

DIVISION WISE CHANNEL OF SUBMISSION

DIVISION: ADMINISTRATION

<i>S.NO</i>	<i>NATURE OF CASES</i>	<i>CHANNEL OF SUBMISSION</i>	<i>FINAL</i>	<i>CONSULTATION</i>	<i>REMARKS</i>
GENERAL ADMINISTRATION					
1	Appointments - Group 'A' -	DS / DIR>JS>SECY>	MINISTER		
2	Appointments - Group 'B' -	SO>US>DS / DIR>JS>	SECY		
3	Appointments - Group 'C' -	SO>US>DS / DIR>	JS		
4	Appointments - Group 'D' -	SO>US>	DS / DIR		
5	Approval of conveyance allowances -	SO>US>	DS / DIR		
6	Approval of grant of Honorarium to officers/staff of the Deptt.	SO>US>	HOD	In case the amount exceeds Rs. 2500 in each case, IF Wing to be consulted.	
7	Approval of OTA -	SO>US>	DS / DIR		Based on the recommendation of concerned Div.heads
8	Arranging issue of Identity Cards -	SO>US>	DS / DIR	MHA	
9	Brief for Minister -	SO>US>DS / DIR>JS>	SECY		
10	Budget proposals of loans & advances -	SO>US>	DS / DIR		
11	Change of home town -	SO>US>	DS / DIR		
12	Complaints against - Group 'A' & 'B' officers -	DS / DIR>CVO>JS>	SECY	cadre authority/CVC where necessary	
13	Complaints against - Others -	SO>US>DS / DIR>	CVO	cadre authority/CVC where necessary	
14	Conversion of temporary posts into permanent one -	SO>US>DS / DIR>JS>	SECY	In consultation with IF wing	
15	Creation/abolition of posts - Group 'A' - Admn. - Approval -	DS / DIR>JS>SECY>	MINISTER	In consultation with IF Wing	
16	Declaring gazetted officers to be head of office/Deptt. -	SO>US>DS / DIR>JS>	SECY		
17	Disciplinary cases of purely administrative nature -	SO>US>DS / DIR>JS>	SECY		
18	Disposal of obsolete ,surplus and unserviceable stores (as per DFP rules) -	SO>US>DS>DIR>	HOD		
19	Distribution of works among officers of DS level and above -	SO>US>DS / DIR>JS>	SECY		
20	Distribution of works among officers of US level and above -	SO>US>DS / DIR>	JS		
21	Examination of moveable/immovable property returns -	SO>US>DS / DIR>	CVO		

DIVISION: ADMINISTRATION

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GENERAL ADMINISTRATION					
22	Expenditure on - Conferences etc. -	SO>US>DS / DIR>JS>	SECY	IF WING	
23	Expenditure on - Entertainments/light refreshments at inter-departmental meetings -	SO>US>DS>DIR	HOD	IF Wing	
24	Expenditure on contingency -	SO>US>DS>DIR>	HOD		
25	Expenditure on stationery, stroes, furnitures, etc as per DFPR	SO>US>DS>DIR>	HOD		
26	Fixation of pay in accordance with rules -	SO>US> DS / DIR	HOD		
27	Framing and amendment of Recruitment Rules - i) Group 'A' & 'B' Posts maximum of scale of which is not less than Rs. 10,500/-	SO>US>DS / DIR>JS>SECY	MINISTER	In consultation where required with UPSC,DOPT,DP & PW, D/o Legal Affairs,etc.	
28	Framing and amendment of Recruitment Rules - ii) Others -	SO>US>DS / DIR>JS>	SECY	In consultation where required with UPSC,DOPT,DP & PW, D/o Legal Affairs,etc.	
29	Govt. accommodation -	SO>	US		
30	GPF advance & withdrawals -	SO>US>DS>DIR>	HOD		
31	Granting ex-post facto approval for acquiring, selling/disposal etc. of - Immovable property -	SO>US>DS / DIR>	CVO		
32	Granting ex-post facto approval for acquiring, selling/disposal etc. of - Movable property -	SO>US>DS / DIR>	CVO		
33	HBA/MCA/Scooter/Cycle/Fan/Festival Advance etc. -	SO>US>DS/DIR>	HOD		
34	Issue of 'No Demand Certificate' -	SO>US>	DS / DIR		
35	Issue of NOC for Passport -	SO>US>CVO>	HOD	In consultation with cadre authority	
36	Issue of NOC for writing of exams, further studies - Officers below DS level -	SO>US>	DS / DIR		
37	Issue of NOC for writing of exams, further studies - Others -	SO>US>DS / DIR>JS>	SECY		
38	Issue of retirement orders -	SO>US>	DS / DIR		
39	Local audit inspection report/audit paras -	SO>US>DS/DIR	HOD		
40	LTC/TA advance -	SO>US>DS/DIR	HOD		
41	Maintenance of Service Book and attestation of entries therein -	DEALING HAND>SO	US		
42	Matters relating to joining time - Gazetted -	SO>US>DS / DIR>JS>	SECY		
43	Matters relating to joining time - Non-Gazetted -	SO>US> DS / DIR	HOD		

DIVISION: ADMINISTRATION

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GENERAL ADMINISTRATION					
44	Notes & comments on notes for Cabinet/Cabinet Committees -	SO>US>DS / DIR>JS>SECY>	MINISTER		
45	Postings & Transfers/deputation for training within the country - Group 'A' officers - Above DS/DIR level	SO>US>DS / DIR>JS>SECY>	MINISTER		
46	Postings & Transfers/deputation for training within the country - Group 'A' officers - Upto DS/DIR. Level	SO>US>DS / DIR>JS>	SECY		
47	Postings & Transfers/deputation for training within the country - Group 'A' officers - Upto US level	SO>US>DS / DIR>JS>	SECY		
48	Postings & Transfers/deputation for training within the country - Group 'B' & 'C' -	SO>US> DS / DIR	HOD		
49	Postings & Transfers/deputation for training within the country - Group 'D' -	SO>US>	DS / DIR		
50	Public Accounts Committees /Estimates Committee/Committee on Public Undertaking-references and coordination thereof -	SO>US>DS / DIR>JS>	SECY	IF Wing	
51	Purchase of stamps for R&I Section -	SO>US>DS/DIR>	HOD		
52	Retention of Govt. servant after the attainment of 50/55 years of age or completion of 30 years of service - Group 'A' & 'B' (Gazette) -	SO>US>DS / DIR>JS>SECY>	MINISTER		
53	Retention of Govt. servant after the attainment of 50/55 years of age or completion of 30 years of service - Group 'B' & 'C' (Non-Gazette) -	SO>US>DS / DIR>JS>	SECY		
54	Retention of Govt. servant after the attainment of 50/55 years of age or completion of 30 years of service - Group 'D' -	SO>US>	DS / DIR		
55	Sanction of annual increment -	SO>US>	DS / DIR		
56	Sanction of leave - Group 'A' & 'B' -	SO>US>DS/DIR	Approving Authority		Leave will be sanctioned by the administration section on the recommendation of immediate superior officer. Where considered necessary, the immediate superior officer may obtain the orders of next higher officer / head of the Division.

DIVISION: ADMINISTRATION

S.NO NATURE OF CASES

GENERAL ADMINISTRATION

CHANNEL OF SUBMISSION FINAL

CONSULTATION

REMARKS

57	Sanction of leave - Others -	SO>	US		Leave will be sanctioned by the administration section on the recommendation of immediate superior officer. Where considered necessary, the immediate superior officer may obtain the orders of next higher officer / head of the Division.
58	Travel on tour, etc., - Air travel by non-entitled officers -	SO>US>DS / DIR>JS>	SECY		
59	Travel on tour, etc., - Foreign travel for official purpose -	SO>US>DS / DIR>JS>SECY>	MINISTER	In consultation with IF wing	
60	Travel on tour, etc., - Train journeys by a higher class than the entitlement -	SO>US>DS / DIR>JS>	SECY		
61	VIP/VVIP references / letters from MPs/Ministers -	SO>US>DS / DIR>JS>SECY>	MINISTER		

CASH SECTION

1	Appropriation of accounts and audit reports thereon -	CASHIER>DDO>US>DS/DIR	HOD	IFW	
2	Bills in respect of staff reg. Pay, OTA, Honorarium, reimbursement of medicals claims, tuition fee -	DEALING HAND>	DDO		
3	Budget proposals (Plan & Non Plan) -	CASHIER>US>DS / DIR>JS>	SECY	In consultation with IF wing	
4	Contingent bills -	DEALING HAND>	DDO		
5	Control over expenditure against budget grants including scrutiny of sanctions & reconciliation of expenditure -	CASHIER>DDO>	DS / DIR/JS	IF Wing/CCA where necessary	
6	Coordination & consolidation of supplementary demands for grants and references thereof from Budget Divisions -	CASHIER>US>DS / DIR>JS>CCA.	SECY	IF Wing /CCA.	
7	Coordination & consolidation of budget estimates & revised estimates (Plan & Non Plan) -	CASHIER>US>DS / DIR>JS>CCA.	SECY	IF Wing/CCA.	
8	Disbursement of Payments -	CASHIER>	DDO		
9	Explanation for variation for draft Appropriation Accounts -	CASHIER>US>DS / DIR>JS>	SECY	IF Wing	
10	Income Tax calculations; issue of IT certificates -	DEALING HAND>	DDO	JS(GA)should be informed	

DIVISION: ADMINISTRATION

S.NO	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL	CONSULTATION	REMARKS
<u>CASH SECTION</u>					
11	Issue of annual GPF A/c slips -	DEALING HAND>	DDO	JS(GA)should be informed	
12	Loans/grant-in-aid bills -	DEALING HAND>	DDO	JS(GA)should be informed	
13	Maintenance of GPF accounts -	DEALING HAND>	DDO	JS(GA)should be informed	
14	Material for explanatory memorandum on budget -	CASHIER>US>DS / DIR>JS>	SECY	IF Wing /CCA	
15	Misc. budgetary matters/references -	CASHIER>DDO>	DS / DIR>JS	CCA	
16	Notes on demands for grants -	CASHIER>US>DS / DIR>JS>	SECY	IF Wing / CCA	
17	Performance budget - Outcome Budget	CASHIER>US>DS / DIR>JS>	SECY	IF Wing / CCA	
18	Periodical returns to B&A relating to expenditure -	DEALING HAND>	DDO		
19	Proposals for opening of new heads of accounts -	CASHIER>DDO>DS/DIR	JS	CCA	
20	Quarterly return of expenditure to be sent to M/o Finance -	DEALING HAND>	DDO	HOO/HOD/IF Wing/CCA	
21	Queries about provisions/availability of funds -	CASHIER>DDO>	HOD		
22	Reconciliation of accounts -	DEALING HAND>	DDO	CCA	quarterly report should go to Secy expenditure
23	Report on progress on expenditure -	DEALING HAND>DDO>DS/DIR	HOD	CCA	
24	Surrender/re-appropriation of funds -	CASHIER>US>DS / DIR>JS>	SECY	IF Wing	
25	T.A. Bills including Air India, Indian Airlines bills -	DEALING HAND>	DDO		
26	Write up on budget -	CASHIER>US>DS / DIR>JS>	SECY	IF Wing	Based on inputs from Divisions
<u>CO-ORDINATION SECTION</u>					
1	Material for preparation of Annual Report of the Deptt. - by concerned division.	DEALING HAND>US>DS / DIR	SECY		
2	Finalization Of Annual Reports -	DS/DIR>JS>	SECY.		
<u>HINDI SECTION</u>					
1	Circulation or orders reg. use of Hindi to different sections of the Deptt. & PSUs. -	TRANSLATORS>AD	DD(OL)	In case of Parliament question, briefing approval of concerned JS may be sought before sending the material.	
2	Hindi Workshops -	TRANSLATORS>AD	DD(OL)		
3	Liaison with Deptt. of O.L. in connection with the use of Hindi -	TRANSLATORS>AD	DD(OL)		
4	Liaison with Sections/officers for submission of quarterly progress report reg. use of Hindi -	TRANSLATORS>AD	DD(OL)		
5	Liaison with the Committee of Parliament on Official Language -	AD>(OL)>DD	JS(OL)		

DIVISION: ADMINISTRATION

S.NO	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL	CONSULTATION	REMARKS
6	Material for inclusion in the annual Administrative report of the Department of Official Language. -	AD>(OL)>DD(OL)	JS(OL)		
7	Nomination of non-Hindi knowing employees for training in Hindi -	TRANSLATORS>AD(OL)>DD	JS(OL)		
8	Nominations of LDCs & stenographers for training in Hindi typing and stenography -	TRANSLATORS>	AD(OL)		
9	Submission of returns of Deptt. of OL. -	AD>(OL)>DD(OL)	JS(OL)		
10	Translation of various documents -	TRANSLATORS> AD(OL)	DD(OL)		

PARLIAMENT CELL

1	Arranging passes for officers for LS/RS -	PARLT ASSTT>SO>US>	DS / DIR		
2	Circulation of calendar of sitting of LS/RS -	DEALING HAND>	PARLT ASSTT		
3	Circulation of orders, instructions, circulars received from LS/RS and DPA -	DEALING HAND>SO>US>	DS / DIR		
4	Follow up with sections for implementation of assurances & maintenance of assurances registers. -	PARLT ASSTT>SO>US>DS/DIR	JS		
5	Forwarding agenda material for meeting of the Consultative Committee attached to M/o HI&PE, COPU, PAC and other Parl. Committees -	PARLT ASSTT>SO>US>DS/DIR	JS		Preparation of the material will be done by the concerned divisions.
6	Forwarding of pads for Minister & Sr. Officers -	DEALING HAND>	PARLT ASSTT		
7	Liaison with Deptt. of Parl. Affairs/LS/RS Sectt. -	PARLT ASSTT>	PARLT ASSTT		
8	List of business of LS/RS -	PARLT ASSTT>SO>US>	DS / DIR		
9	Marking and issue of notice of LS/RS questions -	DEALING HAND>	PARLT ASSTT		
10	Preparation and distribution of notice list of Questions admitted for answer in LS/RS -	DEALING HAND>	PARLT ASSTT		
11	Replies for parl. Ques./short notice ques./no day yet named motion/half-an-hour/calling attention Discussion/legislative/proposal/short duration discussion, assurances, etc. -	DEALING HAND>DEALING OFFICER>HEAD OF DIVISION /JS>SECY>	MINISTER		Officers concerned with the subject in their respective divisions
12	Work relating to subordinate legislation of LS/RS	PARLT ASSTT>SO>US>	DS /DIR		

VIGILANCE CELL

1	Conducting of vigilance inspection - -	DS / DIR>	CVO		
2	Disciplinary proceedings - Group 'A' & 'B' officers -	DS / DIR>CVO>JS>SECY.	MINISTER		
3	Disciplinary proceedings - Group 'B' & 'C' -	DS / DIR>CVO>JS>	SECY		

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4	Maintenance of ACRs	DS/DIR/CVO>	CVO		supported by Admn. Section
5	Prosecution, petitions, court cases, appeals of - Group 'A' & 'B' officers -	DS / DIR/CVO>JS/SECY.	MINISTER		
6	Prosecution, petitions, court cases, appeals of - others - -	DS / DIR>CVO>	SECY		

BRPSE

1	Correspondence with administrative ministries in relation to revival proposals of sick CPSEs incipient sick CPSEs, strengthening of CPSEs in general	DD>DIR	SECY, BRPSE
2	Review of recommendations of BRPSE and implementation of revival packages sanctioned by the Government onto the Recommendations of BRPSE to CPSEs	DD>DIR>SECY.BRPSE	CHAIRMAN, BRPSE
3	Finalization of agenda for the BRPSE meetings	DD>DIR.>SECY. BRPSE	CHAIRMAN, BRPSE
4	Finalization of Minutes	DD>DIR.>SECY. BRPSE	CHAIRMAN, BRPSE
5	Parliamentary Committee meeting matters	DD>DIR	SECRETARY, BRPSE
6	Parliament Questions	DD>DIR>JS> SECY, BRPSE> SECY,PE	MINISTER
7	Miscellaneous matters relating to BRPSE	DD>DIR.>JS	SECRETARY, BRPSE
8	Administration & financial sanctions	DD>DIR.	SECRETARY, BRPSE
9	Budget	DD>DIR.	SECRETARY, BRPSE

P&PU SECTION

1	Comments on the proposal for cabinet/CCEA/EGOM Disinvestment in CPSE, Revival and Restructuring / Closure/ Sale privatization of CPSEs/Formation of new CPSEs/ Investment etc. and other policy matters	AD>DIR>JS>SECY	MINISTER
2	Comments on BRPSE / COS / ECOS/ PIB/EFC/IMG/Proposals on revival of CPSEs/ Policy and other matters	AD>DIR>JS	SECRETARY
3	Issuance of policy guidelines on various issues Including Surplus Funds	AD>DIR>JS>SECY	MINISTER
4	Parliament Matters	AD>DIR>JS>SECY	MINISTER
5	Administrative Matters relating to BRPSE	AD>DIR>JS>SECY	MINISTER

S.NO NATURE OF CASES**CHANNEL OF SUBMISSION****FINAL****CONSULTATION****REMARKS**

6 Miscellaneous Matters

i) RTI

AD>DD

DIR

ii) Examination of representations and reply there to

AD>DIR

JS

iii) Replies to queries received from various Ministries/
Departments / CPSEs

AD>DIR

JS

iv) Submission of Monthly Reports

AD>DIR

JS

v) Action Taken Reports on Departments Related

Parliament Standing Committee

AD>DIR>JS

SECRETARY

SURVEY UNIT1 Preparation of PE Survey for laying in Parliament
(Collection of online/physical data from CPSEs, its
Verification, analysis, preparation of chapters for
Volume I & Volume II and its printing)

AD>DD>JA

ADVISER

2 Preparation of Public Enterprises Overview

DD>JA>ADVISER

SECY

3 Preparation of SLPE Survey

(Collection of online data from 849 SLPE's,
their analysis, prep. of reports & printing of Survey.)

AD>DD>JA>ADVISER

SECY

4 Laying of CAG Report (Commercial) in Parliament

DD>JD/JA>ADVISER>SECY

MINISTER

5 RDC Scheme-Conducting workshop for SLPE's/
Standing committee of state Secretaries

AD>JA>ADVISER

SECY

6 Training Programmes under Plan Scheme of Skill
Development / Training of Executive and Employees in SLPE

AD>DIR.(Training)/Adviser

SECY

7 Parliament Question – unstarred / starred

Starred -

AD>DD>JA>ADVISER>SECY

MINISTER

Unstarred -

AD>DD>JA>ADVISER>SECY

MINISTER

8 Matters relating to COPU

AD>DD>JA/ADVISER

SECY

9 RTI application

AD>DD

JA

10 Processing of bills related to Survey & SLPE's
Workshops

AD>DD>JA>ADVISER

HOD

IFW

11 Engagement of Interns, Programmers &
Uploading of Information on DPE website/Audit

AD>DD>JA

ADVISER

12 VIP Reference

AD>DD>JA>ADVISER

To whom addressed.

13 Other Administrative matters (RFD/ Budget etc.)

SI>AD>JA

ADVISER

14 Monthly summary / Hindi Report of the activities
Of Survey Division

SI>AD>DD>JA

ADVISER

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<u>WAGE CELL</u>					
1	Cabinet Note/COS Note/CCEA Note on different Subjects of wage cell	US>DIR>JS>SECY>	MINISTER		
2	Comments of DPE on cabinet Note/COS Note/CCEA Note Received from other Ministries /Departments	US>DIR>JS>SECY>	MINISTER		
3	Parliament questions, Assurances, Motions, Resolutions etc. Relating to DPE	US>DIR>JS>SECY>	MINISTER		
4	VIP Cases	US>DIR>JS>SECY	MINISTER		
5	Pay revision of below Board level executives and non-unionized Supervisors & Proposal relating to wage settlements of Unionized employees	US>DIR>JS	SECRETARY		
6	Introduction / modification of Pension Scheme and PLI/PRP	US>DIR>JS	SECRETARY		
7	Clarification relating to issues like Fixation of pay of Board Level executives/HRA/CCA/Gratuity etc.	US>DIR>JS	SECRETARY		
8	Inter-Ministerial communication on Parliament related matters	SI>US>DIR	JS or SECY	Depending on the cases	
9	Release of IDA/CDA to the employees of PSEs	SI>US>DIR	JS		
10	Court cases on different issues	SI>US>DIR	JS		
11	Forwarding of routine grievances, complaints, representation from individuals/ unions/associations/court notices to the Administrative Ministries/Departments	SI>US	DIR		
12	RTI Cases	SI>US	DIR		
<u>CRR SCHEME</u>					
1	Release of funds -	DD>DIR>JS	SECY	IF WING	
2	Selection of Nodal agencies/ EACs by Selection Committee -	DD>DIR>JS	Selection Committee		
3	SFC note for changes/continuation of CRR Scheme -	DD>DIR>JS	SECY	IF Wing	

DIVISION: MANAGEMENT DIV.

<i>S.NO</i>	<i>NATURE OF CASES</i>	<i>CHANNEL OF SUBMISSION</i>	<i>FINAL</i>	<i>CONSULTATION</i>	<i>REMARKS</i>
1	Chapter for Public Enterprises Survey and other Miscellaneous reference received from other Sections of DPE	AD>DIR	JS/Adviser		
2	Creation of Board level posts in CPSEs	AD >DIR>JS>SECY>	MINISTER	PESB	
3	Exemption of posts from the rule of immediate absorption	AD >DIR>JS>	SECY	PESB Consulted for Board Level posts	
4	Non-financial collaboration for holding seminars/workshops	AD> DIR>JS>	SECY		
5	Grant of higher scales of pay on personal basis -	AD/DD>DIR>JS>SECY	MINISTER	PESB Consulted and approval of competent authority is obtained by Ministry	
6	Initial/re- categorization of CPSEs	AD >DIR>JS>SECY> CABINET SECRETARY	MINISTER	PESB is consulted	
7	Formulating policy guidelines on various issues such as Board of Directors, performance appraisal, deputations, lien, Age of retirement, non-official Directors, etc.	AD>DIR>JS>SECY>	MINISTER	Recommendation of Research Advisory Group obtained	
8	Circulating decisions of ACC, Cabinet, etc. on various Policy issues	AD >DIR>JS>	SECY	File may be sent to Minister for information	
9	Parliament Questions (i) Starred (ii) Unstarred	AD >DIR>JS>SECY> AD >DIR>JS	MINISTER MINISTER		
10	Parliament Questions – Fulfillment of assurance	AD >DIR>JS>SECY>	MINISTER		
11	Inclusion of in the Data Bank of persons for appointment as non-official Directors	AD>	DIRECTOR	File to be sent to JS/SECY* for information	
12	Matters relating to recommendations of Parliamentary Committees	AD>DIR>JS>	SECY		
13	References from Ministries/Departments/PSUs seeking clarification on instructions/guidelines issued by DPE – of routine nature	AD>DIR>	JS		
14	References from Ministries/Departments/PSUs seeking clarification on instructions/guidelines issued by DPE – of Policy nature	AD>DIR>JS	SECY		
15	Processing of proposals for appointment of non-official Director	AD>DIR>JS>	SECY		There after sent to PESB. After PESB approval Minister's approval to be obtained before Returning approved selection to Administrative Department

*To be revisited after Companies Act 2013 comes in to force.

DIVISION: MANAGEMENT DIV.

<i>S.NO</i>	<i>NATURE OF CASES</i>	<i>CHANNEL OF SUBMISSION</i>	<i>FINAL</i>	<i>CONSULTATION</i>	<i>REMARKS</i>
16	Conveying Recommendations of search Committee	AD>DIR>JS>SECY	MINISTER	Recommendations of search Committee are obtained	
17	Reconstitution of Board of Directors of CPSEs	AD>DIR>JS>SECY>	MINISTER	PESB is consulted	
18	Finalization of grading of CPSEs on the basis of their Compliance with Guidelines on Corporate Governance	AD>DIR>JS>	SECY		
19	RFD related tasks – general nature	AD>DIR>	JS		
20	RFD related tasks – Policy nature	AD>DIR>JS	SECY		
21	Extending guidelines of Government servants to PSU	DD>DIR>JS	SECY		
22	Matters relating to ICPE	DD>DIR>JS>	SECY/MINISTER	Only policy matters and important developments to be put up to Minister	
23	Parliament Question-Unstarred Question	DD>DIR>JS>	MINISTER		
24	Parliament Question-Starred Question	DD>DIR>JS>SECY	MINISTER		
25	Parliament Question-Fulfillment of assurance	DD>DIR>JS>SECY	MINISTER		
26	Sanction of ICPE membership subscription	DD>DIR>JS>JS	AS & FA		
27	References from Ministries/Departments/PSUs seeking clarification on instructions/guidelines issued by DPE – of routine nature	DD>DIR>	JS		
28	References from Ministries/Departments/PSUs seeking clarification on instructions/guidelines issued by DPE – of Policy nature	DD>DIR>JS	SECY		
29	References to Ministries / Departments / PSU seeking clarification additional information for processing cases proposals	DD>DIR>	JS		
30	SCOPE Matters	DD>DIR	JS		

DIVISION: GENERAL MANAGEMENT

<i>S.NO</i>	<i>NATURE OF CASES</i>	<i>CHANNEL OF SUBMISSION</i>	<i>FINAL</i>	<i>CONSULTATION</i>	<i>REMARKS</i>
1	Preparation of chapter for Annual Report on reservations in CPSEs-	DD>DS/DIR>	JS		
2	Extending DoPT guidelines to PSU on the Reservation of SC/ST/OBC/MINORITY/WOMEN, etc.	DD>DIR>JS>	SECY		
3	Matter related with CDA Rules.	DD>DIR>JS	SECY		
4 (a)	Extending circular of CVC to CPSEs	DD>DS>JS	SECY		
(b)	Complaints against Dir.(Functional) & CMDs of CPSEs	DD>DS>JS>SECY		Group of Officers under Chairmanship of Secy (co-ord), Cab. Sectt.	
(c)	Complaints of routine nature against below board level executives of CPSEs	DD>DS		JS/ for forwarding to concerned Ministries / Departments	
5	Parliament Question- Unstarred Questions	DD>DS>JS	MINISTER		
6	Parliament Question- starred Questions	DD>DS>JS>SECY	MINISTER		
7	Parliament Question-Fulfillment of assurance	DD>DS>JS>SECY	MINISTER		
8	Issue of Presidential Directives on Reservation Policy	DD>DS>JS	SECY / MINISTER	DoPT	
9	Matter relating to clarifications on reservations of Ex-servicemen in PSEs	DD>DS>	JS		
10	Recommendations of National Commissions for SC/ST/OBC	DD>DS>JS>SECY	MINISTER		
11	Representations received from SC/ST employees of CPSEs Under control of various Ministries	DD>DS	JS		
12	VIP reference	DD>DS >JS>SECY	MINISTER		
13	Review / Compilation / Publication of DPE Guidelines	DD>DS >JS>	SECY		
14	Comments on Legislative matters relating to Reservations for SC/ST/MINORITY in CPSEs	DD>DS>JS	SECY		
15	Reference from Ministries/Departments/PSUs Seeking clarification on instruction/guidelines issued by DPE of routine nature	DD>DS>	JS		
16	Reference from Ministries / Departments PSUs Seeking clarification on instruction/guidelines issued by DPE of policy nature	DD>DS>JS	SECY		

DIVISION: MOU DIV.

S.NO	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL	CONSULTATION	REMARKS
1	Clarifications on MoU system -	MRG/AD>DIR>	JS		
2	Preparation of background notes on draft MoUs	MRG/AD>DIR>	JS		
3	Forwarding of minutes for signing of MoU between CPSEs and Ministries.	MRG/AD>	DIR		
4	Reconstitution of Task Force - Draft proposal to HPC/Cabinet Secretary	AD>DIR>JS>	SECY		
5	Constitution of Syndicate Groups of task Force	AD>DIR>JS>	SECY		
6	Exemption of PSEs from signing MOUs -	AD>DIR>JS>	SECY		
7	Minutes of Task Force briefing/debriefing meeting	AD>DIR>JS>	SECY		
8	MOU guidelines draft for consideration of HPC/Cabinet Secy.	AD>DIR>JS>	SECY		
9	Schedule of MoU negotiation meeting	SI>AD>DIR>JS>	SECY		
10	Obtaining of draft MoU and collection of additional information	MRG/AD>DIR>	JS		
11	Preparation of background note on evaluation of CPSEs	MRG/AD>DIR>	JS		
12	MoU Performance Evaluation of CPSEs	AD>DIR>JS>SECY.	Cab. SECY / HPC		
13	Finalization of MoU Excellence award proposal	AD>DIR>JS>SECY.	Cab. SECY / MINISTER		
14	Processing of sitting fees & local conveyance of the Task Force members for MoU Negotiation and other meeting	SI>AD>DIR>JS>	JS		
15	Processing of TA bills (Balmer & Lawrie) of the Task Force Members	SI>AD>DIR>JS>	JS		
16	Training Workshops on MoU system	AD>DIR>JS>	SECY	Additional Secy & Fin.Adviser(HI&PE)	
17(a)	Parliamentary Questions on MoU (starred)	AD>DIR>JS>SECY>	MINISTER		
(b)	Parliamentary Questions on MoU (unstarred)	AD>DIR>JS	MINISTER		
18	Information/ATN on DRPSE meeting minutes	AD>DIR>JS>	SECY		
19	Preparation of Agenda note for HPC	AD>DIR>JS>	SECY		
20	RDC scheme-conducting workshop on CSR / SD etc	SI>AD>DIR>JS>	SECY	Additional Secy & Fin.Adviser(HI&PE)	
21	Monthly summary /Hindi Report of the activities of MoU Div.	SI>AD>DIR>	JS		
22	Uploading of information of DPE Website	SI>AD>DIR>	JS		
23	All matters relating to RFD	AD>DIR>	JS		
24	Preparation of RFP / EOI for selection of consultant	SI>AD>DIR>JS>	SECY	Additional Secy & Fin.Adviser (HI&PE)	
25	Publication relating to MoU System	SI>AD>DIR>	SECY		

PMA

1	Collection of arbitration Fees and remittance thereof to Govt. account -		ARBITRATOR		
2	Referring cases to Arbitrator -	US>JS>	SECY		
