complaints from candidates about results and manner of examinations conducted by UPSC / SSC	DO or US	DS or Director



1.	2.	3.	4.
24.	<p><b><u>Verification of Character Antecedents</u></b></p> <p>(a) Policy</p> <p>(b) Clarifications</p> <p>(c) Cases of relaxation from prior verification</p> <p>(d) Decision regarding suitability of candidates in cases where appointing authorities are unable to decide, on the basis of verification reports</p> <p>(e) Cases under article 311(2) (c) of persons found involved in subversive activities</p> <p>(f) Extension of the scheme of verification to new Public Sector Undertakings</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir.</p> <p>DO or US / DS or Dir. / JS/ Secy./ MOS (PP)</p> <p>DO or US / DS or Dir.</p>	<p>MOS (PP)</p> <p>DS or Director</p> <p>Secretary</p> <p>JS / Secretary</p> <p>Prime Minister</p> <p>JS</p>
25.	<p><b><u>Strikes / Agitations</u></b></p> <p>(i) Policy for taking action against the participants in case of major strikes</p> <p>(ii) Amendment to Fundamental Rules 17-A</p>	<p>DO or US / DS or Dir. / JS/ Secy./ MOS (PP)</p> <p>DO or US / DS or Dir. / JS/ Secretary</p>	<p>Prime minister</p> <p>MOS (PP)</p>
26.	<p>Minorities ó Policy relating to their representation in Govt. service</p>	<p>DO or US / DS or Dir. / JS/ Secy. / MOS(PP)</p>	<p>Prime Minister</p>
27.	<p><b><u>Appointment of non – Indian in Government Services</u></b></p> <p>(i) Policy relating thereto</p> <p>(ii) Individual cases</p> <p>(iii) Forwarding of report of non- Indian appointed to Government service</p>	<p>DO or US / DS or Dir. / JS/ MOS (PP)</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS</p>	<p>Prime Minister</p> <p>Secretary</p> <p>Secretary</p>
28.	<p><b><u>Central Civil Services (Temporary Services) Rules, 1965</u></b></p> <p>(i) Amendment thereto</p>	<p>DO or US / DS or Dir. / JS</p>	<p>MOS (PP)</p>

1.	2.	3.	4.
29.	(ii) Interpretation / Clarifications <b><u>Instructions regarding probation in various Central Services</u></b>	DO or US	DS or Director
	(i) Amendment thereto	DO or US / DS or Dir. / JS	MOS (PP)
	(ii) Interpretations / Clarifications		
	(a) Based on clear cut precedents	DO or US / DS or Dir. / JS	MOS (PP)
	(b) Where there are no clear cut precedents	DO or US	DS or Director
	(c) Cases involving relaxation	DO or US / DS or Dir.	JS / Secretary
30.	<b><u>Confirmation</u></b>		
	(i) General Policy	DO or US / DS or Dir. / JS	Secretary
	(ii) Interpretation / Clarification		
	(a) When decision is based on settled policy or clear precedents not involving exercise of discretion	DO or US / DS or Dir. / JS	Secretary
	(b) Where no new policy or relaxation of rules is involved but discretion is to be exercised	DO or US	DS or Director
31.	Interpretation of Lien Rules (FR 14A)	DO or US	DS or Director
32.	<b><u>Forwarding of applications of Central Government servants to other Central Government Departments / Public Sector Undertakings / Autonomous Bodies</u></b>		
	(i) Amendment to	DO or US / DS or Dir. / JS	Secretary
	(ii) Interpretation / Clarifications		
	(a) Based on clear cut precedents	DO or US / DS or Dir. / JS	Secretary
	(b) Where there are no clear precedents	DO or US	DS or Director
	(c) Cases involving relaxation	DO or US	DS or Director

1.	2.	3.	4.
33.	<p><b><u>Policy / Conditions of casual labour and work charged staff</u></b></p> <p>(i) Amendment to instructions</p> <p>(ii) Interpretations / Clarifications</p> <p>(a) Based on clear cut precedents</p> <p>(b) Where there are no clear cut precedents</p> <p>(c) Cases involving relaxations</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US</p> <p>DO or US / DS or Director</p>	<p>Secretary</p> <p>Secretary</p> <p>DS or Director</p> <p>JS / Secretary</p>
34.	<p><b><u>Service conditions of casual labour and work charge staff</u></b></p> <p>(i) Instructions regarding legalization of service</p> <p>(ii) Interpretation / Clarification based on clear cut precedents</p> <p>(iii) Cases involving relaxation</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Director</p>	<p>Secretary</p> <p>Secretary</p> <p>JS</p>
35.	<p><b><u>Promotion avenues for Group 'D' Staff- Basic instructions of 1968</u></b></p> <p>(i) Amendment to</p> <p>(ii) Interpretations / Clarification based on clear cut precedents</p> <p>(iii) Other Cases</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US</p>	<p>Secretary</p> <p>Secretary</p> <p>DS or Director</p>
36.	<p><b><u>Permission to Central Government Servants to join Territorial Army / Home Guards / other Auxiliary Forces – Basic instructions of 1950</u></b></p> <p>(i) Interpretation / Clarification based on clear cut precedent</p> <p>(ii) Other cases</p>	<p>DO or US</p> <p>DO or US</p>	<p>DS or Director</p> <p>DS or Director</p>

1.	2.	3.	4.
37.	<p><b><u>Fixation of seniority and pay of war service candidates (Demobilised Personnel of 2<sup>nd</sup> World War) on their absorption in Civil Services, old cases (Basic Instructions, 1947)</u></b></p> <p>(i) Clarifications based on clear cut precedents</p> <p>(ii) Other cases</p>	<p>DO or US</p> <p>DO or US</p>	<p>DS or Director</p> <p>DS or Director</p>
38.	Sons of the soil policy	DO or US / DS or Director	JS / Secretary
39.	<p><b><u>Matters relating to fixation of seniority (Basic Instructions of 22.12.1999)</u></b></p> <p>(i) Amendment to</p> <p>(ii) Interpretation and minor relaxations</p> <p>(iii) Major relaxations</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US</p> <p>DO or US / DS or Director</p>	<p>MOS (PP)</p> <p>DS or Director</p> <p>JS</p>
40.	<p><b><u>Promotions</u></b></p> <p>(i) General policy</p> <p>(ii) Interpretation / Clarifications-</p> <p>(a) Based on settled policy or clear precedents not involving exercise of discretion</p> <p>(b) Where no new policy or relaxation of rules is involved but discretion is to be exercised</p> <p>(c) All other cases including relaxation</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US</p> <p>DS or Director</p>	<p>Secretary</p> <p>Secretary</p> <p>DS or Director</p> <p>JS</p>
41.	<p><b><u>Ad-hoc Appointments</u></b></p> <p>(a) General policy</p> <p>(b) Advice / concurrence based on existing instructions not involving any relaxation</p> <p>(c) Cases involving exercise of discretion / relaxation</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US</p> <p>DO or US / DS or Director</p>	<p>Secretary</p> <p>DS or Director</p> <p>JS / Secretary</p>

(1)	(2)	(3)	(4)
42.	<p><b><u>Classification of posts</u></b></p> <p>(i) Policy regarding</p> <p>(ii) Interpretation / Clarification-</p> <p>(a) When decision is based on settled policy or clear precedents not involving exercise of discretion</p> <p>(b) Where no new policy or relaxation of rules is involved but discretion is to be exercised</p> <p>(c) All other cases</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS</p> <p>DO or US</p> <p>DO or US / DS or Director</p>	<p>Secretary</p> <p>Secretary</p> <p>DS or Director</p> <p>JS</p>
43.	<p><b><u>Conferment of Gazetted Status</u></b></p> <p>(i) Policy regarding</p> <p>(ii) Interpretation / Clarification-</p> <p>(a) When decision is based on settled policy or clear precedents not involving exercise of discretion</p> <p>(b) Where no new policy or relaxation of rules is involved but discretion is to be exercised</p> <p>(c) All other cases</p>	<p>DO or US / DS or Dir. / JS</p> <p>DO or US / DS or Dir. / JS</p> <p>DO / US</p> <p>DO or US / DS or Director</p>	<p>Secretary</p> <p>Secretary</p> <p>DS or Director</p> <p>JS</p>
44.	<p><b>Compassionate appointments (Basic instructions of 1978 ) / Age relaxation for entry in the Government service/ Grant of relaxation in cases of violation of Employment Exchange procedure / Appointment of meritorious sportsmen in Group 'C' and 'D' posts / Exemption from type writing test in respect of Group 'C' posts/ Medical Standards / Recognitions of Educational Qualifications for purpose of Employment under Central Government</b></p>		

(1)	(2)	(3)	(4)
	(i) Policy regarding (ii) Interpretation / Clarification- (a) When decision is based on settled policy or clear precedents not involving exercise of discretion (b) Where no new policy or relaxation of rules is involved but discretion is to be exercised (c) All other cases	DO or US / DS or Dir. / JS  DO or US / DS or Dir. / JS  DO or US  DO or US / DS or Director	Secretary  Secretary  DS or Director  JS
45.	<u><b>Stenographic Assistance to officers in attached sub – ordinate offices</b></u> (i) Policy regarding (ii) Interpretation / Clarification- (a) When decision is based on settled policy or clear precedents not involving exercise of discretion (b) Where no new policy or relaxation of rules is involved but discretion is to be exercised (c) All other cases	DO or US / DS or Dir. / JS  ----  DO or US  DO or US / DS or Director	Secretary  Desk Officer  DS or Director  JS
46.	Policy regarding framing of Recruitment / Service Rules	US / DS or Dir. / JS / Secy.	MOS (PP)
47.	<u><b>Framing / Amendment / Relaxation of Recruitment / Service Rules – All Services (both organized and unorganized )</b></u> (i) Posts of the level of JS and above (ii) Posts in the scale of Rs. 3700/- to 5000/- and above but below that of JS (c) All other posts	US / DS or Dir. / JS  US / DS or Director  US	Secretary  JS  DS or Director

(1)	(2)	(3)	(4)
<b>(II)</b>	<b><u>Establishment (Pay, Allowances &amp; Leave sections)</u></b>		
<b>48.</b>	<b>Pay fixation in disciplinary cases under FR 54, 54-A &amp; 54-B.</b>  (i) In respect of cases based on existing rules / orders  (ii) All other cases	SO / US  SO / US /DS or Director	DS or Director  JS
<b>49.</b>	<b>Treating periods of training, attending Seminars, Conferences etc. as duty under FR-9 (6) and orders issued there under-</b>  (i) In respect of cases based on existing rules / orders  (ii) All other cases	SO  SO / US	US  DS or Director / JS
<b>50.</b>	<b>Fixation of pay under the relevant Rules</b>  (i) In respect of cases based on existing rules / orders  (ii) Cases requiring relaxation of orders	SO  SO / US /DS or Director	US  JS
<b>51.</b>	<b>Cases relating to grant of increments under FR 26 and orders thereunder</b>  (i) Cases based on existing rules / orders  (ii) Cases requiring relaxation	SO  SO / US	US  DS or Director
<b>52.</b>	<b>Grant of stagnation increment-</b>  (i) Cases covered by existing orders  (ii) Cases requiring relaxation	SO / US  SO / US /DS or Director	DS or Director  JS
<b>53.</b>	Cases for continuing provisional payment of pay and allowances in relaxation of orders	SO / US	DS or Director

(1)	(2)	(3)	(4)
54.	<b>Fixation of pay under next Below Rules under FR 30</b>  (i) Cases covered by existing orders  (ii) Cases requiring relaxation	SO  SO / US	US  DS or Director
55.	<b>Stepping up of pay of officers to remove anomalies based on various orders issued from time to time and under FR 27-</b>  (i) Cases covered by existing orders  (ii) Cases requiring relaxation	SO  SO / US	US  DS or Director / JS
56.	<b>Cases relating to fixation of pay of personal staff of Ministers</b>  (i) Cases covered by existing orders  (ii) Cases requiring relaxation	SO  SO / US / DS or Director	US  JS
57.	<b>Interpretation of FRs 22, 22A, 22B and 22CC and other orders relating to pay fixation-</b>  (i) Cases based on existing decision  (ii) Cases requiring fresh interpretation	SO  SO / US	US  DS or Director
58.	<b>Fixation of pay under CCS (RP) Rules, and order issued thereunder from time to time</b>  (i) Cases falling within Rules / Orders  (ii) Cases requiring relaxation	SO  SO / US	US  DS or Director
59.	<b>Cases relating to fixation of pay in respect of ex-combatant servicemen</b>  (i) Cases falling within Rules / Orders  (ii) Cases requiring relaxation	SO  SO / US	US  DS or Director



(1)	(2)	(3)	(4)
60.	<b>Fixation of pay under the Concordance Table Orders-</b>		
	(i) Cases Falling within orders	SO	US
	(ii) Cases requiring relaxation	SO / US	DS or Director
	(iii) Policy cases	SO / US / DS or Director	JS
61.	<b>Condonation of delay in exercising option under different orders for pay fixation on appointment / promotion</b>	SO	US
62.	<b>Terms relating to contract employment-</b>		
	(i) Cases falling within existing orders	SO / US	DS or Director
	(ii) Cases relating to appointment to senior posts with special terms	SO / US	JS
63.	<b>Cases relating to amendment to rules relating to fixation of pay like FRs 22, 22A, 22B, 22C, 26, 27, 30, 31, and 49</b>	US / JS	MOS (PP)
64.	<b>Cases where general orders are issued relating to fixation of pay before the issue of formal amendments to Rules</b>	US / DS or Director / JS	MOS (PP)
65.	<b>Pay Fixation of re-employed pensioners</b>		
	(i) Cases covered by orders	SO	US
	(ii) Cases requiring relaxation	SO / US	DS or Director / JS
66.	<b>Grant of special pay under FR 9(25) and orders thereunder</b>	SO/ US / DS or Director	JS
67	<b><u>Grant of incentive to sportsmen</u></b>		
	(i) Cases covered under existing orders	SO / US	DS or Director
	(ii) Cases requiring relaxation	SO / US / DS	JS

(1)	(2)	(3)	(4)
68.	<p><b>Extension of period of deputation beyond prescribed period in Group 'A' posts-</b></p> <p>(i) Under Central Staffing Scheme</p> <p>(ii) Other than Central Staffing Scheme-</p> <p>(a) Board of Director level posts in public Sector Undertakings in which the Government of India is the appointing authority</p> <p>(b) All other posts</p>	<p>DS or Dir./ JS / Secretary / MOS (PP)</p> <p>DS or Dir./ JS / Secretary / MOS (PP)</p> <p>US / DS or Dir./ JS</p>	<p>ACC</p> <p>ACC</p> <p>Secretary</p>
69.	<p><b><u>Extension of period of deputation beyond the 5<sup>th</sup> year-</u></b></p> <p>(i) Extension upto 6 months</p> <p>(ii) Cases where extension is agreed to for more than 6 month</p>	<p>SO/ US / DS or Director</p> <p>SO / US / JS</p>	<p>JS</p> <p>Secretary</p>
70.	<p><b>Terms and conditions of Officers sent on deputation-</b></p> <p>(i) Cases covered by orders</p> <p>(ii) Cases containing special terms</p>	<p>SO</p> <p>SO / US</p>	<p>US</p> <p>DS or Director</p>
71.	<p><b>Terms and Conditions of officers sent on foreign service under FRs 50, 115, 116, 117, and 120-</b></p> <p>(i) Cases covered by orders</p> <p>(ii) Cases requiring special terms</p>	<p>SO</p> <p>SO / US</p>	<p>US</p> <p>DS or Director</p>
72.	<p><b>Grant of additional remuneration for combination of appointment under FR 49-</b></p> <p>(i) Cases governed by Rules / Orders</p> <p>(ii) Cases involving relaxation</p>	<p>SO / US</p> <p>SO/ US / DS or Director</p>	<p>DS or Director</p> <p>JS</p>

(1)	(2)	(3)	(4)
73.	<b>Treatment of special pay for pay fixation and grant of special pay</b> (i) Cases covered by existing orders (ii) Cases requiring relaxation	SO /US SO / US / DS or Director	DS or Director JS
74.	<b>CCS (Joining Time) Rules, 1979-</b> (i) Interpretation (ii) Relaxation (iii) Amendment	SO / US SO / US US / DS or Dir. / JS	DS or Director JS MOS (PP)
75.	<b>Overtime Allowance / Night Duty Allowance-</b> (i) Policy matter (ii) Interpretation/ relaxation of rules / orders (iii) Cases where well established precedents are available	SO / US /DS or Dir./ JS SO / US SO	Secretary DS or Dir./ JS US
76.	<b>Children Education Allowance-</b> (i) Policy matters (ii) Interpretation/ relaxation of rules / orders (iii) Cases where well established precedents are available	SO/ US /DS or Dir./ JS SO / US SO	Secretary Ds or Dir. / JS US
77.	<b>Payment of Fee/ Honorarium under FR 46 (a) &amp; (b)-</b> (i) Policy matters (ii) Relaxation (iii) References which require decision based on precedents and interpretation of rules	SO/ US /DS or Dir./ JS SO/ US /DS or Director SO / US	Secretary JS DS or Director
78.	<b>Appointment of consultants and payment of fees to them-</b>		

(1)	(2)	(3)	(4)
	(i) Policy matters	US / DS or Dir. / JS	Secretary / MOS (PP)
	(ii) Relaxation	SO/ US /DS or Director	JS
	(iii) References which require decision based on precedents and interpretation of rules	SO / US	DS or Director
79.	<b>Special allowances to Parliament Assistants/ Desk officers/ Section officers Relaxation of orders</b>	SO/ US /DS or Director	JS
80.	<b>CCS (Leave) Rules, 1972-</b>		
	(i) Amendment to	SO/ US /DS or Dir./ JS	MOS (PP)
	(ii) Kinds of leave due and admissible and special kinds of leave including leave encashment (Rules 26 to 49)-		
	(a) Policy matters	SO/ US /DS or Dir./ JS	Secretary
	(b) Relaxation of Rules	SO/ US /DS or Director	JS
	(c) Interpretation of rules	SO / US	DS or Director
	(iii) Study Leave (Rules 50-63)-		
	(a) Cases requiring policy Decisions	SO/ US /DS or Director	JS / Secretary
	(b) Relaxation of provisions relating to study leave rules (Rule 65)	SO/ US /DS or Director	JS
	(c) Interpretation	SO / US	DS or Director
81.	<b>Leave terms for contract officers and constitutional, statutory appointments except Chairman and Members of UPSC and High Court / Supreme Court Judges</b>	SO/ US /DS or Director	JS
82.	<b>Leave terms of Industrial employees (Factories Act 1948 – Section 79)-</b>		
	(i) Relaxation and policy issues	SO / US or Director	JS / Secretary
	(ii) Interpretation of orders	SO / US	DS / Director



(1)	(2)	(3)	(4)
	<p>(xiv) Issue relating to seeking advice whether particular item falls within purview of Department Council or National Council</p> <p>(xv) Processing of implementation of decisions taken in the JCM Meeting</p> <p>(xvi) Gant of TA / DA to non-officials (Retd.) staff members of National Council (JCM )</p> <p>(xvii) Release of grants for the JCM Secretariat of National Council</p>	<p>DO or US</p> <p>DO or US</p> <p>DO or US</p> <p>DO or US</p>	<p>DS or Director</p> <p>DS or Director</p> <p>DS or Director</p> <p>DS or Director (with concurrence of FA (Fin))</p>
84.	<p><b><u>Holidays</u></b></p> <p>(i) Cases involving policy issues</p> <p>(ii) Cases requiring relaxation of rules/ policy</p> <p>(iii) Important interpretations to the rules policy resulting in wide repercussions / implications.</p> <p>(iv) Significant issues</p> <p>(v) General correspondence</p>	<p>DO or US / DS or Dir./ JS</p> <p>DO or US / DS or Dir./ JS</p> <p>DO or US / DS or Dir./ JS</p> <p>DO or US / DS or Dir.</p> <p>DO or US</p>	<p>MOS (PP)</p> <p>Secretary</p> <p>Secretary</p> <p>JS</p> <p>DS or Director</p>
85.	<p><b><u>Working Hours</u></b></p> <p>(i) Cases involving policy issues</p> <p>(ii) Cases requiring relaxation of policy / rules</p> <p>(iii) Important interpretations to the rules policy resulting in wide repercussions/ implications</p> <p>(iv) Significant issues</p> <p>(v) General correspondence</p>	<p>DO or US / DS or Dir./ JS</p> <p>DO or US / DS or Dir./ JS</p> <p>DO or US / DS or Dir./ JS</p> <p>DO or US / DS or Dir.</p> <p>DO or US</p>	<p>MOS (PP)</p> <p>Secretary</p> <p>Secretary</p> <p>JS</p> <p>DS or Director</p>
86.	<p><b><u>Uniforms</u></b></p> <p>(i) Cases involving policy issues</p>	<p>DO or US / DS or Dir./ JS</p>	<p>Secretary</p>

(1)	(2)	(3)	(4)
	(ii) Cases requiring relaxation of rules/ policy	DO or US / DS or Dir./ JS	Secretary
	(iii) Important interpretations to the rules policy resulting in wide repercussions/ implications	DO or US / DS or Dir./ JS	Secretary
	(iv) Significant issues	DO or US / DS or Director	JS
	(v) General correspondence	DO or US	DS or Director
87.	<b>Matters concerning Industrial relations</b>	DO or US / DS or Director	JS
88.	<b>Matters concerning ILO conventions</b>	DO or US / DS or Director	JS
89.	<b>Matters concerning Pay Commission</b>	DO or US / DS or Director	JS

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**3. (ii) CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE ESTABLISHMENT OFFICER'S DIVISION.**

S.No.	Types of cases	Channel of Submission	Level of final Disposal
(1)	(2)	(3)	(4)
	<b><u>(I) EO (Senior Management –I) Desk</u></b>		
1.	Inviting names from cadre authorities for J.S. empanelment.	DO or US / DS or Director	E.O.
2.	Assessment of suitability for retention of name for JS level placements.	DO or US / DS or Director	E.O.
3.	Informing the cadre authorities of the retention of the names for J.S. posts.	DO or US	DS or Director
4.	Calling for additional information in connection with various ACC proposals	DO or US	DS or Director
5.	Appointment at the level of Joint Secretary / Addl. Secretary / Special Secretary / Secretary and equivalent / processing of the proposals with CSB and the Appointments Committee of the Cabinet.	DS or Director / EO / CSB	A.C.C.
6.	Procedural instructions regarding Central Staffing Scheme.	DO or US / DS or Director	E.O.
7.	(i) Regulation of tenure of all officers serving at Centre at Senior Management Level ( Normal tenure).	DO or US / DS or Director	E.O.
	(ii) Proposals for extension of tenure.	DO or US / DS or Director	E.O. / CS / A.C.C.
	(iii) Proposals for curtailment of tenure.	DO or US / DS or Director	E.O. / CS / A.C.C.
8.	(i) Constitution of the Civil Services Board and the Central Establishment Board.	DS or Director / EO / CS	A.C.C.
	(ii) Meeting of the Civil Services Board.	-----	E.O. CS



(1)	(2)	(3)	(4)
9.	<p>Interpretation of all policy matters connected with the above mentioned subject.</p>	DO or US / DS or Director	E.O.
<b><u>(ii) EO (Senior Management –I) Desk</u></b>			
10.	<p>Processing of all non - Central Staffing Scheme cases under the Government with Appointments Committee of the Cabinet for approval of the ACC. These appointments include cases of posts carrying maximum of pay scale of Rs.22,400/- and above.</p>	SO / US / DS or Director/ E.O.	A.C.C.
11.	<p>Processing of all cases in the Central Autonomous / Statutory bodies for the posts carrying maximum of pay scale of Rs. 22,400/- and above for approval of the ACC.</p>	SO / US / DS or Director/ E.O.	A.C.C.
12.	<p>Extension in service to the Outstanding Scientists of the Committee Chaired by the Cabinet Secretary.</p>	SO / US / DS or Director/ E.O.	A.C.C.
13.	<p>Appointment of Scientific Attaches in Missions abroad.</p>	SO / US / DS or Director/ E.O.	A.C.C.
14.	<p>Cases of non-acceptance of the advice of the UPSC in matter of appointment through the ACC.</p>	SO / US / DS or Director/ E.O.	A.C.C.
<b><u>(iii) EO (Middle Management –I) Desk</u></b>			
15.	<p>(i) Appointment to the posts of Deputy Secretary / Director in the Central Secretariat.</p>	DO or US / DS or Director / CSB / E.O. / MOS (PP)	E.O. / A.C.C.
16.	<p>Regulation of tenure of the above officers;</p> <p>(a) Proposals for extension of tenure</p> <p>(b) Proposals for curtailment of tenure of officers</p>	<p>DO or US / DS or Director / E.O.</p> <p>DO or US / DS or Director / E.O.</p>	<p>Cabinet Secy./ A.C.C.</p> <p>Cabinet Secy. / A.C.C.</p>

(1)	(2)	(3)	(4)
17.	Appointment to the posts of Director (CSS) in Central Secretariat under Central Staffing Scheme.	DO or US / DS or Director / CSB / E.O. / MOS	E.O. / A.C.C.
18.	Proposals for appointments of PSs to Ministers at the level of US / Deputy Secretary / Director.	DO or US / DS or Director /E.O.	CS / A.C.C.
19.	Proposals for appointment of OSDs to Minister at the level of Deputy Secretary and above.	DO or US / DS or Director / E.O. / MOS (PP)	A.C.C.
20.	Interpretation of all policy matters connected with the above mentioned subjects.	DO or US / DS or Director	CSB / E.O.
<b><u>(iv) EO (Senior Management –II) Desk</u></b>			
21.	Inviting names from cadre authorities for Under Secretary / Deputy Secretary / Director level vacancies in the Centre.	DO or US / DS or Director	E.O.
22.	Assessment of suitability for retention of names at the above levels.	DO or US / DS or Director	E.O.
23.	Informing the cadre authorities of the retention of names.	DO or US	DS or Director
24.	(i) All appointment to the posts equivalent to Deputy Secretary located outside the Ministries / Departments.	DO or US / DS or Director	E.O.
	(ii) All appointment to the posts equivalent to Director located outside the Ministries/ Departments.	DO or US / DS or Director	A.C.C.
	(iii) Regulation of tenure of the above officers:  (a) Proposals for extension of tenure  (b) Proposals for curtailment of tenure.	DO or US / DS or Director	Cabinet Secy./ A.C.C.
	DO or US / DS or Director	Cabinet Secy. / A.C.C.	
25.	Interpretation of all policy matters connected with the above mentioned subjects.	DO or US / DS or Director	E.O.

(1)	(2)	(3)	(4)
	<p><b><u>(v) EO(ACC) Section</u></b></p>		
26.	Appointment of Chairman & Managing Director, Managing Director, Executive Director, Non-Official part-time Directors Officer employee Director and Workman Employee Director in Banks.	SO / US or Director / E.O.	A.C.C.
27.	Appointment of Chairman, MD Director and Non- official part time Directors in Insurance Companies and Financial Institutions.	SO / US or Director / E.O.	A.C.C.
28.	Empanelment and appointment of General Managers and Additional Members in Railway Board and appointment of Secretary, Railway Board.	SO / US or Director / E.O.	A.C.C.
29.	Appointment of Chief Security Commissioners; - Railway Claims Tribunal - Railway Rates Tribunal	SO / US or Director / E.O.	A.C.C.
30.	Empanelment to HAG of Railway Organised Services.	SO / US or Director / E.O.	A.C.C.
31.	Appointment of Chairman óCum-Managing Directors, Managing Directors, part-time Director on the Board of Central Public Sector Undertakings.	SO / US or Director / E.O.	A.C.C.
32.	All appointments on additional charge and ad-hoc extension of tenure in Central PSUs	SO / US or Director / E.O.	CS / A.C.C.
33.	Interpretation of all policy matters connected with the above mentioned subjects.	SO / US or Director / E.O.	CS / A.C.C.
34.	Reemployment/ Extension of Services of any person who has attained the age of Superannuation in any State-owned Public Corporation, Company or Enterprise where the pay (including pension and pensionary equivalent of retirement benefits) proposed to be fixed for such person is Rs. 22,400/- or more or where the minimum of the pay scale proposed to be given to such person is Rs. 22,400/- or more;	SO / US or Director / E.O.	CS / A.C.C.

(1)	(2)	(3)	(4)
35.	Extension of the period of deputation beyond the prescribed period in respect of Board level appointments in Public Sector Undertakings in which Government of India is the appointing authority.	SO / US or Director / EO	ACC
36.	O & M	SO	U.S.
37.	Coordination Work in respect of E.O. Division.	SO / US or Director	E.O.
<b><u>(vi) E.O. (PR) Section</u></b>			
38.	Maintenance and custody of confidential reports of IAS/ CSS (Grade I and selection Grade) Officers.	SO / US / DS or Director	E.O.
39.	Collection and transmission to cadre authorities of the confidential reports of IAS officers working in the various Ministries / Departments.	SO / US	DS or Director
40.	Endorsement on CRs that adverse remarks have been communicated.	SO / US	DS or Director
41.	Scrutiny of confidential reports and ensuring the communication of adverse remarks, if any, contained therein by State Governments/ Central Ministries.		
	(i) For officers below Joint Secretary level.	SO / US	DS or Director
	(ii) For officers of Joint Secretary level and above.	SO / US / DS or Director	E.O.
42.	Maintenance of immovable property returns of IAS and CSS (Grade I and Selection Grade) officers.	SO / US	DS or Director
43.	Preparation of information for dealing with representation / memorial of officers.	SO / US	DS or Director
44.	Issue of orders on representation and memorials.	SO / US	DS or Director
45.	Disposal of representation submitted by officers against adverse remarks in CRs if the officers are Joint Secretary level or above.	SO / US / DS or Director / EO / Secy./ MOS (PP)	A.C.C.

(1)	(2)	(3)	(4)
46.	Endorsement on CRs incorporating the decisions on representation and memorials against adverse remarks.	SO / US	DS or Director
47.	Disposal of Memorials submitted by officers.	SO / US / DS or Director / EO / Secretary / MOS (PP)	Prime Minister
48.	Forwarding of CR dossiers:  (i) Within E.O. Division  (ii) Outside E.O. Division  <b><u>(vii) E.O. (Fellowship) Desk</u></b>	-----  SO / US	S.O.  DS or Director
49.	Selection of IAS/CSS officers and officers of other Group A services on tenure deputation to Central Secretariat for training / fellowships abroad.	DS or Director / EO / CEB	MOS (PP)
50.	Selection of IAS officers for training at the National Defence College, New Delhi and Defence Services Staff College, Wellington.	DS or Director / EO	CEB
51.	Circulation of course offers for 49 and 50 above.	DO or US	DS or Director
52.	Issue of orders of selection for 49 and 50 above.	DO or US	DS or Director
53.	Selection of Central Secretariat Service Officers for Executive Training in State and Central Field Organizations.	DO or US / DS or Director	E.O.
54.	Forwarding of application of Central and State Government employees for consideration of Jawaharlal Nehru Memorial Fellowship.	DO or US	DS or Director
55.	Cadre clearance for foreign training of officers in Director/ Deputy Secretary/ Under Secretary level posts.	DO or US / DS or Director	E.O.
56.	Cadre clearance for Foreign Training of officers above Director level posts:  (i) For Additional Secretary/ Secretaries.  (ii) Upto Joint Secretaries.	DS or Director / EO  DS or Director	MOS (PP)  E.O.

(1)	(2)	(3)	(4)
57.	<p>Renomination of the officers for alternate course:</p> <p>(i) Director / Joint Secretary level officers</p> <p>(ii) Deputy Secretary/ Under Secretary level of officers.</p>	<p>DS or Director</p> <p>DO or US</p>	<p>E.O.</p> <p>DS or Director</p>
58.	<p>Debarment of the officers who fail to attend the foreign training programmes after their selection:</p> <p>(i) Director / Joint Secretary level officers</p> <p>(ii) Deputy Secretary/ Under Secretary level officers.</p> <p><b><u>(viii) E.O. (FA – UN) Section</u></b></p>	<p>DO or US / DS or Director</p> <p>DO or US</p>	<p>E.O.</p> <p>DS or Director</p>
59.	<p>Grant of cadre clearance / DoPTs prior approval to the officers on central deputation for acceptance of offers of assignment in the UN and its allied agencies.</p>	<p>SO / DS</p>	<p>E.O. / Secy.(P) / PM</p>
60.	<p>Direct offers of assignment to the Govt. servants irrespective of the Deptt. and the level, as DoPTs prior approval is a must in all cases of direct offer.</p>	<p>SO / DS</p>	<p>E.O. / Secy.(P)</p>
61.	<p>Repatriation of officers on central deputation to their parent cadre before they are permitted to take up foreign assignment.</p>	<p>E.O.</p>	<p>ACC</p>
62.	<p>No objection for submission of applications against open advertisements etc.</p>	<p>SO</p>	<p>DS or Director</p>
63.	<p>Cadre clearance to IAS officers for foreign/ consultancy assignments with international agencies.</p>	<p>SO / DS</p>	<p>E.O. / Secy.(P)</p>
64.	<p>Grant of no objection/ cadre clearance for taking up long term / short term assignments with foreign NGOs.</p>	<p>SO / DS</p>	<p>E.O. / Secy.(P)</p>

(1)	(2)	(3)	(4)
65.	Location of suitable officers for nominations to international assignments, as and when such requests are received through the nodal Ministries.	SO / DS	E.O. / Cab. Secy.
66.	Preparation of panels for appointments against Captive / Foreign Posts of Government of India.	SO / DS	E.O.
67.	Court cases, filing of counter affidavit/ asking the nodal Ministry/ Department/ State etc. to defend the case.	SO / DS	E.O.
68.	Court cases ó Contempt petitions/ directions of the Courts/ CAT etc.	SO / DS	E.O.
69.	Cadre clearance for visit abroad to IAS/ CSS officers.	SO / DS	E.O.
70.	Cadre clearance for training programmes (other than those for which nominations are made by EO (F) Section.	SO / DS	E.O.
71.	O & M work.	SO	DS
72.	Parliament work.	SO / DS	E.O. / MOS (PP)
<b><u>(ix) Career Management Section</u></b>			
73.	Career Management of IAS officers, Modification of guidelines and studies on C.M.	S.R.O. / Director	E.O.
74.	To prepare the material for Annual Report in respect of E.O.ø Division.	S.R.O. / Director	E.O.
75.	Computerisation of particulars of Court cases of the Ministry.	----	S.R.O.
76.	Manual preparation of the E.R. Sheets as well as Kardex system of the IAS officer by getting the information from the States/ Ministries/ Departments in the Personnel Inventory System.	R.O.	Director
77.	Computerisation of E.R. sheets, coding/ verification/ checking and regular updation of posting/ transfer/ training and experience etc.	R.O.	Director

(1)	(2)	(3)	(4)
78.	To examine the field experience criteria	S.R.O. / Director	E.O.
79.	Maintain the post inventory & personnel inventory of non-IAS record of all services Ministries/ Department ó wise.	R.O.	Director
80.	Preparation and updation of ACC pending cases statements.	R.O. / Director	E.O.
81.	Preparation of analytical note on representation in central deputation, states cadre and level of IAS & non- IAS officers.	R.O. / Director	E.O.
82.	Supplying the E.R. sheets/ panels for updation to Chief Secretary of concerned IAS officers and calling the information from cadre controlling authority.	R.O.	Director
83.	Supplying the panels, records and information to E.O.ø Division for various purposes.	R.O.	Director
84.	Updation and retrieval of the panels from the computer for foreign training.	R.O.	Director
	<b><u>(x) E.O. (SM- III) Section</u></b>		
85.	Inviting names from cadre authorities for J.S. empanelment.	DS or Director	E.O.
86.	Assessment of suitability of officers for empanelment at JS level.	US / DS or Director	E.O./ CS / ACC
87.	Informing the cadre authorities of the retention of the name for J.S. posts.	US	DS or Director
88.	Calling for additional information in connection with various ACC proposals.	US	DS or Director
89.	Information received in connection with various ACC proposals.		
	(i) Inter ó cadre deputations	US / DS or Director / EO / CS	ACC
	(ii) Inter ó Cadre transfers	US / DS or Director / EO / CS	ACC



(1)	(2)	(3)	(4)
	(iii) Extension of inter ó cadre deputations	US / DS or Director / EO / CS	ACC
	(iv) Pre ó nature reversions	US / DS or Director / EO / CS	ACC
	(v) Regularization of overstay on inter ó cadre deputations.	US / DS or Director / EO / CS	ACC

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**3. (iii) CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE SERVICES AND VIGILANCE DIVISION**

S.No.	Types of cases	Channel of Submission	Level of final Disposal
(1)	(2)	(3)	(4)
1.	<p><b>(I) SERVICES DIVISION</b></p> <p><b><u>(i) AIS- I SECTION</u></b></p> <p><u>Recruitment through Civil Services Examination and allied matters</u></p> <p>(a) Issue of Notification and Rules regarding examination (indicating also tentative number of vacancies)</p> <p>(b) Correspondence with UPSC regarding examinations.</p> <p>(c) Correspondence with the State Governments.</p>	<p>DO or US / DS or Director</p> <p>DO or US</p> <p>DO or US</p>	<p>JS</p> <p>DS or Director</p> <p>DS or Director</p>
2.	<p><b><u>Verification of O.B.C. / SCs &amp; STs claims</u></b></p> <p>(i) Correspondence with candidates</p> <p>(ii) Correspondence with Central / State Govts. / P.S.Us etc.</p> <p>(iii) Final decision on respective claims.</p> <p>(d) Medical examination of candidates</p> <p>(e) Verification of character and antecedents of candidates</p> <p>(f) Appeals against the decision of medical examinations Board/ Consultation with DGHS.</p> <p>(g) Decision on the appeal against the Medical examinations Board's finding.</p> <p>(i) If appellate Board's opinion is to be accepted</p> <p>(ii) If appellate Board's opinion is to be rejected.</p>	<p>DO</p> <p>DO</p> <p>DO</p> <p>-</p> <p>-</p> <p>DO or US</p> <p>DO or US</p> <p>DO or US</p> <p>DO or US / DS or Dir. / JS / AS / Secretary</p>	<p>DS or Dir./ JS</p> <p>DS or Dir./ JS</p> <p>Secretary (P)</p> <p>DO</p> <p>DO</p> <p>DS or Director</p> <p>DS or Director</p> <p>MOS (PP)</p>

(1)	(2)	(3)	(4)
	(h) Decision on adverse verification of character and antecedents reports.	DO or US / JS / AS / Secretary	MOS (PP)
	(i) Allocation between IAS and IPS	DO or US / JS / AS	Secretary
	(j) Allotment of candidates to various Central Services Group 'A' & Group 'B'	DO or US / DS or Dir./ JS / AS	Secretary
	(k) Training:-		
	(i) Policy matters	DO or US / DS or Director	JS
	(ii) Routine correspondence	DO or US	DS or Director
	(l) Approval of vacancies for IAS issue of notification	DO or US / DS or Dir./ JS / Secretary / MOS (PP)	Prime Minister
	(m) Cadre allocation of IAS	DO or US / DS or Dir./ JS / Secretary / MOS (PP)	Prime Minister
	(n) Issue of notification in consultation with State Govts. Etc.	DO or US	DS or Director
	(o) Inter óCadre transfer of IAS officers:-		
	(i) On ground of marriage	DO or US / DS or Dir./ JS / AS / Secretary / MOS (PP)	ACC
	(ii) On ground other than marriage	DO or US / DS or Dir./ JS / Secretary / MOS (PP)	ACC
	(p) Inter ó Cadre deputation of IAS officers	DO or US / DS or Dir./ JS / Secretary / MOS (PP)	ACC
	(q) Determination of number of vacancies and their cadre wise distribution among various State/ Joint Cadres of IAS	DO or US / DS or Dir./ JS / Secretary / MOS (PP)	Prime Minister
	(r) Cancellation of candidature on medical and other grounds.	DO or US / DS or Director	JS
	(s) Rejection of requests for intercadre transfer / deputation not covered by policy	DO or US / DS or Director	JS
	(t) Fixation of domicile of IAS / IPS probationers.	DO or US / DS or Dir./ JS / AS /Secretary	MOS (PP)

(1)	(2)	(3)	(4)
3.	<p><b><u>IAS / IPS / IFS APPOINTMENT</u></b></p> <p>(a) All policy matters</p> <p>(b) Advice / concurrence based on existing orders / instructions/ precedence / settled policy not involving any relaxation or exercise of discretion.</p> <p>(c) Disposal of cases not involving any new policy and relaxation of rules / instructions where exercise of some discretion is involved</p> <p>(d) Individual cases involving relaxation of rules / instructions</p>	<p>DO or US/ DS or Dir. / JS / AS / Secretary / MOS (PP)</p> <p>DO or US</p> <p>DO or US / DS or Director</p> <p>DO or US / DS or Dir./ JS / AS</p>	<p>Prime Minister</p> <p>DS or Director</p> <p>JS</p> <p>Secretary</p>
4.	<p><b><u>Preparation of select lists by UPSC for promotion to IAS</u></b></p> <p>(a) Correspondence with UPSC / State governments</p> <p>(aa) Determination of vacancies for promotion to IAS</p> <p>(b) Nomination of Department Members on the selection committee.</p> <p>(bb) Observations of Central Govt. on the Minutes of Selection Committee:-</p> <p>(c) Approval of the proposals received from the State Governments:-</p> <p>(i) Those not in conformity with rules</p> <p>(ii) Those not in conformity with rules etc.</p> <p>(d) Issue of Notifications</p> <p>(e) Proposal for amendment to Rules</p>	<p>-</p> <p>DO or US / DS or Director</p> <p>DO or US / DS or Director / JS</p> <p>DO or US / DS or Director</p> <p>DO or US</p> <p>DO or US</p> <p>DO or US</p> <p>DO or US / DS or Dir./ JS/ Secy. /MOS(PP)</p>	<p>DO or US</p> <p>JS</p> <p>Secretary</p> <p>JS</p> <p>DS or Director</p> <p>JS</p> <p>DS or Director</p> <p>Prime Minister</p>
5.	<p><b><u>Seniority of IAS / IPS officers</u></b></p> <p>(a) All policy matters</p> <p>(b) Framing of amendments to rules</p>	<p>DO or US/ DS or Dir. / JS / AS / Secretary</p> <p>DO or US/ DS or Dir. / JS / AS</p>	<p>MOS (PP)</p> <p>MOS (PP)</p>

(1)	(2)	(3)	(4)
	<p><b><u>(c) Seniority Rules</u></b></p> <p>(i) Advice / concurrence based on existing orders / instructions precedents / settled policy not involving any relaxation or exercise of discretion.</p> <p>(ii) Disposal of cases not involving any new policy and relaxation of rules / instructions where exercise of discretion is involved.</p> <p>(iii) Individual cases involving relaxation of rules/ instructions.</p> <p>6. <b><u>Fixation of seniority</u></b></p> <p>(i) Correspondence with UPSC / State Governments / Ministries / Departments for fixation of seniority.</p> <p>(ii) fixation of seniority in accordance with the rules</p> <p>(iii) Arrangements for publication of the finalized list</p> <p>(iv) Communication of finalized seniority to the State Governments / Ministries / Departments</p> <p>(v) Seniority in special cases in relaxation of the rules</p> <p>(vi) On the basis of factual error / omission.</p> <p>(vii) On the basis of representation / suo - moto</p> <p><b><u>II – AIS –II DESK</u></b></p> <p>7. <b><u>Various Rules / Regulations dealt with by AIS – II Section:-</u></b></p> <p>(a) Amendment / Framing of Rules/ Regulations</p> <p>(b) Interpretation / Relaxation of provisions of Rules and individual cases</p>	<p>DO or US</p> <p>DO or US</p> <p>DO or US /DS or Dir./JS / AS</p> <p>-</p> <p>DO or US</p> <p>-</p> <p>-</p> <p>DO or US /DS or Dir./JS / AS/ Secretary</p> <p>DO or US</p> <p>DO or US /DS or Director</p> <p></p> <p>DO or US /DS or Dir./JS</p> <p>DO or US /DS or Director</p>	<p>DS or Director</p> <p>DS or Director</p> <p>Secretary</p> <p>DO or US</p> <p>DS or Director</p> <p>DO or US</p> <p>DO or US</p> <p>MOS (PP)</p> <p>DS or Director</p> <p>JS</p> <p></p> <p>MOS (PP)</p> <p>JS</p>

(1)	(2)	(3)	(4)
8.	<p><b><u>Commercial employment of retired officers:</u></b></p> <p>(a) Where officer had held a post at the rank of Secretary in the Central Government prior to 5 years of retirement.</p> <p>(b) All other cases</p> <p>(c) Policy matters relating to commercial employment of All India Services Officers</p>	<p>DO or US /DS or Dir./ JS / MOS (PP)</p> <p>DO or US /DS or Dir./ JS</p> <p>DO or US /DS or Dir./ JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p> <p>MOS (PP)</p> <p>Prime Minister</p>
9.	<p><b><u>Review under Rule 16(3) of AIS (DCRB) Rules – IAS Officers</u></b></p> <p>(a) Officers drawing pay of Additional Secretary or above</p> <p>(i) Where the State Government have recommended retention and it is proposed to accept the same</p> <p>(ii) Where there is a difference of opinion between the Central Government and the State Government or the cases in which retirement of officers is recommended.</p> <p>(b) Officer drawing pay in a scale lower than that of a Additional Secretary</p> <p>(i) Where the State Government have recommended retention and it is proposed to accept the same</p> <p>(ii) Where there is a difference of opinion between the Central Government and the State Government or the cases in which retirement of officers is recommended.</p> <p>(c) Policy matters relating to Review Under Rule 16(3) for All India Services</p> <p>(d) Deputations to Autonomous / Private Bodies under Rule 6(2) (ii) of the Cadre Rules:</p> <p>(i) Where the officer is of the rank of JS or above</p> <p>(ii) Where the officer is of the rank of Additional Secretary or above.</p>	<p>DO or US / JS / Cabinet Secretary</p> <p>DO or US / JS / Cabinet Secretary / MOS (PP)</p> <p>DO or US /DS or Dir./ JS</p> <p>DO or US /DS or Dir./ JS / MOS (PP)</p> <p>DO or US /DS or Dir./ JS</p> <p>DO or US /DS or Dir./ JS / MOS(PP)</p>	<p>MOS (PP)</p> <p>ACC</p> <p>MOS (PP)</p> <p>ACC</p> <p>MOS (PP) / Prime Minister</p> <p>Secretary</p> <p>Prime Minister</p>

(1)	(2)	(3)	(4)
10.	Temporary addition to Cadre Strength of IAS	DO or US /DS or Director	JS
11.	Voluntary retirement of IAS officers under Rules 16(2) and 16(2) (A) ó dispensing with the notice period	DO or US /DS or Dir./ JS	Secretary
12.	Request for change of Date of Birth	DO or US /DS or Dir./ JS	MOS (PP)
13.	Grant of extension of service / re-employment to superannuating AIS officers	DO or US /DS or Dir./ JS / MOS (PP)	Prime Minister
14.	Cadre review of IAS officers	DO or US /DS or Dir./ JS	MOS (PP)
15.	Pay fixation of officers	DO or US	DS or Director
16.	Residual matters pertaining to ICS	DO or US /DS or Director	JS / Secretary
17.	Regulation of pay of IAS officers under Rule 9 of the Pay Rules	DO or US	DS or Director
<b>(III) AIS – III Section</b>			
18.	<b><u>AIS (Conduct) Rules, 1968</u></b>		
	(a) Interpretation / clarification of the Rules	SO / DS or Director	JS
	(b) Amendments to Rules	SO / DS or Dir. / JS	MOS (PP)
	(c) Report under Rules 5,7 and 10	SO / DS or Director	JS
	(d) Rule 13 ó Private trade or employments previous sanction	SO / DS or Dir. / JS	Secretary
	(e) Rule IOA ó Transaction in movable/ immovable property (with foreigners)	SO / DS or Dir. / JS	Secretary
	(f) Cadre Clearance ó Visit abroad		
	(i) Official deputation	SO	JS
	(ii) Invitations received by the officers directly	SO / DS or Director	JS
	(g) Correspondence with Foreign Missions Book Clubs	SO	DS or Director

(1)	(2)	(3)	(4)
19.	<b><u>AIS (Discipline and Appeal Rules)</u></b>		
	(a) Interpretation / Clarification of the Rules	SO / US / DS or Director	JS
	(b) Amendment to Rules	SO / US / DS or Dir./ JS / Secretary	MOS (PP)
	(c) Appeals	SO / US / DS or Dir./ JS	MOS (PP)
	(d) Memorials	SO / US / DS or Dir./ JS	MOS(PP) / P.M.
20.	<b><u>IAS (Probation) Rules</u></b>		
	(a) Confirmation	SO	US (in clear cases ) / DS or Director
	(b) Extension of period of probation	US / DS or Dir./ JS	MOS (PP)
	(c) Discharge or removal from service	US / DS or Dir./ JS / Secretary / MOS (PP)	Prime Minister
	(d) Interpretation	SO / US / DS or Director	JS
	(e) Amendment to Rules	SO / US / DS or Dir./ JS	MOS (PP)/ P.M.
21.	Interpretation of IPS / IFS (Probation) Rules	SO / US / DS or Director	JS
22.	<b><u>IAS / IPS / IFS Examinations-Regulations</u></b>		
	(a) Interpretation / clarifications	SO / US / DS or Director	JS
	(b) Amendment to Rules	SO / US / DS or Dir./ JS	MOS (PP)
	(c) Determination of inter óse seniority of direct recruit on the result of probationers final examination	SO	US
23.	<b><u>Publications</u></b>		
	(a) Civil List of IAS	SO / US	DS or Director
	(b) AIS Manual	SO / US	DS or Director



(1)	(2)	(3)	(4)
24.	<p><b><u>AIS (Leave) Rules</u></b></p> <p>(a) Interpretation of Rules / Clarifications</p> <p>(b) Relaxation of rules in individual cases</p> <p>(c) Amendment to Rules</p>	<p>SO / US / DS or Director</p> <p>SO / US / DS or Director</p> <p>US / DS or Dir. / JS</p>	<p>JS</p> <p>JS</p> <p>MOS (PP)</p>
25.	<p><b><u>AIS ( Special Disability Leave ) Regulation</u></b></p> <p>(a) Interpretation</p> <p>(b) Relaxation</p> <p>(c) Amendment</p>	<p>US / DS or Director</p> <p>US / DS or Director</p> <p>US / DS or Dir. / JS</p>	<p>JS</p> <p>JS</p> <p>MOS (PP)</p>
26.	<p><b><u>AIS (Study Leave ) Regulations</u></b></p> <p>(a) Grant of Study Leave abroad-individual cases</p> <p>(b) Permission to seek / accept financial aid from foreign institutions</p> <p>(c) Grant of cost of fees / traveling allowance / during study leave in India</p> <p>(d) Amendment to regulations</p> <p>(e) Permission to correspond with foreign institutions for admission</p>	<p>US / DS or Dir. / JS</p> <p>US / DS or Director</p> <p>US / DS or Dir. / JS</p> <p>US / DS or Dir. / JS</p> <p>US / DS or Director</p>	<p>Secretary</p> <p>JS</p> <p>Secretary</p> <p>MOS (PP)</p> <p>JS</p>
27.	<p><b><u>AIS (Medical Attendance) Rules</u></b></p> <p>(a) Clarification / Interpretation of rules</p> <p>(b) Amendment to Rules</p>	<p>US / DS or Director</p> <p>SO / US / DS or Director</p>	<p>MOS (PP)</p> <p>MOS (PP)</p>
28.	<p><b><u>AIS (Confidential Rolls) Rules</u></b></p> <p>(a) Interpretation / clarification of various rules in individual cases</p> <p>(b) Amendment to Rules</p>	<p>SO / US / DS or Director</p> <p>US / DS or Dir./ JS / Secy.</p>	<p>JS</p> <p>MOS (PP)</p>
29.	<p>Acceptance of resignation tendered by IAS</p>	<p>SO / US / DS or Dir./ JS</p>	<p>MOS (PP)</p>

(1)	(2)	(3)	(4)
30.	Change of name of IAS personnel	SO	US
31.	Forwarding of applications for posts	SO / US / DS or Director	JS
32.	Indian Forest Service-Rules and Regulations regarding general policy matters	DO or US / DS or Director	JS
33.	Officiation of non-cadre officers on IAS cadre posts	DO or US	DS or Director
34.	Keeping of IAS posts in abeyance	DO or US / DS or Director	JS
35.	Half ó Yearly cadre returns relating to IAS	DO or US / DS or Director	JS
36.	New All India Service:		
	(a) Constitution	DO or US / DS or Dir./ JS / Secretary / MOS (PP)	Prime Minister
	(b) Important matters relating to	DO or US / DS or Director	JS / Secretary

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(1)	(2)	(3)	(4)
	<p><b><u>II. VIGILANCE DIVISION</u></b></p>		
	<p><b><u>(I) AVD –I Desk</u></b></p>		
37.	<p>Disciplinary cases against IAS / CSS officers ó Grade I and above</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
	<p>(a) Decision to initiate proceedings and appointment of I.O. &amp; P.O.</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
	<p>(b) For orders on Charged Officers reply to the Charge sheet where it is proposed to drop the case</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
	<p>(c) For Orders on Enquiry officerø report</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
	<p>(d) For final orders</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
38.	<p>Appeals against penalty /suspension and memorials of IAS Officers / CSS Officers Grade I and above</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
39.	<p>Explanatory Memorandum in respect of CVCø Annual Report</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
40.	<p>Sanction for prosecution of IAS / CSS Grade I and above</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
41.	<p>Cases of difference of opinion between the Disciplinary Authority and the CVC</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
42.	<p>Cases of disagreement with the advice of CVC by Administrative Ministries / Departments on the basis of advice of UPSC</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
43.	<p>Policy regarding disciplinary matters</p>	<p>DO or US / DS or Dir. / JS</p>	<p>Secretary</p>
44.	<p>Appointment of Inquiry Officers / Presenting Officers where necessary</p>	<p>DO or US</p>	<p>DS or Director</p>
45.	<p>Complaints against IAS / CSS officers Grade I and above</p>	<p>DO or US / DS or Director</p>	<p>JS or Secretary</p>

(1)	(2)	(3)	(4)
46.	Filing of appeals / revision petitions against acquittals in CBI cases	DO or US / DS or Dir. / JS or AS	Secretary ( For officers of the level of JS or above) JS ( For other officers)
47.	Follow up action on CVCs Annual Report	DO or US / DS or Director	JS in the first instance. Secy. / Minister ( Where necessary)
48.	CVCs powers and jurisdiction	DO or US / DS or Dir./ JS or AS	Secy./ Minister (Where necessary)
49.	Cases referred by other Departments for advice in disciplinary matter	DO or US	DS or Director (JS in Important Cases.)
50.	Vigilance Commission in States / Union Territories and their Annual Reports	DO or US	DS or Director
51.	List of Officers of doubtful integrity sent by CVC	DO or US	DS or Director
52.	<p><b><u>Vigilance Clearance</u></b></p> <p>(a) Officers of Director level and above :-</p> <p>(i) where there is any case against the Officer</p> <p>(ii) Where there is no case against the officer</p> <p>(b) Officers of DS level and below:-</p> <p>(i) Where there is any case against the Officer</p> <p>(ii) Where there is no case against the officer</p>	<p>DO or US / DS or Director</p> <p>DO or US / DS or Director</p> <p>DO or US / DS or Director</p> <p>DO or US</p>	<p>JS or AS / Secretary</p> <p>JS or AS</p> <p>JS or AS</p> <p>DS or Director</p>
53.	<p><b><u>Returns</u></b></p> <p>(a) Quarterly returns of disciplinary cases</p>	DO or US / DS or Director	JS or AS

(1)	(2)	(3)	(4)
	(b) Quarterly statistical returns for CVC	DO or US	DS or Director
	<b><u>(II) AVD . II Section</u></b>		
54	<b><u>Appointment / Extension of tenures</u></b>		
	(a) Proposals for appointment of IPS officers upto the rank of DIG / Equivalent rank and above	US / Dir./ JS / Secretary / MOS (PP)	ACC
	(b) Extension in tenure of IPS officers requiring ACC approval	US / JS / Secretary / MOS (PP)	ACC
55.	<b><u>Deputations abroad</u></b>		
	(a) Deputation for investigation of cases or for attending inter-national seminars / conferences	US / JS / Secretary	MOS (PP)
	(i) For obtaining FAø / Finance Secretaryø approval.	DS or Director	JS / Secretary
	(ii) For final approval	DS or Dir./ JS / Secretary	MOS (PP)
56.	<b><u>Disciplinary proceedings against Group 'A' officers in CBI</u></b>		
	(a) For initiating disciplinary proceedings / for orders on IOø report and for final orders.	US / DS or Dir./ JS / MOS(PP)	Prime Minister
	(b) Other stages of the proceedings.	US	DS or Director
57.	<b><u>Appeals against penalty / suspension / removals of Group 'A' officers in CBI</u></b>	US / DS or Dir./ JS / MOS(PP)	Prime Minister
58.	<b><u>Permission / Intimations under Conduct Rules</u></b>		
	(a) Officers of rank of JS and above	US / JS	MOS (PP)
	(b) Other officers	US / DS or Director	JS
59.	<b><u>Creation of posts in CBI and CVC (Posts which do not require Cabinet approval)</u></b>		
	(a) Group 'A' posts	US / JS	Secretary

(1)	(2)	(3)	(4)
	(b) Group ÷Bøposts	US / DS or Director	JS
	(c) Other	US	DS or Director
60.	Appointment of Group ÷AøPosts	DS or Director / JS	Secretary
61.	<b><u>Permanent absorption of deputationists Group 'A' Officers</u></b>	US / JS	Secretary
62.	<b><u>Framing of recruitment rules</u></b>		
	(a) Group ÷Aø	DS or Director / JS	MOS (PP)
	(b) Group ÷Bø & ÷Cø	SO / US	JS
	(c) Other	SO / US	DS or Director
63.	Fixation of pay in relaxation of rules / orders or where interpretation of rules / orders is required	SO / US	JS
64.	Proposal for revision of deputation terms / special pay (these cases require consultation with Establishment Division / Ministry of Finance)	US / DS or Director	JS
65.	<b><u>Fixation of seniority</u></b>		
	(a) General principle	US / DS or Director	JS
	(b) Representations against fixation of seniority	US / DS or Director	JS in respect of Group ÷Aø officers
			DS or Director For others
66.	<b><u>Complaints against CBI officers</u></b>		
	(a) Group ÷Aø officers	US	JS
	(b) Other	US	DS or Director
67.	Proposal for expenditure on contingent items (require consultation with Finance Division)	US	DS or Director
68.	Permission for air-journey by non-entitled category of officers	DS or Director	Secretary
69.	Notifications under DSPE Act.	US / DS or Dir./ JS	MOS (PP)

(1)	(2)	(3)	(4)
70.	Setting up of additional Courts	US / DS or Dir./ JS	MOS (PP)
71.	Proposals relating to purchase of land, construction of accommodation ( office as well as residential), hiring matters related to rent etc	SO or US	JS
72.	Inspection Reports / Audit Reports- Matters raised by Audit for different branches of CBI	US / DS	JS
73.	Issue of -No Objection Certificateø for passport to CBI officers	SO / US / JS	Secretary
74.	Proposal of CBI for amendment of various Laws / Acts for referring it to other Ministries	SO / US / DS or Director	JS
75.	Secret Service Fund	US / DS or Director / JS	Secretary
76.	Issue of Letter Rogatory undertaking to be given by Government of India	US / DS or Director / JS / Secretary	MOS (PP) / Cabinet
77.	Extradition proceedings.	US / DS or Director / JS / Secretary	MOS (PP)
78.	Summoning of Foreign witnesses	US / DS or Director	JS
79.	Appointment / Extension of tenure of Retainer counsels and special counsels, (Subject to concurrence of the Ministry of Law)	US / DS or Director	JS
80.	<p><b><u>Proposal regarding deputation of CBI staff to other organizations</u></b></p> <p>(a) DIG and above</p> <p>(b) SP and below</p>	<p>DS / JS</p> <p>US</p>	<p>MOS (PP)</p> <p>JS</p>
81.	<p><b><u>(iii) AVD III Section</u></b></p> <p><b><u>Anti-Corruption Measures</u></b></p> <p>(a) Policy matters</p> <p>(b) Review of performance of Ministries</p>	<p>US / DS or Dir. / JS / Secretary / MOS (PP)</p> <p>SO / DS or Director</p>	<p>Prime Minister</p> <p>JS</p>

(1)	(2)	(3)	(4)
82.	<p><b><u>Legislation relating to anti-corruption:-</u></b></p> <p>(a) Prevention of Corruption Act</p> <p>(b) Department Inquiries (En-Forcemeat of Attendance of Witnesses and Production of Documents) Act.</p> <p>(c) Criminal Law Amendment Act.</p> <p>(d) Criminal Law Amendment ordinance 1944</p>	<p>US / DS or Dir./ JS / Secretary</p> <p>US / DS or Dir./ JS / Secretary</p> <p>US / DS or Dir./ JS / Secretary</p> <p>US / DS or Dir./ JS / Secretary</p>	<p>MOS (PP) / Prime Minister</p> <p>MOS (PP) / Prime Minister</p> <p>MOS (PP) / Prime Minister</p> <p>MOS (PP) / Prime Minister</p>
83.	<p><b><u>Complaints of corruption relating to Staff of Central Ministries/ Departments, , State Governments and Union Territories.</u></b></p> <p>(a) Complaints received from MPs/ MLAs and other VIPs</p> <p>(b) Complaints against officers of JS level and above of Central / State Governments and MDs and CMDs of PSUs</p> <p>(c) complaints against other senior officers of Central /State Government and PSU</p> <p>(d) Complaints against other officers.</p> <p>(e) Complaints of corruption relating to commercial firms</p>	<p>SO / DS or Dir./ JS</p> <p>SO / DS or Dir./ JS</p> <p>SO / DS or Director</p> <p>SO</p> <p>SO</p>	<p>MOS (PP)</p> <p>Secretary</p> <p>JS</p> <p>JS</p> <p>US</p>
84.	<p>Schemes of Vigilance and anti-corruption machinery in Ministries / Departments strengthening of vigilance set-up</p>	<p>US / DS or Director</p>	<p>JS (Secret in important cases)</p>
85.	<p>Forwarding of CBI investigation reports to State Government in which they have to issue consent orders, sanction for prosecution to initiate Departmental proceedings</p>	<p>-</p>	<p>US</p>
86.	<p>Blacklisting of firms (circulation of names of firms)</p>	<p>-</p>	<p>US</p>



(1)	(2)	(3)	(4)
87.	<p><b><u>Report / Returns from CBI</u></b></p> <p>(a) Monthly Crime Report</p> <p>(b) Monthly progress report of important cases</p> <p>(c) Quarterly statement of prosecution cases received from CBI</p> <p>(d) Other Reports / Returns</p>	<p>US / DS or Dir./ JS</p> <p>US / DS or Director</p> <p>US / DS or Director</p> <p>-</p>	<p>Secretary</p> <p>JS / Secretary</p> <p>JS / Secretary</p> <p>US</p>
88.	<p>Withdrawal of prosecution under Section 321 CrPC</p>	<p>US / DS or Dir./ JS</p>	<p>MOS (PP)</p>
89.	<p><b><u>Appointment of CVOs</u></b></p> <p>(a) Inviting names from State Governments and from Cadre Authority for consideration for the post of CVO</p> <p>(b) Sponsoring of names to CVC for assessing their suitability for appointment as CVO in the Central Public Undertakings etc</p> <p>(c) Sponsoring of names of officers for making selection for the post of CVO under their control</p> <p>(d) Appointment of Director or DIG level officer as CVO</p> <p>(e) Appointment of JS or IG level officer as CVO</p>	<p>US</p> <p>US / DS or Director</p> <p>US / DS or Director</p> <p>US / JS / Secretary</p> <p>US / JS / Secretary / EO / MOS (PP)</p>	<p>DS or Director</p> <p>JS</p> <p>JS</p> <p>MOS (PP)</p> <p>ACC</p>
90.	<p>Miscellaneous items of work</p> <p><b><u>(iv) AVD IV Desk</u></b></p>	<p>SO</p>	<p>DS or Director</p>
91.	<p>Central Lokpal Legislation</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>
92.	<p>Scrutiny of Legislative proposals regarding Lok Ayuktas from State Governments received from MHA</p>	<p>DO or US / DS or Director</p>	<p>JS / Secretary</p>
93.	<p>Notes for Cabinet / CCPA regarding matters to Commissions of Inquiry</p>	<p>DO or US / DS or Dir. / JS / Secretary / MOS (PP)</p>	<p>Prime Minister</p>

(1)	(2)	(3)	(4)
94.	Establishment matters relating to Commissions of Inquiry  (a) Members of commission  (b) Group 'A' officers  (c) Group 'B' officers and other staff	DO or US / DS or Director  DO or US / DS or Dir. / JS  DO or US	JS / Secretary  Secretary  DS or Director
95.	Follow up action on the reports of Commission of Inquiry	DO or US / DS or Dir. / JS / Secretary	MOS (PP) / Prime Minister
96.	Complaints against Union Ministers / Chief Ministers	DO or US / DS or Dir. / JS / Secretary / MOS (PP)	Prime Minister
97.	Complaints against Ministers in State except Chief Minister	DO or US / DS or Dir. / JS / Secretary	MOS (PP)
98.	Complaints against MLAs / MPs	DO or US / DS or Director	JS
99.	Other complaints	DO or US / DS or Director	JS
100.	Sanction for prosecution of Chief Ministers Under PC Act / CrPC	DO or US / DS or Dir. / JS / Secretary / MOS (PP)	Prime Minister

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**3. (iv) CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE TRAINING DIVISION**

S.No.	Types of cases	Channel of Submission	Level of final Disposal
1.	2.	3.	4.
	<b>(i) <u>Appointment</u></b>		
1.	Appointment of Officers on deputation basis as faculty Members in the Academy/ ISTM.		
	(a) Group -AØ posts	DS or Dir./ JS / Secretary	MOS(PP)
	(b) Group -BØ posts	DS or Dir./ JS	Secretary
2.	Framing/ Amending the recruitment rules for various faculty as well as non-faculty members for Group -AØ posts in the Academy/ ISTM.	DO or US / DS or Dir./ JS / Secretary	MOS(PP)
3.	Constituting Selection Committees for selecting suitable officers for appointment as faculty members in ISTM		
	(a) Joint Director and Deputy Director	DO or US/ DS or Dir./ JS	Secretary
	(b) Asstt. Director	DO or US / DS or Dir.	JS
	<b>(ii) <u>Financial Matters</u></b>		
4.	Sanction ( after due concurrence of Finance ) of individual proposals costing		
	(a) Less than Rs. 20 lakh	DO or US / DS or Dir.	JS
	(b) More than Rs. 20 lakh but less than Rs. 5 crore	DO or US /DS or Dir./ JS	Secretary
	(C) More than Rs. 5 crore		AS per standing instructions of the Ministry of Finance.

1.	2.	3.	4.
	<p><b>(iii) <u>New Projects</u></b></p>		
5.	Approval of project proposals	DO or US / DS or Dir./ JS / Secretary	MOS (PP)
6.	Selection and appointment of consultants	DO or US / DS or Dir.	JS
	<p><b><u>Work Plan</u></b></p>		
7.	Revision of policy concerning plan/ non-plan training programmes.	DS or Dir. / JS	Secretary
8.	Allocation of programmes sponsored by the Government and funded by the Department of Personnel & Training to various institutions.	RO / DS or Dir.	JS
9.	Acceptance of nominations for various training programmes.	RO / US	DS or Director
10.	Release of grant/ course fee for plan/ non-plan training programmes/ courses to Training Institutions according to approved fee structure.	RO / US	DS or Director
11.	Minor alterations in training programmes like dates/ venue etc.	RO / US.	DS or Director
12.	Cancellations of training programmes.	RO / US / DS or Dir.	JS
	<p><b>(iv) <u>Nomination of Officers for Training Programmes</u></b></p>		
13.	Deputation of faculty members / officers for attending training programmes / long term training abroad from Academy / ISTM.	DS or Dir. / JS / Secretary	MOS(PP)
14.	Nomination of officers for long term training in India.	DS or Dir. / JS	Secretary
15.	Nomination of officers for short term training in India.	DS or Dir.	JS

1.	2.	3.	4.
	<p><b>(v) Domestic Funding of Foreign Training</b></p>		
16.	Selection of programmes and institutes for Domestic funding of Foreign Training.	US / DS or Dir.	JS
17.	Obtaining financial approval.	US / DS or Dir.	JS
18.	Selection of officers for foreign training programmes.		As received from EO's Office
19.	Communication of nominations to respective officers and their cadre controlling authorities.	US	DS or Director
20.	Obtaining political clearance from MEA and issue of visa notes and exchange vouchers.	US	DS or Director
21.	Issue of sanction order for release of course fee and allowances.	US	DS or Director
22.	Release of foreign exchange (release of course fee/ allowances).	Assistant	US
23.	Selection of officers out of reserve list in place of officers dropping out from the main list.	US	DS or Dir.
24.	Presentation/ assessment of the project reports submitted by the officers deputed for long term programmes.	US / DS or Dir.	JS
25.	Deputation abroad under projects assisted by the Foreign Government and International agencies such as UNDP and British Council etc.	DO or US / DS or Dir./ JS / Secretary	MOS (PP)
	<p><b>(vi) Others</b></p>		
26.	Finalisation of Budget and Plan proposals for the Academy / ISTM. Release of grants-in-aid to IIPA.	DO or US / DS or Dir.	JS
27.	Draft Annual Plan Proposal for sending to Planning Commission.	RO / US / DS or Dir. / JS	Secretary

1.	2.	3.	4.
28.	Introducing training programmes for the Secretariat employees in new areas as per administrative requirement of the Government and expanding the scope of the existing training facilities.	DO / DS or Director	JS
29.	Laying of Annual Report and Audited statement of Accounts on the Table of Lok Sabha/ Rajya Sabha.	DS or Dir. / JS / Secretary	MOS(PP)
30.	Allowing non-entitled faculty members to travel by air to different parts of the country in connection with conducting/ participating training programmes in various States / UTs for giving training to States Civil Servants.	DS or Dir. / JS	Secretary

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**3. (v) CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE AT-DIVISION , ESTT. (RESERVATION) AND WELFARE DESKS / SECTIONS**

S.No.	Types of cases	Channel of Submission	Level of final Disposal
1.	2.	3.	4.
<b>(A)</b>	<b><u>AT DESK / SECTION</u></b>		
1.	Amendment of the Administrative Tribunals Act, 1985	DO or US / DS or Dir. / JS /Secretary / MOS(PP)	Prime Minister
2.	Interpretation of the Administrative Tribunals Act,1985	DO or US / DS or Dir. / JS	Secretary
3.	Amendment of rules under AT Act:  (a) CAT (Financial & Administrative Powers) Rules, 1985,CAT (Staff) (Conditions of Service) Rules, 1985 and the CAT (Procedure) Rules, 1987.  (b) CAT(Conditions of Service) Rules,1985 and all SAT Rules.	SO / US / DS or Dir. / JS  DO or US / DS or Dir. / JS	MOS (PP)  MOS (PP)
4.	Interpretation and application of the provisions of the rules framed under the AT Act.  (a) Where interpretation & relaxation of rules is involved.  (b) Where relaxation of rules is not involved but discretion is to be exercised.  (c) Where decision is based on settled policy or clear precedents not involving exercise of any discretion.	SO/ US/ DS or Dir./JS or DO or US / DS or Dir./ JS  SO / US / DS or Dir. or DO or US / DS or Dir.  SO or DO	MOS (PP)  MOS (PP)  Director
5.	Policy matters	DO or US / DS or Dir. /JS or SO/ US / DS or Dir. /JS	MOS(PP)
6.	Changes in procedure	DO or US/ DS or Dir. /JS or SO / US / DS or Dir. /JS	Secretary

1.	2.	3.	4.
7.	Setting up of additional benches of CAT	SO / US / DS or Dir./JS	MOS(PP)
8.	Acceptance of resignation of Chairman / Vice-Chairman / Member of CAT/SAT	DO or US / DS or Dir. /JS	MOS(PP)
9.	Complaints against Chairman / Vice-Chairman/ Members of CAT/SAT	DO or US / DS or Dir./JS	MOS(PP)
10.	Creation of posts in CAT (a) Group :-AØ (b) Other	SO / US / DS or Dir. /JS SO / US / DS or Dir./JS	MOS(PP) Secretary
11.	Framing of Recruitment Rules (including amendment thereof) (a) Group :-AØPosts (b) Other Posts	SO / US / DS or Dir. /JS SO / US / DS or Dir. /JS	MOS(PP) Secretary
12.	Relaxation of Recruitment Rules (a) In respect of Group :-AØPosts (b) In respect of other Posts	SO / US / DS or Dir. /JS SO / US / DS or Dir.	Secretary JS
13.	Proposal for appointment/extension of service, re-employment or resignation of officers of the level of Deputy Registrar and above.	SO / US / DS or Dir. /JS	MOS(PP)
14.	Permission for re-employment within 2 years after retirement.	SO / US / DS or Dir. /JS	MOS(PP)
15.	Ad-hoc appointment in Group :-AØ posts except the post of Deputy_Registrar in CAT	SO / US / DS or Dir. / JS/ Secretary	MOS(PP)
16.	Complaints against officials in CAT (a) Group :-AØofficers (b) Others	SO / US / DS or Dir. /JS SO/ US / DS or Director	Secretary JS



1.	2.	3.	4.
17.	Disciplinary proceedings against CAT officers/officials  (a) For initiating disciplinary proceedings/for orders on IO's report and for final orders in respect of Group 'A' officers.  (b) Cases of other CAT officers falling beyond Chairman's powers	US / DS or Dir. /JS / Secretary  SO/ US / DS or Director	MOS(PP)  JS
18.	Representations/Petitions/Memorials  (a) Memorials addressed to President by CAT staff  (b) Representations/Petition  (i) Dy. Registrar & above  (ii) Others	SO/ US / DS or Dir. /JS/ Secretary  SO/ US / DS or Dir. /JS  SO/ US /DS or Dir	MOS(PP)  Secretary  JS
19.	Fixation of pay in relaxation of rules/orders of where interpretation of rules/orders is required  (a) For Chairman / Vice-Chairman / Members  (b) All others	DO or US /DS or Dir./JS/ Secretary  SO/ US / DS or Dir.	MOS(PP)  JS
20.	Proposals for revision of deputation terms/special pay(these cases require consultation with Establishment Division /Ministry of Finance)	DO or US /DS or Director	JS
21.	Office and residential accommodation for staff-acquisition ,purchase of land or hiring or construction of building.	SO/ US/ DS or Dir. /JS	Secretary
22.	Grant of leave to Chairman	DO or US /DS or Dir /JS	MOS(PP)
23.	Personal matters relating to Chairman /Vice-Chairman/Members of CAT/SAT	DO or US /DS or Director	JS
24.	Purchase of staff cars, equipment etc	SO / US / DS or Dir	JS



1.	2.	3.	4.
<b>B</b>	<b><u>ESTABLISHMENT (RESERVATION)</u></b>		
25.	Major policy issues relating to reservation for SC/ST/OBC.	SO/ US/ DS or Dir / JS / Secy./ MOS(PP)	Prime Minister
26	Major policy issues relating to reservation for PH/ Ex-servicemen /Women.	DO or US / DS or Dir / JS / Secy. / MOS(PP)	Prime Minister
27.	Major interpretation of existing orders/rules which might have wider repercussions on PH /Ex-servicemen /Women.	DO or US / DS or Dir./ JS/Secretary	MOS (PP)
28.	Recommendation of Parliamentary Committee on the Welfare of SC/ST Commissioners for SC/ST, National Commission for SC/ST.	SO/ US/ DS or Dir / JS / Secy.	MOS (PP)
29.	De-reservation cases involving substantial question of facts of SC/ST/OBC.	SO/ US/ DS or Dir/ JS	Secretary
30.	De-reservation cases involving substantial question of facts of PH/Ex-servicemen / women.	DO or US / DS or Dir /JS	Secretary
31.	Cases of interpretation of issues involving the implications not fully covered by existing orders of SC/ST/OBC.	SO/ US/ DS or Director	JS
32.	Cases of interpretation of issues involving the implications not fully covered by existing orders on PH/Ex-servicemen / women.	DO or US /DS or Director	JS
33.	Issues relating to SC/ST/OBC referred by other Ministries /Departments which are covered by the existing orders (other than de-reservation in promotion delegated to Ministries/Departments).	SO	US
34.	Issues relating to PH/Es-servicemen / women referred by other Ministries /Departments which are covered by the existing orders.	DO or US	DS or Director
35.	De-reservation in promotion delegated to Ministries/Departments.	DO or US	DS or Director
36.	Other miscellaneous issues relating to SC/ST/OBC	SO	US
37.	Other miscellaneous issues relating to PH	DO or US	DS or Director

	/ Ex-servicemen/ women.		
1.	2.	3.	4.
<b>C</b>	<b><u>Welfare Section</u></b>		
38.	General policy relating to recognition of Resident Welfare Associations and payment of grants-in-aid to such Associations, Coordination Committees etc. Residents Welfare Associations of Central Government Servants:	CWO/ JS / Secretary	MOS(PP)
	(a) Recognition of Associations and approval of their constitution	SO / US	CWO
	(b) Payment of Grants-in-aids to Associations as per approved norms	SO / US	CWO
39.	Central Govt. Employees Welfare Coordination Committees		
	(a) Recognition of Committees and their constitutions	SO / US	CWO
	(b) Payment of Grants-in-aid to the Committees as per approved norms.	SO / US	CWO
40.	<b><u>Payment of Grants To:-</u></b>		
	(a) Central Civil Service Cultural and Sports Board	SO / US	CWO ( With the concurrence of Home Fin.)
	(a) Grih Kalyan Kendra	SO / US	CWO ( With the concurrence of Home Fin.)
	(b) Civil Service Officers Institute (CSOI)	SO / US	CWO ( With the concurrence of Home Fin.)
	(c) Sanskriti School	SO / US	CWO ( With the concurrence of Home Fin.)
	(d) Major Policy matters relating to Grih Kalyan Kendra	SO / US /CWO/ Secretary	MOS(PP)
41.	Any type of Financial Assistance to the Central Govt. Employees Consumer Cooperative Society ( Kendriya Bhandar)	US / CWO / JS/Secretary	MOS(PP) (With the concurrence of Home Finance)

1.	2.	3.	4.
42.	<p><b><u>Policy &amp; other matters relating to Central Government Employees Cooperative Society Limited ( Kendriya Bhandar)</u></b></p> <p>(a) Nomination of Chairman, Board of Directors</p> <p>(b) Nomination of the Board of Directors</p> <p>(c) Amendment of the Bye-laws of the Society</p> <p>(d) Complaints against the Society</p> <p>(d) Other matters of routine nature</p>	<p>CWO / JS / AS / Secy.(P)</p> <p>US / CWO</p> <p>SO / US / CWO/ JS / Secy.</p> <p>SO / US</p> <p>SO / US</p>	<p>MOS(PP)</p> <p>Secretary</p> <p>MOS(PP)</p> <p>CWO</p> <p>CWO</p>
43.	<p><b><u>Laying of Audited Accounts in respect of the following organizations before the Parliament:-</u></b></p> <p>(a) Central Govt. Employees Consumer Cooperative Society Ltd. (Kendriya Bhandar)</p> <p>(b) Grih Kalyan Kendra</p> <p>(c) Central Civil Services Cultural and Sports Board</p> <p>(d) Civil Service Officers Institute</p> <p>(e) Sanskriti School</p>	<p>SO / US / CWO / JS/ Secy.</p> <p>SO / US / CWO / JS/ Secy.</p> <p>SO / US / CWO / JS/ Secy.</p> <p>SO / US / CWO / JS/ Secy.</p> <p>SO / US / CWO / JS/ Secy.</p>	<p>MOS(PP)</p> <p>MOS(PP)</p> <p>MOS(PP)</p> <p>MOS(PP)</p> <p>MOS(PP)</p>
44.	<p><b><u>Elections of Residents Welfare Associations</u></b></p> <p>(a) Setting of Election Disputes</p>	<p>SO / US</p>	<p>CWO</p>
45.	<p><b><u>Representation from Central Government Employees either individually or through Residents Welfare Association regarding:-</u></b></p> <p>(a) Health</p> <p>(b) Transport</p>	<p>SO</p> <p>SO</p>	<p>US / CWO</p> <p>US / CWO</p>

1.	2.	3.	4.
	(c) Accommodation	SO	US / CWO
	(d) Electricity / Water Supply	SO	US / CWO
	(e) Other Civil Amenities	SO	US / CWO
46.	<b><u>Disputes between Neighbors in Government Colonies: -</u></b>		
	(a) Minor Disputes	SO	US / CWO
	(b) Major Disputes	SO / US	CWO
	(c) Where it is necessary to shift one or Both parties	SO / US	CWO ( As per allotment Rules)
47.	<b><u>Ministry of Home Affairs Benevolent Fund:-</u></b>		
	(a) Sanction of loans and grants to Members	SO / US	CWO (Decided by Committee)
	(b) Maintenance of Accounts and operation and approval of Accounts by General Body	SO	US / CWO
48.	Benevolent Fund in other Ministries / Departments (in advisory capacity)	SO	US / CWO
49.	Preparation and submissions of Budget Estimates/ Revised Estimates in respect of the entire Welfare Division including Sports Control Board, GKK and its establishment, Central Govt. Employees Consumer Cooperative Society Ltd.	SO / US / CWO	JS / AS
50.	<b><u>Matters relating to Kendriya Vidyalaya Sangathan:-</u></b>		
	(a) Issues taken up by Residents Welfare Associations / Central Govt. Employees Welfare Coordination Committees	SO	US / CWO
51.	Nomination on Advisory Council of Delhi Transport Corporation.	SO / US	CWO

1.	2.	3.	4.
52.	Matters regarding Central Govt. Health Scheme	SO / US	CWO (As member of CGHS Advisory Committee)
53.	<b><u>Appointment of Area Welfare Officers policy matters:-</u></b>		
	(a) Policy matters	SO / US / CWO	JS
	(b) All other matters	SO / US	CWO
	<b><u>II. Canteen</u></b>		
54.	Major change in existing policy Relating to Canteens	Dir.(C)/ CWO/ JS	Secy. (P) / MOS(PP)
55.	Opening, Closing, upgradation, Downgradation of Canteens/ Tiffin Rooms	SO	Director (C)
56.	Central Registration/ De- Registration of Canteens / Tiffin Rooms	SO	Director (C)
57.	Authorization of additional posts over and above sanctioned posts, provided that there is no ban on creation of posts	Dir.(C)/ CWO	JS / Home(Fin.) / Secy.(P)
58.	Amendment to existing recruitment rules / service conditions of Canteen Employees	SO / Dir.(C)	CWO / JS
59.	Relaxation of the provisions of Recruitment rules/ service conditions of Canteen Employees	SO / Dir.(C)	JS
60.	Policy matters regarding Constitution of Managing Committee in Canteens/ Tiffin Rooms	SO / Dir.(C)	CWO
61.	Grievances /Complaints /Welfare matters of Canteen Employees	SO	Director (C)
	<b><u>III. Central Civil Services Cultural and Sports Board Section</u></b>		
62.	Appointment of Member of the Board / Chairman, Games Committee.	Secy., CCSCSB / CWO / JS	Secretary (P) & President, CCSCSB
63.	Participation of teams in :-		
	(a) Local tournaments	-	Secy., CCSCSB

1.	2.	3.	4.	
64.	(b) Anywhere in India	Secy., CCSCSB	CWO	
	(c) Outside India	Secy., CCSCSB / CWO / JS	Secretary (P) & President, CCSCSB	
	Purchases ( Sports Equipment Kits / Prizes / Miscellaneous items):-			
	(a) Upto Rs. 2000/- (subject to limit of Rs. 6000/- in a year)	-	Secy., CCSCSB	
	(b) Upto Rs. 10,000/- (subject to limit of Rs. 30,000/- in a year)	Secy., CCSCSB	CWO	
	(c) Upto Rs. 20,000/- (subject to limit of Rs. 60,000/- in a year)	Secy., CCSCSB / CWO	JS	
	(d) Upto Rs. 50,000/-	Secy., CCSCSB / CWO / JS	Steering Committee of Board	
	65.	Full power to incur expenditure on construction, renovation of ground, repair work, creation of new facilities	Secy., CCSCSB / CWO / JS	Secretary (P) & President, CCSCSB or the Board, CCSCSB
	66.	Payment of Grants to Regional Sports Board	Secy., CCSCSB	CWO
	67.	(a) Booking of Ground / other routine matters relating to various games facility.	Asstt. Secy., CCSCSB	Secretary, CCSCSB
b) Selection of teams		Secy., CCSCSB	CWO	
68.	Disposal of old sports material by auction.	Secy., CCSCSB	CWO / Chairman, Games Committee	
69.	Selection / appointment of convenor for various games / disciplines.	Secy., CCSCSB	CWO	
70.	<b><u>Miscellaneous Matters</u></b>			
	(a) Engagement of Casual Labour Malis / Chowkidars	Secy., CCSCSB	CWO	
	(b) Appointment of Head Malis / Messengers / LDCs / UDCs in the office of the Board.	Secy., CCSCSB	CWO	

**3. (vi) CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE ADMINISTRATION AND RTI DIVISION.**

S. No.	Type of cases	Channel of Submission	Level of final Disposal
1	2	3	4
1.	<b><u>Creation of Posts</u></b> <b><u>(Subject to observance of general orders issued by the Ministry of Finance)</u></b>		
	(a) Group 'A'	DS or Dir./JS / Secretary	MOS (PP)
	(b) Group 'B', 'C' & 'D'	US/ DS or Dir./JS	Secretary
2.	<b><u>Framing or amendment of Recruitment Rules</u></b>		
	(a) Group 'A' posts	US/ DS or Dir./JS	Secretary
	(b) Group 'B' posts	US / DS or Director	Joint Secretary
	(c) Group 'C' & 'D' posts	SO/US	DS or Director
3.	<b><u>Appointments</u></b>		
	(a) DS and above	DS or Dir./JS/Secretary	MOS(PP)
	(b) US and equivalent posts	DS or Dir./JS	Secretary
	(c) All other Group 'A' and 'B' Gazetted posts.	US/DS or Dir.	JS
	(d) Group 'B' (Non-Gazetted) and Group 'C' posts	SO/US	DS or Director
	(e) Group 'D' posts	SO	US
4.	<b><u>Posting and Transfers</u></b>		
	(a) JS and AS	DS or Dir./ JS	Secretary
	(b) Deleted	---	---
	(c) DS and equivalent posts	DS or Director/JS	Secretary
	(d) All Group 'A' officers below DS	DS or Director	Joint Secretary
	(e) All Group 'B' and 'C' officers and staff	SO/US	DS or Director
	(f) Group 'D' posts	SO	US



1.	2.	3.	4.
5.	<p><b><u>Nomination / Deputation for participation in various Training Programmes</u></b></p> <p>(i) Within the country</p> <p>(a) JS and above</p> <p>(b) All other officers and staff subject to the recommendation of concerned Divisional Head / controlling officer</p> <p>(ii) Abroad</p> <p>(a) All officers and staff</p> <p>(b) Forwarding of applications for training abroad to the E.O. Division</p>	<p>DS or Director / JS</p> <p>SO</p> <p>DS or Dir. / JS / Secretary</p> <p>SO</p>	<p>Secretary</p> <p>US</p> <p>MOS (PP)</p> <p>US</p>
6.	<p><b><u>Forwarding of applications for deputation to ex-cadre posts/ appointment to outside posts in response to advertisements or circulars</u></b></p> <p>(a) JS and above</p> <p>(b) DS and above</p> <p>(c) US</p> <p>(d) SOs / DOs / ROs</p> <p>(e) All other staff</p>	<p>DS or Dir. / JS</p> <p>DS or Director</p> <p>DS or Director</p> <p>SO</p> <p>SO</p>	<p>Secretary</p> <p>JS</p> <p>JS</p> <p>DS or Director</p> <p>US</p>
7.	<p>Deputation abroad for participation in meeting / conference</p>	<p>DS or Dir. / JS / Secretary</p>	<p>MOS (PP)</p>
8.	<p><b><u>Disciplinary Proceedings</u></b> (For initiating disciplinary proceedings, for order on IOs reports and passing final orders)</p> <p>(a) Group -A officers</p> <p>(b) Group -B (Gazetted) officers</p>	<p>DS or Dir. / JS / Secretary</p> <p>US or Director / JS / Secretary</p>	<p>MOS (PP)</p> <p>MOS (PP)</p>

1.	2.	3.	4.
	(c) Group :-Bø (Non óGazetted)	US / DS or Director	JS / Secretary (For major penalty only)
	(d) Group :-Cø staff	SO / US	DS or Director
	(e) Group :-Dø	SO	US
9.	<p><b><u>Appeals / Petitions / Memorials</u></b></p> <p>(i) Memorials addressed to President</p> <p><b><u>(ii) Appeals / Petitions</u></b></p> <p>(a) Group :-Aø officers</p> <p>(b) Group :-Bø (Gazetted and Non-Gazetted) officers</p> <p>(c) Group :-Cø staff</p> <p>(e) Group :-Dø staff</p>	<p>DS or Dir. / JS / Secretary</p> <p>DS or Dir. / JS / Secretary</p> <p>US / DS or Dir. / JS</p> <p>SO / US / DS or Dir.</p> <p>SO / US</p>	<p>MOS (PP)</p> <p>MOS (PP)</p> <p>Secretary</p> <p>JS</p> <p>DS or Director</p>
10.	<p><b><u>Permission / Intimation under the Conduct Rules</u></b></p> <p><b><u>(a) Permission</u></b></p> <p>(i) Cases of Secretary level</p> <p>(ii) Cases of officers of the level of JS/AS</p> <p>(iii) DS or Director</p> <p>(iv) US or equivalent</p> <p>(v) Rest</p> <p><b><u>(b) Intimation</u></b></p> <p>(i) Cases of Secretary level</p> <p>(ii) Cases of officers of the level of JS/AS</p> <p>(iii) Cases of DS / Director</p> <p>(iv) US or equivalent</p> <p>(v) Rest</p>	<p>US / DS or Dir. / JS / Secy.</p> <p>US / DS or Dir. / JS</p> <p>US / JS</p> <p>SO / US / DS or Director</p> <p>SO</p> <p>US / DS or Dir. / JS / Secy.</p> <p>US / DS or Dir. / JS</p> <p>US / JS</p> <p>SO / US / DS or Director</p> <p>SO</p>	<p>MOS (PP)</p> <p>Secretary</p> <p>Secretary</p> <p>JS</p> <p>DS or Director</p> <p>MOS (PP)</p> <p>Secretary</p> <p>Secretary</p> <p>JS</p> <p>DS or Director</p>

1.	2.	3.	4.
11.	<p><b><u>Grant of permission to receive Honorarium / fees from outside agencies for talks, articles etc</u></b></p> <p>(a) JS and above</p> <p>(b) All other officers / Staff</p>	<p>DS or Dir. / JS</p> <p>SO / US</p>	<p>Secretary</p> <p>JS</p>
12.	<p><b><u>Payment of Honorarium</u></b></p> <p>(a) Joint Secretary</p> <p>(b) DS or Director</p> <p>(c) All Group 'A' officers below DS (subject to monetary ceiling of Rs. 2500/- in each case)</p> <p>(d) All other officers and staff (subject to monetary ceiling of Rs. 1000/- in each case)</p> <p>(e) Sanction of honorarium for taking verbatim records of proceedings, as per prescribed scale.</p>	<p>DS or Dir. / JS</p> <p>DS or Director</p> <p>US / DS or Director</p> <p>SO / US</p> <p>SO</p>	<p>Secretary</p> <p>JS</p> <p>JS</p> <p>DS or Director</p> <p>US</p>
13.	<p><b><u>Payment of OTA to staff</u></b></p> <p>(a) Staff car drivers (upto 100 hours per month)</p> <p>(b) Staff of Administration Division detained for parliamentary, budget and other urgent work (subject to ceiling of 40 hours in a month)</p> <p>(c) All other cases</p>	<p>SO / US</p> <p>SO / US</p> <p>SO / US / DS or Dir.</p>	<p>DS or Director</p> <p>DS or Director</p> <p>JS</p>
14.	<p>Declaration of an officer of the level of US as Head of Office and Drawing and Disbursing Officer.</p>	<p>SO / US</p>	<p>DS or Director</p>
15.	<p><b><u>Grant of Advances</u></b></p> <p>(i) For purchase of Conveyance/ Computer</p> <p>(a) Bicycle</p> <p>(b) Scooter/ Motor Car/ Computer</p>	<p>SO</p> <p>SO / US</p>	<p>US</p> <p>Director</p>

1.	2.	3.	4.
	(ii) Pay and TA Advance on Transfer	SO	US
	(iii) LTC Advance	SO	US
	(iv) TA Advance for Tour	SO	US
	(v) Festival Advance	SO	US
	(vi) Advance to families of Non- Gazetted Government Servants, who die while in service.	SO	US
	(vii) Leave Salary Advance	SO	US
	(viii) TA Advance to non ó officials	SO / US	DS or Director
	(ix) House Building Advance	SO / US	DS or Director
16.	<b><u>Security to be taken from cashier</u></b>		
	(a) Acceptance of Security	SO / US	DS or Director
	(b) Custody of Security	SO	US
	(c) Release of Security	SO / US	DS or Director
17.	<b><u>General Provident Fund</u></b>		
	(i) Allotment of Account Numbers to Subscribers	-----	SO
	(ii) Acceptance of nominations of subscribers	SO	US
	(iii) Grant of Permissible advance / withdrawal	SO	US
	(iv) Grant of advance / withdrawal in excess of permissible limit but not exceeding 75% (and 90% in case of construction / renovation of a residential house ) of the balance or before repayment of last advance	SO / US	Director
	(v) Advance / withdrawal upto 90% of the balance for special reasons.	US / DS or Dir./ JS	Secretary
	(vi)90% of the withdrawal within one year of retirement with-out any reason	SO / US	Director

1.	2.	3.	4.
18.	<p><b><u>Miscellaneous Items</u></b></p> <p>(a) Fixation of pay on promotion / new appointment</p> <p>(b) Grant of permission to change the declared place of visit after commencement of journey</p> <p>(c) Payment of cancellation charges of bus / rail / air fare</p> <p>(d) Change of Home-Town for claiming LTC</p> <p>(e) Issue of sanction for payment of central deputation allowance to officers appointed under the Central Staffing Scheme</p> <p>(f) Grant of permission for joining part-time academic courses, as per recommendation of controlling Authority</p> <p>(a) Upto S.Os</p> <p>(b) Above S.Os</p> <p>(g) Issue of no objection certificate for obtaining passport</p> <p>(h) Grant of earned leave, half-pay leave, commuted leave, leave not due extraordinary leave or maternity leave subject to recommendation of the controlling officer;</p> <p>(a) US and above</p> <p>(b) All others</p> <p>(i) Grant of special disability leave</p> <p>(j) Continuance of ad-hoc appointment of steno grade ∅</p>	<p>SO</p> <p>SO / US</p> <p>SO / US</p> <p>SO / US / DS or Director</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO / US</p> <p>SO</p> <p>SO / US</p> <p>SO</p>	<p>US</p> <p>DS or Director</p> <p>DS or Director</p> <p>JS</p> <p>US</p> <p>DS or Director</p> <p>JS</p> <p>DS or Director</p> <p>DS or Director</p> <p>US</p> <p>DS or Director</p> <p>US</p>

1.	2.	3.	4.
	<p><b><u>Right to Information Act:</u></b></p>		
19.	Major policy issues relating to Right to Information	SO / US / OSD/Dir./ JS / Secretary / MOS (PP)	Prime Minister
20.	Amendments to the RTI Act	SO / US /OSD/ Dir./ JS / Secretary / MOS (PP)	Prime Minister
21.	Framing of Rules under the RTI Act	SO / US / OSD/Dir./ JS / Secretary / MOS (PP)	Prime Minister
22.	Amendment to rules under the RTI Act	SO / US / OSD/Dir./ JS / Secretary / MOS (PP)	Prime Minister
23.	Action on recommendations of Parliamentary Committees	SO / US/OSD / Dir./ JS / Secretary	MOS (PP)
24.	Action on recommendations of the CIC	SO / US/OSD / Dir./ JS / Secretary	MOS (PP)
25.	Clarifications on major issues relating to the RTI Act	SO / US /OSD/ Dir./ JS/Secretary	Secretary
26.	Matters relating to clarification issued on implementation of RTI Act	SO / US / OSD/ Director	JS
27.	Issues relating to RTI Act referred by other Ministries / Departments which are covered by the existing orders	SO / US	OSD
28.	Other Miscellaneous issues relating to RTI Act	SO / US / OSD	Director
29.	Parliamentary matters on which information already exists	SO / US / OSD/Director	JS
30.	Parliament Questions	SO / US /OSD / Dir./ JS / Secretary	MOS (PP)
31.	<p>Matter relating to CIC which includes:</p> <p>(i) Budget Provisions to CIC</p> <p>(ii) Creation of posts for CIC</p>	<p>SO / US / OSD/ JS / Secretary</p> <p>SO / US / OSD/ Dir./ JS / Secretary</p>	<p>MOS (PP)</p> <p>MOS (PP)</p>

1	2.	3.	4.
	(iii) Continuation of temporary posts	SO / US / OSD/ JS / Secretary	MOS (PP)
	(iv) Foreign Visits ó of CICs and other officers of CIC	SO / US / OSD/ JS / Secretary	MOS (PP)
	(v) Grant of leave to CICs	SO / US / OSD/ JS / Secretary	MOS (PP)

**Note :- Deputy Secretary or Director (Admn.) / Under Secretary (Cash) in the Department of Personnel & Training, who have been delegated the power of ‘Head of Department’ / ‘ Head of office’ shall in addition exercise the powers as vested on these functionaries under the ‘Delegation of Financial powers Rules, 1958, FRs and SRs etc, from time to time.**

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**3. (vii) CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE CENTRAL SERVICES DIVISION**

S.No.	Types of cases	Channel of Submission	Level of final Disposal
1.	2.	3.	4.
<b>I.</b>	<b><u>CS DIVISION</u></b> <b>(CS - I and CS – II Section)</b>		
1.	<b><u>CSS / CSCS / CSSS Rules</u></b>		
	(i) Framing / amendment of rules or finalisation of new policy	SO / US / DS or Dir./ JS or AS/Secy	MOS (PP)
	(ii) Interpretation / Application of rules:-		US
	(a) Where decision is based on existing orders / instructions / procedure / settled policy or clear precedent not involving exercise of any relaxation or discretion	SO	
	(b) Cases involving exercise of discretion	SO / US / DS or Director	JS or AS
2.	<b><u>Central Secretariat Service</u></b>		
	<b>(a) Senior Selection Grade (Director)</b>		
	(i) Determination of vacancies for Select List of Director	S.O/U.S/DS or Dir./JS or AS/Secy	MOS(PP)
	(ii) Matter relating to preparation of CSS Directorsø suitability list to be placed before CEB	SO / US / DS or Director	JS or AS
	(iii) Approval of CSS Directorsø suitability list.	SO / US /DS or Dir./ JS or AS / Secy.	MOS (PP) / PM
	(iv) Transfer and Posting - Director	SO / US /DS or Dir./ JS or AS	Secretary
	<b>(b) Selection Grade ( Deputy Secretary)</b>		
	(i) Determination of vacancies for select list of Selection Grade	SO / US /DS or Dir./ JS or AS / Secy.	MOS (PP)
	(ii) Preparation of eligibility list of Grade I officers	SO / US	DS or Director
	(iii) Approval of Select List of Selection Grade	SO / US /DS or Dir./ JS or AS / Secy.	MOS (PP)



1.	2.	3.	4.
	(iv) Issue of notification for appointment in Selection Grade	SO	US / DS or Dir.
	(v) Transfer / Posting of Selection Grade of CSS ( Deputy Secretary)	SO / US / DS or Dir./ JS or AS	Secretary
3.	<b><u>Grade I ( Under Secretary)</u></b>		
	(i) Determination of vacancies	SO / US /DS or Dir./ JS or AS	MOS (PP)
	(ii) Preparation of eligibility list	SO or US	DS or Director
	(iii) Approval of Select List	SO / US /DS or Dir./ JS or AS / Secy.	MOS(PP)
	(iv) Issue of notification for regular appointment	SO	US
	(v) Posting / Transfer of Grade I Officers	SO/US / DS or Director	JS or AS
4.	<b><u>Section Officers Grade</u></b>		
	(i) Approval of Select List (Seniority Quota)	SO / US	DS or Director
	(ii) Approval of Examination Rules and allocation among Ministries	SO / US	DS or Director
	(iii) Posting / Transfer of SOs	SO / US	DS or Director
	(iv) Fixation of strength of Select List of S.O. Grade of CSS .	SO / US / DS or Dir./ JS or AS / Secy.	MOS(PP)
5.	<b><u>Assistants Grade</u></b>		
	(i) Approval of Rules for examination, determination of vacancies and allocation among Ministries	SO / US	DS or Director
	(ii) Nomination of candidates under zoning scheme	SO / US	DS or Director
	(iii) Posting / Transfer of Assistants	SO / US	DS or Director
6.	<b><u>Upper Division Clerk</u></b>		
	(i) Approval of Rules for examination, determination of vacancies and allocation among Ministries.	SO / US	DS or Director

1.	2.	3.	4.
	(ii) Nomination of candidates under zoning scheme.	SO / US	DS or Director
7.	<b><u>Lower Division Clerk</u></b>		
	(i) Approval of examinations rules for DE quota, determination of vacancies and allocation among Ministries (CSCS)	SO / US	DS or Director
8.	<b><u>Sr. Principal Private Secretary</u></b>		
	(i) Determination of vacancies for select List	SO / US/DS or Dir./ JS or AS / Secy.	MOS(PP)
	(ii) Approval of eligibility list	SO / US	DS or Director
	(iii) Approval of Select List	SO / US / DS or Dir. / JS or AS / Secy.	MOS (PP)
	(iv) Transfer / Posting of Sr. PPS	SO / US/ DS or Dir./ JS or AS	Secretary
9.	<b><u>Principal Private Secretary</u></b>		
	(i) Determination of vacancies for select List	SO / US / DS or Dir. / JS or AS / Secy.	MOS(PP)
	(ii) Approval of eligibility list	SO / US	DS or Director
	(iii) Approval of Select List	SO / US / DS or Dir. / JS or AS / Secy.	MOS(PP)
	(iv) Transfer / Posting of PPS	SO/ US/ DS or Director / JS or AS	Secretary
10.	<b><u>Steno Grades A and B (Merged)</u></b>		
	(i) Approval of examination rules, allocation among Ministries and nomination of officers under zoning scheme	SO / US	DS or Director
	(ii) Transfer / Posting of PS	SO / US	DS or Director
11.	<b><u>Steno Grade 'C'</u></b>		
	(i) Approval of examination rules, allocation among Ministries	SO / US	DS or Director
	(ii) Nomination of candidates under zoning scheme	SO / US	DS or Director

1.	2.	3.	4.
12.	<p><b><u>Steno Grade 'D'</u></b></p> <p>Approval of examination rules, determination of vacancies and allocation among Ministries</p>	SO / US	DS or Director
13.	<p><b><u>Finalisation of zone for promotion from</u></b></p> <p>(i) LDC to UDC</p> <p>(ii) UDC to Assistant</p> <p>(iii) Assistant to SO</p> <p>(iv) Grade -Dø to Grade -Cø Steno</p> <p>(v) Grade -Cø to Grade -Aø and -Bø (Merged)</p>	<p>SO / US</p> <p>SO / US</p> <p>SO /US /DS or Director</p> <p>SO / US</p> <p>SO /US /DS or Director</p>	<p>DS or Director</p> <p>DS or Director</p> <p>JS or AS</p> <p>DS or Director</p> <p>JS or AS</p>
14.	Cadre clearance for forwarding application for ex-cadre posts/ training/ foreign visits in respect of officers of Grade- I and above of CSS/ Principal Private Secretary and Sr. Principal Private Secretary of CSSS	SO / US	DS or Director
15.	Training matters of CSS /CSSS/ CSCS	SO / US	DS or Director /JS or AS
16.	Creation of posts in the personnel staff of Minister	US / DS or Dir./ JS or AS / Secy.	MOS (PP)
17.	Extension in service/ re-employment of officers of CSS/ CSCS/ CSSS	US / DS or Dir./ JS or AS	Secretary / MOS (PP)
18.	Voluntary retirement of officers of Grade- I and above of CSS/ Principal Private Secretary and Senior Principal Private Secretary of CSSS	US / DS or Dir./ JS or AS	Secretary
19.	<p><b>Review at the age of 50 years in respect of officers of Grade- I and above of CSS/ Principal Private Secretary and Senior Principal Private Secretary of CSSS</b></p> <p>(i) Retirement under FR 56 (j)</p> <p>(ii) Retention in services beyond the age of 50 year</p>	<p>SO / US / DS or Dir./ JS or AS / Secy.</p> <p>SO / US / DS or Dir./ JS or AS / Secy.</p>	<p>MOS (PP)</p> <p>MOS (PP)</p>

1.	2.	3.	4.
<b><u>II.</u></b>	<b><u>CS –III (Surplus Cell)</u></b>		
20.	Policy formulation and changes therein	SO / US / DS or Dir./ JS or AS / Secy.	MOS (PP)
21.	Taking over / enlistment of the staff declared surplus by the Ministries/ Departments in Central (Surplus Staff ) cell for redeployment	SO / US	DS or Director
22.	Redeployment of staff/ Officers		
	(a) Non- Gazetted staff	SO / US	DS or Director
	(b) Gazetted Officers (Group A and B)	SO / US/ DS or Director	JS or AS
23.	Re-adjustment of redeployed surplus staff/ officers		
	(a) Non- Gazetted staff	SO / US	DS or Director
	(b) Gazetted Officers (Group A and B)	SO /US /DS or Director	JS or AS
<b><u>111.</u></b>	<b><u>CS – IV Section ( Departmental Council – JCM)</u></b>		
24.	Decision on inclusion of new items in the agenda	DO or US / DS or Dir./ JS or AS	Secretary
25.	Approval of action taken notes	DO or US	DS or Director
26.	Approval of briefs on agenda items	DO or US / DS or Dir.	JS or AS
<b><u>IV.</u></b>	<b><u>Cadre Review Division</u></b>		
27.	General		
	(i) Decision on matters relating to policy formulation	US / DS or Director / JS or AS / Secy.	MOS (PP)
	(ii) Finalisation and circulation of guidelines on cadre review matters	SO / DO or US / DS or Dir./ JS or AS	Secretary
28.	<b><u>Cadre Review Proposals</u></b>		
	(i) Liaison with cadre controlling authority for formulation of cadre review proposals	SO / DO or US	DS or Director
	(ii) Finalisation of analytical briefs in respect of cadre review proposals	SO or DO / DS or Dir./ JS or AS	Secretary

1.	2.	3.	4.
	(iii) Analysis and Review of statistical cadre profiles	SRO / DS or Director	JS or AS
	(iv) Approval of final proposal for Cadre Review before submission to the Cabinet	DO / DS or Dir./ JS or AS	MOS (PP)
<b><u>V.</u></b>	<b><u>STATES REORGANISATION DIVISION (SR DIVISION)</u></b>		
29.	Matters relating to change / relaxation of policy / rules	DO / DS or Dir./JS or AS/Secy	MOS (PP)
30.	Disposal of pending matters and cases relating to SR Acts	DO / DS or Director	JS or AS / Secretary

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No. 11011/4/78 ó Finance II  
Government of India / Bharat Sarkar  
Ministry of Home Affairs / Grih Mantralaya  
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New Delhi- 110001, the 16/21 march, 1978.  
The 25/30 Phalgun, 1899

O R D E R

Sub : Delegation of enhances financial powers to sub- Ministry formations / levels, etc.

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Pursuant to the instructions contained in para 1 (1) of the Ministry of Finance O.M. No. 10(28)- E(Coord) / 77 dated the 20<sup>th</sup> January, 1978 (Copy enclosed) on the above subject, it has been decided that the following officers of the Ministry of Home Affairs, etc. Will exercise without consulting the Integrated Finance Division, financial and administrative powers of a Head of a Department in terms of Delegation of Financial Powers Rules, 1958 as amended and read with Ministry of Finance O.M. No. 10 (13) ó E( Coord)/ 75, dated 10.4.75, G.F. Rs (R&E), 1963, FRs and SRs, Central Civil Services (Leave Rules) 1972, Central Civil Services (Pension) Rules, 1972 and G.P. Fund (Central Services) Rules, 1960 in respect of Secretariat Proper:

- |    |   |              |
|----|---|--------------|
| 1. | Ministry of Home Affairs (including Department of Official Language and Justice). | DS (A)       |
| 2. | Department of Personnel   | Director (A) |
| 3. | Department of Administrative Reforms  | DS (A)       |

2. In exercising the above powers the Officers concerned will ensure that the Rules and Orders and necessary safeguards have been prescribed will be scrupulously observed. In other words the exercise of these powers will continue to be governed by procedural and other instructions issued by Government from time to time like general economy instructions, ban on creation of post, ban on filling up of vacancies, etc Where proposals involve departure from such procedural instructions, etc., cases may be referred to the Home Finance Division. Further, it will also be ensured that any sanction involving expenditure is covered by adequate budget provision for the relevant year and that the sanctioned budget grant is not exceeded under any circumstances.

Sd/- R.P.

JOINT SECRETARY & FINANCIAL ADVISER TO THE GOVT. OF INDIA

1. Copy to Ministry of Home Affairs, Deputy Secretary (Admn.),
2. Copy to Department of Personnel, Director (Admn.),
3. Copy to Department of Administrative Reforms, Dy. Secretary (Admn.)

Immediate

No. F. 10 (28) ó E (Coord) / 77  
Government of India  
Ministry of Finance  
(Department of Expenditure)  
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New Delhi , the 20<sup>th</sup> Jan., 1978.  
The 25/30 Phalguna , 1899

OFFICE MEMORANDUM

Sub : Delegation of financial Powers to sub ó Ministry formations / levels, etc.

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Under the existing scheme of budgetary and financial control and delegation of financial powers as introduced vide this Ministry's O.M. No. F. 10(13)-E(Coord) / 75 dated 10.4.1975, the Ministries were specifically requested in para 3(30) thereof that, in order to derive the benefit of additional powers delegated optimally, they should not only make full use of the delegated powers but also further re-delegate powers to their subordinate organisations to match the latter's requirements. It has come to notice that appropriate steps have not been taken to delegate sufficient financial and administrative powers to subordinate formations. In order to improve the quality of administration and to avoid administrative delays, it has become imperative to take immediate steps in this direction. Accordingly, the Ministries/ Departments are requested to issue immediately necessary orders not later than the 28<sup>th</sup> February, 1978 in consultation with their Financial advisers Delegating more financial and administrative powers to their lower formations under Rules 10(2) and 10(3) and of the delegation of Financial Powers Rules, read with this Ministry's O.M. No. F. 10(13)- E(Coord)/ 75, 10.04.1975 and 08.03.1976 in respect of delegation of Financial Powers Rules, 1953, general Financial Rules, 1963 and F.Rs and S.R. on the lines indicated below:

(i) Secretariat Proper: Joint Secretary / Director / Deputy Secretary in-charge of administrations should be authorized to exercise financial and administrative powers under the aforesaid rules upto the extent enjoyed by a Head of Department, without consulting the Integrated Finance Branch as required under this Ministry's O.M. No. F. 10(3) ó E(Coord)/ 67 dated 19.10.1968.

(ii) Subordinate Formations: (a) Head of a Department declared as such under the delegation of Financial Powers Rules, 1958 and Head of an organization (who has not been declared as a Head of Department, so far) and whose status is not less than that of a Joint Secretary should be delegated the powers vested in a Ministry or a department, In such cases, he has to utilize the Department of Accounts Organisation for financial advice where he exercises powers of a Ministry. In cases of disagreement, the matter should be referred to the administrative Ministry (In cases of such consultation, the sanctions should clearly indicate that these have been issued after consultation with the Account Officer).

(b) All other Heads of Organizations who are of the level of Deputy Secretary to Government and have not been declared as Heads of Department should be delegated all the powers of a Head of Department automatically. In such cases also, the Head of the organization may consult the Accounts Officers.

2. The delegation orders so issued should be effective from 1<sup>st</sup> March, 1978. Copies of all such orders should invariably be endorsed to this Ministry not later than the 28<sup>th</sup> February, 1978.

3. In cases, a Ministry / Department has any reservations to delegations to delegate more financial and administrative powers under the aforesaid rules to their lower formations, the reasons for the same should be intimated in a self contained note to the Ministry of Finance through their Financial Adviser by the 28<sup>th</sup> February, 1978 at the latest.

Sd/- J.P. DAS  
JOINT SECRETARY TO THE GOVT. OF INDIA

To

All the Ministries / Department of the Govt. of India, etc., etc.

No. F. 10(28)-E(Coord)/ 77

Dated the 20<sup>th</sup> January, 1978

Copy forwarded to :

1. All Financial Advisers : and
2. All Officers and Branches of the Establishment Division.