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Government of India
Ministry of Housing and Urban Affairs

Room No. 302 - A, C - Wing,
Nirman Bhavan, New Delhi,
Dated the: 17th October, 2018

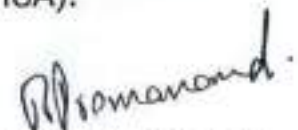
OFFICE MEMORANDUM

Subject: Channel of submission and level of final Disposal of cases dealt in Sections / Divisions in the Ministry of Housing and Urban Affairs.

**

A brochure indicating the channel of submission and level of final disposal in respect of cases dealt within various Sections / Divisions of this Ministry, was last issued by Coordination Division vide O.M. of even number dated 20th June, 2016. A review of the brochure has been undertaken keeping in view the merger of erstwhile Ministries of Urban Development and Housing & Urban Poverty Alleviation and subsequent changes.

2. On the basis of the information received from various Sections / Divisions, the revised channel of submission and level of final disposal is enclosed for information, guidance and observance.
3. This issues with the approval of Secretary (HUA).



(R. Prem Anand)
Deputy Secretary (Coordination)
Tele: 2306 1425

Encl: As above

To:

1. All Officers / Desks / Sections in MoHUA.
2. IT Cell – for uploading in E-office.

Copy for information to :

PSO to Secretary (HUA).



भारत सरकार Government of India

आवासन व शहरी कार्य मन्त्रालय Ministry of Housing and Urban Affairs

प्रस्तुतिकरण के माध्यम एवम् निपटान
के अन्तिम स्तर सम्बन्धी पुस्तिका
(यथासंशोधित दिनोंक अक्टूबर 2018)

Brochure of Channel of Submission
and Level of Final Disposal

(Revised as on October, 2018)

समन्वय प्रभाग	Coordination Division
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MINISTRY OF HOUSING AND URBAN AFFAIRS
(Coordination Division)

**CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES DEALT
BY VARIOUS DIVISIONS/SECTIONS**

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ADMINISTRATION-I & ADMINISTRATION-IV SECTIONS

S. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1	Framing and amendment of recruitment rules for Gr. A & Gr. B Posts	SO→US→DS/Dir→JS →Secretary	MoS (I/C)
2	Appointment/ Promotion/ Voluntary Retirement/ Resignation of Gr. A & Group B officers	SO→US→DS/Dir→JS→ Secretary	MoS (I/C)
3	Training/Deputation abroad of officers of the level of JS and above	SO→US→DS/Dir→JS→ Secretary	MoS (I/C)
4	All cases of foreign assignment	SO→US→DS/Dir→JS→ Secretary	MoS (I/C)
5	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of JS and above	SO→US→DS/Dir→JS→ Secretary	MoS (I/C)
6	Extension of deputation of Gr. B & C Officers to other cadres for the 5 th year	SO→US→DS/Dir→JS→ Secretary	MoS (I/C)
7.	NOC for private foreign visit in respect of officers of the level of JS and above	SO→US→DS/Dir→JS→ Secretary	MoS (I/C)
8	Training/ deputation/ forwarding of applications of Officers of level of JS and above.	SO→US→DS/Dir→JS→ Secretary	MoS (I/C)
9	Training/Deputation abroad of officers of the level up to DS/Director	SO→US→DS/Dir→JS	Secretary
10	Training/ deputation/ forwarding of applications of Officers of the level of DS/Director	SO→US→DS/Dir→JS	Secretary
11	Appointment on compassionate ground in special types of cases	SO→US→DS/Dir→JS	Secretary
12	No objection for extension of deputation of Gr. A officers to other cadres	SO→US→DS/Dir→JS	Secretary
13	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of DS/Director	SO→US→DS/Dir→JS	Secretary
14	Framing and Amendment of recruitment rules for Gr. C posts	SO→US→DS/Dir→JS	Secretary
15	Extension of deputation of Gr. B & C	SO→US→DS/Dir→JS	Secretary

	Officers to other cadres for the 4 th year		
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16	NOC for private foreign visit in respect of officers of the level of DS/Dir	SO→US→DS/Dir→JS	Secretary
17	Training/ deputation and forwarding of applications of US and Group B (Gazetted)	SO→US→DS/Dir	JS
18	Training / deputation of Group B (Non-Gazetted) & Group C staff	SO→US→DS/Dir	JS
19	Appointment on compassionate grounds in normal cases	SO→US→DS/Dir	JS
20	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of US and Group B (Gaz.)	SO→US→DS/Dir	JS
21	NOC for private foreign visit of the level of US and below	SO→US→DS/Dir	JS
22	NBR Promotion in Gr. B & C	SO→US→DS/Dir	JS
23	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of Group B (Non-Gazz.), Group C & Group D officers	SO→US	DS/Dir.
24	Appointment/ Promotion/ Voluntary Retirement/ Resignation of Gr. C officers	SO→US	DS/Dir.
25	Forwarding of applications of Group B (Non-Gazetted) & Group C Staff	SO→US	DS/Dir.
26	Extension of deputation of Gr. B (Non Gazetted) & Gr. C Officers to other cadres up to 3 years	SO→US	DS/Dir.
27	Acceptance of nominations in GPF etc.	SO	US
28	Approval/ sanction for the payment of wages to the Multi-Tasking Staff outsourced by the Ministry	SO→US	DS/Dir.
29	Forwarding of application on the KV School for admission in children of Non-Gazetted Gr. B and Gr. C employees on behalf of their head office	SO	US

30	Establishment matters in respect of employees of the Departmental canteen of the Ministry	SO	US
31	Booking of conference room	-	SO
32	Submission of half yearly return in respect of retiring of govt. servant	SO	US
33	Verification of qualifying service	SO	US
34	Sanction of leave recommended by the superior officer	-	SO
35	Attestation of entries in the service book	-	SO
36	Acceptance of declaration of home town for the purpose of LTC from Non-Gazetted Gr. B and Gr. C employees at the time of appointment on behalf of their controlling officers	-	SO
37	Counter signature of nomination for DCR gratuity in respect of Non-gazetted Gr. B and Gr. C employees on behalf of Head of Office	-	SO
38	Signature in "Form-3 - details of family" of non-gazetted group B and C employees	SO	US
39	Countersignature of nomination for CGEGIS from non-gazetted group B & C employees on behalf of Head of Office	-	SO
40	Certificate of age and pay endorsed in the surety forms executed by permanent non-Gazetted Gr. B & C employees	-	SO
41	Supervision of CR Section	Supervisor (CR)	SO
42	Deployment of Gr. D staff/ MTS in the Ministry	-	SO

ADMINISTRATION-II SECTION

S. No.	Category of Cases	Channel of Submission	Level of Disposal
1	GPF Advance/Withdrawal above 75% and upto 90%	SO→US→DS/Dir	JS
2	Air Travel by non-entitled Officers	SO→US→DS/Director →IS	Secretary
3	Relaxation of eligibility in respect of motor car advance/Computer Advance	SO→US→DS/Director	JS
4	GPF Advance/Withdrawal for all Officers upto 75%	SO	US
5	Motor Car/Computer Advance for entitled Officers	SO	US
6	Framing of Budget Estimate and Revised Estimate	SO→US→DS/Director	JS
7	Scooter Advance	SO	US
8	Leave Travel Concession/Festival Advance	SO	US
9	Cycle/Fan/Natural Calamity Advance	-	SO
10	T. A. Advance	-	SO
11.	Final Payment of GPF below on retirement	-	SO

ADMINISTRATION-III SECTION

Sl. No.	Category of cases	Channel of Submission	Level of Final Disposal
1	Purchase of Telephone equipment i.e. KTS	SO→US→DS/Dir	HOD
2	Application for installation of new telephone as and when required	SO→US→DS/Dir	HOD
3	Grant of permission for treatment in Govt. recognized hospital	SO	US
4	Approval/Sanction for the payment of entertainment charges in respect of MoS (I/C)s/Officers of this Ministry	SO→US	DS
5	Matters relating to maintenance/purchase of Staff Cars	SO→US	HOD*
6	Purchase/maintenance of office equipment etc.	SO→US	HOD*
7	Disposal of old furniture items	SO→US	HOD*
8	AMC for the KTS	SO→US	DS
9	Printing of Telephone DS/Directory/Table top/Telephone list of Ministry	SO	U.S
10	Deployment of Staff Car Drivers	SO	U.S
11	Passing of bills of telephones of this Ministry/official residential telephone of this Ministry as per entitlement	SO	U.S
12	Shifting of Telephone	SO	U.S
13	Mutual exchange of telephone on transfer of officer		
14	RAX Shifting	SO	U.S
15	Arrangement for annual inspection of Record Room	SO	U.S
16	Monitoring of HBA Budget	SO	U.S

	in respect of Sectt. Of this Ministry		
17	Approval/sanction for the payment of wages in the office of Arbitrator, Delhi	SO	US
18	Issue of fuel etc. to staff car	-	SO
19	Issue of stationery items etc.	-	SO
20	Forwarding of application for the issue of sect. library card to the officials of this Ministry	-	SO
21	Issue of photo Identity cards to officials of this Ministry.	SO	US
22	Issue of photo Identity Cards to non-officials on the recommendation of the Wing Heads.	SO→US→DS/Dir	JS

* In consultation with Internal Finance Division

ADMINISTRATION-V SECTION

S. No.	Category of Case	Channel of submission	Level of final disposal
I	<u>Library:</u> <ol style="list-style-type: none"> 1. Payment of Newspaper bills of Officers of the Ministry 2. Payment of All purchases of Newspapers & Magazines in the Library 3. Book Selection Committee Meeting 4. Constitution of Book selection committee 	SO→US SO→US SO→US→DS/Dir SO→US→DS/Dir	DS/Dir DS/Dir Selection committee Chairman JS (Admn)
II	<u>Senior Officers Meeting of this Minstry:</u> <ol style="list-style-type: none"> 1. Fixation of Date for SOM Meeting 2. Finalization of Agenda/PPT of the Meeting 	ASO→SO→US →DS/Dir→JS(Admn.) ASO→SO→US →DS/Dir	Secretary, HUA JS(Admn)
III	All the Administrative information collection, collation and circulation, requiring communication with attached and subordinate offices, PSUs and autonomous bodies	ASO→SO	US
IV	<u>Probity/ Disciplinary Matters:</u> <ol style="list-style-type: none"> 1. Monthly Normal Updation/ uploading of data to DoPT. 2. Policy Decision and addressing major issues. 	ASO→SO ASO→SO→US→DS/Dir	US JS

	3. Monthly report of status of pending disciplinary cases with Administrative angle (without vigilance angle) to DoPT	ASO→SO→US→DS/Dir	JS
V	Vacancy reporting of attached/ subordinate Offices to SSC	ASO→SO→US	DS/Dir
VI	Foreign Visit Management System	ASO→SO→US→ DS/Dir	JS
VII	<u>In-House Training in the Ministry:</u> 1. For finalization of Annual Training Calender of the Ministry 2. For conducting in-house Training	SO→US→DS/Dir SO→US→DS/Dir→JS(Admn.)	JS(Admn) IFD/JS&FA
VIII	All matters related to adMoS (I/C)ing of pledges. Celebration, commemoration of Yoga Day, Sadbhawana Diwas, Constitution Day, Rastriya Ekta Diwas	ASO→SO→US→DS/Dir	JS(Admn)

IT CELL

S No.	Category of cases	Channel of submission	Level of Final Disposal
1.	<u>Implementation of e-Office:</u> 1. Implementation 2. Conducting workshop/Trg. 3. Creation of user accounts.	SO→US→DS/Dir→JS SO→US ASO	Secy.(HUA) DS/Dir SO
2.	<u>Crisis Management Plan and Cyber Security</u>	SO→US→DS/Dir	CISO/JS
3.	<u>Nominations for workshops/Drills organized by CERT-In</u> 1. Preparation of Panel for nomination 2. Nomination for workshops/drills	SO→US→DS/Dir SO	JS(Admn.) US
4.	<u>Website of MoHUA:</u> 1. Re-designing 2. Upgradation at regular intervals 3. Updation of website 4. Updation of Telephone Directory	SO→US→DS/Dir→WIM→JS SO→US→DS/Dir→ADG(PIB)→JS SO→US→DS/Dir ASO	Secy.(HUA) Secy.(HUA) EA/WIM SO
5.	e-Visitor-creation of users	ASO	SO
6.	<u>AEBAS:</u> Monitoring and major issues Management	SO→US→DS/Dir ASO	JS(Admn.) SO
7.	Upgradation of LAN network	SO→US→DS/Dir→JS	Secy.(HUA)
8.	ITDesk	SO→US→DS/Dir	JS(Admn.)
9.	Scanning work/setting up of Scanning Station	SO→US→DS/Dir	JS(Admn.)
10.	Procurement of DSCs/AEBAS Machines	SO→US	As per delegated financial powers
11.	Creation of accounts of Nodal Officer/Users for e-Procurement	SO→US	Dir.(Admn.)/Nodal Officer
12.	Creation of user-id and password for on-line stationery requests.	ASO	SO

RESERVATION CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Matter related to reservation in services for SC,ST,OBC	SO→US→DS/Dir	JS
2.	Matter related to reservation in services for Persons with Disabilities	SO→US→DS/Dir	JS
3.	Matter related to reservation in services for Ex-Servicemen	SO→US→DS/Dir	JS
4.	RTI matters	SO	US→CPIO
5.	Appeals to RTIs	SO→US	DS/Dir
6.	Public Grievances	SO→US	DS/Dir
7.	Court Cases	SO→US→DS/Dir→JS	Secretary
8.	Parliament Questions Unstarred	SO→US→DS/Dir→Secretary	MoS (I/C)
9.	Parliament Questions Starred	SO→US→DS/Dir→Secretary	MoS (I/C)
10.	VIP References	SO→US→DS/Dir→JS→Secretary	MoS (I/C)
11.	PMP References	SO→US→DS	JS

ADMINISTRATIVE VIGILANCE UNIT

S. No.	Category of Work	Channel of Submission	Level of Final Disposal
1.	General Vigilance Administration	US→Dy. CVO→CVO	CVO
2.	Complaints having vigilance angle against the employees of the Ministry of Housing and Urban Affairs.	US→Dy. CVO→CVO→ Secretary (HUA) → MoS (IC), MoHUA (as the case may be).	MoS (IC), MoHUA or the concerned Disciplinary Authority, as the case may be.
3.	Complaints having vigilance angle against the employees of the Attached and Subordinate Offices/Public Sector Undertaking/ Autonomous Bodies where President is the Appointing Authority.	US→Dy. CVO→CVO→ Secretary(HUA)→ MoS (IC), MoHUA.	MoS (IC), MoHUA
4.	Grant of sanction for prosecution	US→Dy. CVO→ CVO→ Secretary(HUA)→ MoS (IC), MoHUA (as the case may be).	MoS (IC), MoHUA or the concerned Disciplinary Authority, as the case may be.
5.	Disciplinary proceedings (involving Vigilance angle) against Gazetted and Non-Gazetted Officers in the Ministry of Housing and Urban Affairs and Group 'A' Officers working in the CPWD and Presidential appointees in the Attached/Subordinate Offices/PSU/ Autonomous Bodies under the Ministry of Housing and Urban Affairs.	US→Dy. CVO→ CVO→ Secretary(HUA)→ MoS (IC), MoHUA (as the case may be).	MoS (IC), MoHUA or the concerned Disciplinary Authority, as the case may be.
6.	Reconsideration of CVC's advice.	US→Dy. CVO→ CVO→ Secretary(HUA) → MoS (IC), MoHUA (as the case may be).	MoS (IC), MoHUA or the concerned Disciplinary Authority, as the case may be.
7.	Appeals/Revision/Review Petitions/Memorials, etc. arising out of disciplinary proceedings.	US→Dy. CVO→ CVO→ Secretary(HUA) → MoS (IC), MoHUA (as the case may be).	Appellate/Rev isionary/ Reviewing Authority concerned

8.	Court Cases.	US→Dy.CVO→ CVO	CVO
9.	Appointment of Chief Vigilance Officers and Vigilance Officers in Attached/Subordinate Offices/PSU/Autonomous Bodies under Ministry of Housing and Urban Affairs.	US→Dy.CVO→ CVO→ Secretary(HUA) → MoS (IC), MoHUA.	MoS (IC), MoHUA
10.	Various vigilance reports/returns prescribed by DoPT/PMO/CVC to be submitted by the Ministry of Housing and Urban Affairs (excluding those organisations where there is an independent CVO)	Dealing Assistant→ US→ Dy. CVO→ CVO→ Secretary(HUA) (as the case may be).	CVO
11.	Issue of vigilance clearance	Dealing Assistant→U.S. →Dy. CVO→CVO→Secre tary(HUA) (As the case may be).	Dy. CVO/ CVO/ Secretary(HU A) (As the case may be).
12.	Vigilance Clearance for appointment of Board-level Officers recommended by the Public Enterprises Selection Board.	US→Dy. CVO→CVO→ Secretary(HUA).	CVO

COORDINATION SECTION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
01.	Annual Report – Compilation and arrangement of information, printing & distribution	SO→US→DS→JS→AS	Secretary
02.	Report for Cabinet / PMO on important events Report about implementation of decision of the Cabinet/Cabinet Committee (s)	SO→US→DS→JS→AS	Secretary
03.	i. DCN received from other Ministries to be transferred to concerned divisions of HUA. ii. Comments on Draft Cabinet Notes and Bills received from Other Ministries/States	SO→US SO→US→DS→JS→Secretary	DS/JS MoS (I/C)
04.	Allocation of Work of Ministry of HUA in Allocation of Business Rules	SO→US→DS→JS→AS→Secretary	MoS (I/C)
05.	Preparation and Review of Citizen's Charter	SO→US→DS→JS→AS	Secretary
06.	Circulation for Nomination for various Awards	SO→US	DS/JS
07.	Compilation and forwarding of material for President's address to both Houses of Parliament during Budget Session	SO→US→DS→JS	Secretary
08.	Arrangements and handling of issues pertaining to Important National	SO→US→DS→JS	Secretary

	Days/Week other than those handled by Administrative Coordination Division.		
09.	Half yearly report on safe custody Of Secret Seals	SO→US	DS
10.	Annual Report on Ministerial War Book	SO→US→DS→JS	Secretary
11.	Reports/ Materials to PMO/PIB/ MOS (I/C)/ DAR&PG/DoP&T/M/o Minority Affairs/MHA etc. including general coordination, except Schemes/Missions/Projects related coordination which is handled by UD&MD Division	SO→US→DS→JS	Secretary
12.	Reports relating to VIP/MP references	SO→US→DS→JS	Secretary
13.	Preparation and distribution of Induction Material and Channel of Submission of the Ministry	SO→US→DS→JS→AS	Secretary
14.	Circulation of Orders/OMs received from MHA, DOP&T, Cab. Sectt., M/o Parl. Affairs, D/o AR&PG etc. other than those related to Administration, Finance Division.	SO→US	DS

JCM & WELFARE CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Matters relating to JCM of National Council level	SO→US→DS→JS	Secretary
2.	Matters relating to JCM of Departmental Council level	SO→US→DS→JS	Secretary
3.	Matters relating to JCM of Office Council level	SO→US→DS	JS
4.	Release of grants-in-aid to the Recreation Clubs of the Ministry and its Attached/Subordinate offices located in Delhi	SO→US	DS
5.	Handling of representations on the staff matters from the employees of the Ministry and its Attached/Subordinate offices.	SO→US	DS
6.	Grant of special casual leave to the players for participation in the sports/cultural events organized by the Central Civil Services Cultural and Sports Board	SO→US	DS

LEGAL CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1	Examination and forwarding of legal papers and notices.	SO	US
2	General monitoring of Court cases received in Legal Cell.	SO→US→DS	JS
3	Legal information Management and Briefing system (LIMBS) monitoring.	SO→US→DS	JS
4	Periodical reports/replies to DoPT etc.	SO→US	DS

PUBLIC GRIEVANCE CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Public Grievance cases monitoring	SO→US→DS	JS (DS/Director of Grievances)
2.	Forwarding of Public Grievance Petitions to the concerned offices/Divisions	SO	US
3.	Compilation of various reports/returns required to be sent to D/O AR&PG, Dte of PG (Cab Sec), D/o Pensions	SO→US	DS
4.	Holding review meetings pertaining to pending grievances	SO→US→DS/Dir.→JS→AS	Secretary
5.	Handling of grievance petitions received online	SO	US
6.	Taken up PG Cases of DPG, PMO, DAR&PG etc.	SO→US→DS	JS (DS/Director of Grievances)

PUBLIC INFORMATION CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Forwarding of RTI Applications/ Appeals to the concerned CPIOs / Appellate Authorities in the Ministry and its Attached/Subordinate Offices/ Autonomous bodies/PSUs of the Ministry/Issue of acknowledgement letter to the applicants etc.	SO→US	DS
2.	Monitoring of compliance of various provisions of RTI Act 2005.	SO→US→DS	JS
3.	Resolving misc. issues as per RTI Act 2005.	SO→US	DS
4.	Submission of Annual Report to CIC.	SO→US→DS	JS
5.	Handling/circulating references from DoPT/CIC.	SO→US	DS
6.	Regular updation of the list of CPIOs/AAs on the website of Ministry.	SO→US	DS
7.	Review of the status of pending RTI Application/Appeals with CPIOs/AAs in the Ministry on regular basis; or as desired	SO→US→DS	JS
8.	Updation of website of Ministry regarding sup-moto disclosure of information under section 4(1)(b) of RTI Act 2005.	SO→US	DS
9.	Issue of receipt to the members of the public regarding deposit of RTI Application fee in cash and related issues regarding determination/ deposit of fee, etc.	SO	US

PARLIAMENT SECTION

Sl. No.	Category of cases	Channel of Submission	Level of Final Disposal
1. *	Handling of Parliament Questions pertaining to MoHUA i. Starred ii. Unstarred	SO→US→DS→JS→AS#→ Secretary SO→US→DS→JS→AS#	MoS (I/C) MoS (I/C)
2.	Matters relating to Consultative Committee meetings of MoHUA	SO→US→DS→JS→AS→ Secretary	MoS (I/C)
3.	Finalization of Legislative, Non-legislative proposals pertaining to the Ministry for inclusion in the tentative list of Govt. Business before each session of Parliament.	SO→US→DS→JS→AS	Secretary
4. *	Handling of Motions, Resolutions, Matters raised under Rule 377 in the Lok Sabha and as Special Mention in Rajya Sabha	SO→US→DS→JS→AS#→ Secretary	MoS (I/C)
5. *	Handling of Parliamentary Assurances i. Starred ii. Unstarred	SO→US→DS→JS→AS#→ Secretary SO→US→DS→JS→AS#	MoS (I/C) MoS (I/C)
6.	Providing logistic support to organize Parliamentary Committee(s) meetings.	SO→US→DS	JS

*common to all Divisions in MoHUA

#If the Wing Head is AS, then it will be routed through him

AMRUT MISSION

Sl. No.	Categories of Cases	Channel of Submission	Level of final Disposal
1	All matters related to approval/changes and fund release of SAAP I, II and III (All States/UTs) under AMRUT/JnNURM	US→Dir→JS	Secretary (HUA) in accordance with approval of Apex Committee and concurrence of IFD
2	Allocation and release of A&OE funds to States/UTs under AMRUT	US→Dir→JS	Secretary (HUA) in consultation with IFD
3	All matters related to research, development & study projects.	US→Dir→JS	Secretary
4	All matters related to Budget, Audit, Standing Committee matters and PFMS under AMRUT	SO→US→Dir	JS
5	All regular / miscellaneous works	SO→US→Dir	Dir/JS
6	Matters related to IRMA/ PMU	US→Dir→JS	Secretary
7	Monthly review of the Scheme	US→Dir	JS
8	Matter of regular payments (DEO, MTS, Consultant, legal fees, Miscellaneous bills)	SO→US→DS/Dir →JS	IFD
9	Parliament Questions and assurances (Starred question through Secretary)	US→Dir→JS	MoS (I/C)
10	Request for clarification on policy matters/Mission Guidelines)	Dir→JS	Secretary/ MoS (I/C)
11	Updation of AMRUT website	SO→US	Dir
12	Matters related to foreign visits for meetings/ study tours etc.	US→Dir→JS	Secretary
13	Public Grievance Cases	SO→US→Dir	JS
14	RTI matters	SO	US (CPIO)
15	RTI Appeal	SO→US	Director (First Appellate Authority)

16	VIP matters (MP & above)	US→Dir→JS→ Secretary	Secretary/ MoS (I/C)
17	VIP matters (upto MLA)	SO→US→Dir	JS
18	FFC matters	SO→US→Dir	JS
19	Reforms under AMRUT	US→Dir→JS	Secretary/ Apex Committee
20	TCPO matters	SO→US→Dir	JS/Secretary/ MoS (I/C)
21	Liveability index matters	DD→Dir	JS
22	Matters related to GIS based master plans, Local Area Plan and Town Planning Scheme for AMRUT cities	SO→US→Dir	JS
23	Ease of doing business in construction permit	SO→US→Dir	JS

Note:

- All files dealing with policy matters will be initiated at Director level.
- All other files will be initiated at Under Secretary level.
- All works which are to be disposed at Director level may be initiated at SO/ASO level.

UD - DESK

S. No.	Category of Work	Channel of Submission	Level of Final Disposal
1.	World Bank Assisted Urban Development Projects- Review of loan documents/ TA reports etc.	SO→US→DS/DIR.	(Mission Director) - Chairman of EAP Committee
2.	Asian Development Bank assisted Urban Development Projects (Pertaining to State Governments) - Review of loan documents/ TA etc.	SO→US→DS/DIR.	(Mission Director) - Chairman of EAP Committee
3.	All recommendations for EAPs to DEA (including convening of meetings)	SO→US→DS/DIR.	(Mission Director) - Chairman of EAP Committee
4.	Barrier Free built access to disabled and elderly persons	SO→US→DS/DIR. →JS	Secretary
5.	Model Building Bye-laws	SO→US→DS/DIR. →JS→Secretary	MoS (I/C)
6.	Policy matters related with Urban Development	SO→US→DS/DIR. →JS→Secretary	MoS (I/C)
7.	Matters relating to Disaster Management	SO→US→DS/DIR. →JS	Secretary
8.	Co-ordination Committee of Development of Chandigarh and its periphery	SO→US→DS/DIR. →JS	Secretary
9.	Urban Infrastructure Development in Satellite towns around seven megacities (UIDS ST)	SO→US→DS/DIR. →JS	Secretary
10.	One time financial assistance to State of Andhra Pradesh for creation of new capital region	SO→US→DS/DIR. →JS	Secretary
11.	VIP References	SO→US→DS/DIR. →JS→Secretary	MoS (I/C)
12.	Budget Matters	SO→US→DS/DIR.	JS
13.	Misc. RTI Matters	SO	US/CPIO

14.	Appeals to RTIs	SO→US	DS/DIR.
15.	Court Cases	SO→US→DS/DIR. →JS	Secretary
16.	Misc. Public Grievances	SO→US	DS/DIR.
17.	PMO References	SO→US→DS/DIR.	JS
18.	Parliament Unstarred Question	SO→US→DS/DIR. →JS	MoS (I/C)
19.	Parliament Starred Question	SO→US→DS/DIR. →JS	MoS (I/C)

LSG – DESK

S. No.	Category of Work	Channel Submission of	Level of Final Disposal
1.	Release grants in aid to 4 Regional Centres (RCUES)	SO→US→DS/DIR.→JS	IFD
2.	Release grants in aid to COEs	SO→US→DS/DIR.→JS	IFD
3.	Membership fee to CLGF, London	SO→US→DS/DIR.→JS	IFD
4.	Misc matters related to RCUES and NIUA	SO→US→DS/DIR.	JS
5.	VIP References	SO→US→DS/DIR.→JS→Secretary	MoS (I/C)
6.	Foreign Visit Proposals Up to Secretary Level	SO→US→DS/DIR.→JS	Secy.
7.	Foreign Visit Proposals Up to MoS (I/C) Level	SO→US→DS/DIR.→JS→Secretary	MoS (I/C)
8.	Misc Representations from General Public	SO→US	DS/Director
9.	Budget Matters	SO→US→DS/DIR	JS
10.	Misc. RTI Matters	SO	US/CPIO
11.	Appeal to RTIs	SO→US	DS/Dir.
12.	Submission of Material of Annual Report	SO→US→DS/DIR.	JS
13.	Court Cases	SO→US→DS/DIR.→JS	Secy.
14.	Misc Public Grievances	SO→US	DS/Director
15.	PMO References	SO→US→DS/DIR.	JS
16.	Decisions relating to policy issues of guidelines of twinning	SO→US→DS/DIR.→JS→Secretary	MoS (I/C)
17.	Specific proposals for twinning links	SO→US→DS/DIR.→JS	Secy./MoS (I/C)
18.	Legislative proposals received from State Govts.	SO→US→DS/DIR.→JS→Secretary	MoS (I/C)
19.	Convening of Meetings	SO→US→DS/DIR.→JS	Secy./MoS (I/C)
20.	Follow up action on meetings	SO→US	DS/DIR.
21.	Parliament Unstarred Questions	SO→US→DS/DIR.→JS→Secretary	MoS (I/C)
22.	Parliament Starred Questions	SO→US→DS/DIR.→JS→Secretary	MoS (I/C)
23.	Issue of Advisories on different matters related to State Govt./UTs/ULBs	SO→US→DS/DIR.→JS	Secy.
24.	Matters related to 74 th Amendment Act	SO→US→DS/DIR.	JS/Secy.

BUDGET DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1	Budgetary matters relating to Demands in r/o UD, PW & S&P	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
2	Preparation & Compilation of Statement of Budget Estimates (SBEs)	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
3	Notes on Demands for Grants (Plan Budget)	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
4	Re-appropriation of funds for establishment related Expenditure	SO (Bt. I) → DS (Bt. I) → CCA	Secretary
5	Re-appropriation from one head to another within the provisions of DFPRs	SO (Bt. I) → DS (Bt. I) → CCA	MoF
6	Issue of Statement of Accepted Estimates (SAEs)	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
7	Seeking Supplementary Demands for Grants	SO (Bt. I) → DS (Bt. I) → CCA	Secretary
8	Final requirement of funds including Issue of Savings and Surrenders Statement	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
9	Issue of Budget Circulars & Circulation of Circulars from Ministry of Finance, Economic Instruction etc.	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
10	Coordination and implementation of Budget Announcements	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
11	Review of Physical & Financial Progress for Pre-budget discussions with Secretary (Exp.)	SO (Bt. I) → DS (Bt. I) → CCA	Secretary
12	Parliament Questions	SO (Bt. I) → DS (Bt. I) → CCA	MoS (I/C)
13	Gender Base Budgeting	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
14	RTI	SO (Bt. I)	DS (Bt. I)
15	Government of India Guarantees	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
16	Preparation of Outcome Budget	SO (Bt. I) → DS (Bt. I) → CCA → JS & FA → Secy	MoS (I/C)
17	Fiscal Responsibility & Budgetary Management Rules (FRBM) – Coordination with M/o Finance	SO (Bt. I) → DS (Bt. I) → CCA	Secretary
18	Loans & Advances to Central Govt. Employees - Coordination with M/o Finance and attached subordinate offices	SO (Bt. I) → DS (Bt. I)	JS & FA
19	Internal & External Budgetary Resources (IEBR) – Coordination in M/o Finance	SO (Bt. I) → DS (Bt. I) → CCA	JS & FA
20	C&AG / PAC paras/ Audit Report-Coordination	SO (Bt. I) → DS (Bt. I) → CCA	Secretary

20.	C&AG / PAC paras/ Audit Report-Coordination	SO (Bt. I)→ DS (Bt. I)→ CCA	Secretary
21.	Draft Audit Paras from C&AG	SO (Bt. I)→ DS (Bt. I)→ CCA	JS & FA
22.	Matters relating to Examination of Demands for Grants of MoHUA by Parliamentary Standing Committee on Urban Development	SO (Bt. I)→ DS (Bt. I)→ CCA→JS&FA	MoS (I/C)
23.	Preparation/ Authentication of Detailed Demand for Grants (DDGs)	SO (Bt. I)→ DS (Bt. I)→ CCA→JS&FA	MoS (I/C)
24.	Opening of New Head of Account	SO (Bt. I)→ DS (Bt. I)→ CCA	JS & FA
25.	Reports & Returns to be sent to M/o Finance	SO (Bt. I)→ DS (Bt. I)→ CCA	JS & FA
26.	Unspent Balances relating to Ministry of HUA	SO (Bt. I)→ DS (Bt. I)→ CCA	JS & FA
27.	Performance Review of Annual Plan	SO (Bt. I)→ DS (Bt. I)→ CCA→JS&FA	Secretary
28.	Review of Monthly Plan Exp.	SO (Bt. I)→ DS (Bt. I)→ CCA→JS&FA	Secretary
29.	Updating the material on Website	SO (Bt. I)→ DS (Bt. I)→ CCA	JS&FA

DELHI DIVISION

Sl. No.	Category of cases	Channel Submission of	Level of Final Disposal
1.	All Policy matters, Note for the Cabinet.	US→DS/Dir→ AS→Secretary	MoS (I/C)
2.	All cases relating to enactment of Acts and framing rules under the Acts being dealt in Delhi Division, and amendments thereto.	US→DS/Dir→ AS→Secretary	MoS (I/C)
3.	All matters involving approval of the President/ Central Government	US→DS/Dir→ AS→Secretary	MoS (I/C)
4.	Constitution of Committees under Government Orders for specific purposes.	US→DS/Dir→ AS→Secretary	MoS (I/C)
5.	Answering of Starred Question in Lok Sabha and Rajya Sabha	US→DS/Dir→ AS→Secretary	MoS (I/C)
6.	Answering of Unstarred Question in Lok Sabha and Rajya Sabha	US→DS/Dir→AS	MoS (I/C)
7.	Laying of papers on the Table of the Lok Sabha and Rajya Sabha	US→DS/Dir→AS	MoS (I/C)
8.	Seeking extension of time limit for implementation of Parliament Assurances.	US→DS/Dir→AS	MoS (I/C)
9.	Proposal for Affidavits to be filed in various courts, except where MoHUA is not a proforma party.	US→DS/Dir	AS
10.	Proposal for Affidavits to be filed in various courts, where MoHUA is a proforma party.	US	DS/Dir
11.	Routine correspondence with DDA, GNCTD, NCRPB, DUAC, MCDs, NDMC, etc. until the matter is ripe for decision.	US	DS/Dir
12.	Periodical/adhoc reports/returns.	US→DS/Dir	AS
13.	Release of funds from budget	US→DS/Dir	AS

ECONOMIC DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Sustainable development goals and UN Habitat	SO→AEA→EA→AS(D&C)	Secretary
2.	Municipal Bonds	SO→AEA→EA→AS(D&C)	Secretary
3.	Research Studies – appraisal, monitoring and evaluation	SO→AEA→EA	Secretary
4.	Analysis of Policy Notes relating to the new sector/ Ministry	SO→AEA→EA → Secretary	MoS (I/C)
5.	Urban Information Statistics Publication	SO→AEA→EA → Secretary	MoS (I/C)
6.	Big Data, Ministry Website and related issues	SO→AEA→EA	Secretary
7.	Updation and comments on Economic Survey and other publication	SO→AEA→EA	Secretary
8.	Monitoring and information System for various schemes implemented by M/o HUA	SO→AEA→EA	Secretary
9.	Presentation of Outcome Budget on NITI Aayog portal or otherwise	SO→AEA→EA	Secretary
10.	Promotion of Public Private Partnerships (PPPs) in urban infrastructure	SO→AEA→EA	Secretary
11.	Preparation of Theme Notes, Talking Points, power point presentations, as and when desired by MoS (I/C) or Secretary	SO→AEA→EA	MoS (I/C) / Secretary
12.	Examining Cabinet Notes received from other Ministries and preparing MoHUA's comments on the same	SO→AEA→EA → Secretary	MoS (I/C)
13.	COS notes received from other Ministries and preparing MoHUA's comments on the same	SO→AEA→EA	Secretary
14.	RTI matters	SO→AEA)	EA

FINANCE DIVISION

S. No.	Category of Case	Channel of submission	Level of final disposal
1.	Financial proposal received from LSG/UCD Division requiring concurrence/ Advice of FA.	US(D-IV)→ DY.FA	FA
2.	Financial proposal received from LSG/UCD Division requiring concurrence/ Advice of MoF.	US(D-IV) → DY.FA→FA	MoF
3.	Financial proposal received from L&DO Division requiring concurrence/ Advice of FA.	AO(L) →US(D-IV) → DY.FA	FA
4.	Financial proposal received from L&DO Division requiring concurrence/ Advice of MOF.	AO(L) → US(D-IV) → DY.FA	MoF
5.	Financial proposal received from PHE Division and HRIDAY scheme requiring concurrence/ Advice of FA.	US(D-I)→ Director(IFD)	FA
6.	Financial proposal received from PHE Division and HRIDAY scheme requiring concurrence/ Advice of MoF.	US(D-IV)→ Director(IFD) →FA	MoF
7.	Financial proposal received from Swachh Bharat Mission requiring concurrence/ Advice of FA	US(D-IV) →DS(Finance)	FA
8.	Financial proposal received from Swachh Bharat Mission requiring concurrence/ Advice of MoF	US(D-IV) → DS(Finance) →FA	MoF
9.	Financial proposal received from Parliament Section & Coordination Section requiring concurrence/ Advice of FA	DO→ DS(Finance)	FA
10.	Financial proposal received from Administration Division and Hindi Division requiring concurrence/ Advice of FA	DO→ DS(Finance)	FA
11.	Financial proposal received	DO→ DS(Finance)	MoF

	from Administration Division and Hindi Division requiring concurrence/ Advice of MoF	→FA	
12.	Financial proposal received from Printing, Stationery, Publications (PSP) Division & Miscellaneous matters requiring concurrence/ Advice of FA	DO→ DS(Finance)	FA
13.	Financial proposal received from Printing, Stationery, Publications (PSP) Division & Miscellaneous matters requiring concurrence/ Advice of MoF	DO→ DS(Finance) →FA	MoF
14.	Financial proposal received from Smart Cities Mission requiring concurrence/ Advice of FA	US(D-II) → DS(Finance)	FA
15.	Financial proposal received from Smart Cities Mission requiring concurrence/ Advice of MoF	US(D-II) → DS(Finance) →FA	MoF
16.	Financial proposal received from AMRUT & JNNURM Mission requiring concurrence/ Advice of FA	US(D-II) → DS(Finance)	FA
17.	Financial proposal received from AMRUT & JNNURM Mission requiring concurrence/ Advice of MoF	US(D-II) → DS(Finance) →FA	MoF
18.	Financial proposal received from all Metro projects requiring concurrence/ Advice of FA	US(D-II) → DS(Finance)	FA
19.	Financial proposal received from all Metro projects requiring concurrence/ Advice of MoF	US(D-II) → DS(Finance) →FA	MoF
20.	Financial proposal received from CBUD and all matters related to UT Division requiring concurrence/ Advice of FA	US(D-II) → DS(Finance)	FA
21.	Financial proposal received from CBUD and all matters related to UT Division requiring concurrence/ Advice of MoF	US(D-II) →DS(Finance) →FA	MoF

22.	Financial proposal received from Works Division requiring concurrence/ Advice of FA	US(D-I) → Director(IFD)	FA
23.	Financial proposal received from Works Division requiring concurrence/ Advice of MoF	US(D-I) → Director(IFD) → FA	MoF
24.	Financial proposal received from Delhi Division requiring concurrence/ Advice of FA	US(D-I) → Director(IFD)	FA
25.	Financial proposal received from Delhi Division requiring concurrence/ Advice of MoF	US(D-I) → Director(IFD) → FA	MoF
26.	Financial proposal received from UD-II & UD-III Division including TCPO requiring concurrence/ Advice of FA	US(D-I) → Director(IFD)	FA
27.	Financial proposal received from UD-II & UD-III Division including TCPO requiring concurrence/ Advice of MoF	US(D-I) → Director(IFD) → FA	MoF
28.	Financial proposal received from PS Division including NBCC requiring concurrence/ Advice of FA	US(D-I) → DY.FA	FA
29.	Financial proposal received from PS Division including NBCC requiring concurrence/ Advice of MoF	US(D-I) → DY.FA → FA	MoF
30.	Financial proposal received from DS/Directorate of Estates and Housing-III Section requiring concurrence/ Advice of FA	SO → US(D-I) → DY.FA	FA
31.	Financial proposal received from DS/Directorate of Estates and Housing-III Section requiring concurrence/ Advice of MoF	SO → US(D-I) → DY.FA → FA	MoF
32.	Foreign deputation of Officials of M/o HUA up to the level of DS/Director	US → DO → DY.FA → Director(Fin)	Secretary

33.	Foreign deputation of Officials of M/o HUA up to the level of JS	US→DO→DY.FA→ Director(Fin) → Secretary	MoS (I/C)
34.	Foreign deputation of Officials of M/o HUA above the level of JS	US→DO→DY.FA→ Director(Fin) → FA	Screening Committee of Secretaries.
35.	Appraisal of Plan scheme/ projects Costing up to Rs. 100 Crore	US→DO→DY.FA→ Director(Fin)	Secretary
36.	Approval of Plan scheme/ projects Costing up to Rs. 100 Crore	US→DO→DY.FA→ Director(Fin) →FA	Secretary in consultation with FA
37.	Appraisal of Plan scheme/ projects Costing > Rs. 100 Cr. & up to Rs.500.Cr	US→DO→DY.FA→ Director(Fin) →FA	SFC headed by Secretary
38.	Approval of Plan scheme/ projects Costing > Rs. 100 Cr. & up to Rs.500.Cr	US→DO→DY.FA→ Director(Fin) →FA →Secretary	MoS (I/C)
39.	Appraisal of Plan scheme/ projects Costing > Rs. 500.	US→DO→DY.FA→ Director(Fin) →FA	PIB headed by Secretary
40.	Approval of Plan scheme/ projects Costing >Rs. 500 cr. & upto Rs. 1000 cr.	US→DO→DY.FA→ Director(Fin) →FA →Secretary	MoS (I/C) in consultation with FA
41.	Approval of Plan scheme/ projects Costing > Rs. 1000 cr.	US→DO→DY.FA→ Director(Fin) →FA →Secretary →MoS (I/C)	Cabinet/Cabinet Committee
42.	Appraisal of Non-Plan scheme/ projects Costing upto Rs. 75 cr.	US→DO→DY.FA→ Director(Fin) →FA	Secretary
43.	Approval of Non-Plan scheme/ projects Costing upto Rs. 75 cr.	US→DO→DY.FA→ Director(Fin) →FA	Secretary
44.	Appraisal of Non-Plan scheme/ projects Costing More than Rs. 75Cr. But less than Rs. 300cr.	US→DO→DY.FA→ Director(Fin) →FA	SFC headed by Secretary
45.	Approval of Non-Plan scheme/ projects Costing More than Rs. 75Cr. But less than Rs. 300cr.	US→DO→DY.FA→ Director(Fin) →FA →Secretary	MoS (I/C)
46.	Appraisal of Non-Plan scheme/ projects costing Rs. 300cr. And above but less than 500cr.	US→DO→DY.FA→ Director(Fin) →FA →Secretary	Committee on Non-Plan Expenditure
47.	Approval of Non-Plan scheme/ projects costing Rs. 300cr. And above but less than 500cr.	US→DO→DY.FA→ Director(Fin) →FA →Secretary	MoS (I/C)
48.	Appraisal of Non-Plan scheme/ projects costing	US→DO→DY.FA→ Director(Fin) →FA	Committee on Non-Plan

	Rs. 500cr. And above but less than 1000cr.		Expenditure
49.	Approval of Non-Plan scheme/ projects costing Rs. 500cr. And above but less than 1000cr.	US→DO→DY.FA→ Director(Fin) →FA →Secretary	MoS (I/C)
50.	Appraisal of Non-Plan scheme/ projects costing Rs. 1000Cr. and above	US→DO→DY.FA→ Director(Fin) →FA	Committee on Non-Plan Expenditure
51.	Approval of Non-Plan scheme/ projects costing Rs. 1000Cr. and above	US→DO→DY.FA→ Director(Fin) →FA →Secretary	Cabinet/CCEA
52.	Appraisal of Proposal for new autonomous organizations irrespective of outlay	US→DO→DY.FA→ Director(Fin) →FA	Committee on Non-Plan Expenditure
53.	Approval of Proposal for new autonomous organizations irrespective of outlay	US→DO→DY.FA→ Director(Fin) →FA	Cabinet /CCEA
54.	Application under RTI Act	Section→DO→US	CPIO
55.	Appeals in respect of RTI Act	Section→DO→US→ DY.FA→ Director(Fin)	Appellate Authority
56.	Request for relaxation to travel by Airlines other than Air India	SO→US	FA

HOUSING-III SECTION

S. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1	Revision/ modification/liberalization of rules/ procedure and general policy	SO→US→Dy.FA→JS&FA	Secretary
2	Approval for Revision/ modification/liberalization of rules/ procedure and general policy	SO→US→Dy.FA→JS&FA	Ministry of Finance & Ministry of Law
3	Condonation of delay in insurance of house	SO→US→Dy.FA	JS&FA
4	Condonation of delay in mortgaging	SO→US→Dy.FA	JS&FA
5	Condonation of delay in construction of houses	SO→US→Dy.FA	JS&FA
6	Relaxation of HBA rules in individual cases including condonation of irregularity of routine nature in the observance of the rules.	SO→US→Dy.FA	JS&FA
7	Approval of Self-financing schemes of State Housing Boards for grant of HBA of Central Govt. Employees	SO→US→Dy.FA	JS&FA
8	Recovery of Outstanding amount of HBA and interest thereon from the heirs of deceased loanees and from those loanees who cease to be in service.	SO→US→Dy.FA	JS&FA
9	Misc. Representation reg. HBA addressed to MoS (I/C).	SO→US→Dy.FA	JS&FA
10	Misc. Representation reg. HBA (others)	SO→US	Dy.FA
11	Clarification and interpretations with regard to procedural aspects of HBA, Annual reports	SO→US	Dy.FA
12	IFD related issues of DS/Directorate of Estates.	SO→US→Dy.FA	JS&FA
13	Resolving RTI applications	SO	CPIO
14	Resolving RTI applications	SO→US	Appellate Authority
15	Extension of time limit for mortgaging the house/flat	SO→US→Dy.FA	JS&FA
16	Handling/ circulating references from DoPT/MoF in respect of	SO→US→Dy.FA	JS&FA

	House Building Advances.		
17	Updation of website of the Ministry regarding various circulars in respect of HBA issues.	SO→US→Dy.FA	JS&FA
18	Rate of interest on HBA	SO→US→Dy.FA	JS&FA
19	Allocation of HBA funds to MoHUA/MoHUPA	SO→US→Dy.FA	JS&FA
20	Approval of Allocation of HBA funds to MoHUA/MoHUPA	SO→US→Dy.FA→ JS&FA	Ministry of Finance
21	Parliament questions relating to HBA issues.	SO→US→Dy.FA	JS&FA

HERITAGE CITY DIVISION

S.No.	Category of Cases	Channel of Submission	Level of Final Disposal
1	Capacity Building and matters related 1. Engagement and deployment of Experts. 2. Knowledge Centre on the HRIDAY scheme.	SO→US→DS/ Dir	JS (HC)
2	Proposals for providing Technical Assistance to HRIDAY Scheme by World Bank-Cities Alliance.	SO→US→DS/ Dir→JS	Secy.
3	Proposal for sanction of funds to NIUA for organizing the HRIDAY Scheme.	SO→US→DS/ Dir→JS	Secy.
4	Constitution of various Committees under HRIDAY Scheme.	SO→US→DS/ Dir→JS→Secy	MoS (I/C)
5	Release of funds for establishment of National PMU & City PMUs-NIUA	SO→US→DS/ Dir→JS	Secy.
6	Tripartite Agreement to be executed with respective Urban Local Bodies (ULBs) under HRIDAY Scheme.	SO→US→DS/ Dir	JS (HC)
7	Parliament Question.	SO→US→DS/ Dir→JS→Secy	MoS (I/C)
8	Budget allocation of HRIDAY Scheme	SO→US→DS/ Dir→JS→Secy	MoS (I/C)
9	Standing Committee on Urban Development on Demands of Grants of the Standing Committee on Urban Development	SO→US→DS/ Dir→JS	Secy.
10	Inclusion of Cities in HRIDAY Scheme	SO→US→DS/ Dir→JS→Secy	MoS (I/C)
11	Engaging credible & competent NGOs in the due envisioning, Planning & Implementation of HRIDAY Scheme	SO→US→DS/ Dir→JS	Secy.
12	Cooperation between India & Other Countries in the area of Heritage City	SO→US→DS/ Dir→JS→Secy	MoS (I/C)
13	Sanction of study tour Programmes to various Heritage Cities abroad	SO→US→DS/ Dir→JS→Secy	MoS (I/C)
14	Finalization of DPR	SO→US→DS/ Dir→JS	Secy.
15	RTI matters	SO→US	DS/Director (HC)
16	Public Grievance Cases	SO	US (HC)
17	Agreements between two parties for executing the work of HRIDAY Scheme	SO→US→DS/ Dir	JS (HC)

IC CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Signing of Memorandum of Understanding	SO→US→DIR→JS→SECRETARY	MOS (I/C)
2.	Holding of Joint Working Group (JWG) meetings.	SO→US→DIR→JS	Secretary
3.	Foreign Deputation of MoHUA Officers (Political Clearance, FCRA Clearance etc.)	SO→US→DIR→JS	MOS (I/C)/Secretary
4.	Organising of meetings with Foreign delegations	SO→US→DIR→JS	MOS (I/C)/Secretary
5.	Proposals of State Govt. etc. for funding support from Foreign Govt/Agencies.	SO→US→DIR→JS	Secretary
6.	Foreign Training Programmes of officers/officials/technicians etc.	SO→US→DIR→JS	MOS (I/C)/Secretary
7.	Parliamentary Matters	SO→US→DIR→JS	Secretary
8.	Parliament Questions		
	--Starred Question	SO→US→DIR→JS→SECRETARY	MOS (I/C)
	--Unstarred Question	SO→US→DIR→JS	MOS (I/C)

HOUSING DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	VIP Reference	SO→US→DS	Secy/MoS (I/C)
2.	Public Grievances	SO→US	Deputy Secretary as Public Grievance Officer
3.	Invitation of workshops, meetings and conferences of India	SO→US→DS/Dir	JS/AS
4.	Parliament Questions, Parliamentary Standing Committee matters	SO→US→DS/Dir	JS/AS
5.	References received from Coordination/UD Division/RFD	SO→US→DS/Dir	AS
6.	RTI/PG	SO→US	Director/US as CPIO
7.	Court Cases	SO→US→DS/Dir	Secretary
8.	Misc. matters	SO→US→DS/Dir	JS/AS
9.	Appointment of CMDs and Directors on the Board of HUDCO and HPL	SO→US→DS/Dir	MoS (I/C)
10.	Appointment of non-official Directors on the Board of HUDCO and HPL	SO→US→DS/Dir	MoS (I/C)
11.	Appointment of Chief Executive Officer in CGEWHO	SO→US→DS/Dir	MoS (I/C)
12.	Laying of Annual Reports and Audited Accounts of HUDCO, HPL, CGEWHO, BMTPC and LBDB in Parliament	SO→US→DS/Dir	MoS (I/C)
13.	Parliament Question	SO→US→DS/Dir	MoS (I/C)

Note: Disposal/ Submission of files will; DS or Director and JS or AS, as the case may be.

HOUSING FOR ALL DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	All policy matters relating to implementation of schemes assigned in the Mission Directorate and coordination with PMO/NITI Aayog & other Central Ministries in this regard	US→DS/Dir→JS→Secy	Secy→MoS (I/C)
2.	Release of Grants to States/UTs	SO→US→DS/Dir→JS→IFD	Secy
3.	IEC activities under PMAY(U)	Section→US→DS/Dir→JS	Secy→MoS (I/C)
4.	Project proposals under PMAY(U) received from States/UTs	Section→US→DS/Dir→JS	Appex Committee headed by Secy (HUA)
5.	Capacity Building activities supported under the Central plan allocation	Section→US→DS/Dir→JS	Secy
6.	Capacity Building related matters of States/UTs	Section→US→DS/Dir→JS	Appex Committee headed by Secy (HUA)
7.	Demand Survey and Compilation of Housing for All Action Plan/ Annual Implementation Plan	Section→US→DS/Dir→JS	Appex Committee headed by Secy (HUA)
8.	Revision in Mission guidelines	US→DS/Dir→JS	Secy→MoS (I/C)
9.	CRGFT related matters	Section→US→DS/Dir→JS	Secy
10.	Cabinet notes/ EFC/SFC	US→DS/Dir→JS	Secy→MoS (I/C)
11.	Budget matters	Section→US→DS/Dir	JS
12.	National Law School of India University (NLSIU) Chair and related matters	Section→US→DS/Dir→JS	Secy
13.	Establishment related matters supported by the Central plan allocation under PMAY(U)	Section→US→DS/Dir	JS
14.	Parliament Questions, Parliamentary Standing Committee matters	Section→US→DS/Dir→JS	Secy→MoS (I/C)
15.	VIP references	Section→US→DS/Dir→JS	Secy→MoS (I/C)
16.	Public Grievances	ASO→SO→US	DS/Dir
17.	Court cases	ASO→SO→US→DS/Dir	JS→Secy
18.	RTI Application	ASO→SO→US	US as CPIO
19.	RTI Appeal	ASO→SO→US→DS/Dir	DS/Dir
20.	Audit matters including	SO→US→DS/Dir→JS	JS

	PAC paras/ CAG references		
21.	Technology Sub-mission under PMAY(U)	SO→US→DS/Dir→JS	JS→Secy
22.	Quality protocol and implementation (field visits)	Section→US→DS→JS	JS
23.	BMTPC matters	Section→US→DS→JS	JS
24.	Engagement consultants/Hiring Manpower for HFA Directorate	Section→US→DS→JS	JS→Secy
25.	E-Samiksha, Pragati	Section→US→DS→JS	Secy
26.	Internal Administration of HFA Directorate	Section→US→DS→JS	JS
27.	UC related matters	AO→US→DS/Dir	DS

MISSION COORDINATION SECTION

S. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1	Matter related to Pragati Meeting	SO→US→DS/Dir.→JS	Secretary
2	Matter related to eSamiksha	SO→US→DS/Dir.	JS
3	Minutes of the Mission review meeting taken by Secretary (HUA)	SO→US→DS/Dir.→JS	Secretary
4	Minutes of the Mission review meeting taken by Hon'ble MoS (I/C) (HUA)	SO→US→DS/Dir.→JS→Secretary	MoS (I/C)
5	RTI matter	SO→US	DS/Dir.
6	Public Grievances	SO→US	DS/Dir.
7.	Parliament Question (Starred Question)	SO→US→DS/Dir.→JS→Secretary	MoS (I/C)
8	Parliament Question (Unstarred Question)	SO→US→DS/Dir.→JS	MoS (I/C)
9	VIP References	SO→US→DS/Dir.→JS→Secretary	MoS (I/C)
10	PMO References	SO→US→DS/Dir→JS	Secretary
11	Matter related with NITI Aayog/ Cabinet Secretariat/ other Ministry	SO→US→DS/Dir	JS

NERUDP SECTION - A

Sl.No.	Category of Work	Channel of Submission	Level of final disposal
1.	Release of payment to states	SO→US→DS→JS	Secretary
2.	Parliamentary starred questions	SO→US→DS→JS→Secretary	MoS (I/C)
3.	Parliament unstarred questions	SO→US→DS→JS	MoS (I/C)
4.	Technical matters related to scheme	SO→US→DS	JS
5.	Public Grievances	SO→US	DS
6.	RTI matters	SO	US(CPIO)
7.	RTI Appeals	SO→US	DS(Appellate authority)
8.	VIP references	SO→US→DS→JS→Secretary	MoS (I/C)
9.	PMO references	SO→US→DS→JS	Secretary

NERUDP SECTION - B (10% LUMP SUM SCHEME)

Sl.No.	Category of Work	Channel of Submission	Level of final disposal
1.	Release of payment to states	SO→US→DS→JS	Secretary
2.	Parliamentary starred/Unstarred questions	SO→US→DS→JS→Secretary	MoS (I/C)
3.	Parliament unstarred question	SO→US→DS→JS	MoS (I/C)
4.	Technical matters related to scheme	SO→US→DS	JS
5.	Public Grievances	SO→US	DS
6.	RTI matters	SO	US(CPIO)
7.	RTI Appeals	SO→US	DS(Appellate authority)
8.	VIP references	SO→US→DS→JS→Secretary	Ministry
9.	PMO references	SO→US→DS→JS	Secretary

राजभाषा प्रभाग

क्र.सं.	सामान्य की श्रेणी	प्रस्तुति का माध्यम	अंतिम निपटारा का स्तर
1.	आवासन और शहरी कार्य मंत्रालय की संयुक्त हिन्दी सलाहकार समिति का गठन और उसकी बैठकें आयोजित करना	सहायक निदेशक→निदेशक→संयुक्त सचिव	मंत्री (आवासन और शहरी कार्य)
2.	संसदीय राजभाषा समिति की विभिन्न रिपोर्टों में की गई सिफारिशों पर अनुवर्ती कार्रवाई	सहायक निदेशक→निदेशक→संयुक्त सचिव	सचिव
3.	(क) संसदीय राजभाषा समिति का मंत्रालय का दौरा (ख) संसदीय राजभाषा समिति का मंत्रालय के कार्यालयों/सार्वजनिक क्षेत्र के उपक्रमों का दौरा	सहायक निदेशक→निदेशक→संयुक्त सचिव	सचिव
4.	मंत्रालय की राजभाषा कार्यन्वयन समिति की बैठकें आयोजित करना, कार्यसूची, कार्यवृत्त व अनुवर्ती कार्रवाई का अनुमोदन	सहायक निदेशक→निदेशक	संयुक्त सचिव
5.	मंत्रालय की वार्षिक रिपोर्ट के लिए हिन्दी के प्रगामी प्रयोग संबंधी सामग्री तैयार करना।	सहायक निदेशक→निदेशक	संयुक्त सचिव
6.	राजभाषा विभाग द्वारा समझ में गेज की जाने वाली वार्षिक मूल्यांकन रिपोर्ट के लिए मंत्रालय की जानकारी तैयार करना।	सहायक निदेशक→निदेशक	संयुक्त सचिव
7.	मंत्रालय की हिन्दी तिमाही प्रगति रिपोर्ट अनुभागों से लेकर संकलित करके राजभाषा विभाग को भेजना	सहायक निदेशक→निदेशक	संयुक्त सचिव
8.	राजभाषा अधिनियमों, नियमों आदि के विभिन्न प्रावधानों का उल्लेखन	सहायक निदेशक→निदेशक	संयुक्त सचिव
9.	हिन्दी कार्यशालाओं का आयोजन	सहायक निदेशक→निदेशक	संयुक्त सचिव
10.	हिन्दी दिवस/विश्व हिन्दी दिवस के अवसर पर मंत्रालय और संबद्ध/अधीनस्थ कार्यालयों/उपक्रमों में हिन्दी सप्ताह/सप्ताहवाड़े/हिन्दी मास का आयोजन करना	सहायक निदेशक→निदेशक→संयुक्त सचिव	सचिव

क्र.सं.	मामले की श्रेणी	प्रस्तुति का माध्यम	अंतिम निपटान का स्तर
11.	मंत्रालय के संबद्ध/अधीनस्थ कार्यालयों/उपक्रमों में हिन्दी पदों के सृजन की मंजूरी हेतु पहल/सलाह-सहयोग	सहायक निदेशक→निदेशक→संयुक्त सचिव	सचिव
12.	सचिव राजभाषा की अध्यक्षता में केन्द्रीय राजभाषा कार्यान्वयन की बैठक हेतु एजेंडा मदे देना/भाग लेना	सहायक निदेशक→निदेशक	संयुक्त सचिव
13.	प्रधान मंत्री की अध्यक्षता में केन्द्रीय हिन्दी समिति	सहायक निदेशक→निदेशक→संयुक्त सचिव→सचिव	मंत्री/सचिव
14.	हिन्दी के प्रगामी प्रयोग का मौके पर जायजा लेने हेतु मंत्रालयों के अनुभागों/सम्बद्ध/अधीनस्थ कार्यालयों उपक्रमों आदि का निरीक्षण	सहायक निदेशक→निदेशक	संयुक्त सचिव
15.	सम्बद्ध/अधीनस्थ कार्यालयों उपक्रमों की हिन्दी तिमाही प्रगति की समीक्षा	सहायक अनुभाग अधिकारी	सहायक निदेशक
16.	सम्बद्ध/अधीनस्थ कार्यालयों की राजभाषा कार्यान्वयन समिति की बैठकों में मंत्रालय का प्रतिनिधित्व करना	सहायक अनुभाग अधिकारी	सहायक निदेशक
17.	संसद प्रश्नोत्तरी, मंत्रिमंडल गोटों/ वार्षिक प्रशासनिक रिपोर्ट/आउटकम बजट मंत्रालय से संबंधित स्थायी समिति की सामग्री का अनुवाद	सहायक निदेशक	निदेशक
18.	सूचना का अधिकार अधिनियम 2005 से संबंधित मामले	सहायक निदेशक → निदेशक	संयुक्त सचिव

PHE SECTION

Sl. No.	Categories of Cases	Channel of Submission	Level of final Disposal
1.	Formulation of policy relating to Urban Water Supply & Sanitation	PHE DS/Dir→ JS→ Secretary	MoS (I/C)
2.	Starred Questions	SO→US→DS/DIR.→JS→ Secretary	MoS (I/C)
3.	Unstarred Questions	SO→US→DS/Dir.→JS	MoS (I/C)
4.	Parliamentary Assurances	SO→US→DS/Dir.→JS	MoS (I/C)
5.	PHE Conference/Seminars held in India-assistance regarding	SO→US→DS/Dir.→JS	Secretary
6.	Monitoring and Management System	SO→US→DS/Dir.	JS
7.	Proposals for UTs for administrative approval of Urban Water Supply & Sanitation Scheme ↑	CPHEEO SO→US→DS/Dir.→ JS	Secretary
8.	PMO references	SO→US→DS/Dir.→JS	Secretary
9.	RTI	SO→US	DS/Director
10.	Public Grievances	SO→US	DS/Director

PRINTING STATIONERY AND PUBLICATION (PSP) DIVISION

Sl. No.	Category of cases	Channel of Submission	Level of Final Disposal
1	Matters relating to recognition of Union/ Association	US→DS/DIR→JS→ Secy	MoS (I/C)
2	All matters relating to important Policy decision	US→DS/DIR→JS→ Secy	MoS (I/C)
3	Appointments to Gr. 'A' Posts	US→DS/DIR→JS→ Secy	MoS (I/C)
4	Matters pertaining to PAC/Estimates Committee and other Parliamentary Committees	US→DS/DIR→JS	Secretary
5	*RRs. For Gr. 'A' & Gr. 'B' Posts(Framing, notification, amendment & relaxation)	US→DS/DIR→JS	MoS (I/C)
6	*RRs. For Gr. 'C' & Gr. 'D' Posts(Framing, notification, amendment & relaxation)	US→DS/DIR	JS
7	Intimation under CSS(Conduct) Rules in respect of Grade Gr. 'A' Officers	US→DS/DIR→JS	Secretary
8	Policy regarding contracts/conditions of contracts	US→DS/DIR→JS	Secretary
9	Procurement/Supply of paper to Govt. Presses and other Govt. Offices.	US→DS/DIR	MoS (I/C) JS**
10	Procurement/ Import/replacement of machines in Govt. of India Presses	US→DS/DIR	JS/Secy/ MoS (I/C)**
11	Construction of buildings for Godowns/ Govt. of India Presses	US→DS/DIR	JS/Secy/ MoS (I/C)**
12	Court Cases	US→DS/DIR	JS→Secy
13	Finalisation of tenders for stationery store	US→DS/DIR	JS/Secy/ MoS (I/C)**
14	Matters relating to 5 year Plans and Annual Action Plan	US→DS/DIR	JS
15	Audit and Accounts matters	US→DS/DIR	JS

Sl. No.	Category of cases	Channel of Submission	Level of Final Disposal
16	Budget related matter of Dte. Of Printing/ GISO/ Dept. of Publication	US→DS/DIR	JS
17	Result Framework Documents	US→DS/DIR	JS
18	Deputation of MoS (I/C)/ Officers abroad in connection with the subjects handled by PSP division	US→DS/DIR→JS→Secy	MoS (I/C)
19	Parliament Questions (Starred) (Un-starred)	US→DS/DIR→JS→Secy US→DS/DIR→JS	MoS (I/C) MoS (I/C)
20	Annual Report	US→DS/DIR	JS
21	Disciplinary cases of Group-A officers of Dte. Of Printing /GISO/Dept. of Publication	US→DS/DIR→JS→Secy	MoS (I/C)
22	Creation of posts in respect of Dte. Of Printing /GISO/Dept. of Publication	US→DS/DIR→JS→Secy	MoF
23	Proposals for revision of pay scales of printing scales of printing staff of UTs	US→DS/DIR→JS→Secy	MoF
24	Appointment of Consultants	US→DS/DIR→JS	Secretary
25	RTI matters		CPIO
26	RTI appeals	US	Appellate Authority

*Framing of important amendment to RRs for the post of DS/Director of Printing, Controller of Stationery and Controller of Publication shall require the approval of MoS (I/C).

** As the case may be in terms of Ministry of Finance, Department of Expenditure's notification dated 16.9.2003, O.M. No. 1(5)/2016-E.II(A) dated 27.05.2016 w.r.t. non-planned expenditure and O.M. No. 24(35)/PF-II/2012 w.r.t. planned expenditure

SMART CITIES DIVISION

SMART CITIES-I (US-I)

S.No.	Category of cases	Channel of Submission	Level of Final Disposal
1.	All Policy matters relating to Smart Cities.	US→DS/Dir→JS→Secy	MoS (I/C)
2.	All matters relating to revision of Mission Statement including Guidelines	US→DS/Dir→JS→Secy	MoS (I/C)
3.	VIP References	US→DS/Dir→JS	MoS (I/C)
4.	PMO/Cabinet Secretariat references	US→DS/Dir→JS	Secy.
5.	RTI Applications	US	US
6.	RTI Appeals	US	DS/Dir
7.	E-Samiksha	US→DS/Dir	EA
8.	Public Grievances	US→DS/Dir	EA
9.	Matter related to Parliamentary Committees etc.	US→DS/Dir→JS	Secy.
10.	Audit Matters including C&AG	US→DS/Dir→JS	Secy.
11.	Internal Administration of Smart Cities Division.	US→DS/Dir	JS
12.	Budgetary proposals	US→DS/Dir	JS
13.	Starred Parliament Questions/JSsurances concerning Smart City Mission.	US→DS/Dir→JS→Secy	MoS (I/C)
14.	Unstarred Parliament Questions/JSsurance concerning Smart City Mission	US→DS/Dir→EA	MoS (I/C)
15.	Reimbursement of Bills for Hiring Vehicles for Smart Cities Mission	US→DS/Dir	EA
16.	Coordination within Smart Cities Division.	US	DS/Dir
17.	Periodical Reports/Return	US→DS/Dir	EA

SMART CITIES-I (US-II)

S.No.	Category of cJSes	Channel of Submission	Level of Final Disposal
1.	Tie ups/Coordination with Foreign Countries.	US→DS/Dir→JS	Secy.
2.	Hand holding agencies & consulting firms	US→DS/Dir	JS
3..	Formation of Mission Monitoring Unit. ↑	US→DS/Dir→JS	Secy
4.	Workshops/Seminars/Exposure	US→DS/Dir	JS
5.	Foreign Training Deputation ↑	US→DS/Dir→JS	MoS (I/C) /Secy.
6.	Plan Proposals/RFD ↑	US→DS/Dir	JS
7.	RTI Applications	US	US
8.	RTI Appeals	US	DS/Dir.
9.	Funding to selected Smart Cities ↑	Secy.	Secy.
10.	VIP Reference	US→DS/Dir→JS	MoS (I/C)
11.	PMO/Cabinet Secretariat References	US→DS/Dir→JS	Secy.

SMART CITIES-III (A)

Sl. No.	Categories of CJSES	Channel of Submission	Level of Final Disposal
1.	Smart Cities Mission (SCM) Monitoring	US→DS/Dir	JS(SC)
2.	Addressing of Mission Challenges, new idea from citizen, citizen involvement related work etc.	US→DS/Dir	JS(SC)
3.	Sanction of fund under SCM	US→DS/Dir	JS(SC)
4.	All matters related to implementation of projects	US→DS/Dir	JS(SC)
5.	Public Grievance CJSES	US→DS/Dir	EA
6.	RTI matters	US	DS
7.	VIP References	SO→US→DS→JS	MoS (I/C)
8.	Hindi Quarterly Report/VIP & Cabinet Monthly Report	US	DS
9.	Parliament matter correspondence within the Ministry	US	DS
10.	Meetings on SCM	US	DS
11.	Steering Committee correspondence within the Ministry.	US	DS
12.	Reply on examination of timely & effectively implementation of various schemes of MoHUA	US	DS
13.	Mission website related matter (Uploading/Repairing/Updation/deletion etc.)	US	DS
14.	Regional Workshop on SCM	US	DS
15.	Setting up of MMU for SCM & PMU for AMRUT mission related work	US→DS	JS(SC)
16.	Model RFPs	US→DS→EA	JS(SC)
17.	Review of RFPs sent by Smart Cities	US→DS	EA
18.	Public Private Partnership Matters	US→DS	EA
19.	Development of Templates	US→DS	JS(SC)
20.	Guideline of CCBP	US→DS	JS(SC)
21.	E-Samiksha	US	DS
22.	Urban Innovations	US→DS	JS(SC)

CBUD DIVISION

Sl. No.	Categories of Cases	Channel of Submission	Level of Final Disposal
1.	Sanction of Funds under CBUD Projects	SO→US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
2.	All matters related to Implementation of CBUD projects	US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
3.	Public Grievance Cases	SO→US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
4.	RTI Matters	US	US (CBUD)
5.	RTI Appeals	US→DS	DS (CBUD)
6.	VIP Letters reply	SO→US→DS→JS → Secretary	MoS (I/C)
7.	Hindi Quarterly report/ VIP & Cabinet Monthly reports	SO→US→DS	DS (CBUD)
8.	Parliament matter correspondence within the Ministry	SO→US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
9.	Meetings on CBUD	US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
10.	Steering Committee correspondence with in Ministry	US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
11.	Reply on examination of Timely & effectively implementation of various projects under Mission	US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
12.	Mission website and implementation related matter (Updation & deletion)	US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
13.	Regional Workshop on CBUD	US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
14.	Setting of MMU and PMU for CBUD	US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)
15.	REOI / RFP for CBUD projects.	US→DS→JS	JS(DAY-NULM) & Mission Director (CBUD)

SWACHH BHARAT MISSION DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Release of grants to States/UTs	Section→US→DS→JS→IFD	Secretary /NARC
2.	Central level expenditure/purchasing for SBM DS/Directorate under Major Head 2217	Section→US→DS→JS	JS (SBM) with consultation of IFD
3.	Foreign Visits	Section→US→DS→JS	Secretary /MoS (I/C)
4.	Parliament Questions, Parliamentary Standing Committee matters	Section→US→DS→JS	Secretary/ MoS (I/C)
5.	SNUSP-II - GIZ	Section→US→DS→JS→IFD	Secretary
6.	Policy related matter on SWM	Section→US→DS→JS→Secretary	MoS (I/C)
7.	Revision of Swachh Bharat Mission Guideline	Section→US→DS→JS→Secretary	MoS (I/C)
8.	Invitation of workshops, meetings and conferences in India	Section→US→DS	JS(SBM)
9.	VIP references	Section→US→DS→JS	Secretary/MoS (I/C)
10.	Budget provision	Section→US→DS	JS(SBM)
11.	Other budget references like Outcome Budget, examination of Demands for Grants etc.	Section→US→DS	JS(SBM)
12.	Website updation	Section→US→DS	JS(SBM)
13.	RTI Applications/ Public Grievances	Section→US	US as CPIO
14.	Public Grievances	Section→US	Deputy Secretary as Public Grievance Officer
15.	References received from Coordination/UD divisions/ RFD	Section→US→DS	JS(SBM)
16.	CSC matters- bill received and processing for payments	Section→US→DS	JS(SBM) with consultation of IFD
17.	NARC meetings	Section→US→DS→JS	Secretary
18.	District Level Review and Monitoring Committee	Section→US→DS→JS→Secretary	MoS (I/C)

	matters		
19	Draft Cabinet Note/EFC/SFC from other Ministries	Section→US→DS→JS→ Secretary	MoS (I/C)
20	Deputation for foreign visits	Section→US→DS→JS→Secretary	MoS (I/C)
21	Court cases	Section→US→DS→JS	Secretary
22	Audit Paras/CAG references	Section→US→DS	JS(SBM)
23	MoU with Janaagrah	Section→US→DS	JS
24	Hindi translations of content of SBM websites	Section→US→DS	JS(SBM)
25	Hiring of Manpower for SBM DS/Directorate	Section→US→DS	JS(SBM) with consultation of IFD
26	MoUs with BMGF and USAID on support to SBM	Section→US→DS	JS
27	MoU with GIZ on support to SWM projects	Section→US→DS	JS
28	MoU with BSNL	Section→US→DS	JS

CPHEEO

Support to PHE/Ministry

Sl. No.	Categories of Cases	Channel of Submission	Level of Final Disposal
1	Formulation of policies, strategies, guidelines relating to Urban Water Supply & Sanitation including Solid Waste Management & Storm Water Drainage	DA/JA→Adviser	JS(SBM & PHE)
2	Preparation of technical manual /guidelines	DA/JA→Adviser	JS(SBM&PHE)
3	Participation and sharing of technical information within the Ministry and with other Ministries/organization etc. in formulating reply to VIP reference, PMO reference, parliament questions/assurances/RTIs/PGs/ PSC/CAG/PAC and many other matters where technical expertise/inputs of CPHEEO is required.	TO/AA/DA/JA→Adviser	JS(SBM&PHE)
4	Technical advise/assistance to various other ministries and public bodies on matter related to SWM, water & sanitation and storm water drainage	TO/AA→DA/JA→Adviser	JS(SBM&PHE)
5	Proposals for UTs for administrative approval of Urban Water Supply & sanitation Scheme.	TO→DA→Adviser	JS(SBM&PHE)

6	Scrutiny of water supply & sanitation related DPRs/PPRs for EAP (WB/ADB/JICA/UNIDO/GEF/BMGF/USAID/KfW) received through States/Programme Divisions viz. NERUDP, UD, UT etc. in the field of (i) Solid Waste (ii) Waste Water /Sewerage; (iii) Water Supply/Drainage	TO/AA→JA→Adviser TO→DA→Adviser TO→DA→Adviser	JS(SBM&PHE)
7	Ganga matters	TO/AA→JA→Adviser	JS(SBM&PHE)
8	Supply of information to various sections/divisions of the Ministry in respect of miscellaneous matters viz. material for Annual Report, Outcome Budget, reply to Audit paras etc.etc.	SO/ADVISER	JS(SBM&PHE)
9	All matters of Uttar Pradesh	Adviser→JS(SBM&PHE)	JS(SBM&PHE)
10	PHE Training Programme	SO→DA→Adviser	JS(SBM&PHE)
11	RTI	TO/AA→DA/JA	DA/JA/Adviser as CPIO & Appellate Authority
12	Public Grievances	TO/AA→DA/JA	Adviser
Support to SBM Division			
13	Matters related to Solid Waste Management except collection & transportation; Waste-to-compost; waste-to-energy related progress reports; All Technical matters which come under the expertise of CPHEEO i.e. matters related to water supply & sanitation in	TO/AA →JA →Adviser	JS(SBM&PHE)

	respect of the States as distributed by JS(SBM) from time to time		
14	Matters related to Toilets & ODF, related progress report; and capacity buildings materials; All Technical matters which come under the expertise of CPHEEO in respect of the States as distributed by JS(SBM) from time to time	TO → DA → Adviser	JS(SBM&PHE)
15	All matters related to Collection and Transportation of Solid Waste Management Landfills & Capping; All matters related to GeM/DGS&D rate contracts; FSSM Policy/BIS Matters related to Technology Evaluation Committee; Thematic drives/IEC; All Technical matters which come under the expertise of CPHEEO in respect of the States as distributed by JS(SBM) from time to time	TO → DA → Adviser	JS(SBM&PHE)

UPA (DAY-NULM) DIVISION

S. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1	Policy Proposals requiring approval of the Cabinet, GoM, and Cabinet Committees	DS/Dir→JS→Secretary→MoS (I/C)	Cabinet/ CCEA
2	Providing Comments on Notes of other Ministries for the Cabinet/ Cabinet Committees, GoM	US→DS/Dir→JS→ Secretary	MoS (I/C)
3	Comments on EFC Notes of other Ministries/ Departments	US→DS/Dir→JS	Secretary
4	Policy Issues, Amendment of Mission Document	US→DS/Dir→JS→ Secretary	CCEA
5	Revision / amendment of operational Guidelines of Mission	US→DS/Dir→JS→ Secretary	MoS (I/C)
6	Allocation of funds to States/ UTs under DAY-NULM	US→DS/Dir→JS→ Secretary	MoS (I/C)
7.	Release of Grants-in-aid to States/UTs under DAY-NULM as per approved allocation	US→DS/Dir	JS*
8	Policy approval of Capacity Building Activities including convergence with other Missions/ Evaluation of Mission and setting up of NMMU	SO→US→DS/Dir→JS	Secretary
9	Grant-in-aid as per approval for Capacity Building activities and programmes	US→DS/Dir→JS	JS*
10	Review & Monitoring and implementation issues of DAY-NULM	SO→US→DS/Dir	JS
11	Expenses/ reimbursement claims of NMMU, Support Cell, Studies, organizing of conferences/ workshops, etc.	US→DS/Dir	JS*
12	Approval of I & SP Projects	US→DS/Dir→JS	Secretary
13	Release of funds for approved I & SP projects	US→DS/Dir	JS*
14	Preparation/ submission of RE & BE/ Supplementary Demand proposals/ Annual plan to Budget Division	US→DS/Dir	JS
15	Re-appropriation of Budget from one Head to another Head for submission to Budget Section	US→DS/Dir	JS*
16	Outcome Budget/ release under DAY-NULM for submission to Budget Section	US→DS/Dir	JS

17	Starred Questions/ Notices/ Motion	US→DS/Dir→JS→ Secretary	MoS (I/C)
18	Un-starred Questions	US→DS/Dir→JS	MoS (I/C)
19	Assurances in Parliament	US→DS/Dir→JS→ Secretary	MoS (I/C)
20	Matters relating to Consultative Committees/ Standing Committees	US→DS/Dir→JS→ Secretary	MoS (I/C)
21	Matter under 377/ private member Bill	US→DS/Dir→JS→ Secretary	MoS (I/C)
22	Parliament matter correspondence within the Ministry	SO→US	DS/Dir
23	Replies on Audit Memos for submission to Budget/ Coord.	US→DS/Dir	JS
24	C&AG Audit Reports for submission to Budget/ Coord. Section	US→DS/Dir→JS→ Secretary	MoS (I/C)
25	Approval of the Draft affidavit/ replies etc.	US→DS/Dir→JS	Secretary
26	Public Grievances/ Complaints	SO→US→DS/Dir	JS
27	MPs/ Chief Ministers/ other VIP's references	US→DS/Dir→JS→ Secretary	MoS (I/C)
28	Administrative matters of Division	SO→US→DS/Dir	JS
29	RTI Matters	SO	US
30	RTI Appeals	US	DS/Dir
31	Monthly/ Quarterly Reports/ Returns and References received for comments from other Ministries/ Departments	SO→US→DS/Dir	JS
32	Issues likely to be raised during the parliament Session	US→DS/Dir→JS	Secretary
33	Visit abroad by officers in connection with subject handled	US→DS/Dir→JS→ Secretary	MoS (I/C)
34	Correspondences with other Ministries/ NITI Aayog for Information on matters e.g. PQs, PMO/ MP/ VIP references and Public Grievances	US→DS/Dir	JS
35	The Matters relating to SECC-2011	SO→US→DS/Dir→JS	Secretary
36	E-Samiksha updation	US	DS/Dir
37	Website updation	US→DS/Dir	JS
38	Misc. non-policy matters	US→DS/Dir	JS

[*In consultation with IFD/ JS&FA]

URBAN TRANSPORT DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	All policy matters, Note for the Cabinet	US→DS/Dir→OSD(UT) & EO JS→AS→Secretary	MoS (I/C)
2.	All cases relating to enactment of Act and framing of rules under the Acts being dealt in UT division	US→ DS/Dir→OSD(UT) & EO JS→AS→Secretary	MoS (I/C)
3.	Answering Starred Question in Lok Sabha/ Rajya Sabha	US→ DS/Dir→OSD(UT) & EO JS→AS→Secretary	MoS (I/C)
4.	Answering unstarred question in Lok Sabha/ Rajya Sabha	US→ DS/Dir→OSD(UT) & EO JS→AS	MoS (I/C)
5.	Seeking extension of time limit for implementation of Parliament assurances	US→ DS/Dir→OSD(UT) & EO JS→AS	MoS (I/C)
6.	Laying of papers in both the Houses of Parliament	US→ DS/Dir→OSD(UT) & EO JS→AS	MoS (I/C)
7.	Representation from General public forwarded by MPs/VIPs	US→ DS/Dir→OSD(UT) & EO JS→AS(UD)→Secretary	Ministe
8.	Parliamentary Matters and Parliamentary Committee Matters	US→ DS/Dir→OSD(UT) & EO JS→AS	Secretary
9.	All Urban Transport projects and proposals (including BRTS and bus funding scheme) under AMRUT projects including condition of sanction.	US→ DS/Dir→OSD(UT) & EO JS	Secretary
10.	National Common Mobility Card	US→ DS/Dir→OSD(UT) & EO JS→AS	Secretary
11.	Release of budgetary fund	US→ DS/Dir→OSD(UT) & EO JS→AS	Secretary
12.	Court Cases	US→ DS/Dir→OSD(UT) & EO JS→AS	Secretary
13.	RTI Matters.	CPIO→US	CPIO→US
14.	Periodical Reports and Returns	US→ DS/Dir	OSD(UT) & EO JS

WORKS DIVISION

Sl. No.	Category of Cases	Channel of submission	Level of final disposal
1	Cadre review of Gr.('A') and ('B') Services/Officer of CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
2	Cadre review of Gr.'C' & 'D' Officers of CPWD	DO→DS/Dir→JS→Secretary	MoS (I/C)
3	Creation of posts in the CPWD/PWD of Union Territories (not covered by delegated powers of Ministry)	US→DS/Dir→JS→Secretary	MoS (I/C)
4	Appointment of Arbitrators on deputation basis in MoHUA	US→DS/Dir→JS→Secretary	MoS (I/C)
5	Preparation of panel for promotion of Group 'A' Officers in the CPWD making reference to UPSC (where relaxation of RR involved)	US→DS/Dir→JS→Secretary	MoS (I/C)
6	Making reference to DoPT for approval of the ACC in respect of Selection Grade SEs, CEs/CAs, ADG & DG(W)	US→DS/Dir→JS→Secretary	MoS (I/C)
7	Posting and transfers of ADGs/CEs/SEs level officers	US→DS/Dir→JS→Secretary	MoS (I/C)
8	RRs for Gr. 'A' posts in CPWD notification, amendment and relaxation	US→DS/Dir→JS→Secretary	MoS (I/C)
9	Disciplinary cases of Gr. 'A' Officers of CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
10	Forwarding of applications of Gr.'A' officers of CPWD for foreign training where MoHUA is not the nodal Ministry	US→DS/Dir→JS→Secretary	MoS (I/C)
11	Foreign assignments/Deputation of Gr. 'A' Officer issue of sanction.	US→DS/Dir→JS→Secretary	MoS (I/C)
12	Appointment/promotion to Gr.'A' posts in CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
13	Acceptance of resignation of Gr.'A' MoS (I/C) Officers of CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
14	Acceptance of Vol. retirement of Gr.'A' officers of CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
15	Taking approval for commercial employment within one year of retirement of Gr.'A' officers of CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
16	Recognition/de-recognition of Association of Gr.'B' officers of CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
17	Relaxation of Model Rules.	US→DS/Dir→JS→Secretary	MoS (I/C)
18	Amendments/review of Rajghat Samadhi Act/Rules/By Laws.	US→DS/Dir→JS→AS→Secretary	MoS (I/C)
19	Policy matters connected with	US→DS/Dir→JS→AS→Secretary	MoS (I/C)

	Samadhis	etary	
20	Recognition of Unions/Association of Gr.'C' & 'D' MoS (I/C)ial work charged staff	DO→DS/Dir→JS→Secretary	MoS (I/C)
21	Sanction of prosecution of the official concerned in the CPWD for violation of Contract labour (Regulation and Abolition) Act, 1970 and Rules made there under and other labour Laws.	DO→DS/Dir→JS→Secretary	MoS (I/C)
22	Policy relating to Construction of General Pool Accomodation	US→DS/Dir→JS	Secretary
23	Delegation of Powers	US→DS/Dir→JS	Secretary
24	RRs for Gr.'B' post in CPWD – framing, Amendments and relaxation	US→DS/Dir→JS→Secretary	MoS (I/C)
25	Empanelment of officers of CPWD for tenure appointments under Central Staffing Scheme – sending recommendations to DoPT	US→DS/Dir→JS→Secretary	MoS (I/C)
26	PAC Paras	US→DS/Dir→JS→Secretary	MoS (I/C)
27	Parliament Question/Assurances/Parliamentary Committee's	US→DS/Dir→JS→Secretary	MoS (I/C)
28	Reference from various Ministries/Department reg. entrusting the works to Public Works Organization	US→DS/Dir→JS→Secretary	MoS (I/C)
29	References from other Ministries/Department for setting up their own Engineering Wing.	US→DS/Dir→JS→Secretary	MoS (I/C)
30	Review/Fixation of Departmental Charges	US→DS/Dir→JS	Secy.
31	Emergency Work	US→DS/Dir	JS
32	Annual Plan Proposals (Budget)	US→DS/Dir	JS
33	Annual Action Plan	US→DS/Dir	JS
34	Policy relating to Additions/alterations to existing Type I to IV quarters.	US→DS/Dir	JS
35	Write-Off of losses with financial concurrence relating to Gr.'C' & 'D' and UT employees (with the concurrence of Finance Division)	DO→DS/Dir	JS
36	Arbitration matters	US→DS/Dir	JS
37	Amendments to CPWD Code (in consultation with Department of Legal Affairs and Finance Division)	US→DS/Dir→JS	Secy.
38	Action taken Notes on CAG Audit Paras	US→DS/Director	JS
39	Foreign collaboration proposals	US→DS/Dir→JS→Secretary	MoS (I/C)
40	Transfer of persons from work charged establishment to the regular establishment and vice versa	DO→DS/Director	JS

41	Preparation of Action taken notes on the items of the agenda for the Departmental Council Meetings.	US→DS/Director	JS
42	Relaxation of rules relating to Scales of the uniforms for various categories of the employees in CPWD for which administrative Ministry is Competent (with concurrence of the Finance Division)	DO→DS/Director	JS
43	Issue of eligibility certificate in r/o foreign national employed by CPWD in Group 'C' & 'D'	DO→DS/Director	JS
44	Notification of minor amendments to RRs such as change in scale of pay number of Post, minor correction etc.	DO→DS/Director	JS
45	Preparation of Panel for Gr.'A' officers in the CPWD making references to UPSC (Where no relaxation is involved)	US→DS/Director	JS
46	Making reference to DoPT for advice/clarification on important establishment matters. (not covered by powers delegated to DG, CPWD)	US→DS/Dir→JS	Secy.
47	Making reference to Ministry of Finance for approval/relaxation	US→DS/Director	JS
48	Making references to Ministry of Law reg. Court cases involving legal/policy issues and filing of Writ Petition/SLP	US→DS/Director	JS
49	Establishment matters relating to UTs	US→DS/Director	JS
50	Allowing extension of deputation for fourth/fifth year for officers of CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
51	RRs for Gr.'C' & 'D' posts in the CPWD (Framing amendment and relaxation)	US→DS/Dir→JS	MoS (I/C)
52	Declaring officers of CPWD as Head of Department after decision by Management Committee	US→DS/Dir→JS	Secy.
53	Giving notional benefit of increment/pay under FR-25 to Gr.'B' officers	US→DS/Dir→JS→Secretary	MoS (I/C)
54	Acceptance of intimation of Gr.'A' officers of CPWD (beyond the powers delegated to DG Reg. Gifts, acquisition/disposal of immovable property	US→DS/Dir→JS	Secy.
55	Granting permission to CPWD officers for renting out accommodation to foreign nationals/firms, National/Forms.	DO→DS/Dir→JS	Secy.
56	Court cases relating to Gr.'C' & 'D' employees of CPWD -vetting of counter reply.	US→DS/Dir→JS	Secy.

57	Grant-in-aid to Rajghat Samadhi Committee	US→DS/Dir	AS
58	Court cases relating to Gr.'A' officers of CPWD and referred to Ministry for approval of Counter Affidavit	US→DS/Director	JS
59	Budget matters relating to establishment of PWDs of Union Territories	US	DS/ Director
60	Issues relating to training of Group 'A' officers of CPWD in foreign countries.	US→DS/Dir→JS→Secretary	MoS (I/C)
61	Obtaining approval of MoH&FW for reimbursement of medical expenses (not covered by powers delegated to MoHUA)	DO→US	DS/ Director
62	Disciplinary cases of Gr.'C' & 'D' employees and work charged staff review petition	DO→DS/Dir→JS→Secretary	MoS (I/C)
63	Approval of reimbursement of medical expenses to CGHS beneficiaries (not covered by powers delegated to DG, CPWD)	US→DS/Dir→JS	Secy.
64	Grant of ACP/MACP to CPWD Officers	US→DS/Dir→JS→Secretary	MoS (I/C)
65	Grant of Non-functional upgradation to all organized Group 'A' Services in CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)
66	Voluntary retirement cases of Group 'A' Officers in CPWD	US→DS/Dir→JS→Secretary	MoS (I/C)

PS DESK

S. No.	Category of cases	Channel of Submission	Level of Final Disposal
1.	Signing of MoU with NBCC	US(PS)→ DS/Director (DD)→JS/AS	Secretary
2.	Laying of MoU and Annual Reports of NBCC on the Table of the Houses of Parliament	US(PS)→ DS/Director (DD)→JS/AS → Secretary	MoS (I/C)
3.	Appointment of Board of DS/Directors on the Board of NBCC (including Independent DS/Directors)	US(PS)→ DS/Director (DD)→JS/AS → Secretary	MoS (I/C)
4.	Notes for Cabinet/CCEA/EFC	US(PS)→DS/Director (DD)→JS/AS → Secretary	MoS (I/C)
5.	Release of funds to NBCC for Redevelopment Projects of MoHUA	US(PS)→ DS/Director (DD)	AS
6.	Routine matters	US (PS)	DS/Director (DD)

COMMON ITEMS ACROSS VARIOUS DIVISIONS

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	All policy matters	SO→US→DS(DS/Dir) →JS→AS#→Secretary	MoS (I/C)
2.	Notes for the Cabinet CCEA/EFC	SO→US→DS(DS/Dir) →JS→AS#→Secretary	MoS (I/C)
3.	All cases relating to enactment of Act and framing of rules under the Acts	SO→US→DS(DS/Dir) →JS→AS#→Secretary	MoS (I/C)
4.	Handling of Parliament Questions pertaining to MoHUA iii. Starred iv. Unstarred	SO→US→DS(DS/Dir) →JS→AS#→Secretary SO→US→DS(DS/Dir) →JS→AS#	MoS (I/C) MoS (I/C)
5.	Handling of Motions, Resolutions, Matters raised under Rule 377 in the Lok Sabha and as Special Mention in Rajya Sabha	SO→US→DS(DS/Dir) →JS→AS#	MoS (I/C)
6.	Handling of Parliamentary Assurances iii. Starred iv. Unstarred	SO→US→DS(DS/Dir) →JS→AS#→Secretary SO→US→DS(DS/Dir) →JS→AS#	MoS (I/C) MoS (I/C)
7.	Updation of website of the Ministry with respect to suo-motu disclosure of information under Section 4(1)(b) of RTI Act, 2005	SO→US	DS
8.	Laying of papers in both the Houses of Parliament	SO→US→DS(DS/Dir) →JS→AS#	MoS (I/C)
9.	Parliamentary Committee matters	SO→US→DS(DS/Dir)→JS →AS#	Secretary
10.	P.M.O., Cabinet Secretariat references	SO→US→DS→JS→AS#	Secretary
11.	M.P., VIP references	SO→US→DS→JS→AS#→ Secretary*	MoS (I/C)

12.	PG cases (i) Division-related (ii) Taken-up cases by DPG	SO→US SO→US→DS(DS/Dir)	DS/ JS JS/Director (Grievances)
13.	Nomination for various Awards	SO→US→DS→JS→AS→Secretary	MoS (I/C)
14.	Court cases (a) Supreme Court (b) High Courts (c) District Courts & Lower Courts	SO→US→DS→JS→AS# SO→US→DS SO→US→DS	Secretary JS/AS# DS/Dir
15.	Deputation for foreign visits (a) JS & above (a) Upto DS/Dir level	SO→US→DS→JS→AS#→Secretary SO→US→DS→JS→AS#	MoS (I/C) Secretary
16.	Scheme Budget provisions	SO→US→DS(DS/Dir) →JS→AS#→Budget Division	Secretary
17.	Framing and amendment of recruitment rules for Gr. A & Gr. B Posts	SO→US→DS/Dir→JS(Adm n.) →Secretary	MoS (I/C)
18.	Appointment/ Promotion/ Voluntary Retirement/ Resignation of Gr. A & Group B officers	SO→US→DS/Dir→JS(Adm n.) →Secretary	MoS (I/C)
19.	All cases of foreign assignment	SO→US→DS/Dir→JS(Adm n.) →Secretary	MoS (I/C)
20.	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of JS and above	SO→US→DS/Dir→JS(Adm n.) →Secretary	MoS (I/C)
21.	Extension of deputation of Gr. B & C Officers to other cadres for the 5 th year	SO→US→DS/Dir→JS(Adm n.) →Secretary	MoS (I/C)
22.	NOC for private foreign visit in respect of officers of the level of JS and above	SO→US→DS/Dir→JS(Adm n.) →Secretary	MoS (I/C)
23.	Training/ deputation/	SO→US→DS/Dir→JS(Adm	MoS (I/C)

	forwarding of applications of Officers of level of JS and above.	n.) → Secretary	
24.	Training/ deputation/ forwarding of applications of Officers of the level of DS/Director/ DS	SO→US→DS/Dir→JS(Adm n.)	Secretary
25.	Appointment on compassionate ground in special types of cases	SO→US→DS/Dir→JS(Adm n.)	Secretary
26.	No objection for extension of deputation of Gr. A officers to other cadres	SO→US→DS/Dir→JS(Adm n.)	Secretary
27.	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of DS/ DS/Director	SO→US→DS/Dir→JS(Adm n.)	Secretary
28.	Framing and Amendment of recruitment rules for Gr. C posts	SO→US→DS/Dir→JS(Adm n.)	Secretary
29.	Extension of deputation of Gr. B & C Officers to other cadres for the 4 th year	SO→US→DS/Dir→JS(Adm n.)	Secretary
30.	NOC for private foreign visit in respect of officers of the level of DS/ DS/Dir	SO→US→DS/Dir→JS(Adm n.)	Secretary
31.	Training/ deputation and forwarding of applications of US and Group B (Gazetted)	SO→US→DS/Dir	JS (Admn.)
32.	Training/ deputation of Group B (Non-Gazetted) & Group C staff	SO→US→DS/Dir	JS (Admn.)
33.	Appointment on compassionate grounds in normal cases	SO→US→DS/Dir	JS (Admn.)
34.	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of US	SO→US→DS/Dir	JS (Admn.)

	and Group B (Gaz.)		
35.	NOC for private foreign visit of the level of US and below	SO→US→DS/Dir	JS (Admn.)
36.	NBR Promotion in Gr. B & C	SO→US→DS/Dir	JS (Admn.)
37.	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of Group B (Non-Gazz.), Group C & Group D officers	SO→US	DS/Dir (Admn.)
38.	Appointment/ Promotion/ Voluntary Retirement/ Resignation of Gr. C officers	SO→US	DS/Dir (Admn.)
39.	Forwarding of applications of Group B (Non-Gazetted) & Group C Staff	SO→US	DSDir (Admn.)
40.	Extension of deputation of Gr. B (Non Gazetted) & Gr. C Officers to other cadres up to 3 years	SO→US	DS/Dir (Admn.)
41.	Acceptance of nominations in GPF etc	SO	US
42.	Approval/ sanction for the payment of wages to the Multi-Tasking Staff outsourced by the Ministry	SO→US	DS
43.	Forwarding of application on the KV School for admission in children of Non-Gazetted Gr. B and Gr. C employees on behalf of their head office	SO	US
44.	Establishment matters in respect of employees of the Departmental canteen of the Ministry	SO	US
45.	Booking of conference room	-	SO
46.	Submission of half yearly return in respect of retiring of govt. servant	SO	US

47.	Verification of qualifying service	SO	US
48.	Sanction of leave recommended by the superior officer	-	SO
49.	Attestation of entries in the service book	-	SO
50.	Acceptance of declaration of home town for the purpose of LTC from Non-Gazetted Gr. B and Gr. C employees at the time of appointment on behalf of their controlling officers	-	SO
51.	Counter signature of nomination for DCR gratuity in respect of Non-gazetted Gr. B and Gr. C employees on behalf of Head of Office	-	SO
52.	Signature in "Form-3 - details of family" of non-gazetted group B and C employees	SO	US
53.	Countersignature of nomination for CGEGIS from non-gazetted group B & C employees on behalf of Head of Office	-	SO
54.	Certificate of age and pay endorsed in the surety forms executed by permanent non-gazetted Gr. B & C employees	-	SO
55.	Supervision of CR Section	Supervisor (CR)	SO
56.	Deployment of Gr. D staff/ MTS in the Ministry	-	SO
57.	GPF Advance / Withdrawal above 75% and upto 90%.	So→US→DS/Director	JS
58.	Relaxation of eligibility in r/o motor car advance / computer advance	SO→US→DS/Director	JS
59.	Scooter Advance	SO→US	US

where AS is the Wing Head

* Only for VIP references involving policy matters.