

# ***DIVISION WISE CHANNEL OF SUBMISSION***

## **DIVISION: ADMINISTRATION**

<b>S.NO</b>	<b>NATURE OF CASES</b>	<b>CHANNEL OF SUBMISSION</b>	<b>FINAL</b>	<b>CONSULTATION</b>	<b>REMARKS</b>
<b>GENERAL ADMINISTRATION</b>					
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		
7	Approval of OTA -	SO>US>	DS / DIR		In case the amount exceeds Rs. 2500 in each case, IF Wing to be consulted.
8	Arranging issue of Identity Cards -	SO>US>	DS / DIR	MHA	Based on the recommendation of concerned Div.heads
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		

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<b>GENERAL ADMINISTRATION</b>					
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		

