# No.20(1)/2006-O&M Government of India Ministry of Heavy Industries & Public Enterprises Department of Heavy Industry (O&M Section)

387, Udyog Bhawan, New Delhi Dated: 4<sup>th</sup> March, 2015

#### OFFICE MEMORANDUM

Subject: "Final level of Disposal and Channel of submission of cases" in the Department of Heavy Industry- regarding.

The undersigned is directed to forward herewith the document "Final Level of Disposal and Channel of Submission of Cases in the Department of Heavy Industry".

- 2. The work allocation between the Hon'ble Minister and Hon'ble Minister of State of Heavy Industries & Public Enterprises has also been kept in view while preparing the document. This is subject to modification as per the subsequent orders/modifications issued by Administration Section, if any, from time to time.
- 3. The following provisions will also be kept in view in disposal of work in DHI:-
- (a) The file will be routed through Additional Secretary(S)/Joint Secretaries/EA(RKP) as per the work allocation amongst them.
- (b) All files shall be opened in Sections. The dealing Assistant/UDC will submit files to Section Officer who will further submit to officer concerned. The responsibility of Assistants/SOs shall be as per the provisions of Manual of Office Procedure.
- (c) For expediting the decision making process, the number of levels have been reduced in certain cases. Section Officer will accordingly, submit the files direct to the next officer (US/DS/DIR) indicated in the channel of submission.
- (d) If the designated officer as well as link officer in the channel of submission is not in position due to leave, tour or not available, the files will be routed to the next higher officer in the channel of submission keeping in view the urgency of matter.
- (e) The level of final disposal is also subject to the guidelines/orders issued by the Government of India from time to time on the specific subject matters or delegation orders issued by Department. In case of doubt, the matter may be referred to O&M Section of DHI for clarification.

- 4. All officers/Sections in Department of Heavy Industry are requested to adhere to the document "Final level of disposal and channel of submission of cases" in the movement of physical files as well as the electronic files through e-office.
- 5. Any suggestion for improvement/modification of the document may be sent to Under Secretary (O&M).

(S.K.Saxena) Under Secretary (O &M)

To,

All Officers/Sections in DHI

#### Copy to:

- 1. PS to M( HI & PE)
- 2. PS to MOS( HI & PE)
- 3. PSO to SHI
- 4. PPS/PS to AS & FA/AS(S)/JS(RKS)/JS(VS)/EA(RKP)/CCA

# No.20(1)/2006-O&M Ministry of Heavy Industries and Public Enterprises Department of Heavy Industry (O&M Section)

Subject: Final level of Disposal and Channel of Submission of Cases in the Department of Heavy Industry.

S. No.	Type of Cases	Level of final Disposal	Channel of Submission	Remarks
1.	2.	3.	4.	5.
ADM	INISTRATIVE MATTERS			
 1.	All Policy matters relating to PSEs	Minister (HI&PE)	DS/DIR-JS/AS-SHI	IFW will be consulted wherever financial proposals are involved
2.	Notes & comments on notes for Cabinet/ Cabinet Committees/ GOM	Minister (HI&PE)	DS/DIR-JS/AS- SHI	IFW will be consulted wherever financial proposals are involved
3.	Appointments of Chief Executives and Board level Officers/ Directors of PSUs and other Autonomous Institutions under the administrative control of the Department	Minister (HI&PE)	DS/DIR-JS/AS-SHI	In consultation with PESB and with the approval of ACC
4.	Deputation of Government Officials for appointment in PSEs	Minister (HI&PE)	US-DS/DIR-JS/AS- SHI	
5.	Voluntary Retirement Scheme	Minister (HI&PE)	DS/DIR—JS/AS-SHI	In consultation with IFW As per DPE/Ministry of Finance guidelines
6.	Revision of pay scales of Officers/staff of CPSEs Institutions	Minister (HI&PE)	DS/DIR-JS/AS -SHI	In consultation with IFW
7.	Revision of wages of workmen of CPSEs (as per DPE guidelines)	Minister (HI&PE)	DS/DIR-JS/AS -SHI	In consultation with IFW
8.	Grant of financial relief to CPSEs/restructure of their capital	Minister (HI&PE)	DS/DIR-JS/AS-SHI	In consultation with IFW
9.	Proposal for taking over/nationalization of units from financial angle	Minister (HI&PE)	DS/DIR-JS/AS -SHI	With the approval of Cabinet through IFW
10.	All matters relating to BRPSE	Minister (HI&PE)	DS/DIR-JS/AS-SHI	In consultation with IFW
11,	All matters relating to Disinvestment of CPSEs under the Ministry	Minister (HI&PE)	DS/DIR- JS/AS-SHI	In consultation with IFW

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				ere	
	12.	Restructuring of CPSEs under the	Minister	DS/DIR- JS/AS-SHI	In consultation with
		Ministry	(HI&PE)		IFW
	13.	Work relating to Consultative	Minister	DS/DIR-JS/AS -SHI-	As per administrative
	A. 1. 4. 24	Committee, Standing Committee and	(HI&PE)	MOS(HI&PE)	order for distribution
		such Unstaired Questions which			of work amongst the
	1.4	involve Policy issues	-Minister	US-DS/DIR-JS/AS-	Ministers As per administrative
	14.	Matters relating to: HCL; TSPL, TSL; HPF; TCIL	(HI&PE)	SHI-MOS(HI&PE)	order for distribution
		roe, mr, reib	(III.e.i L)	5111-1v105(111&1 b)	of work amongst the
					Ministers and in
					consultation with IFW
					wherever financial
					proposals are involved
	15.	Matters relating to Shram and other Awards	Minister (HI&PE)	US-DS/DIR- JS/AS - SHI	
	16.	ILO and Labour related issues	Minister	DS/DIR- JS/AS -SHI	
			(HI&PE)		
	17.	Approval of Annual/Five Year Plans	Minister	DS/DIR-JS/AS-SHI	In consultation with
			(HI&PE)	DO/DID 10/46	IFW
	18.	Preparation and review of Strategic	Minister	DS/DIR- JS/AS - AS&FA-SHI	
		Plan Document, Result Framework Document (RFD)	(HI&PE)	AS&FA-SITI	
	19.	Parliamentary Matters:-			
	17.	1 amanchtary macors.			
· · · · · · · · · · · · · · · · · · ·		(i) Recommendation of the	Minister	DS/DIR-JS/AS - SHI	
	<u> </u>	Parliamentary Committees	(HI&PE)		
		(ii) Reply to Starred Questions	Minister	DS/DIR-JS/AS - SHI	
			(HI&PE)		
				DO/DID 10/10 0117	
		(iii) Work relating to subordinate	Minister	DS/DIR-JS/AS-SHI	
	-	legislation of Lok Sabha/Rajya Sabha (iv) Reply to Un-Starred Questions	(HI&PE) MOS	US-DS/DIR- JS/AS	As per administrative
		except which involve policy matters	(HI&PE)	OS-DSIDIK- ISIAS	order for distribution
	:	relating to SC/ST Cell, RTI			of work amongst the
					Ministers
		(v) Reply to VIP letters addressed to	MOS	DS/DIR- JS/AS -SHI	As per administrative
•		Minister during the absence of	(HI&PE)		order for distribution
• • • •		Minister			of work amongst the
		(a) Indian of American	MOS	TIC DO/DID TO/AC	Ministers As per administrative
		(vi) Laying of Annual Reports, MOUs etc. in the Parliament	MOS ( HI& PE)	US-DS/DIR- JS/AS - SHI	order for distribution
		IVIOUS CLC. III the Lamament	(11102 112)	UIII	of work amongst the
				n in	Ministers
		(vii) Questions in which material is to be furnished to:			
		(a) Other Departments	JS/AS	US-DS/DIR	
		(b) Other Sections in the Department	DS/DIR	US US	
		1 (b) Onto Doctions in the Dopartment	20,2110	100	

	20.	Foreign tours of			
		(a) Chief Executives and other Directors of sick, loss-making or getting financial support, during last 3 years or referred to BIFR/BRPSE	Minister (HI&PE)	US-DS/DIR- JS/AS- SHI	In consultation with
or o ord NGC Roberts		James of the control		The second secon	
	riam kar	(b) Chief Executives of Navratna, Miniratna & profit- making PSEs	SHI	US-DS/DIR- JS/AS	
	21.	Sanction of Schemes for diversification, expansion of CPSEs	SHI	US-DS/DIR- JS/AS	In consultation with
	22.	Issue of Government Guarantee	SHI	US-DS/DIR-JS/AS- CCA-AS&FA	With the approval of Ministry of Finance through IFW
	23.	Release of budgetary support to CPSEs/Institutes for approved Schemes	SHI	US-DS/DIR- JS/AS	In consultation with
	24.	Annual budget proposal in respect of CPSEs institutions etc.	SHI	US-DS/DIR- JS/AS- CCA-AS&FA	In consultation with B&A
	25	Proposals for Demands for supplementary grants	SHI	US-DS/DIR- JS/AS- CGA-AS&FA	With the approval of Ministry of Finance through B&A
	26.	Brief for M(HI&PE)/MOS(HI)	SHI	DS/DIR- JS/AS	
	27.	Reply to comments of CAG/ATN on audit paras	SHI	US-DS/DIR-JS/AS	In consultation with IFW
	28.	Performance Review of CPSEs under DHI:			
		(i) Annual ( (ii) Quarterly	SHI JS/AS	US-DS/DIR-JS US-DS/DIR	
	29.	Issue of certificate for passport/photo passes for Officers of PSUs	JS/AS	US-DS/DIR	
	30.	Material for preparation of Annual Report of the Department	JS/AS	US -DS/DIR	
	31.	Vetting of draft Sanction	DIR/DS(IFW)	US	In consultation with IFW
	32.	Court matters:-			
		(i) Notices received from BIFR	Minister (HI&PE)	US -DS/DIR-JS/AS - SHI	
		(ii) Notices of Courts in which DHI is a respondent	SHI	US-DS/DIR- JS/AS	
	- 1	(iii) Notices of Courts in which Government Nominees are respondents	JS/AS	US-DS/DIR	
		(iv) Notices under Section 80 of C.P.C.	JS/AS	US-DS/DIR	
		(v) Information/Reports to DoPT regarding court matters	JS/AS/Nodal Officer	US-DS/DIR	
	33.	Posting of information on website/social networking sites	JS/AS	US-DS/DIR	

3	4.	RTI matters:	-					
			. 4.					
		a) Application under RTI	e Perfe	US/CPIO		SO	elija Ribotaasuniik	lander of the second of the se
		b) Ist Appeal to Appellate Auth	ority	DS/DIR/		US/CPIO		
	144.1 21.	The state of the s	Sibility of the second of the	Appellate Authority	lin di Pir S		٠ ١٠ - ١ - ١٠ - ١٠ - ١٠ - ١ ١٠ - ١ - ١ - ١ - ١ - ١ - ١	o / receptable and area of the 22 the entition of the foreign was
		c) 2 <sup>nd</sup> Appeal to CIC		AS/JS		US/CPIO-Appella Authority	te	
F	STA	RUSHMENT AND CENEDA	TATOM	(Catromy				
.=	OIA	BLISHMENT AND GENERA	L AUM	UNISTRAT	ION	MATTERS		
1		Framing of Recruitment Rules	Minis (HI&I		DS/	DIR-JS/AS -SHI		
2		Creation of Posts:	Minis		DS/	DIR- JS/AS -SHI	For	Group A posts, matter
		Group A, B & C	(HI&I	PE)			will	be referred to Cabinet
							thro	ugh MoF and for
				ew Teng				up B, C & D, Ministry Finance shall be
3.		Del					1	sulted through IFW
٥.		Delegation/Deputation of Officers for training;				ا المؤمنية المراجعة المراجعة المحمد المراجعة المر		emplometiken politici med 3 mar Mangangaran
		Conferences etc. abroad:					In a	onsultation with IFW in
							allc	
		(i) JS and above	Minist (HI&P		US-I SHI	DS/DIR-JS/AS-		
		(ii) Up to Director level	SHI	<u> </u>	·	DS/DIR-JS/AS		
4.		Appointments:	: · · ·			•		
		(i) Group A	Minist (HI&P		DS/I	DIR-JS/AS -SHI		
		(ii) Group B (Gazetted)	SHI		US-I	DS/DIR- JS/AS		
	-	(iii) Group B(NG) and	JS/AS				:	
		Group C			US-I	OS/DIR		
5.		Nomination of the Officials:						
		(i) for foreign programmes -						
		a) JS and above	Ministe	er(Hl&PE)	DS/I	DIR-JS/AS -SHI	For	foreign programme,
		b) up to Director/DS	SHI	<u> </u>	ļ	DS/DIR-JS/AS	with AS&	the concurrence of
		(ii) for domestic programmes	JS/AS		US-E	OS/DIR		
		(iii) LDCs and Stenographers for training in Hindi Typing and Shorthand	DS/DII	₹	US	#		
6.		Matters relating to Women in Work Place	MOS(I	HI&PE)	US-D SHI-1	DS/DIR- JS/AS -	·	

	7.	Distribution of Work			
		amongst Officers:			
		(i) AS/JS/EA	M(HI &PE)	US-DS/DIR-JS/AS-	
		(ii) IA/Dir/DS or		SHI	
173.00144	1 12.7	l	SHI	US-DS/DIR-JS/AS	
		equivalent		US-DS/DIK-15/AS	
		(iii)US/SO or equivalent	Marian and Alexander of the	The second secon	
		(III)OS/SO of equivalent	JS(Admn.)	US-DS/DIR	
		(iv) Non Gazetted staff			
		(17) 17011 Gazetted Staff	DIR/DS(Admn.)	US	
	8.	Declaring Gazetted officers to	0.111		
	0.	be Head of Office	SHI	US-DS/DIR- JS/AS	
	9.	Approval of Grant of			
		Honorarium to Staff/ Officers of the Department			
of the order and the same					
٠.		(ii) Beyond Rs.2500/-	SHI	US-DS/DIR- JS/AS	
		(i) II to D. 2500/			With the concurrence of
	10	(i) Upto Rs.2500/-	JS/AS	US-DS/DIR	AS&FA
	10.	Approval of OTA –  (i) Beyond three hours per day	CIT	TIO DOMESTICATION	
	ryden d	(ii) Up to three hours per day	SHI	US-DS/DIR-JS/AS	
		(ii) Op to tillee hours per day	JS	US-DS/DIR	With the concurrence of AS&FA
	11.	Posting/Transfers/ Deputations			AS&FA
		for training within the country			
		(i) Group A Officers.	SHI	US-DS/DIR-JS/AS	
,					
		(ii) Group B&C Officers	JS	US-DS/DIR	
	~			US-DS/DIR	
	12	Disposal of obsolete, surplus	JS	US-DS/DIR	As per provisions of GFR
		and un-serviceable stores			
	13.	Change of Hometown	JS	US-DS/DIR	
	14.		JS	US-DS/DIR	
		Plan)			
	15.	Expenditure on			
		Refreshment/light refreshment	JS	US-DS/DIR	As per Schedule-VI of DFP
	.	at Inter-Departmental-	· · · · · · · · · · · · · · · · · · ·		Rules
		Meetings, Conferences, etc.			
	16.	Sanction for medical treatment	JS	US-DS/DIR	
*,	17.		JS	US-DS/DIR	
		etc.			
	18.		JS	US-DS/DIR	
. ,		advances to Government Servants			
,		DOI FUILD			
L					

[	10	Matter	T		
ļ	19.	Matters relating to Pensioner's	JS	US-DS/DIR	
- :		grievances received through	la transcription of the control of t		
-		CPENGRAMS/other means of			
	5.	communication		The state of the state of	e si tiri ki maaa saabasa ah oo ka se
	20.	Expenditure on:			
	4 5-17	i) Stationery above Rs.4,000/-	JS CARREST	US-DS/DIR	
		per annum	The second secon		As per Delegation of
	*	ii) Stores, furniture, etc. above	JS	US-DS/DIR	Financial Power Rules
ĺ		Rs.5,000/- in each case			I maneral rower Rules
		iii) Stationery up to Rs.4,000/-	US/HOD	SO	
	٠.	per annum			
		iv) Stores, furniture,	US/HOD	SO	
-		contingencies, etc. up to			
		Rs.5,000/- in each case			
	21.	Issue of No-objection			
	٠١٠.	certificate for matters like			The second of the contract of the second of
		passport; writing of exams'		4.4.4.99	
		further studies etc.			
		(i) Others	JS	US-DS/DIR	
		(ii) Officers below DS level	DS/DIR -	SO-US	water a harder to be a filled to be a first and
	22.	Issue of orders for			"Leave will be sanctioned by
		Sanction of Leave			the Administration Section on
					the recommendations of
		(i) Group A	DS/DIR	US	immediate superior officer and where considered necessary,
.		(ii)Others	US	SO	immediate supervisory officer
					may obtain the orders of next
					higher officer."
• •	23.	Fixation of Pay in	DS/DIR	00.170	
	٠. ـــــــ	Fixation of Pay in accordance with Rules	אותיפת	SO-US	
	24.		TTO		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	27.	Matters relating to Government	US	SO	
-		accommodation/CGHS/			
	• .	Photo ID cards of DHI			
-	26	employees		<u> </u>	
	25.	Circulation of training	US	SO ,	
		programmes/Seminars etc.	•		
		(Domestic & Foreign)			
	5.5				
	26.	Approval of conveyance	US	SO	
		Allowance			
	27.	Issue of Retirement Orders	US	SO	
.  -					
.	28.	Issue of No-Demand	US	SO	
		Certificate			
	29.	Sanction of Annual	US	SO	
		Increment			
		Maintenance of Service	SO	SO	Service verification will
		Book and attestation of			be attested by SO(A) or
		entries therein			DDO
		· · · · · · · · · · · · · · · · · · ·			

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	10%	GPF advance &	DS/DIR	SO-US	
a A I	1 34 350	withdrawals			
	2	Release of Foreign	US	SO/DDO	
		Exchange to officers going		SC/DBC	
		abroad			
4					
	3 1	Periodical returns to B&A	US/DDO	Dealing Assistant	
:	·	relating to Expenditures	USIDDO	Dealing Assistant	
	4.	Quarterly return of expenditure	US/DDO	Dealing Assistant	
		to Ministry of Finance		- ouring resonstant	
	5.	Maintenance of GPF accounts	US/DDO	SO/DDO	
	6:	Issue of Annual GPF A/C slips	SO	Dealing Hand	
		Bills in respect of Pay, OTA,	DDO	Dealing Assistant	
		Honorarium, tuition fee,		Pount Assistant	
		reimbursement of medical			
Ì		claims, leave salary and			
	4	festival advance and	2.		2
		reimbursement of Conveyance			a greater to
		Allowance etc.			
	8.	Contingent Bills	DDO .	Dealing Assistant	
	9.	Loans/Grant-in-aid Bills	DDO	Dealing Assistant	
	10.	TA Bills etc.	DDO	Dealing Assistant	
	11.	LTC/TA advance	DDO	Dealing Assistant	
	12.	Income Tax Calculations and	DDO	Dealing Assistant	
		submission of Quarterly			
		Report to IT Office through			
		Intense Technologies/Issue of		The state of the s	
		IT certificates			
	13.	Reconciliation of Accounts	DDO	Dealing Assistant	
	14.	Disbursement of Money	DDO .	Cashier	
	BUDO	GET & ACCOUNTS			
	· .				
	1.	Coordination and	SHI	US-DS/DIR-CCA-	
	• •	consolidation of approved		AS&FA	
		budget and revised estimates			
		(plan & non-plan)	O.T.T.		
	2.	Coordination and	SHI	US-DS/DIR-CCA-	
	## * ##1   1   1	consolidation of Supplementary Demands for	ا در و ده ده دستوند در دود داد	AS&FA	The second secon
		Grants and references thereof			
		from Budget Division of			
. i		Ministry of Finance			
	3.	Notes on Demands for	SHI	US-DS/DIR-CCA-	
	-	grants/preparation of final		AS&FA	
		SBE			
			<del></del>		· · · · · · · · · · · · · · · · · · ·

	4.	Material for pre budget	SHI	US-DS/DIR-CCA-	
		discussion		AS&FA	
<del></del>	5.	Surrender/re-appropriation of	SHI	US-DS/DIR-CCA-	
		funds	2111	The state of the s	
The state of the s			The state of the s	AS&FA	
	0.71	Finalization of Internal	SHI	US(TSW)-DS/DIR-	
		Resources; Extra budgetary		EA-AS&FA	
		resources of all CPSEs/	1.0		Continued to the continue of t
		Institutes for financing plan			
		outlay			
·	7.	Outcome Budget, DHI	SHI	Tio pomin oct	
·	/ •	Outcome Dadget, DIII	SILI	US-DS/DIR-CCA-	
		D 1 C		AS&FA	
· .	8.	Proposals of opening of new	AS &FA	US-DS/DIR-CCA	
		heads of account		•	
	9.	Regularization of excess	SHI	US-DS/DIR-CCA-	
		expenditure, if any, on the		AS&FA	
		basis of final estimates under		AskiA	
		the various grants			
a managana ang managana ang ang	10		- 07.77		
	10.	Public Accounts	SHI	US-DS/DIR-AS/JS-	
		Committees/Estimates		CCA-AS&FA .	
		Committee/Committees on			
		Public Undertakings -			Let the control of the control of
A		References and coordination			
		thereof			
	7.5	l.	07.77	11000	V 1000 00 00 00 00 00 00 00 00 00 00 00 0
	11.	Work relating to discussion on	SHI	US-DS/DIR-AS/JS-	
		the Demand for Grants by the		CCA -AS&FA	
		Department related			
		Parliamentary Standing			
		Committee			
	12.	Action Taken Note on the	SHI	110 DC/DID 4 0/10	
	12.		SILI	US-DS/DIR-AS/JS-	-
		report of the Committee on the		CCA -AS&FA	
		Demands for Grants			
	13.	Compilation of reasons for	CCA	US-DS/DIR	
		surrender/savings/excess in the			
		draft appropriation accounts			
	14.	Report on progress of	CCA	HE DE/DID	
·		Expenditure	CCA	US-DS/DIR	
	1 ~				
	15.	Control over expenditure	CCA	US-DS/DIR	
		against Budget grants			
		including scrutiny of sanctions			
-	.	and reconciliation of			
		expenditures			
• ,	16.	Coordination of Local Audit	CCA	is De/Dip	
	10.		CCA	US-DS/DIR	
		inspection report/ Civil Audit			
		Paras of CAG including ATN			
*	17.	DDG,DHI	SHI	US-DS/DIR-CCA-	
				AS&FA	
			٠.		
**	18.	Special Questions relating to	SHI	TIC DO/DID CC:	
	10.		0111	US-DS/DIR-CCA -	
		the Budget /Expenditure/		AS&FA	
		accounts in regard to			
•		discussion on Demands for			
	.	Grants to the Department	1		<del></del> -
	. 1	related Parliamentary Standing	•		
		Committee		1.4	
	·			<del></del>	

		SECTION			
	1.3.7	Review of Citizen's Charter/	M(HI&PE)	US-DS/DIR-JS/AS	
		Client's Charter Sevottam		CCA-AS&FA SHI-	THE PLANTS OF THE PARTY OF
	10 ME / 10 ME	Compliance in DHI,		MOS(HI&PE)	
		Recommendations of 2nd ARC	MOS(HI&PE)	US-DS/DIR-JS/AS-	and the second of the second of the second
				SHI	
	3.	Review of final level of	M(HI&PE)	US-DS/DIR-JS/AS-	
		disposal and channel of		CCA-AS&FA-SHI-	
		submission of cases in DHI		MOS(HI&PE)	
	·4.	Review of Record Retention	SHI	US-US-DS/DIR-	
		Schedule for DHI		JS/AS/Chief Record	
-		and the second s		Officer	
	5.	Agenda for O&M Meeting	SHI	US-US-DS/DIR-	
				JS/AS	
	6.	Matters relating to Mandatory	SHI	US-DS/DIR- JS/AS	
		Success Indicators in RFD		OO-DOIDIK- JOIAO	
	7.	Independent audit of Citizen's	SHI	US-DS/DIR- JS/AS	
		Charter/ Client's Charter	111	ראותופת-פט (אומי	
-	8.	Innovative Ideas	SHI	US-DS/DIR- JS/AS	
	9. 7	ISO:9001 Certification	SHI	US-DS/DIR- JS/AS	The same of the sa
	10.	Annual O&M Inspection	JS	US-US-DS/DIR	
		Programme of Sections			
	11.	Training Programmes	SHI	US-DS/DIR- JS/AS	
.	12.	Recording of Files - Special	JS/Chief Record	USDS/DIR	
٠,		Drives in DHI	Officer	The state of the s	
	13.	Transfer of files to National	JS/AS/Chief	USDS/DIR	As per recommendations of
		Archive of India	Record Officer		NAI
	PG C				
	1.	Analysis of frequent causes of	SHI	US-DS/DIR- JS/AS &	
.:		public grievances/ feedback		Director of Grievances	
		received on quality of disposal			
		of grievances			
	2.	Independent Audit of Public	SHI	US-DS/DIR- JS/AS &	
•		grievances		Director of Grievances	
	3.	Monitoring of disposal of		US-DS/DIR	
		public grievances	of Grievances		
	4.	Public Grievances received			
٠.		through CPGRAMS/other			
- 11		means of communication		is an an assumed transparent base of authorities of the	
		a) Forwarding to CPSEs/	US	SO	
		concerned Administrative		المستور سائر	*
		Sections in DHI			•
		b) Final disposal	JS/AS & Director	US-DS/DIR	
٠,			of Grievances		
٠.					
	<del></del>		لـــــــــــــــــــــــــــــــــــــ		L

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	TTC	- 17			
	ITC				
	(1110	, DHI will be consulted as and	when required)	ૄ૽૽૽૽૽૱૽૽ૡ૽૽ૡ૽૽ૡ૽૽ૡ૽૽ૡ૽૽ૡ૽૽ૡ૽૽ૡ૽૽ૡ૽૽ૡ૽૽ૡ૽	
عدد		7 A A C			
- 1		Matters relating to observance	SHI	US-DS/DIR-JS/AS/IT	
	T (EDS)			Mánager	The second of th
	1 257	website, e-governance and	of The Control of State of the	はは、これには、これでは、1000円はは、中国では本語は、中国では、1000円は、1000円は、1000円は、1000円には、1000円	a territoria de la compansión de la comp
		Cyber Security Policies by the			
		CPSEs/Autonomous Research			
		Institutes under DHI			
•	2.	Constitution of Web		US-DS/DIR-JS/AS/IT	
		Management Committee under		Мападег	
		JS/IT Manager, DHI	<u> </u>		
	3.	Matters relating to		US-DS/DIR	In consultation with
		maintenance of GIGW	Manager		NIC, DHI
:-1		compliant website of			7,40, 12,11
		DHI/STQL Certification	<u> </u>		
	4.	Matters relating to posting of	JS/AS/IT	US-DS/DIR	and the second s
. *		information on intranet of DHI	Мападег		
	5.	Matters relating to	JS/AS/IT	US-DS/DIR	In consultation with
	-	development/procurement of	Manager		NIC, DHI and IFW
		software's for e-governance		the state of the s	
	6.	Matters relating to observance	·JS/CISO	US-CSA(Cyber Security	In consultation with
		of Cyber Security Policies,	(Chief	Administrator)/DS/DIR	NIC, DHI
		Guidelines and Standard	Information		MIC, DITI
•		Procedures in DHI	Security Officer)		
. ]	7.	Appointment /Extension of	SHI	USDS/DIR	In consultation with
	.A. +1	tenure of Assistant			NIC, DHI and IFW
		Programmer/ Programmers			TVIC, DITT all II W
	,	engaged through NICSI as			
	÷ 4,4	technical support to NIC, DHI			
	8.	Constitution of a Committee	JS/AS/IT	US-DS/DIR	
		for monitoring the contents	Manager		
		posted on the website of DHI			
	9.	Matters relating to use of ICT	JS/AS/IT	US-DS/DIR	
. [		in functioning of DHI	Manager		
	10.	IPV6	JS/AS/IT	US-DS/DIR	
			Мападег	00 20,211	
	11.	e procurement portal	JS/AS/IT	US-DS/DIR	
			Мападег	30 25,D11X	*
	12.	e office	JS/AS/IT	US-DS/DIR	
	+1		Manager	GO DO/DIK	
	13,	Training of officers/Staff in	-do-	US-DS/DIR	
.		ICT matters		05-93/DIK	
	14.	Matters relating to digital	-do-	US-DS/DIR	
		signature		00-00,0110	
	15.	Video conferencing	-do-	US-DS/DIR	<u> </u>
	16.	Social Networking sites	-do-	US-DS/DIR	
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US-DS/DIR

e governance

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	VIG	LLANCE SECTION						
	1	1	1.000.00	DS/DIR-CVO-SHI				
	2.	CVC Disciplinary proceedings	(HI&PE)					
걸		Proceedings -						
		i)Group A Officers	Minister	LIG DOND ONO				
			(HI&PE)	US-DS/DIR-CVO-SHI				
		ii)Group B&C Officers						
		Injoinary Deec Officers	SHI	US-DS/DIR-CVO				
	3.	Prosecution, Appeals, Petitions						
.	· ·	of:-						
		ilGrown A OFF						
	٠.	i)Group A Officers	Minister	US-DS/DIR-CVO-SHI				
			(HI&PE)					
		ii)Others	SHI	US-DS/DIR-CVO				
	4.	Awards/Rewards	SHI	US-DS/DIR-CVO				
	5.	Granting ex-post facto						
		approval for acquiring,						
	4	selling/disposal etc. of		The second secon	See the second of the second o			
		a)Immovable Property	O.T.	The second secon				
- ]		b)Movable property	SHI	US-DS/DIR-CVO				
-	6.	Complaints against	CVO	US-DS/DIR				
	V	Compiantis against						
		i)Group A & B Officers	SHI	US-DS/DIR-CVO				
-	", ", "	ii)Others	CVO	US-DS/DIR-CVO US-DS/DIR				
	7.	Intimation/Sanction of						
_		Participation in Political			make the second of the second			
.	1	evidence before Committee of						
:		Enquiry, gift etc.						
		i)Group A&B Officers						
. }			SHI	US-DS/DIR-CVO				
	8.	ii)Others Maintenance of ACRs	CVO	US-DS/DIR				
-		Tamenance of ACKS	CVO	CVO supported by				
	9.	Conducting of vigilance	CVO	confidential cell US-DS/DIR				
_		inspections		JU DUIDIK				
	10.	Examination of Moveable/	CVO	US-DS/DIR				
		immovable Property returns						
-	11	Clarification P. T						
	11.	Clarification & Interpretation of						
	,	OI.						
Ì		i) CCS (CCA), CCS (Conduct)	CVO	He De/DID				
1		Rules and AID(Discipline &		US-DS/DIR				
		Appeal) Rules and						
		AIS(Conduct Rules)	· .					

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seku ji ka <u>de</u> se	PARI	LIAMENT SECTION			
্ৰা হৈ পুঁট্ৰাক্ষ্য নি					
	Ja-i	Coordination of the visits of	SHI	US-DS/DIR- JS/AS	Level Control of the
प्रोड्डीका स्थापनके शास्त्रसम्बद्धिया है।	needs against	the Parliamentary Committees	erminguate Construent by Angle and Ch.		स्टेश्निकेटस्थानस्थानस्थानस्थानस्थानस्थानस्थानस्थान
,	2.	Arranging passes for Officers	DS/DIR	US	
	٠.	for LS/RS			
	3.	Coordination of work relating	US	Parl. Assistant/SO	
•		to meeting of the Consultative			
		Committee attached to M/o			
**************************************		Industry			
	4.	List of Business of LS/RS	US	Parl. Assistant/SO	
	5.	Follow up with sections for	US	Parl. Assistant/SO	
		implementation of assurances		The second secon	See The Control of th
en e		and maintenance of assurances			
<del></del>		registers			
:	6.	Monitoring of laying of	US	Parl, Assistant /SO	
•		Annual Reports of PSUs/			The state of the s
		Govt. Companies in LS/RS	TIC .	700	Property Action (Control of Control of Contr
	7.	Circulation of Order,	US	Parl. Assistant -/SO	
		instructions, circulars received from LS/RS			
	8.	Liaison with D/o	SO	Parliament Assistant	
	0.	Parliamentary Affairs- LS/RS	100	Fai nament Assistant	
		Sectt.			
The second s	9.	Preparation of notice list of	SO	Parliament Assistant	11.22
		Questions Admitted for			
		answer in LS/RS			
	10.	Circulation of Calendar of	SO	Parliament Assistant	
	ļ.,——	sitting of LS/RS			
	11.	Marking and issue of notice of	SO	Parliament Assistant	
		LS/RS Questions etc.			
	12.	Preparation of Pads for	SO	Parliament Assistant	
		admitted LS/RS Questions		<u> </u>	
	13.	Distribution of admitted	SO	Parliament Assistant	
	-	LS/RS Questions			
y	SC/S	T CELL			
	1.	Matters of reservation policy	Minister	DS/DIR-JS/AS	As per administrative
		relating to SC/	(HI&PE)	SHI/MOS(HI&PE)	order for distribution
		ST/OBC/Disabled persons			of work amongst the
	1-	All inatters relating to	JS/AS	US-DS/DIR-Liaison	Ministers
	2.	All matters relating to employees belonging to	JOIMO	Officer concerned,	
		SC/ST/OBC/PWDs/		Officer collectrical,	_
		Minorities communities in			
	-	CPSEs/ARIs/DH1			
		· - ·	<u> </u>		L

	3	Observance of Special Drives	JS/AS	US-DS/DIR				
		for filling up backlog		발속 되었는데 그 그 그릇 밝		İ		
`' •		vacancies of SC/ST/OBC/						
		PWDs etc. in various CPSEs		A Company of the Comp				
	4. <sub>S-1</sub>		JS/AS	US-DS/DIR-Liaison		1		
11.11	1 7 (24)	Reservation Rosters of CPSEs	The second secon	Officer concerned				
	de la				46000 3000000000000000000000000000000000	1.0		
	RII	II CELL						
.								
	1.	Policy matters relating to RTI	Minister	DS/DR-JS/AS-SHI-	As per administrative			
			(HI&PE)	MOS(HI&PE)	order for distribution			
					of work amongst the			
	2.	RTI matters:			Ministers			
	. 2.	K11 matters:						
		a) Application under RTI						
		ha) Application under K11	US/CPIO	SO				
		b) Ist Appeal to Appellate	DODIDA					
		Authority Appenaic	DS/DIR/	US/CPIO		٠.		
	11:1 	Transcrity	Appellate Authority			::		
.			Admonty					
		c) 2 <sup>nd</sup> Appeal to CIC	AS/JS					
			The Last of the second	US/CPIO-Appellate	The second of th			
-	3.	Submission of Reports/	US/CPIO	Authority		٠.		
-	·	Returns/information pertaining	US/CFIO	SO				
		to RTI matters						
Ī	· · · · ·							
	HIND	OI SECTION				*		
					a to the first of the second			
	1	All matters relating to	MOS(HI&PE)	DS/DIR-JS/AS-SHI	As per administrative			
		implementation of Official	Control Contro		order for distribution			
		Language Policy except			of work amongst the			
		chairing the meeting of the			Ministers	: :		
	1	Hindi Advisory Committee of						
		the Ministry chaired by M(HI&PE)						
	2.	Submission of returns to	AS/JS	ADAD DEAD ECON				
	۷.	Department of Official	MO/10	AD(H)-DD(H)-DS/DIR				
		language						
1	3.	Conduct of inspections on the	AS/JS	AD(H)-DD(H)-DS/DIR		•		
		implementation of Official	= =====================================	110/11/-DD(11/-D3/D1K				
		Language in the CPSEs						
	4.	Matters relating to the	AS/JS	AD(H)-DD(H)-DS/DIR	1			
٠		Department of Official	in the second					
-		Language in connection with				,		
		the use of Hindi						
	5.	Matters relating to submission	AS/JS	AD(H)-DD(H)-DS/DIR				
		of Quarterly progress report						
-	6.	reg. use of Hindi  Nomination of Non-Hindi	4 C/1C	ADUD DDUD DOUD				
	υ.	knowing employees for	AS/JS	AD(H)-DD(H)-DS/DIR				
		training in Hindi						
L				· •				

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-	7.	Material for inclusion in the	AS/JS	AD(H)-DD(H)-DS/DIR
		Annual Admn. Report of the	taniji sagata sassa	
	1 A + 3	Department of Official		
	1 12 12 11 11 11 11 11 11 11 11 11 11 11	Language/Department of		
		Heavy Industry		
	for a gen			
-	8.	Matters relating to Committee		Extension 1 to 10
	17.4	of Parliament of Official	DS/DIR	AD(H)-US
		language		
	9.	Hindi Workshops	AD(H)	Translators
	10.	Translation of letters,	AD(H)	Translator(s)
		documents, Parliament	, ,	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
1		Questions etc. Budget, Annual		
		Report of Department		
	11.	Circulation of orders regarding	DS/DIR(H)	Translators
		use of Hindi to different	\	
		sections of the Department &	Togic Section (Section 1)	
: L		PSUs		
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### LAs(Technical Wing)/TSW

S.	Type of Cases	Level of final	Channel of Submission	Remarks
No.		Disposal	or Subimission	INCIDAL RS
1.	2.	3.	4,	5,
1.	Examination of the case	IA	Sr. DO/DO	J,
	/application regarding issue of			
	certificate to avail			
	concessional rate of Custom			
	Duty on Imported machinery			المنسود علا عدد
	and equipment and "Project			
	Import" for initial setting up			
	of the project/for effecting			
	substantial expansion of the	•		
	project in respect of			
	Automotive Sector	•		
2.	Sending comments to DGFT	JS	IA- Sr.DO/DO	
	on Advance Authorization			
	(A.A.) Proposal.			

## HE & MT Section

S.	Type of cases	Level of final	Channel of	Remarks
No.		disposal	Submission	romans
1.	Decisions involving formulation as well as change of Policy on Capital Goods, Heavy Engineering and Machine Tools	Minister (HI&PE)	DS/Dir.> IA> DS/Dir. DS/Dir.> JS/AS> SHI	IFW will be consulted on financial matters.
2.	Constitution of Development Councils, Departmental/ Committees headed by SHI	Minister (HI&PE)	DS/Dir.> IA> DS/Dir. DS/Dir.> JS/AS> SHI	

	3.		Matters relating to EFC, Cabinet/ CCEA Note	Minister (HI&PE)	DS/Dir.> IA> DS/Dir. DS/Dir.> JS/AS>	IFW will be consulted on financial matters.
	<u></u>				SHI SHI	
	4.	1	Parliament Question involving policy	Minister	DS/Dir.> IA>	
			decisions and all Starred Questions	(HI&PE)	DS/Dir. SJS/AS> SHI	
-	5.		Invitation extended to Minister	Minister	DS/Dir.> IA>	
	:		(HI&PE)	(HI&PE)	DS/Dir.	
		.			DS/Dir.> JS/AS> SHI	
	6.	-	Foreign tours of DHI officers and	Minister.	DS/Dir.> IA>	
			domestic tour of SHI in connection	(HI&PE)	DS/Dir.	
	•		with Capital Goods		DS/Dir.> JS/AS>	
	<u> </u>				SHI	
	7.		All unstaired Parliament Questions	MoS (HI&PE)	US> DS/Dir.> IA> DS/Dir. > JS/AS>	
			except those involving policy decisions		SHI	
-	8.	_	Cases emanating from the meeting of	SHI	US> DS/Dir.> IA>	IFW will be consulted
			the Development Councils and		DS/Dir.> JS/AS	on financial matters
			Departmental Committees			
	9.		Invitation extended to SHI and JS to	SHI	US> DS/Dir> IA>	
		-	attend exhibition/ seminar and domestic tour of JS		DS/Dir.> JS/AS	
-	10.		Implementation of components of	SHI	US> DS/Dir > IA>	IFW will be consulted
	•		Scheme on Capital Goods		DS/Dir.> JS/AS	on financial matters
	11.		Conveying views/ comments/ inputs	AS/ JS	US> DS/Dir.> IA>	76.
-	10		from DHI on Capital Goods	10/10	DS/Dir.	
	12.		Cases relating to Pre Budget and Post Budget Memoranda from Industry	AS/JS	US> DS/Dir.> IA> DS/Dir.	
			Associations		D0/D11.	
	13,		Request for support (financial or	AS/JS	US> DS/Dir.> IA>	IFW will be consulted
			otherwise) from Industry Associations		DS/Dir.	on financial matters.
			and Organizers of Exhibitions/ Seminars			
•	14.		Allowing concession under Project	AS/ JS	US> DS/Dir.> IA>	
			Import Scheme/ Essentiality Certificate etc. cases.		DS/Dir.	The second secon
	15.	_	Sending factual information (other	Dir./DS	Section> US> IA>	
	1		than policy decision, recommendation,		DS/Dir.	
			view) to Coord. Section, O&M and			
	Ĺ		other Ministries/ Departments			

Notwithstanding the channels indicated above, for expeditious decision making, IA may submit the file directly to JS/AS on cases/ issues of purely technical matters and the file may be seen by the Director/DS on its return. In case, IA/ Director (HE&MT) are on leave/ tour, files may be put up by SDOs directly to JS/AS especially in those cases where there is a degree of urgency.

### NB:-

1. M(HI&PE)/MOS to be read as per allocation of work as issued from time to time.

- The files will be routed through AS/AS/EA as per the work allocation amongst them.
- 3. All files shall be opened in Sections. The dealing Assistants will submit files to SO who will further submit to officers concerned. The responsibility of Assistants/SOs shall be as per the provisions of Manual of Office Procedures/ Manual of e-Office Procedures.
  - 4. For expediting the decision making process, the number of levels have been reduced in certain cases as per the provision of CSMOP. SO/US will submit the file direct to the first officer (US/DS/DIR) indicated in the channel of submission.
  - 5. If a designated officer (including link arrangement) in the channel of submission is not in position, the files will be routed to the next higher officer in the channel of submission.
  - 6. The level of final disposal is subject to the guidelines/orders issued by the Government of India from time to time.
  - 7. In case of doubt, the matter may be referred to O&M Section of DHI for clarification.