

No. A-46020/06/2022-Coord.
Government of India
Ministry of Housing and Urban Affairs

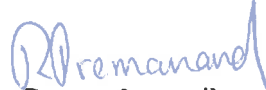
Nirman Bhavan, New Delhi,
Dated the: 2nd March, 2022

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. No. A-46020/91/2015-Coord dated 17th October, 2018. A review of the brochure had been undertaken for updation/ modification/ deletion of cases.

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)
Director (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:

Sr. PPS to Secretary (HUA).

भारतसरकार/Government of India
आवासन व शहरी कार्य मन्त्रालय/Ministry of Housing and Urban Affairs

प्रस्तुतिकरण के माध्यम एवम् निपटान
के अन्तिम स्तर सम्बन्धी पुस्तिका

Brochure of Channel of Submission
and Level of Final Disposal
(March, 2022)

समन्वय प्रभाग/Coordination Division
निर्माण भवन/Nirman Bhavan
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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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1. 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	US/DS/Dir→ JS/AS→ Secretary	HUAM
2	Appointment/ Promotion/ Voluntary Retirement/ Resignation of Gr. A & Group B officers	US/DS/Dir→ JS/AS→ Secretary	HUAM
3	Training/Deputation abroad of officers of the level of JS and above	US/DS/Dir→ JS/AS→ Secretary	HUAM
4	All cases of foreign assignment	US/DS/Dir→ JS/AS→ Secretary	HUAM
5	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of JS and above	US/DS/Dir→ JS/AS→ Secretary	HUAM
6	Extension of deputation of Gr. B & C Officers to other cadres for the 5 th year	US/DS/Dir→ JS/AS→ Secretary	HUAM
7.	NOC for private foreign visit in respect of officers of the level of JS and above	US/DS/Dir→ JS/AS→ Secretary	HUAM
8	Training/ deputation/ forwarding of applications of Officers of level of JS and above.	US/DS/Dir→ JS/AS→ Secretary	HUAM
9	Training/Deputation abroad of officers of the level up to DS/Director	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
10	Training/ deputation/ forwarding of applications of Officers of the level of DS/Director	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
11	Appointment on compassionate ground in special types of cases	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
12	No objection for extension of deputation of Gr. A officers to other cadres	ASO/SO/US→ DS/Dir→ JS/AS	Secretary

13	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of DS/Director	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
14	Framing and Amendment of recruitment rules for Gr. C posts	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
15	Extension of deputation of Gr. B & C Officers to other cadres for the 4 th year	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
16	NOC for private foreign visit in respect of officers of the level of DS/Dir	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
17	Training/ deputation and forwarding of applications of US and Group B (Gazetted)	ASO/SO→ US/ DS/Dir	JS
18	Training / deputation of Group B (Non-Gazetted) & Group C staff	ASO/SO→ US/ DS/Dir	JS
19	Appointment on compassionate grounds in normal cases	ASO/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.)	ASO/SO→ US/ DS/Dir	JS
21	NOC for private foreign visit of the level of US and below	ASO/SO→ US/ DS/Dir	JS
22	NBR Promotion in Gr. B & C	ASO/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	ASO/SO→ US	DS/Dir.
24	Appointment/ Promotion/ Voluntary Retirement/	ASO/SO→ US	DS/Dir.

	Resignation of Gr. C officers		
25	Forwarding of applications of Group B (Non-Gazetted) & Group C Staff	ASO/SO→ US	DS/Dir.
26	Extension of deputation of Gr. B (Non Gazetted) & Gr. C Officers to other cadres up to 3 years	ASO/SO→ US	DS/Dir.
27	Acceptance of nominations in GPF etc.	ASO/SO	US
28	Approval/ sanction for the payment of wages to the Multi-Tasking Staff outsourced by the Ministry	ASO/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	ASO/SO	US
30	Establishment matters in respect of employees of the Departmental canteen of the Ministry	ASO/SO	US
31	Booking of conference room	ASO	SO
32	Submission of half yearly return in respect of retiring of govt. servant	ASO/SO	US
33	Verification of qualifying service	ASO/SO	US
34	Sanction of leave recommended by the superior officer	ASO	SO
35	Attestation of entries in the service book	ASO	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	ASO	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	ASO	SO
38	Signature in "Form-3 - details of family" of non-gazetted group B and C employees	ASO/SO	US
39	Countersignature of nomination for CGEGIS from non-gazetted group B & C employees on behalf of Head of Office	ASO	SO
40	Certificate of age and pay endorsed in the surety forms executed by permanent non-Gazetted Gr. B & C employees	ASO	SO
41	Supervision of CR Section	Supervisor (CR)	SO
42	Deployment of Gr. D staff/ MTS in the Ministry	ASO	SO

1 (a) ADMINISTRATION-II SECTION

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

1 (b) ADMINISTRATION-III SECTION

S. No	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Purchase of Telephone equipments	ASO/SO→ US	HOD/Dir*
2.	Application for installation of new telephone connection	ASO/SO→ US/ DS/Dir	HOD
3.	Passing of bills of telephones of this Ministry/official residential telephone of this Ministry (as per entitlement)/Mobile bills of Hon'ble Minister	ASO/SO	US
4.	Shifting/Mutual exchange of telephone numbers/Rax number	ASO/SO	US

5.	Contract for hiring of vehicles	ASO/SO→ US/ DS/Dir	HOD**
6.	Hiring of addl. vehicle on daily duty	ASO/SO→ US/ DS/Dir	HOD
7.	Providing of vehicle to officers under Central Staffing Scheme	ASO/SO→ US/ DS/Dir→ DS/Dir	HOD**
8.	Purchase of Staff Car	ASO/SO→ US/ DS/Dir→ HoD	Secretary**
9.	Issue of fuel etc to staff car	ASO	SO
10.	Approval/Sanction for the payment of wages in the Offices of the Arbitrator	ASO/SO→ US/ DS/Dir	HOD
11.	Matters relating to maintenance of Staff Car	ASO/SO→ US	DS/Dir
12.	Grant of permission for treatment in Govt/CGHS Empanelled Hospital	ASO/SO	US
13.	Sanctioning of Medical Advance	ASO/SO→ US	DS/Dir
14.	Payment/Reimbursement of Medical Bills(Emergency/Elective Treatment)	ASO/SO→ US/ DS/Dir	HOD
15.	Payment/Reimbursement of Medical Bills(Normal treatment)	ASO/SO→ US	HOD/Dir*
16.	Approval/Sanction for the payment of entertainment charges in r/o Hon'ble Minister/Senior Officers of the Ministry	ASO/SO→ US	HOD/Dir*
17.	Purchase of Furniture Items	ASO/SO→ US	HOD/Dir*
18.	Repair of Furniture item	ASO/SO	US/Dir*
19.	HBA matters	ASO/SO→ US/DS/Dir	HOD
20.	Bills of Pest Control/Photography/farewell party	ASO/SO→ US	DS/Dir
21.	Matters pertaining to Room allocation	ASO/SO→ US/ DS/Dir	HOD
22.	Purchase of Computer and its peripherals	ASO/SO→ US/ DS/Dir	HOD/Dir*
23.	Purchase of Photocopiers	ASO/SO→ US	HOD/Dir*
24.	Purchase of Laptop	ASO/SO→ US/ DS/Dir→ HoD	Secretary**

25.	Purchase of office equipments like TV, Water Dispenser, Video Conferencing equipment, Air purifier	ASO/SO→ US	HOD/Dir*
26.	AMC/Maintenance of office equipment's	ASO/SO→ US	HOD/Dir*
27.	Issue of photo identity card to officials of this Ministry	ASO/SO	US
28.	Issue of photo identity Cards to non-officials on the recommendation of the Wings Heads	ASO/SO→ US/ DS/Dir	HOD
29.	Auction matters	ASO/SO→ US/ DS/Dir	HOD**
30.	Purchase of stationery/store items	ASO/SO→ US	HOD/Dir*
31.	Issue of stationery items	ASO	SO
32.	Reimbursement of Office Bag/Ladies Purse	ASO/SO→ US	DS/Dir
33.	Matters relating to inspection and Management of Record Rooms	ASO/SO→ US	DS/Dir

* As per delegated financial powers and in consultation with IFD if beyond delegated financial powers of HOD/Dir/DS (Admn)

**In consultation with IFD

1 (c) ADMINISTRATION-V SECTION

S. No.	Category of Case	Channel of submission	Level of final disposal
1	<u>Library:</u> Payment of Newspaper bills of Officers of the Ministry Payment of All purchases of Newspapers & Magazines in the Library Book Selection Committee Meeting Constitution of Book selection committee	ALIO /SO→ US ALIO /SO→ US ALIO/SO→ US/DS/Dir ASO/SO→ US/DS/Dir	DS/Dir DS/Dir Selection Committee Chairman JS
2	<u>Senior Officers Meeting of this Ministry:</u> 1. Fixation of Date for SOM Meeting 2. Finalization of Agenda/PPT of the Meeting	ASO/SO/US→ DS/Dir→ JS/AS ASO/SO→ US/DS/Dir	Secretary JS (Admn)
3	All the Administrative information collection, collation and circulation, requiring communication with attached and subordinate offices, PSUs and autonomous bodies	ASO /SO	US
4	<u>Disciplinary cases (without vigilance angle) Matters:</u> Monthly report of status of pending disciplinary cases with Administrative angle (without vigilance angle) to DoPT	ASO/SO→ US/DS/Dir	JS
5	Vacancy reporting of attached/ subordinate Offices to SSC	ASO /SO→ US	DS/Dir
6	Foreign Visit Management System	ASO/SO→ US/ DS/Dir	JS
7	<u>In-House Training in the Ministry:</u>	ASO/SO→ US/ DS/Dir	JS

	For finalization of Annual Training Calendar of the Ministry For conducting in-house Training	ASO/SO→ US/ DS/Dir	IFD/JS&FA
8	All matters related to administering pledges. Celebration/ commemoration of Yoga Day, Sadbhawana Diwas, Constitution Day, Rashtriya Ekta Diwas	ASO/SO→ US/ DS/Dir	JS
9	Coordination of GICC issues with Program Divisions & submission to MoWCD	ASO/SO→ US/ DS/Dir	JS
10	iGOT related coordination issues Review of Training Institutes under MoHUA	ASO/SO→ US/ DS/Dir ASO/SO→ US/ DS/Dir	JS JS
11	Posting of updates on e-Samiksha portal (related to section)	ASO/SO→ US/ DS/Dir	JS
12	<u>Periodic Reports :</u> Monthly Reports to Cab Sectt. Monthly GeM Report Quarterly Preventive Vigilance Report Quarterly Legal Report	ASO/SO→ US	DS/Dir
13	Nomination of Officer upto Under Secretary level	ASO/SO→ US/ DS/Dir	JS
14	Nomination of Deputy Secretary and above level Officers	ASO/SO/US→ DS/Dir→ JS/AS	Secretary

1 (d) 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. 4. Nomination for e-office trainings	ASO/SO/US→ DS/Dir→ JS/AS ASO/SO→ US/DS/Dir ASO ASO/SO→ US/DS/Dir	Secretary JS SO JS
2.	<u>Crisis Management Plan and Cyber Security</u>	ASO/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	ASO/SO→ US/DS/Dir ASO/SO→ US	JS DS/Dir
4.	<u>Website of MoHUA:</u> 1. Re-designing 2. Upgradation at regular intervals 3. Updation of contents on website 4. Updation of Telephone Directory	ASO/SO/US→ DS/Dir→ JS/AS ASO/SO/US→ DS/Dir→ JS/AS ASO/SO→ US/ DS/Dir ASO	Secretary Secretary JS/WIM SO
5.	e-Visitor-creation of users	ASO	SO
6.	<u>AEBAS:</u> a. Monitoring and major issues b. Management	ASO/SO→ US/ DS/Dir ASO	JS SO
7.	Upgradation of LAN network	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
8.	IT Desk	ASO/SO→ US/DS/Dir	JS
9.	Procurement of DSCs/AEBAS Machines	ASO/SO→ US	DS/Dir/JS - As per delegated financial powers

10.	Creation of accounts of Nodal Officer/Users for e-Procurement	ASO/SO→ US	DS/Dir /Nodal Officer
11	Creation of user-id and password for on-line stationery requests.	ASO	SO

The work of scanning of physical files in the Ministry has already been completed in 2017, the same has been removed from the list.

1 (e) RESERVATION CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	All reports related to reservation in services for SC, ST, OBC, PwD and Ex-Servicemen	ASO/SO→ US/ DS/Dir	JS
2.	All matters related to inspection of reservation rosters	ASO/ SO→ US	Liaison Officer
3.	Matter related to National Commission for SC, ST, OBC etc.	ASO/SO→ US/ DS/Dir	JS
4.	Nomination of Liaison Officer	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
5.	RTI reply	ASO/SO	(US/CPIO)
6.	Appeals to RTIs	ASO/SO/US	DS/Dir
7.	Public Grievances	ASO/SO→ US	DS/Dir
8.	Court Cases	ASO/SO/US→ DS/Dir→ JS/AS	Secretary
9.	PMO References	ASO/SO→ US/ DS/Dir	JS

2. 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	Request for clarification on policy matters/Mission Guidelines)	Dir→JS	Secretary/HUAM
10	Updation of AMRUT website	SO→US	Dir
11	Matters related to foreign visits for meetings/ study tours etc.	US→Dir→JS	Secretary
12	Public Grievance Cases	SO→US→Dir	JS
13	RTI matters	SO	US (CPIO)
14	RTI Appeal	SO→US	Director (First Appellate Authority)
15	VIP matters (MP & above)	US→Dir→JS	Secretary/MoS/ HUAM (as the case may be)
16	VIP matters (upto MLA)	SO→US→Dir	JS
17	FFC matters	SO→US→Dir	JS
18	Reforms under AMRUT	US→Dir→JS	Secretary/ Apex Committee

19	TCPO matters	SO→US→Dir	JS/Secretary/ MoS
20	Liveability index matters	DD→Dir	JS
21	Matters related to GIS based master plans, Local Area Plan and Town Planning Scheme for AMRUT cities	SO→ US →Dir	JS
22	Ease of doing business in construction permit	SO→ US→Dir	JS

2(a) UD - DESK

S. No.	Category of Work	Channel of Submission	Level of Final Disposal
1	Model Building Bye-laws	US/DS/DIR.→JS→ Secretary	HUAM
2	Policy matters related with Urban Development	US/DS/DIR.→JS→ Secretary	HUAM
3	Parliament Starred Question	US/DS/DIR.→JS→ Secretary→ MoS	HUAM
4	VIP References addressed to HUAM	US/DS/DIR.→JS→ Secretary	HUAM
5	Rule 377 references/ Special Mention in RS/Zero hour references	US/DS/DIR.→JS→ Secretary→ MoS	HUAM
6	Implementation Report of Parliament Assurances	US/DS/DIR.→JS→ Secretary→ MoS	HUAM
7	VIP References addressed to MoS	US/DS/DIR.→JS→ Secretary	MoS
8	Parliament Unstarred Question	ASO/SO/US→DS/DIR.→JS→ Secretary	MoS
9	Extension of time in Parliament Assurances & request for dropping of Parliament Assurances	US/DS/DIR.→JS→ Secretary	MoS

10	Accessible India Campaign - Barrier Free built access to disabled and elderly persons	ASO/SO/US → DS/DIR. →JS	Secretary
11	Matters relating to Disaster Management	ASO/SO/US → DS/DIR. →JS	Secretary
12	Co-ordination Committee of Development of Chandigarh and its periphery	ASO/SO/US → DS/DIR. →JS	Secretary
13	Court Cases – Approval of the Draft affidavit/replies etc.	ASO/SO/US → DS/DIR. →JS	Secretary
14	Urban Infrastructure Development in Satellite towns around seven megacities (UIDS ST)	ASO/SO/US → DS/DIR.	Joint Secretary
15	One time financial assistance to State of Andhra Pradesh for creation of new capital region	ASO/SO/US → DS/DIR.	Joint Secretary
16	Budget Matters	ASO/SO/US → DS/DIR.	Joint Secretary
17	PMO References	ASO/SO/US → DS/DIR.	Joint Secretary
18	World Bank Assisted Urban Development Projects- Review of loan documents/ TA reports etc.	ASO/SO/US → DS/DIR. →JS/ Member of the EAP committee	Chairman of EAP Committee
19	Asian Development Bank assisted Urban Development Projects (Pertaining to State Governments)- Review of loan documents/ TA etc.	ASO/SO/US → DS/DIR. →JS/ Member of the EAP committee	Chairman of EAP Committee
20	All recommendations for EAPs to DEA (including convening of meetings)	ASO/SO/US → DS/DIR. →JS/ Member of the EAP committee	Chairman of EAP Committee
21	Appeals to RTIs	ASO/SO→US	DS/DIR.
22	E-Samiksha updation	ASO/SO→US	DS/DIR.
23	Misc. Public Grievances	ASO/SO→US	DS/DIR.
24	Misc. RTI Matters	ASO/SO	US/CPIO

2(b) LSG - DESK

S.No.	Category of work	Channel of Submission	Level of final disposal
1.	Policy proposals requiring approval of the Cabinet, GoM and the Cabinet Committee	US/DS/Dir→JS→Secy.	HUAM
2.	Membership fee to CLGF, London	US/DS/Dir→JS→Secy.	HUAM
3.	Foreign tours of elected representatives of State Govt.	US/DS/Dir→JS→Secy.	HUAM
4.	Decisions relating to policy issues of guidelines of twinning	US/DS/Dir→JS→Secy.	HUAM
5.	Legislative proposals received from State Govts.	US/DS/Dir→JS→Secy.	HUAM
6.	Parliament Starred Questions	US/DS/Dir→JS→Secy.→MoS	HUAM
7.	Rule 377 references/Special Mention in RS/ Zero hour references	US/DS/Dir→JS→Secy.→MoS	HUAM
8.	Implementation Report of Parliament Assurances	US/DS/Dir→JS→Secy.→MoS	HUAM
9.	Specific proposals for twinning links	US/DS/Dir→JS→Secy.	HUAM
10.	VIP reference addressed to HUAM	US/DS/Dir→JS→Secy.	HUAM
11.	VIP reference addressed to MoS	US/DS/Dir→JS→Secy.	MoS
12.	Parliament Unstarred Questions	ASO/SO/US→DS/Dir→JS→Secy.	MoS
13.	Extension of time in Parliament Assurances & request for dropping of Parliament Assurances	ASO/SO/US→DS/Dir→JS→Secy.	MoS
14.	Foreign tours of officers of State Govt.	ASO/SO/US→DS/Dir→JS	Secretary
15.	Court Cases- Approval of the Draft affidavit/replies etc.	ASO/SO/US→DS/Dir→JS	Secretary
16.	Issues likely to be raised during the Parliament Session	ASO/SO/US→DS/Dir→JS	Secretary
17.	Comments on EFC Notes of other Ministries	ASO/SO/US→DS/Dir→JS	Secretary

	/Departments concerned with the division		
18.	Issue of Advisories on different matters related to State Govt. / UTs / ULBs	ASO/SO/US→DS/Dir	Joint Secretary (JS)
19.	Matters related to 74th amendment Act	ASO/SO/US→DS/Dir	Joint Secretary (JS)
20.	Misc matters related to RCUES	ASO/SO/US→DS/Dir	Joint Secretary (JS)
21.	Budget Matters	ASO/SO/US→DS/Dir	Joint Secretary (JS)
22.	Submission of Material of Annual Report	ASO/SO/US→DS/Dir	Joint Secretary (JS)
23.	PMO References	ASO/SO/US→DS/Dir	Joint Secretary (JS)
24.	Preparation /submission of RE & BE/Supplementary Demand proposals/Annual Plan to Budget Section	ASO/SO/US→DS/Dir	Joint Secretary (JS)*
25.	Replies on Audit Memos for submission to Budget/Coord.	ASO/SO/US→DS/Dir	Joint Secretary (JS)
26.	Correspondence with other Ministries/NITI Aayog for information on matters e.g. PQs, PMO/MP/VIP references and Public grievances	ASO/SO/US→DS/Dir	Joint Secretary (JS)
27.	Release of grants in aid to 4 Regional Centres (RCUES)	ASO/SO/US→DS/Dir→JS	IFD
28.	Misc. Representation from General Public	ASO/SO→US	DS/Dir
29.	Public Grievances received on CPGRAMS Portal	ASO/SO→US	DS/Dir
30.	E-Samiksha updation	ASO/SO→US	DS/Dir
31.	Appeal to RTIs	ASO/SO→US	DS/Dir
32.	Parliament matter correspondence within the Ministry	ASO/SO→US	DS/Dir
33.	Misc. RTI matters	ASO→SO	US/CPIO

(*in consultation with IFD/JS&FA)

3. BUDGET DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1	Budgetary matters relating to the Ministry	SO /US → DS → CCA→FA	Secretary
2	Preparation & Compilation of Statement of Budget Estimates (SBEs)	SO /US → DS → CCA	FA
3.	Notes on Demands for Grants	SO/ US → DS → CCA	FA
4.	Re-appropriation of funds within delegated powers of the Ministry including NER related Expenditure	SO/US → DS → CCA→FA	Secretary
5.	Re-appropriation of funds not covered under delegated powers of the Ministry in terms of the provisions of DFPRs	SO/US → DS → CCA→FA	Secretary
6.	Issue of Statement of Accepted Estimates (SAEs)	SO/ US → DS → CCA	FA
7.	Seeking Supplementary Demands for Grants	SO/US → DS → CCA→FA	Secretary
8.	Final requirement of funds including issue of Savings and Surrenders Statement	SO/ US → DS → CCA	FA
9.	Issue of Budget Circulars & Circulation of Circulars from Ministry of Finance, Economic Instruction etc.	SO/ US → DS → CCA	FA

10.	Coordination work relating to implementation of Budget Announcements	SO/US → DS → CCA→FA	Secretary
11.	Review of Physical & Financial Progress for Pre-Budget discussions with Secretary (Exp.)	SO/US → DS → CCA→FA	Secretary
12.	Gender Base Budgeting	SO/US → DS → CCA	FA
13.	RTI Matters	US	DS
14.	Government of India Guarantees	SO/US → DS → CCA	FA
15.	Preparation of Outcome Budget	SO/US → DS → CCA→ FA	Secretary
16.	Fiscal Responsibility & Budgetary Management Rules (FRBM) – Coordination with M/o Finance	SO /US → DS → CCA	FA
17.	Loans & Advances to Central Govt. Employees - Coordination with M/o Finance and attached subordinate offices	SO/ US → DS →CCA	FA
18.	Internal & External Budgetary Resources (IEBR) – Coordination in M/o Finance	SO /US → DS→ CCA	FA
19.	C&AG / PAC paras/ Audit Report-Coordination	SO/US - DS → CCA→FA	Secretary
20.	Draft Audit Paras from C&AG	SO /US → DS → CCA	FA

21.	Matters relating to Examination of Demands for Grants of the Ministry by Parliamentary Standing Committee on Urban Development	SO /US → DS → CCA→FA	Secretary/HUAM
22.	Preparation/ Authentication of Detailed Demands for Grants (DDG)	SO /US → DS → CCA→FA	Secretary/MoS
23.	Opening of New Head of Account	SO /US → DS → CCA	FA
24.	Reports & Returns to be sent to M/o Finance and other Ministries	SO /US→ DS → CCA	FA
25.	Unspent Balances relating to Ministry of HUA	SO /US → DS → CCA	FA
26.	Review of Expenditure and revision of Monthly Exp Plan/Quarterly Exp Plan.	SO /US → DS→ CCA→FA	Secretary
27.	Updating the material on Website	SO/US→ DS→ CCA	FA

4. 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→Dir.→JS/AS	Secretary
02.	Report for Cabinet / PMO on important events Report about implementation of decision of the Cabinet/Cabinet Committee (s)	SO/US →Dir.→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 /Dir.→ JS/AS →Secretary	Dir./JS HUAM
04.	Allocation of Work of Ministry of HUA in Allocation of Business Rules	SO/US /Dir.→JS/AS → Secretary	HUAM
05.	Preparation and Review of Citizen's Charter	SO→Dir.→JS/AS	Secretary
06.	Circulation for Nomination for various Awards	SO→US	Dir./JS
07.	Compilation and forwarding of material for President's address to both Houses of Parliament during Budget Session	SO/US →Dir.→JS/AS	Secretary
08.	Arrangements and handling of issues pertaining to Important National Days/Week other than those handled by Administrative Coordination Division.	SO→US→ Dir.	JS/AS
09.	Requisitioning of Secret Paper Seals	SO→US	Dir.
10.	Reports/ Materials to PMO/Cab. Sectt. and other Ministries involving only general coordination, except (i) Schemes/Missions/ Projects related coordination which is handled by Mission Coordination Division (ii) Matter which are otherwise allocated to other Divisions from time to time	SO →Dir.→JS/AS	Secretary

11.	Reports relating to VIP/MP references	SO/US → Dir.→JS/AS	Secretary
12.	Preparation and distribution of Channel of Submission of the Ministry	SO→ Dir.→JS/AS	Secretary
13.	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	Dir.

4(a) 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→ Dir.→JS/AS	Secretary
2.	Matters relating to JCM of Departmental Council level	US→ Dir.→JS/AS	Secretary
3.	Matters relating to JCM of Office Council level	SO→US→ Dir.	JS/AS
4.	Release of grants-in-aid to the Recreation Clubs of the Ministry and its Attached/Subordinate offices located in Delhi	SO→US	Dir.
5.	Handling of representations on the staff matters from the employees of the Ministry and its Attached/Subordinate offices.	SO→US	Dir.
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	Dir.

4(b) LEGAL CELL

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

4(c) PUBLIC GRIEVANCE CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Public Grievance cases monitoring	SO→US→ Dir.	JS (Dir. of Grievances)/ AS(in respect of Appeals)
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	Dir.
4.	Holding review meetings pertaining to pending grievances	SO/US→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→ Dir.	JS (Dir. of Grievances)

4(d) 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
2.	Monitoring of compliance of various provisions of RTI Act 2005.	SO→US→ Dir.	JS
3.	Resolving misc. issues as per RTI Act 2005.	SO→US	Dir.
4.	Submission of Annual Report to CIC.	SO→US→ Dir.	JS
5.	Handling/circulating references from DoPT/CIC.	SO→US	Dir.
6.	Regular updation of the list of CPIOs/AAs on the website of Ministry.	SO→US	Dir.
7.	Review of the status of pending RTI Application/Appeals with CPIOs/AAs in the Ministry on regular basis; or as desired	SO→US→ Dir.	JS
8.	Updation of website of Ministry regarding suo-moto disclosure of information under section 4(1)(b) of RTI Act 2005.	SO→US	Dir.
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

4(e) PARLIAMENT SECTION

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

6.*	Handling of Parliamentary Assurances		
	a. Extension of time in Parliament Assurances	US/DS/Dir → JS/AS → Secretary	MoS (unstarred)
	b. Request for dropping of Parliament Assurance		MoS → HUAM(starred)
	c. Implementation Report of Parliament Assurance	US/DS/Dir → JS/AS → Secretary → MoS	HUAM
7.*	Authentication of papers/ Laying of Annual Reports, Rules etc. in both the Houses of Parliament	SO/US → DS/Dir → JS/AS → Secretary	MoS
8.*	Parliamentary Committee matters	US/DS /Dir → JS /AS	Secretary /HUAM (in case where the recommendations are to be submitted to HUAM).

*common to all Divisions in MoHUA

5. DELHI DIVISION

Sl. No.	Category of cases	Channel of Submission	Level of Final Disposal
1.	All Policy matters, Note for the Cabinet.	DS/Dir → JS/AS → Secretary	HUAM
2.	All cases relating to enactment of Acts and framing rules under the Acts being dealt in Delhi Division, and amendments thereto.	DS/Dir → JS/AS → Secretary	HUAM
3.	All matters involving approval of the President/ Central Government	DS/Dir → JS/AS → Secretary	HUAM
4.	Constitution of Committees under Government Orders for specific purposes.	DS/Dir → JS/AS → Secretary	HUAM
5.	Proposal for Affidavits to be filed in various courts, except where MoHUA is not a proforma party.	US → DS/Dir → JS/AS	Secretary
6.	Proposal for Affidavits to be filed in various courts, where MoHUA is a proforma party.	SO → US → DS/Dir	JS/AS
7.	Routine correspondence with DDA, GNCTD, NCRPB, DUAC, MCDs, NDMC, etc. until the matter is ripe for decision.	SO → US	US/DS/Dir
8.	Periodical/ adhoc reports/ returns.	SO → US → DS/Dir	JS/AS
13.	Release of funds from budget	US → DS/Dir	JS/AS
14.	Amendments/review of Rajghat Samadhi Act/Rules/By Laws.	US → DS/Dir → AS/Secy.	HUAM
15.	Grant-in-aid to Rajghat Samadhi Committee	US → DS/Dir → AS	Secy. (in consultation with IFD)

6. ECONOMIC DIVISION

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

7. FINANCE DIVISION

S.No	Category of Case	Channel of Submission	Level of final disposal
1.	Financial proposal received from LSG Division/CPHEEO/NERUDP requiring concurrence/Advice of FA.	US(D-I) →DS(IFD)	FA
2.	Financial proposal received from LSG Division/CPHEEO/NERUDP requiring concurrence /Advice of MoF.	US(D-I) →DS(IFD)	FA
3.	Financial proposal received form L&DO Division requiring concurrence of /Advice of FA.	US(D-II)→Director(IFD)	FA
4.	Financial proposal received form L&DO Division requiring concurrence of /Advice of MoF.	US(D-II)→Director(IFD)	FA
5.	Financial proposal received from PMAY(U) requiring concurrence/Advice of FA.	US(D-II)→Director(IFD)	FA
6.	Financial proposal received from PMAY(U) requiring concurrence /Advice of MoF.	US(D-II)→Director(IFD)	FA
7.	Financial proposal received from PM SavNidhi/DAY-NULM/Housing Division requiring concurrence/Advice of FA.	US(D-V)→Director(IFD)	FA
8.	Financial proposal received from PM SavNidhi/DAY-NULM/Housing Division requiring concurrence /Advice of MoF.	US(D-V)→Director(IFD)	FA
9.	Financial proposal received from PHE Division requiring concurrence/Advice of FA	US(D-I) →DS(IFD)	FA
10.	Financial proposal received from PHE Division requiring concurrence/Advice of MoF	US(D-I) →DS(IFD)	FA

11.	Financial proposal received from Swachh Bharat Mission Division requiring concurrence/Advice of FA	US(D-I) →DS(IFD)	FA
12.	Financial proposal received from Swachh Bharat Mission Division requiring concurrence/Advice of MoF	US(D-I) →DS(IFD)	FA
13.	Financial proposal received from Parliament Section and Coordination Section requiring concurrence/Advice of MoF	DO→Director(IFD)	FA
14.	Financial proposal received from Administration Division and Hindi Division requiring concurrence/Advice of FA	DO→Director(IFD)	FA
15.	Financial proposal received from Administration Division and Hindi Division requiring concurrence/Advice of MoF	DO→Director(IFD)	FA
16.	Financial proposal received from Printing, Stationery, Publications (PSP) Division & Miscellaneous matters requiring concurrence/Advice of FA	DO→Director(IFD)	FA
17.	Financial proposal received from Printing, Stationery, Publications (PSP) Division & Miscellaneous matters requiring concurrence/Advice of FA	DO→Director(IFD)	FA
18.	Financial proposal received from Smart Cities Mission Division requiring concurrence/Advice of FA	US(D-III) →DS(IFD)	FA
19.	Financial proposal received from Smart Cities Mission Division requiring concurrence/Advice of MoF	US(D-III) →DS(IFD)	FA
20.	Financial proposal received from AMRUT Division requiring concurrence/Advice of FA	US(D-III) →DS(IFD)	FA

21.	Financial proposal received from AMRUT Division requiring concurrence/Advice of MoF	US(D-III) →DS(IFD)	FA
22.	Financial proposal received from all Metro projects requiring concurrence/Advice of FA	US(D-V)→Director(IFD)	FA
23.	Financial proposal received from all Metro projects requiring concurrence/Advice of MoF	US(D-V) →Director(IFD)	FA
24.	Financial proposal received from CBUD and all matters related to UT Division requiring concurrence/Advice of FA	US(D-V)→Director(IFD)	FA
25.	Financial proposal received from CBUD and all matters related to UT Division requiring concurrence/Advice of MoF	US(D-V) → Director(IFD)	FA
26.	Financial proposal received from Works Division requiring concurrence/Advice of FA	US(D-II)→Director(IFD)	FA
27.	Financial proposal received from Works Division requiring concurrence/Advice of MoF	US(D-II) → Director(IFD)	FA
28.	Financial proposal received from Delhi Division requiring concurrence/Advice of FA	US(D-II)→Director(IFD)	FA
29.	Financial proposal received from Delhi Division requiring concurrence/Advice of MoF	US(D-II)→Director(IFD) →FA	FA
30.	Financial proposal received from UD.II and UD.III Division including TCPO requiring concurrence/Advice of FA	US(D-III) →DS(IFD)	FA
31.	Financial proposal received from UD.II and UD.III Division including TCPO requiring concurrence/Advice of MoF	US(D-III) → DS(IFD)→FA	FA
32.	Financial proposal received from PS Division including NBCC or other PSUs requiring concurrence/Advice of FA	US(D-III) →DS(IFD)	FA

33.	Financial proposal received from PS Division including NBCC or other PSUs requiring concurrence/Advice of MoF	US(D-III) → DS(IFD)	FA
34.	Financial proposal received from Directorate of Estates requiring concurrence/Advice of FA	US(D-I) →DS(IFD)	FA
35.	Financial proposal received from Directorate of Estates requiring concurrence/Advice of MoF.	US(D-I) →DS(IFD)	
36.	Financial proposal received from Housing-III Section requiring concurrence/Advice of FA.	SO→US(D-I) →DS(IFD)	FA
37.	Financial proposal received from Housing-III Section requiring concurrence/Advice of MoF.	SO→US(D-I) → DS(IFD)	FA
38.	Foreign Deputation of Officials of M/o HUA up to the level of DS/Director	US(D-I) →DS(IFD)	Secretary
39.	Foreign Deputation of Officials of M/o HUA of the level of JS	US(D-I) →DS(IFD)→FA → Secretary	HUAM
40.	Foreign Deputation of Officials of M/o HUA above the level of JS Screening Committee of Secretaries	US(D-I) →DS(IFD)→FA → Secretary	HUAM
41.	Appraisal of Schemes/projects costing up to Rs.100 crore	US→DS/Director(IFD)→FA	Secretary
42.	Approval of Schemes/Projects costing > Rs.100 crore and uptoRs. 500 crore	US→DS/Director(IFD)→FA→ Secretary	HUAM
43.	Appraisal of Plan scheme/projects costing > Rs.500 crore and up to Rs. 1000 crore.	US→DS/Director(IFD)→FA→ Secretary	HUAM
44.	Appraisal of Plan scheme/projects costing > Rs.1000 crore	US→DS/Director(IFD)→FA→ Secretary	HUAM
45.	Appraisal of Proposal for new autonomous organizations irrespective of outlay.	US→DS/Director(IFD)→FA→ Secretary→ HUAM	HUAM

46.	Approval of Proposal for new autonomous organizations irrespective of outlay.	US→DS/Director(IFD)→FA→Secretary	MoS
47.	Application under RTI Act	-	CPIO
48.	Appeals in respect of RTI Act	-	Appellate Authority
49.	Request for relaxation to travel by Airlines other than Air India	DO→Director(IFD)	FA
50.	Matters relating to RERA, HUDCO, HPL, BMPTC, CGEWHO, NCHF, NBO	US(D-V)→Director(IFD)	FA
51.	Matters relating to Rajghat Samadhi Samiti, DDA, DUAC and NCRPB	US(D-II)→Director(IFD)	FA
52.	Matters relating to NBCC and NIUA	US(D-III) →DS(IFD)	FA
53.	Comments on EFC/SFC Notes received from other Ministries/Departments including updation	US(D-II) → Director(IFD)→FA	Secretary

8. 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/AS (HC)
2 *	Proposals for providing Technical Assistance to HRIDAY Scheme by World Bank- Cities Alliance.	SO→US→DS/Dir→JS/AS	Secy.
3 *	Proposal for sanction of funds to NIUA for organizing the HRIDAY Scheme.	SO→US→DS/Dir→JS/AS	Secy.
4 *	Constitution of various Committees under HRIDAY Scheme.	SO→US→DS/Dir→JS→Secy.	HUAM
5	Release of funds for establishment of National PMU & City PMUs-NIUA	SO→US→DS/Dir→JS/AS	Secy.
6 *	Tripartite Agreement to be executed with respective Urban Local Bodies (ULBs) under HRIDAY Scheme.	SO→US→DS/Dir	JS/AS (HC)
7 *	Budget allocation of HRIDAY Scheme	SO→US→DS/Dir→JS/AS→Secy.	HUAM
8	Standing Committee on Urban Development on Demands of Grants of the Standing Committee on Urban Development	SO→US→DS/Dir→JS/AS	Secy.
9 *	Inclusion of Cities in HRIDAY Scheme	SO→US→DS/Dir→JS/AS→Secy.	HUAM
10 *	Engaging credible & competent NGOs in the due envisioning, Planning & Implementation of HRIDAY Scheme	SO→US→DS/Dir→JS/AS	Secy.
11 *	Cooperation between India & Other Countries in the area of Heritage City	SO→US→DS/Dir→JS/AS→Secy.	HUAM

12*	Sanction of study tour Programmes to various Heritage Cities abroad	SO→US→DS/Dir→JS/AS→Secy.	HUAM
13 *	Finalization of DPR	SO→US→DS/Dir→JS/AS	Secy.
14	RTI matters	SO	US (HC)
15	Public Grievance Cases	SO→US	DS (HC)
16 *	Agreements between two parties for executing the work of HRIDAY Scheme	SO→US→DS/ Dir	JS/AS (HC)
17	VIP references addressed to MoS	SO→US→DS/Dir→JS/AS→Secy.	MoS
18	Rule 377 in LS/Special Mention in RS	SO→US→DS/Dir→JS/AS→Secy.	MoS/HUAM

* These category of cases are not operational since the Mission period of HRIDAY scheme has ended on 31st March, 2019.

8(a) IC CELL

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Signing of Memorandum of Understanding	DIR→JS→SECRETARY	HUAM
2.	Holding of Joint Working Group (JWG) meetings.	US→DIR→JS	Secretary
3.	Foreign Deputation of MoHUA Officers (Political Clearance, FCRA Clearance etc.)	US→DIR→JS/SECRETARY	HUAM
4.	Meetings with Foreign delegations	US→DIR→JS	Secretary/HUAM
5.	Proposals of State Govt. etc. for funding support from Foreign Govt/Agencies.	US→DIR→JS	Secretary
6.	Foreign Training Programmes of officers/officials/technicians etc.	US→DIR→JS/SECRETARY	HUAM

9. HOUSING DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	VIP Reference	SO→US→DS/Dir→EA	Secy./MoS/HUAM (as the case may be)
2.	Public Grievances	SO→US	DS/Dir
3.	Invitation of workshops, meetings and conferences of India	SO→US→DS/Dir	EA/AS
4.	References received from Coordination/UD Division/RFD	SO→US→DS/Dir	EA(H)
5.	RTI	SO→US	DS/Dir
6.	Court Cases	SO→US→DS/Dir→EA	AS(H)
7.	Misc. matters	SO→US→DS/Dir	EA(H)
8.	Appointment of CMDs and Directors on the Board of HUDCO and HPL	US→DS/Dir→ EA/AS→ Secretary	HUAM
9.	Appointment of non-official Directors on the Board of HUDCO and HPL	US→DS/Dir→ EA/AS→ Secretary	HUAM
10.	Appointment of Chief Executive Officer in CGEWHO	US→DS/Dir→ EA/AS→ Secretary	HUAM
11.	Laying of Rules/ Regulations	US→DS/Dir→ EA/AS→ Secretary	HUAM
12.	Laying of Annual Reports and Audited Accounts of HUDCO, HPL, CGEWHO, BMTPC and LBDB in Parliament	SO/US→DS/Dir→ EA/AS→ Secretary	MoS

10. 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→DS(IFD) →JS&FA	Secretary
2	Approval for Revision/ modification/liberalization of rules/ procedure and general policy. Ministry of Finance & Ministry of Law	SO/US→DS(IFD)	FA
3	Condonation of delay in insurance of house	SO/ US→DS(IFD)	FA
4	Condonation of delay in mortgaging	SO/ US→DS(IFD)	FA
5	Condonation of delay in construction of houses	SO/ US→DS(IFD)	FA
6	Relaxation of HBA rules in individual cases including condonation of observance of the rules.	SO/ US→DS(IFD)	FA
7	Cases involving interpretations of HBA policy matters	SO/ US→DS(IFD)	FA
8	Misc. Representation regarding HBA	SO/ US→DS(IFD)	FA
9	Reply to RTI applications	SO	CPIO
10	Reply to RTI Appeals	SO/ US	Appellate Authority
11	Cases seeking extension of time limit for mortgaging the house/flat received from various Departments/ Ministries	SO/ US→DS(IFD)	FA
12	Issue of OM on Rate of interest on HBA decided by M/o Finance	SO/ US→DS(IFD)	FA
13	Allocation of HBA funds to various offices under MoHUA	SO/ US→DS(IFD)	FA
14	Providing inputs for Annual Reports and other reports on HBA related issues	SO/ US→DS(IFD)	FA

11. 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/AS → Secy.	MoS/HUAM
2	Release of Grants to States/UTs/ PSUs/ Autonomous Bodies	i. Section/US →DS/Dir.→ JS/AS (for concurrence) ii. Section/US →DS/Dir.→ JS/AS (for approval to release)	JS&FA (IFD) Secy.
3	IEC activities under PMAY-U	Section/US→DS/Dir.→JS/AS	Secy.
4	Project proposals under PMAY-U received from States/UTs	Section/US→DS/Dir.→JS/AS	Appex Committee (CSMC) headed by Secy. (HUA)
5	Capacity Building activities supported under the Central plan allocation	Section/US→DS/Dir.→JS/AS	Secy.
6	Capacity Building related matters of States/UTs	Section/US→DS/Dir. → JS/AS	Appex Committee (CSMC) headed by Secy. (HUA)
7	Demand Survey and compilation of Housing for All Action Plan/Annual Implementation Plan	Section/US→ DS/Dir.→ JS/AS	Appex Committee (CSMC) headed by Secy. (HUA)
8	Revision in Mission guidelines	US/DS/Dir.→ JS/AS → Secy.	MoS/HUAM
9	CRGFT related matter	Section/US→DS/Dir.→ JS/AS	Secy.
10	Cabinet notes/IEC/SFC	DS/Dir.→ JS/AS→ Secy.	MoS/HUAM

11	Budget matters	Section/US→DS/Dir.	JS/AS
12	Matters related to Extra Budgetary Resources/External funding for PMAY-Urban	Section/US→DS/Dir.→ JS/AS	Secy.
13	JnNURM related matters	Section →US→DS/Dir.	JS/AS
14	BMTPC matters	i) Section/US→DS/Dir.→ JS/AS ii)DS/Dir.→ JS/AS→ Secy. (for vigilance matters i.r.o. ED, BMTPC)	Secy. HUAM
15	Establishment related matters supported by the Central Plan allocation under PMAY-U	Section/US→DS/Dir.	JS/AS
16	VIP references	US/DS/Dir.→ JS/AS→ Secy.	MoS/HUAM
17	PMO reference	Section/US→DS/Dir.→ JS/AS	Secy.
18	Public Grievances	Section →US→DS/Dir.	JS/AS
19	Court Cases	Section → US→DS/Dir.	JS/AS
20	RTI application	Section	US (as CPIO)
21	RTI Appeal	Section → US	DS/Dir. (as Appellate Authority)
22	Audit matters including PAC paras/CAG references	Section/US→DS/Dir.	JS/AS
23	Technology Sub-Mission under PMAY-U	US→DS/Dir.→JS/AS	Secy.
24	Quality protocol and implementation (field visits)	US→DS/Dir.	JS/AS
25	Engagement consultants/Hiring manpower for HFA Directorate	Section/US→DS/Dir. →JS/AS	Secy..
26	E-Samiksha, Pragati	US→ DS/Dir.→JS/AS	Secy.
27	Internal Administration of HFA Directorate	Section/US→DS/Dir.	JS/AS
28	UC related matters	Section →US	DS/Dir.

12. 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 HUAM	SO→US→DS/Dir.→JS→Secretary	HUAM
5	RTI matter	SO→US	DS/Dir.
6	Public Grievances	SO→US	DS/Dir.
7	VIP References	SO→US→DS/Dir.→JS	Secy./MoS/HUAM (as the case may be)
8	PMO References	SO→US→DS/Dir→JS	Secretary
9	Matter related with NITI Aayog/ Cabinet Secretariat/ other Ministry	SO→US→DS/Dir→JS	Secretary

13 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.	Technical matters related to scheme	SO→US→DS	JS
3.	Public Grievances	SO→US	DS
4.	RTI matters	SO	US(CPIO)
5.	RTI Appeals	SO→US	DS(Appellate authority)
6.	VIP references	SO→US→DS→JS	Secretary/MoS/HUAM(as the case may be)
7.	PMO references	SO→US→DS→JS	Secretary

13(a) 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.	Technical matters related to scheme	SO→US→DS	JS
3.	Public Grievances	SO→US	DS
4.	RTI matters	SO	US(CPIO)
5.	RTI Appeals	SO→US	DS(Appellate authority)
6.	VIP references	SO/US/DS→JS	Secretary/MoS/HUAM (as the case may be)
7.	PMO references	SO/US→DS→JS	Secretary

क्र. सं.	मामलेकीश्रेणी	प्रस्तुतिकामाध्यम	अंतिमनिपटान का स्तर
1	आवासन और शहरी कार्य मंत्रालय की हिन्दी सलाहकार समिति का गठन और उसकी बैठकें आयोजित करना	उप निदेशक→ उप सचिव/निदेशक →संयुक्त सचिव → सचिव	मंत्री (आवासन और शहरी कार्य)
2	संसदीय राजभाषा समिति की विभिन्न रिपोर्टों में की गई सिफारिश पर अनुवर्ती कार्रवाई	उप निदेशक→ उप सचिव/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	उप निदेशक→ उप सचिव/निदेशक →संयुक्त सचिव	सचिव
4	मंत्रालय की राजभाषा कार्यान्वयन समिति की बैठकें आयोजित करना कार्यसूची, कार्यवृत्त व अनुवर्ती कार्रवाई का अनुमोदन	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव
5	मंत्रालय की वार्षिक रिपोर्ट के लिए हिन्दी के प्रगामी प्रयोग संबंधी सामग्री तैयार करना।	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव
6	राजभाषा विभाग द्वारा संसद में पेश की जाने वाली वार्षिक मूल्यांकन रिपोर्ट के लिए मंत्रालय की जानकारी तैयार करना।	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव
7	मंत्रालय की हिन्दी तिमाही प्रगति रिपोर्ट अनुभागों से लेकर संकलित करके राजभाषा विभाग को भेजना	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव
8	राजभाषा अधिनियमों, नियमों आदि के विभिन्न प्रावधानों का उल्लंघन	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव
9	हिन्दी कार्यशालाओं का आयोजन	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव

10	हिन्दी दिवस/विश्व हिन्दी दिवस के अवसर पर मंत्रालय और संबद्ध /अधीनस्थ कार्यालयों /उपक्रमों में हिंदी सप्ताह/ पखवाड़े/हिन्दी मास का आयोजन करना	उप निदेशक→ उप सचिव/निदेशक → संयुक्त सचिव	सचिव
11	सचिव राजभाषा की अध्यक्षता में केन्द्रीय राजभाषा कार्यान्वयन की बैठक हेतु एजेंडा मर्दें देना/भागलेना	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव
12	प्रधानमंत्री की अध्यक्षता में केन्द्रीय हिंदी समिति	उप निदेशक→ उप सचिव/निदेशक →संयुक्त सचिव →सचिव	मंत्री/सचिव
13	हिंदी के प्रगामी प्रयोग का मौके पर जायजा लेने हेतु मंत्रालयों के अनुभागों /सम्बद्ध /अधीनस्थ कार्यालयों उपक्रमों आदि का निरीक्षण	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव
14	सम्बद्ध /अधीनस्थ कार्यालयों उपक्रमों की हिंदी तिमाही प्रगति की समीक्षा	सहायक अनुभाग अधिकारी	उप निदेशक
15	सम्बद्ध /अधीनस्थ कार्यालयों की राजभाषा कार्यान्वयन समिति की बैठकों में मंत्रालय का प्रतिनिधित्व करना	सहायक अनुभाग अधिकारी	उप निदेशक
16	संसद प्रश्नोत्तरी मंत्रिमंडल नोटों /वार्षिक प्रशासनिक रिपोर्ट /आउटकम बजट मंत्रालय से संबंधित स्थायी समिति की सामग्री का अनुवाद	सहायकनिदेशक	उप निदेशक
17	सूचना का अधिकार अधिनियम 2005 से संबंधित मामले	उप निदेशक→ उप सचिव/निदेशक	संयुक्त सचिव

15. 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	HUAM
2.	PHE Conference/Seminars held in India-assistance regarding	SO/US→DS/Dir.→ JS	Secretary
3.	Monitoring and Management System	SO→US→DS/Dir.	JS
4.	Proposals for UTs for administrative approval of Urban Water Supply & Sanitation Scheme	CPHEEO SO/US→DS/Dir.→ JS	Secretary
5.	PMO references	SO/US→DS/Dir.→ JS	Secretary
6.	RTI	SO→US	DS/Director
7.	Public Grievances	SO→US	DS/Director

16. 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	DS/DIR→JS/AS→ Secretary	MoS
2	All matters relating to important Policy decision	DS/DIR→JS/AS→ Secretary→MoS	HUAM
3	Appointments to Gr. 'A' Posts	DS/DIR→JS/AS→ Secretary	HUAM
4	Matters pertaining to PAC/Estimates Committee and other Parliamentary Committees	DS/DIR→JS/AS	Secretary
5	*RRs. For Gr. 'A' & Gr. 'B' Posts(Framing, notification, amendment & relaxation)	DS/DIR→JS/AS→ Secretary	HUAM
6	*RRs. For Gr. 'C' & Gr. 'D' Posts(Framing, notification, amendment & relaxation)	SO→US→DS/DIR	Joint Secretary
7	Intimation under CSS(Conduct) Rules in respect of Grade Gr. 'A' Officers	US→DS/DIR→JS/AS	Secretary
8	Policy regarding contracts/conditions of contracts	US→DS/DIR→JS/AS	Secretary
9	Procurement/Supply of paper to Govt. Presses and other Govt. Offices.	US→DS/DIR→JS/AS	Secretary
10	Procurement/ Import/replacement of machines in Govt. of India Presses	US→DS/DIR→JS/AS	Secretary
11	Construction of buildings for Godowns/ Govt. of India Presses	US→DS/DIR→JS/AS	Secretary
12	Court Cases	US→DS/DIR→JS/AS	Secretary

13	Finalisation of tenders for stationery store	US→DS/DIR→JS/AS	Secretary
14	Matters relating to 5 year Plans and Annual Action Plan	SO→US→DS/DIR	JS
15	Audit and Accounts matters	SO→US→DS/DIR	JS
16	Budget related matter of Dte. Of Printing/ GISO/ Dept. of Publication	SO→US→DS/DIR	JS
17	Result Framework Documents	SO→US→DS/DIR	JS
18	Deputation of Officers abroad	US→DS/DIR→JS/AS→Secretary	HUAM
19	Annual Report	SO→US→DS/DIR	JS
20	Disciplinary cases of Group-A officers of Dte. Of Printing /GISO/Dept. of Publication	DS/DIR→JS/AS →Secretary	HUAM
21	Creation of posts in respect of Dte. Of Printing /GISO/Dept. of Publication	DS/DIR→JS/AS	Secretary
22	References on revision of pay scales of printing printing staff of UTs Preses	SO→US→DS/DIR	JS
23	Proposal on revision of pay scales of printing staff of UTs presses	SO/US→DS/DIR→JS/AS	Secretary
24	Appointment of Consultants	US→DS/DIR→JS/AS	Secretary
25	RTI matters	US	CPIO
26	RTI appeals	DS/Dir	Appellate Authority

17. PS DESK

Sl. No.	Category of cases	Channel of Submission	Level of Final Disposal
1	Appointment/additional charge of Board of Directors of NBCC and its subsidiaries	US→DIR→ AS→ Secretary	HUAM
2.	Selection of Directors on the Board of Management of NBCC and subsidiaries	US→ DIR→ AS→ Secretary	HUAM
3.	Disinvestment of shareholding of NBCC	US → DIR → AS→Secretary	HUAM
4.	Creation of Board level posts in NBCC and subsidiaries	US→DIR → AS→Secretary	HUAM
5.	Service matters of Board of Directors	US→DIR →AS→Secretary	HUAM
6.	Laying of MoU and Annual Reports of NBCC and subsidiaries on the Table of House	US→DIR →AS→Secretary	HUAM
7.	MoU / Evaluation of MoU signed with NBCC	US→DIR→ AS	Secretary
8.	Convening of Redevelopment Project related Empowered Committee meetings	US→DIR→ AS	Secretary
9.	Reports/returns relating to CPSEs	ASO/SO→US→DIR	Additional Secretary
10.	Convening of Redevelopment Project related Capital Management Committee meetings	ASO/SO→US→DIR	Additional Secretary
11.	Audit and Accounts matters	ASO/SO→US→DIR	Additional Secretary
12.	Budget allocation and release of funds for maintenance of New Motibagh GPRA	ASO/SO→US→DIR	Additional Secretary
13.	Release of funds for redevelopment projects at Kidwai nagar and Seven GPRA	ASO/SO→US→DIR	Additional Secretary
14.	Misc. project matters of NBCC and subsidiaries	ASO/SO→US→DIR	Additional Secretary
15.	Misc. administrative matters of NBCC requiring approval of the Ministry	ASO/SO→US→DIR	Additional Secretary/ Secretary
16.	Complaints/Public Grievances	ASO/SO→US→DIR	Additional Secretary
17.	Information dissemination, , routine communications with various authorities, seeking/furnishing information	ASO/SO→US	Director
18.	RTI Applications	ASO/SO	US/CPIO
19.	RTI Appeals to First Appellate Authority	ASO/SO→US	Director

18. SMART CITIES DIVISION

SMART CITIES – 1

US - II (SC-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.	HUAM
2.	All matter relating to Mission Statement including Guidelines and Toolkit	US/ DS/Dir/JS→Secy.	HUAM
3.	Release of funds to States/Cities	US→ DS/Dir→JS	JS
4.	All Budget related matters/Supplementary Budget/Demand for Grants/Outcome-output Budget	US→ DS/Dir→JS	JS
5.	Tie ups/coordination with foreign countries	US→ DS/Dir→JS	JS
6.	Tie ups/coordination with International Agencies/ organizations/hand holding agencies and consulting firms viz. World Bank, ADB, UN-Habitat, EU, BRICS etc.	US→ DS/Dir→JS	Secy.
7.	Plan proposals and related work	US→ DS/Dir	JS
8.	RTI & RTI appeals for US-II	US	DS/Dir
9.	Coordination with Smart cities for funds release and UC	US→ DS/Dir	JS
10.	Climate Smart Cities Assessment Framework, C Cube, Climate Alliance	US→ DS/Dir	JS
11.	CITIIS 1.0 and 2.0 programmes	US→ DS/Dir	JS
12.	GIS-MIS portal	US→ DS/Dir	JS
13.	National Infrastructure Pipeline (NIP) projects	US→ DS/Dir	JS
14.	Output-Outcome Monitoring Framework (OOMF)	US→ DS/Dir	JS
15.	GEF-7 Project “Livable Cities in India : Demonstrating Sustainable Urban Planning and Development through Integrated Approaches”	US→ DS/Dir→JS	Secy.
16.	International Smart Cities Network	US→ DS/Dir	JS
17.	Climate Smart Cities Projects – GIZ projects in 3 Smart Cities	US→ DS/Dir	JS
18.	National Mission for Sustainable Habitat	US→ DS/Dir	JS
19.	Setting up of Centre for Smart Cities	US→ DS/Dir→JS	Secy.

20.	National Clean Air Programme (NCAP) related work and reduction of air pollution in 3 cities	US→ DS/Dir	JS
21.	United Nations Framework Convention on Climate Change	US→ DS/Dir	JS
22.	Environmental Performance Index and Climate Change Performance Index	US→ DS/Dir	JS
23.	BRICS – Smart Cities Workshop + Friendship Cities & Local Government Cooperation Forum	US→ DS/Dir	JS
24.	Matters related to G-20	US→ DS/Dir→JS.	Secy.
25.	Provide brief/inputs for Secretary/MOS(I/C) and Ministries for above work	US→ DS/Dir	JS
26.	Smart City Award contest	US→ DS/Dir→ JS	Secy.

18(a) Smart Cities – II

SO (Desk Officer)

S.No.	Category of cases	Channel of Submission	Level of Final Disposal
1.	National Urban Policy	US→ DS/Dir→JS.	Secy.

18(b) Smart Cities – III

US (SC-III)

(Includes Work handled by SC-III-ASection,Desk (SC-IV)&Desk(SC-II))

Sl. No.	Categories of Cases	Channel of Submission	Level of Final Disposal
1.	Extension of Smart Cities Mission	US/Dir/JS→Secy.→MoS	HUAM
2.	Setting up and Extension of MMU for SCM	US→Dir→JS	Secy.
3.	Smartnet Project (Setting of Project/ Payment/ Extension)	US→Dir	JS
4.	All Administrative matters of NIUA- Appointment of Director/Annual Report/ Constitution of DPC/ Court-Cases/ Amendment of RRs/ Grant-in-Aid	US/Dir→JS→Secy.→MoS	HUAM

5.	Mission website related matters	US→Dir	JS
6.	Monitoring of PDMS*		
7.	Complaint against irregularities in execution of SCM in various Smart City SPVs	US→Dir	JS
8.	RTI Application & Appeals pertaining to work allocated to SC-III Division	US→Dir	US/Dir
9.	Status of Projects in SCM & Coordination for updating status of projects/tracking progress of Mission.	DS (SC-V) (As per revised work allocation)	JS
10.	Schemes related to promoting Innovative Smart solutions	US→Dir	JS
11.	Complaints against violation of Public Procurement Preference-Make in India initiative of DPIIT	US→Dir	JS
12.	Issue of Advisories to Smart Cities related to work allocation of SC-III Division	US→Dir	JS/Secy.
13.	Mission Karmayogi-iGoT Platform Management of Departmental FRACing Team (DFT)	US→Dir	JS/Secy.
14.	Streets for People Challenge	US→Dir→JS (Issue based disposal level)	Secy.
15.	EatSmart Cities Challenge	US→Dir→JS (Issue based disposal level)	Secy.
16.	Mission related to Sister Smart Cities	Dir→JS	Secy.
17.	Travel & Tourism Competitiveness Index (TTCI)	SO(Desk-II)→Dir(SC-II) (As per revised Work allocation)	JS
18.	AtmaNirbhar Bharat/Project Development Cell	DS(SC-V)	JS/ Secy.
19.	India Urban Observatory	US→Dir	JS
20.	Living Lab Programme with MeitY	SO→US/DD→Dir→JS	Secy.

21.	Status & Monitoring of Open Source & Sustainability of Smart Solutions in Smart Cities	SO→US/DD→Dir	JS
22.	Data Smart Cities Strategy	SO→US/DD→Dir	JS/Secy.
23.	City GDP framework	SO→US/DD →Dir.	JS/Secy.
24.	Data Analytics & Management Unit	SO->US/DD→Dir.	JS/Secy.
25.	Open Data Portal	SO→US/DD→Dir.	JS/Secy.
26.	Data Maturity Assessment Framework	SO→US/DD→Dir	JS/Secy.
27.	India Urban Data Exchange (IUDX)	SO→US/DD→Dir.	JS/Secy.
28.	ICCC related work	SO→US/DD→Dir.	JS/Secy.
29.	Nurturing Neighbourhood Challenge	SO→US/DD→Dir	JS/Secy.
30.	National Urban Learning Platform (NULP)	SO→US/DD →Dir	JS/Secy.
31.	Mission Urban Capacity (National Urban Innovation Hub-NUIH)	SO→US/DD→Dir	JS/Secy.
32.	Urban Innovation	SO→US/DD →Dir	JS/Secy.
33.	Citizen Centric Smart Governance	SO→US/DD →Dir	JS/Secy.
34.	National Urban Digital Mission (NUDM)	SO→US/DD/Dir→JS	Secy.
35.	Performance Assessment System	SO→US/DD →Dir	JS/Secy.
36.	World Economic Forum (WEF) AI Strategy for Smart Cities	SO→US/DD→Dir.	JS/Secy.
37.	Capacity Building of Smart City CDOs	SO→US/DD→Dir	JS/Secy.
38.	Assessment and Monitoring Platform for Liveable, Inclusive, Future ready, Urban India (AMPLIFI)	SO→US/DD →Dir	JS/Secy.
39.	City Innovation Exchange (CiX) Platform	SO/US/DD→Dir	JS/Secy.
40.	Transport 4 All Challenge	SO/US/DD→Dir	JS/Secy.
41.	Economic Growth Roadmap for cities	Dir	JS/Secy.
42.	COVID related matters and update to Min. of I&B	SO→US/DD	Dir/JS/

43.	Smart IndiaHackathon coordination with MoHRD	SO→US/DD→Dir.	JS/Secy.
44.	IMPRINT-I Programme of MoHRD	Dir→JS	Secy.
45**	Ease of Living & Municipal Performance Index	US→Dir (Issue based disposal level)	JS/Secy./ MoS/HUAM
46.	India Smart Cities Fellowship and Internship Programme	SO->US/DD→Dir	JS/Secy.
47.	Improvement of performance in Global Indices	SO→Dir(SC-II) (As per revised work allocation)	JS
48	Provide brief/inputs for Secretary/MoS (I/C) and Ministries for work allocated to SC-III Division	Dir→JS	Secy.

18(c) Smart Cities – IV

US-I (SC-I)

S.No.	Category of cases	Channel of Submission	Level of Final Disposal
1.	Sectoral Group of Secretaries – 2 (SGOS-2)	US→ DS/Dir→JS.	Secy.
2.	The Urban Learning Internship Program (TULIP)	US→ DS/Dir→JS.	Secy.
3.	Ease of Doing Business initiatives of DPIIT	US→ DS/Dir→JS.	Secy.
4.	Minimizing Regulatory Compliance Burden initiative of DPIIT	US→ DS/Dir→JS.	Secy.
5.	Decriminalization of Minor Offences initiative of DPIIT	US→ DS/Dir→JS.	Secy.
6.	Investment Clearance Cell/National Single Window System initiative of DPIIT	US→ DS/Dir→JS.	Secy.
7.	Assist JS(SCM) as Nodal officer of Gadchiroli District of Maharashtra	US→ DS/Dir	JS
8.	GKRA Scheme of Ministry of Rural Development	US→ DS/Dir	JS
9.	All Court Cases of SCM	US→ DS/Dir	JS
10.	All VIP references of SCM	US/ DS/Dir→JS→Secy.	MoS/HUAM
11.	PMO/Cabinet Secretariat references	US→ DS/Dir→JS.	Secy.
12.	RTI Applicants and Appeals related to US-I	US	DS/Dir
13.	Public Grievances for SCM	US→ DS/Dir	JS

14.	Audit matters including C&AG	US→ DS/Dir→JS	Secy.
15.	Providing inputs for Parliamentary matters of SCM to other Divisions	US→ DS	JS
16.	Provide brief/inputs for Secretary/MoSand Ministries for above work	US→ DS/Dir→JS.	Secy.

18(d) Smart Cities – V

S.No.	Category of cases	Channel of Submission	Level of Final Disposal
1.	Project Development Cell (PDC)	US→ DS/Dir	JS
2.	Foreign Training/deputation	US/ DS/Dir→JS→Secy.	HUAM
3.	Standardization	US→ DS/Dir	JS
4.	Workshop/seminars/exposure	US→ DS/Dir	JS
5.	Status of projects in SCM & Coordination for updating status of projects/tracking progress of Mission, DS(SC-V) would be the nodal officer for this work with Mission Coord/Coord.	US→ DS/Dir	JS
6.	Media Plan of SCM/Monitor and deliverables for M/s Quantum Communications for branding and social media campaign of MoHUA Missions	US→ DS/Dir	JS
7.	E-Samiksha portal for SCM	US→ DS/Dir	JS
8.	PRAGATI portal for SCM	US→ DS/Dir	JS
9.	Reimbursement of Bills for hiring vehicles for SCM	US→ DS/Dir	JS
10.	Matters related non-financial support, Logo support and invitations received from various agencies	US→ DS/Dir	JS
11.	Periodical Reports>Returns	US→ DS/Dir	JS
12.	TA/DA Bills and payment to travel agencies	US→ DS/Dir	JS
13.	All matters related to Internal Administration of SCM	US→ DS/Dir	JS
14.	RTI appeals related to above work	US→ DS/Dir	DS/Dir
15.	Provide brief/inputs for Secretary/MOS(I/C) and Ministries for above work	US→ DS/Dir→ JS	Secy.
16.	Improvement of Performance in Global Indices	US→ DS/Dir→JS.	Secy.

** Such matters require review at various levels.

19. SWACHH BHARAT MISSION DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Release of grants to States/UTs	US→DS/Dir.→ JS/AS in consultation with IFD	Secretary/NARC
2.	Central level expenditure/ purchasing for SBM DS/Directorate under Major Head 2217	Section→US→DS	JS/AS (SBM) with consultation of IFD
3.	Foreign Visits	Section→Dir→ JS/AS	Secretary /MoS
4.	Policy related matter on SWM	Section/Dir→ JS/AS→Secretary	HUAM
5.	Revision of Swachh Bharat Mission Guideline	Section/Dir→JS/AS→Secretary	HUAM
6.	Invitation of workshops, meetings and conferences in India	Section→US→Dir	JS/AS (SBM)
7.	VIP references	Section/US→DS→ JS/AS	Secretary/MoS/HUAM (as the case may be)
8.	Budget provision	Section→US→Dir	JS/AS(SBM)
9.	Other budget references like Outcome Budget, examination of Demands for Grants etc.	Section→US→Dir	JS/AS (SBM)
10.	Website updation	Section→US→Dir	JS/AS (SBM)
11.	RTI Applications	US/DS	US as CPIO DS (As Appellate Authority)
12.	Public Grievances	Section→US	DS as Public Grievance Officer
13.	References received from Coordination /UD divisions/ RFD	Section→US→DS	JS/AS (SBM)
14.	CSC matters- bill received and processing for payments	Section→US→DS	JS/AS (SBM) with consultation of IFD
15.	NARC meetings	Section/US→DS→ JS/AS	Secretary
16.	Draft Cabinet Note/EFC/SFC from other Ministries	Section/Dir→ JS/AS→ Secretary	MoS
17.	Deputation for foreign visits	Section/Dir→JS/AS→Secretary	MoS
18.	Court cases	Section→US→DS	JS/AS (SBM)
19.	Audit Paras/CAG references	Section→US→DS	JS/AS (SBM)

20	MoU with Janaagrah	Section→US→Dir	JS/AS (SBM)
21	Hindi translations of content of SBM websites	Section→US→Dir	JS/AS (SBM)
22	Hiring of Manpower for SBM Directorate	Section→US→DS	JS/AS (SBM) with consultation of IFD
23	MoUs with BMGF and USAID on support to SBM	Section→US→Dir	JS/AS (SBM)
24	MoU with GIZ on support to SWM projects	Section→US→Dir	JS/AS (SBM)
25	MoU with BSNL	Section→US→Dir	JS/AS (SBM)

19(a) CPHEEO

Support to PHE/Ministry

Sl. No.	Category 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 advice/ 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.	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 respect of the States as distributed by JS(SBM) from time to time	TO/AA→JA→ Adviser	JS(SBM & PHE)
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)

20. 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	US/DS/Dir→JS→Secretary	HUAM
2	Providing Comments on Notes of other Ministries for the Cabinet/ Cabinet Committees, GoM	US/DS/Dir→JS→ Secretary	MoS
3	Comments on EFC Notes of other Ministries/ Departments	ASO/SO/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
6	Allocation of funds to States/ UTs under DAY-NULM	US/DS/Dir→JS→ Secretary	MoS
7.	Release of Grants-in-aid to States/UTs under DAY-NULM as per approved allocation	ASO/SO/US→DS/Dir	JS*
8	Policy approval of Capacity Building Activities including convergence with other Missions/ Evaluation of Mission and setting up of NMMU	ASO/SO/US→DS/Dir→JS	Secretary
9	Grant-in-aid as per approval for Capacity Building activities and programmes	ASO/SO/US→DS/Dir	JS*
10	Review & Monitoring and implementation issues of DAY-NULM	ASO/SO/US→DS/Dir	JS
11	Expenses/ reimbursement claims of NMMU, Support Cell, Studies, organizing of conferences/ workshops, etc.	ASO/SO/US→DS/Dir	JS*
12	Approval of I & SP Projects	ASO/SO/US→DS/Dir→JS	Secretary

13	Release of funds for approved I & SP projects	ASO/SO/US→DS/Dir	JS*
14	Preparation/ submission of RE & BE/ Supplementary Demand proposals/ Annual plan to Budget Division	ASO/SO/US→DS/Dir	JS
15	Re-appropriation of Budget from one Head to another Head for submission to Budget Section	ASO/SO/US→DS/Dir	JS*
16	Outcome Budget/ release under DAY-NULM for submission to Budget Section	ASO/SO/US→DS/Dir	JS
17	Parliament matter correspondence within the Ministry	ASO/SO→US	DS/Dir
18	Replies on Audit Memos for submission to Budget/ Coord.	ASO/SO/US→DS/Dir	JS
19	C&AG Audit Reports for submission to Budget/ Coord. Section	US/DS/Dir→JS→ Secretary	MoS
20	Approval of the Draft affidavit/ replies etc.	ASO/SO/US→DS/Dir→JS	Secretary
21	Public Grievances/ Complaints	ASO/SO/US→DS/Dir	JS
22	MPs/ Chief Ministers/ other VIP's references	US/DS/Dir→JS→ Secretary	MoS
23	Administrative matters of Division	ASO/SO/US→DS/Dir	JS
24	RTI Matters	ASO→SO	US
25	RTI Appeals	ASO/SO→US	DS/Dir
26	Monthly/ Quarterly Reports/ Returns and References received for comments from other Ministries/ Departments	ASO/SO/US→DS/Dir	JS
27	Visit abroad by officers in connection with subject handled	US/DS/Dir→JS→ Secretary	MoS
28	Correspondences with other Ministries/ NITI Aayog for Information on matters e.g. PQs, PMO/ MP/ VIP references and Public Grievances	ASO/SO/US→DS/Dir	JS

29	The Matters relating to SECC-2011	ASO/SO/US→DS/Dir→JS	Secretary
30	E-Samiksha updation	ASO/SO→US	DS/Dir
31	Website updation	ASO/SO/US→DS/Dir	JS
32	Misc. non-policy matters	ASO/SO/US→DS/Dir	JS

[*In consultation with IFD/ JS&FA]

20(a) PM SVANidhi DIVISION

S.No	Category of Cases	Channel of Submission	Level of Final Disposal
1.	Policy Proposals requiring approval of the Cabinet, GoM and the Cabinet Committees.	US/DS/Dir→JS→Secretary	HUAM
2.	New / Revision/amendment of operational guidelines of PM SVANidhi Scheme.	US/DS/Dir→JS→Secretary	HUAM
3.	Visit abroad by officers in connection with subject handled.	US/DS/Dir→JS→Secretary	HUAM
4.	MPs/Chief Ministers/other VIP's references addressed to HUAM	US/DS/Dir→JS→Secretary	HUAM
5.	MPs/Chief Ministers/other VIP's references addressed to MoS	US/DS/Dir→JS→Secretary	MoS
6.	Comments on EFC Notes of other Ministries/ Departments concerned with the Division.	ASO/SO/US→ DS/Dir→JS	Secretary
7.	Review & Monitoring and implementation issues of PM SVANidhi	ASO/SO/US→ DS/Dir→JS	Secretary
8.	Court cases - Approval of the Draft affidavit/replies etc.	ASO/SO/US→ DS/Dir→JS	Secretary
9.	Issues likely to be raised during the Parliament Session.	ASO/SO/US→ DS/Dir→JS	Secretary
10.	Preparation/submission of RE & BE/Supplementary	ASO/SO/US→ DS/Dir	JS*

	Demand proposals/Annual Plan to Budget Section.		
11.	Re-appropriation of Budget from one Head to another Head for submission to Budget Section.	ASO/SO/US→ DS/Dir	JS*
12.	Outcome Budget/release under PM SVANidhi for submission to Budget Section.	ASO/SO/US→ DS/Dir	JS
13.	Replies on Audit Memos for submission to Budget/Coord.	ASO/SO/US→ DS/Dir	JS
14.	Administrative matters of the Division.	ASO/SO/US→ DS/Dir	JS
15.	Monthly/Quarterly Reports /Returns and References received for comments from other Ministries/ Departments.	ASO/SO/US→ DS/Dir	JS
16.	Correspondence with other Ministries/NITI Aayog for information on matters e.g. PQs, PMO/MP/VIP references and Public Grievances.	ASO/SO/US→ DS/Dir	JS
17.	Website related matters	ASO/SO/US→ DS/Dir	JS
18.	Issues related to DBT	ASO/SO/US→ DS/Dir	JS
19.	Misc. non-policy matters	ASO/SO/US→ DS/Dir	JS
20.	Public Grievances/Complaints.	ASO/SO/US	DS/Dir
21.	Parliament matter correspondence within the Ministry.	ASO/SO→ US	DS/Dir
22.	RTI Appeals	ASO/SO→ US	DS/Dir
23.	E-Samiksha updation	ASO/SO→ US	DS/Dir
24.	RTI Matters	ASO→ SO	US

(*In consultation with IFD/JS&FA)

20(b) 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	Secy./MoS/HUAM (as the case may be)
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)

21. URBAN TRANSPORT DIVISION

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	All policy matters	US→DS/Dir→ OSD(UT) →AS(D & UT) →Secretary	HUAM
2.	Note for the Cabinet	US→DS/Dir→OSD(UT)→ Secretary	HUAM
3.	All cases relating to enactment of Act and framing of rules under the Acts being dealt in UT division	US→DS/Dir→OSD(UT) →Secretary	HUAM
4.	Representation from General public forwarded by MPs/VIPs	US→ DS/Dir→OSD(UT)	HUAM (for representations addressed to HUAM)
			MoS (for representations addressed to MoS)
6.	All Urban Transport projects and proposals (including BRTS and bus funding scheme).	US→ DS/Dir→OSD(UT)	Secretary
7.	Release of budgetary fund	US→ DS/Dir→OSD(UT)	Secretary
	Court Cases	US→ DS/Dir→OSD(UT)	Secretary
8	RTI Matters	CPIO→US	CPIOàUS
9.	Periodical Reports and Returns	US→ DS/Dir	OSD(UT)

22. VIGILANCE UNIT

S.No.	Type of Cases	Channel of Submission.	Level of final disposal
1.	General Vigilance Administration	US→Dy. CVO	CVO
2.	Complaints having vigilance angle against the employees of the Ministry of Housing & Urban Affairs.	US→Dy. CVO → CVO →Secretary	**HUAM 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.	US→Dy. CVO → CVO →Secretary	<ul style="list-style-type: none"> i. **HUAM or the concerned Disciplinary Authority, as the case may be. ii. HUAM through MoS in the vigilance related matters of CPWD officials upto the level of Executive Engineer.
4.	Grant of sanction for prosecution	US→Dy. CVO → CVO →Secretary	<ul style="list-style-type: none"> i. **HUAM or the concerned Disciplinary Authority, as the case may be. ii. HUAM through MoS in the vigilance related matters of CPWD officials upto the level of Executive Engineer.
5.	Disciplinary proceedings (involving Vigilance angle) against Gazetted and Non-Gazetted Officers in the	US→Dy. CVO → CVO →Secretary	<ul style="list-style-type: none"> i. **HUAM or the concerned Disciplinary Authority, as

	Ministry of Housing & 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 & Urban Affairs.		the case may be. ii. HUAM through MoS in the vigilance related matters of CPWD officials upto the level of Executive Engineer.
6.	Reconsideration of CVC's advice.	US→Dy. CVO → CVO →Secretary	i. **HUAM or the concerned Disciplinary Authority, as the case may be. ii. HUAM through MoS in the vigilance related matters of CPWD officials upto the level of Executive Engineer.
7.	Appeals/Revision/Review Petitions/ Memorials, etc. arising out of disciplinary proceedings.	US→Dy. CVO → CVO →Secretary	**Appellate/ Revisionary/ Reviewing Authority concerned
8.	Court Cases.	US→Dy.CVO→CVO	Secretary/CVO (as the case may be)
9.	Appointment of Chief Vigilance Officers and Vigilance Officers in Attached/Subordinate Offices/PSU/Autonomous Bodies under Ministry of Housing & Urban Affairs.	US→Dy. CVO → CVO →Secretary	**HUAM
10.	Various vigilance reports/returns prescribed by DoPT/PMO/CVC to be submitted by the Ministry of Housing & Urban Affairs (excluding those	US→Dy.CVO→CVO	Secretary/CVO (as the case may be)

	organisations where there is an independent CVO)		
11.	Issue of vigilance clearance	U.S.→Dy.CVO→ CVO	Secretary /CVO /Dy.CVO (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

**Channel of Submission could not be reduced to four as the cases require in-depth analysis.

23. 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	HUAM
2	Cadre review of Gr.'C' & 'D' Officers of CPWD	US→DS/Dir→JS→Secretary	HUAM
3	Creation of posts in the CPWD/PWD of Union Territories (not covered by delegated powers of Ministry)	US→DS/Dir→JS→Secretary	HUAM
4	Appointment of Arbitrators on deputation basis in MoHUA	US→DS/Dir→JS→Secretary	HUAM
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	HUAM
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	HUAM
7	Posting and transfers of ADGs/CEs/SEs level officers	US→DS/Dir→JS→Secretary	HUAM
8	RRs for Gr. 'A' posts in CPWD notification, amendment and relaxation	US→DS/Dir→JS→Secretary	HUAM
9	Disciplinary cases of Gr. 'A' Officers of CPWD	US→DS/Dir→JS→Secretary	HUAM
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	HUAM
11	Foreign assignments/Deputation of Gr. 'A' Officer issue of sanction.	US→DS/Dir→JS→Secretary	HUAM
12	Appointment/promotion to Gr.'A' posts in CPWD	US→DS/Dir→JS→Secretary	HUAM

13	Acceptance of resignation of Gr.'A' MoS (I/C) Officers of CPWD	US→DS/Dir→JS→Secretary	HUAM
14	Acceptance of Vol. retirement of Gr.'A' officers of CPWD	US→DS/Dir→JS→Secretary	HUAM
15	Taking approval for commercial employment within one year of retirement of Gr.'A' officers of CPWD	US→DS/Dir→JS→Secretary	HUAM
16	Recognition/de-recognition of Association of Gr.'B' officers of CPWD	US→DS/Dir→JS→Secretary	HUAM
17	Relaxation of Model Rules.	US→DS/Dir→JS→Secretary	HUAM
18	Policy matters connected with Samadhis	US→DS/Dir→JS→AS→Secretary	HUAM
19	Recognition of Unions/Association of Gr.'C' & 'D' MoS (I/C)ial work charged staff	US→DS/Dir→JS→Secretary	HUAM
20	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.	US→DS/Dir→JS→Secretary	HUAM
21	Policy relating to Construction of General Pool Accomodation	US→DS/Dir→JS	Secretary
22	Delegation of Powers	US→DS/Dir→JS	Secretary
23	RRs for Gr.'B' post in CPWD – framing, Amendments and relaxation	US→DS/Dir→JS→Secretary	HUAM
24	Empanelment of officers of CPWD for tenure appointments under Central Staffing Scheme – sending recommendations to DoPT	US→DS/Dir→JS→Secretary	HUAM
25	PAC Paras	US→DS/Dir→JS→Secretary	HUAM
26	Reference from various Ministries/Department reg. entrusting the works to Public Works Organization	US→DS/Dir→JS→Secretary	HUAM

27	References from other Ministries/Department for setting up their own Engineering Wing.	US→DS/Dir→JS→Secretary	HUAM
28	Review/Fixation of Departmental Charges	US→DS/Dir→JS	Secy.
29	Emergency Work	US→DS/Dir	JS
30	Annual Plan Proposals (Budget)	US→DS/Dir	JS
31	Annual Action Plan	US→DS/Dir	JS
32	Policy relating to Additions/alterations to existing Type I to IV quarters.	US→DS/Dir	JS
33	Write-Off of losses with financial concurrence relating to Gr.'C' & 'D' and UT employees (with the concurrence of Finance Division)	US→DS/Dir	JS
34	Arbitration matters	US→DS/Dir	JS
35	Amendments to CPWD Code. (in consultation with Department of Legal Affairs and Finance Division)	US→DS/Dir→JS	Secy.
36	Action taken Notes on CAG Audit Paras	US→DS/Director	JS
37	Foreign collaboration proposals	US→DS/Dir→JS→Secretary	HUAM
38	Transfer of persons from work charged establishment to the regular establishment and vice versa	US→DS/Director	JS
39	Preparation of Action taken notes on the items of the agenda for the Departmental Council Meetings.	US→DS/Director	JS
40	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)	US→DS/Director	JS

41	Issue of eligibility certificate in r/o foreign national employed by CPWD in Group 'C' & 'D'	US→DS/Director	JS
42	Notification of minor amendments to RRs such as change in scale of pay number of Post, minor correction etc.	US→DS/Director	JS
43	Preparation of Panel for Gr.'A' officers in the CPWD making references to UPSC (Where no relaxation is involved)	US→DS/Director	JS
44	Making reference to DoPT for advice/clarification on important establishment matters. (not covered by powers delegated to DG, CPWD)	US→DS/Dir→JS	Secy.
45	Making reference to Ministry of Finance for approval/relaxation	US→DS/Director	JS
46	Making references to Ministry of Law reg. Court cases involving legal/policy issues and filling of Writ Petition/SLP	US→DS/Director	JS
47	Establishment matters relating to UTs	US→DS/Director	JS
48	Allowing extension of deputation for fourth/fifth year for officers of CPWD	US→DS/Dir→JS→Secretary	HUAM
49	RRs for Gr.'C' & 'D' posts in the CPWD (Framing amendment and relaxation)	US→DS/Dir→JS	HUAM
50	Declaring officers of CPWD as Head of Department after decision by Management Committee	US→DS/Dir→JS	Secy.
51	Giving notional benefit of increment/pay under FR-25 to Gr.'B' officers	US→DS/Dir→JS→Secretary	HUAM
52	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.

53	Granting permission to CPWD officers for renting out accommodation to foreign nationals/firms, National/Forms.	US→DS/Dir→JS	Secy.
54	Court cases relating to Gr.'C' & 'D' employees of CPWD –vetting of counter reply.	US→DS/Dir→JS	Secy.
55	Court cases relating to Gr.'A' officers of CPWD and referred to Ministry for approval of Counter Affidavit	US→DS/Director	JS
56	Budget matters relating to establishment of PWDs of Union Territories	US	DS/ Director
57	Issues relating to training of Group 'A' officers of CPWD in foreign countries.	US→DS/Dir→JS→Secretary	HUAM
58	Obtaining approval of MoH&FW for reimbursement of medical expenses (not covered by powers delegated to MoHUA)	US	DS/ Director
59	Disciplinary cases of Gr.'C' & 'D' employees and work charged staff review petition	US→DS/Dir→JS→Secretary	HUAM
60	Approval of reimbursement of medical expenses to CGHS beneficiaries (not covered by powers delegated to DG, CPWD)	US→DS/Dir→JS	Secy.
61	Grant of ACP/MACP to CPWD Officers	US→DS/Dir→JS→Secretary	HUAM
62	Grant of Non-functional upgradation to all organized Group 'A' Services in CPWD	US→DS/Dir→JS→Secretary	HUAM
63	Voluntary retirement cases of Group 'A' Officers in CPWD	US→DS/Dir→JS→Secretary	HUAM

24. COMMON ITEMS ACROSS VARIOUS DIVISIONS

Sl. No.	Category of Cases	Channel of Submission	Level of Final Disposal
1.	All policy matters	SO/US→DS/Dir→JS/AS→ Secretary	HUAM
2.	Notes for the Cabinet/ CCEA/EFC	SO/US→DS/Dir→JS/AS →Secretary	HUAM
3.	All cases relating to enactment of Act and framing of rules under the Acts	SO/US→DS/Dir→JS/AS →Secretary	HUAM
4.	Handling of Parliament Questions pertaining to MoHUA i. Starred ii. Unstarred	SO/US→DS/Dir→JS/AS →Secretary SO/US→DS/Dir→JS/AS →Secretary	HUAM (MoS in the absence of HUAM) MoS
5.	Handling of Motions, Resolutions, Matters raised under Rule 377 in the Lok Sabha and as Special Mention in Rajya Sabha	SO/US/DS/Dir→JS/AS→ Secy.→MoS	HUAM
6.	Handling of Parliamentary Assurances a) Extension of time in Parliament Assurances & request for dropping of Parliament Assurance b) Implementation Report of Parliament Assurance	SO/US/DS/Dir→JS/AS→ Secretary US/DS/Dir→JS/AS→ Secretary→MoS	MoS HUAM
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.	Authentication of papers/Laying of Annual Reports/Rules etc. in both the Houses of Parliament	SO/US→DS/Dir→JS/AS→ Secretary	MoS

9.	Parliamentary Committee matters	US/DS/Dir → JS /AS	Secretary /*HUAM *in case where the recommendations are to be submitted to HUAM
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/ HUAM (as the case may be)
12.	PG cases (i) Division-related (ii) Taken-up cases by DPG/ PMO etc.	SO→US SO→US→DS/Dir	DS/ JS JS/Director (Grievances)
13.	Nomination for various Awards	US/DS/Dir→JS/AS→ Secretary	HUAM
14.	Court cases (a) Supreme Court (b) High Courts (c) District Courts & Lower Courts	SO/US→DS/Dir→JS/AS SO/US→DS/Dir	Secretary/ HUAM JS/AS/ Secretary* *if it is policy matter
15.	Foreign tours of officers	US/DS/Dir→JS/AS→ Secretary	HUAM
16.	Scheme Budget provisions	US/DS/Dir→JS/AS→Budget Division	Secretary
17.	Framing and amendment of recruitment rules for Gr. A & Gr. B Posts	US/DS/Dir→ JS/AS→ Secretary	HUAM
18.	Appointment/ Promotion/ Voluntary Retirement/ Resignation of Gr. A & Group B officers	US/DS/Dir→ JS/AS→ Secretary	HUAM
19.	All cases of foreign assignment	US/DS/Dir→ JS/AS→ Secretary	HUAM
20.	Intimation under conduct rules regarding transaction of movable/ immovable property in respect	US/DS/Dir→ JS/AS→ Secretary	HUAM

	of officers of the level of JS and above		
21.	Extension of deputation of Gr. B & C Officers to other cadres for the 5 th year	US/DS/Dir→ JS/AS→ Secretary	HUAM
22.	NOC for private foreign visit in respect of officers of the level of JS and above	US/DS/Dir→ JS/AS→ Secretary	HUAM
23.	Training/ deputation/ forwarding of applications of Officers of level of JS and above.	US/DS/Dir→ JS/AS→ Secretary	HUAM
24.	Training/ deputation/ forwarding of applications of Officers of the level of DS/Director	US/DS/Dir→ JS/AS→ Secretary	HUAM
25.	Appointment on compassionate ground in special types of cases	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
26.	No objection for extension of deputation of Gr. A officers to other cadres	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
27.	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of DS/ DS/Director	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
28.	Framing and Amendment of recruitment rules for Gr. C posts	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
29.	Extension of deputation of Gr. B & C Officers to other cadres for the 4 th year	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
30.	NOC for private foreign visit in respect of officers of the level of DS/ DS/Dir	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
31.	Training/ deputation and forwarding of applications of US and Group B (Gazetted)	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
32.	Training/ deputation of Group B (Non-Gazetted) & Group C staff	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
33.	Appointment on compassionate grounds in normal cases	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
34.	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of officers of the level of US and Group B (Gaz.)	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary

35.	NOC for private foreign visit of the level of US and below	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
36.	NBR Promotion in Gr. B & C	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
37.	Intimation under conduct rules regarding transaction of movable/ immovable property in respect of Group B (Non-Gazz.), Group C & Group D officers	ASO/ SO/US→ DS/Dir→ JS/AS	Secretary
38.	Appointment/ Promotion/ Voluntary Retirement/ Resignation of Gr. C officers	ASO/ SO→ US	DS/Dir
39.	Forwarding of applications of Group B (Non-Gazetted) & Group C Staff	ASO/ SO→ US	DS/Dir
40.	Extension of deputation of Gr. B (Non Gazetted) & Gr. C Officers to other cadres up to 3 years	ASO/ SO→ US	DS/Dir
41.	Acceptance of nominations in GPF etc.	ASO/ SO	US
42.	Approval/ sanction for the payment of wages to the Multi-Tasking Staff outsourced by the Ministry	ASO/ SO→ US	DS/Dir
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	ASO/ SO	US
44.	Establishment matters in respect of employees of the Departmental canteen of the Ministry	ASO/ SO	US
45.	Booking of conference room	ASO	SO
46.	Submission of half yearly return in respect of retiring of govt. servant	ASO/ SO	US
47.	Verification of qualifying service	ASO/ SO	US
48.	Sanction of leave recommended by the superior officer	ASO	SO
49.	Attestation of entries in the service book	ASO	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	ASO	SO

	appointment on behalf of their controlling officers		
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	ASO	SO
52.	Signature in "Form-3 - details of family" of non-gazetted group B and C employees	ASO/ SO	US
53.	Countersignature of nomination for CGEGIS from non-gazetted group B & C employees on behalf of Head of Office	ASO	SO
54.	Certificate of age and pay endorsed in the surety forms executed by permanent non-gazetted Gr. B & C employees	ASO	SO
55.	Supervision of CR Section	Supervisor (CR)	SO
56.	Deployment of Gr. D staff/ MTS in the Ministry	ASO	SO
57.	GPF Advance / Withdrawal above 75% and upto 90%.	ASO/ SO→ US	DS/Dir
58.	Relaxation of eligibility in r/o motor car advance / computer advance	ASO/ SO→ US	DS/Dir
59.	Scooter Advance	ASO/ SO→ US	DS/Dir

Note: As per Manual of Office Procedure (MOP) 2019, the Section and the Branch Officer would provide assistance to obtain inputs and to prepare draft notes, communications etc. where there are four or less channels and cases are put up at higher levels. Section within the Division will be responsible for attending to items of work allocated to it by way of putting up a note, draft etc. on the cases marked to the Section.