

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

387, Udyog Bhawan, New Delhi
Dated: 4th March, 2015

OFFICE MEMORANDUM

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

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

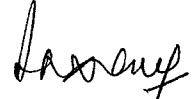
2. The work allocation between the Hon'ble Minister and Hon'ble Minister of State of Heavy Industries & Public Enterprises has also been kept in view while preparing the document. This is subject to modification as per the subsequent orders/modifications issued by Administration Section, if any, from time to time.

3. The following provisions will also be kept in view in disposal of work in DHI:-

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

4. All officers/Sections in Department of Heavy Industry are requested to adhere to the document "**Final level of disposal and channel of submission of cases**" in the movement of physical files as well as the electronic files through e-office.

5. Any suggestion for improvement/modification of the document may be sent to Under Secretary (O&M).



(S.K. Saxena)

Under Secretary (O&M)

To,

All Officers/Sections in DHI

Copy to:

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

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

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

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

12.	Restructuring of CPSEs under the Ministry	Minister (HI&PE)	DS/DIR- JS/AS-SHI	In consultation with IFW
13.	Work relating to Consultative Committee, Standing Committee and such Unstarred Questions which involve Policy issues	Minister (HI&PE)	DS/DIR-JS/AS -SHI-MOS(HI&PE)	As per administrative order for distribution of work amongst the Ministers
14.	Matters relating to:- HCL; TSPL; TSL; HPF; TCIL	Minister (HI&PE)	US-DS/DIR-JS/AS-SHI-MOS(HI&PE)	As per administrative order for distribution of work amongst the Ministers and in consultation with IFW wherever financial proposals are involved
15.	Matters relating to Shram and other Awards	Minister (HI&PE)	US-DS/DIR- JS/AS -SHI	
16.	ILO and Labour related issues	Minister (HI&PE)	DS/DIR- JS/AS -SHI	
17.	Approval of Annual/ Five Year Plans	Minister (HI&PE)	DS/DIR- JS/AS -SHI	In consultation with IFW
18.	Preparation and review of Strategic Plan Document, Result Framework Document (RFD)	Minister (HI&PE)	DS/DIR- JS/AS -AS&FA-SHI	
19.	Parliamentary Matters:-			
	(i) Recommendation of the Parliamentary Committees	Minister (HI&PE)	DS/DIR- JS/AS - SHI	
	(ii) Reply to Starred Questions	Minister (HI&PE)	DS/DIR- JS/AS - SHI	
	(iii) Work relating to subordinate legislation of Lok Sabha/Rajya Sabha	Minister (HI&PE)	DS/DIR- JS/AS -SHI	
	(iv) Reply to Un-Starred Questions except which involve policy matters relating to SC/ST Cell, RTI	MOS (HI&PE)	US-DS/DIR- JS/AS	As per administrative order for distribution of work amongst the Ministers
	(v) Reply to VIP letters addressed to Minister during the absence of Minister	MOS (HI&PE)	DS/DIR- JS/AS -SHI	As per administrative order for distribution of work amongst the Ministers
	(vi) Laying of Annual Reports, MOUs etc. in the Parliament	MOS (HI&PE)	US-DS/DIR- JS/AS -SHI	As per administrative order for distribution of work amongst the Ministers
	(vii) Questions in which material is to be furnished to:			
	(a) Other Departments	JS/AS	US-DS/DIR	
	(b) Other Sections in the Department	DS/DIR	US	

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

34.	RTI matters :			
	a) Application under RTI	US/CPIO	SO	
	b) 1st Appeal to Appellate Authority	DS/DIR/ Appellate Authority	US/CPIO	
	c) 2 nd Appeal to CIC	AS/JS	US/CPIO-Appellate Authority	

ESTABLISHMENT AND GENERAL ADMINISTRATION MATTERS

1.	Framing of Recruitment Rules	Minister (HI&PE)	DS/DIR-JS/AS -SHI	
2.	Creation of Posts: Group A, B & C	Minister (HI&PE)	DS/DIR- JS/AS -SHI	For Group A posts, matter will be referred to Cabinet through MoF and for Group B, C & D, Ministry of Finance shall be consulted through IFW
3.	Delegation/Deputation of Officers for training; Conferences etc. abroad:			In consultation with IFW in all cases
	(i) JS and above	Minister (HI&PE)	US-DS/DIR-JS/AS-SHI	
	(ii) Up to Director level	SHI	US-DS/DIR- JS/AS	
4.	Appointments:			
	(i) Group A	Minister (HI&PE)	DS/DIR-JS/AS -SHI	
	(ii) Group B (Gazetted)	SHI	US-DS/DIR- JS/AS	
	(iii) Group B(NG) and Group C	JS/AS	US-DS/DIR	
5.	Nomination of the Officials:			
	(i) for foreign programmes -			
	a) JS and above	Minister(HI&PE)	DS/DIR-JS/AS -SHI	For foreign programme, with the concurrence of AS&FA
	b) up to Director/DS	SHI	US-DS/DIR- JS/AS	
	(ii) for domestic programmes	JS/AS	US-DS/DIR	
	(iii) LDCs and Stenographers for training in Hindi Typing and Shorthand	DS/DIR	US	
6.	Matters relating to Women in Work Place	MOS(HI&PE)	US-DS/DIR- JS/AS - SHI-MOS	

7.	Distribution of Work amongst Officers: (i) AS/JS/EA (ii) IA/Dir/DS or equivalent (iii) US/SO or equivalent (iv) Non Gazetted staff	M(HI & PE) SHI JS(Admn.) DIR/DS(Admn.)	US-DS/DIR-JS/AS-SHI US-DS/DIR-JS/AS US-DS/DIR US	
8.	Declaring Gazetted officers to be Head of Office	SHI	US-DS/DIR- JS/AS	
9.	Approval of Grant of Honorarium to Staff/ Officers of the Department			With the concurrence of AS&FA
	(ii) Beyond Rs.2500/-	SHI	US-DS/DIR- JS/AS	
	(i) Upto Rs.2500/-	JS/AS	US-DS/DIR	
10.	Approval of OTA –			With the concurrence of AS&FA
	(i) Beyond three hours per day	SHI	US-DS/DIR– JS/AS	
	(ii) Up to three hours per day	JS	US-DS/DIR	
11.	Posting/Transfers/ Deputations for training within the country			
	(i) Group A Officers.	SHI	US-DS/DIR-JS/AS	
	(ii) Group B&C Officers	JS	US-DS/DIR	
12.	Disposal of obsolete, surplus and un-serviceable stores	JS	US-DS/DIR	As per provisions of GFR
13.	Change of Hometown	JS	US-DS/DIR	
14.	Budget Proposals (Plan & Non Plan)	JS	US-DS/DIR	
15.	Expenditure on Refreshment/light refreshment at Inter-Departmental Meetings, Conferences, etc.	JS	US-DS/DIR	As per Schedule-VI of DFP Rules
16.	Sanction for medical treatment	JS	US-DS/DIR	
17.	HBA, MCA, Scooter advance etc.	JS	US-DS/DIR	
18.	Budget Proposals of loans and advances to Government Servants	JS	US-DS/DIR	

19.	Matters relating to Pensioner's grievances received through CPENGRAMS/other means of communication	JS	US-DS/DIR	
20.	Expenditure on:			As per Delegation of Financial Power Rules
	i) Stationery above Rs.4,000/- per annum	JS	US-DS/DIR	
	ii) Stores, furniture, etc. above Rs.5,000/- in each case	JS	US-DS/DIR	
	iii) Stationery up to Rs.4,000/- per annum	US/HOD	SO	
	iv) Stores, furniture, contingencies, etc. up to Rs.5,000/- in each case	US/HOD	SO	
21.	Issue of No-objection certificate for matters like passport; writing of exams' further studies etc.			
	(i) Others	JS	US-DS/DIR	
	(ii) Officers below DS level	DS/DIR	SO-US	
22.	Issue of orders for Sanction of Leave			"Leave will be sanctioned by the Administration Section on the recommendations of immediate superior officer and where considered necessary, immediate supervisory officer may obtain the orders of next higher officer."
	(i) Group A	DS/DIR	US	
	(ii) Others	US	SO	
23.	Fixation of Pay in accordance with Rules	DS/DIR	SO-US	
24.	Matters relating to Government accommodation/CGHS/ Photo ID cards of DHI employees	US	SO	
25.	Circulation of training programmes/Seminars etc. (Domestic & Foreign)	US	SO	
26.	Approval of conveyance Allowance	US	SO	
27.	Issue of Retirement Orders	US	SO	
28.	Issue of No-Demand Certificate	US	SO	
29.	Sanction of Annual Increment	US	SO	
30.	Maintenance of Service Book and attestation of entries therein	SO	SO	Service verification will be attested by SO(A) or DDO

<u>CASH</u>				
1.	GPF advance & withdrawals	DS/DIR	SO-US	
2.	Release of Foreign Exchange to officers going abroad	US	SO/DDO	

3.	Periodical returns to B&A relating to Expenditures	US/DDO	Dealing Assistant	
4.	Quarterly return of expenditure to Ministry of Finance	US/DDO	Dealing Assistant	
5.	Maintenance of GPF accounts	US/DDO	SO/DDO	
6.	Issue of Annual GPF A/C slips	SO	Dealing Hand	
7.	Bills in respect of Pay, OTA, Honorarium, tuition fee, reimbursement of medical claims, leave salary and festival advance and reimbursement of Conveyance Allowance etc.	DDO	Dealing Assistant	
8.	Contingent Bills	DDO	Dealing Assistant	
9.	Loans/Grant-in-aid Bills	DDO	Dealing Assistant	
10.	TA Bills etc.	DDO	Dealing Assistant	
11.	LTC/TA advance	DDO	Dealing Assistant	
12.	Income Tax Calculations and submission of Quarterly Report to IT Office through Intense Technologies/Issue of IT certificates	DDO	Dealing Assistant	
13.	Reconciliation of Accounts	DDO	Dealing Assistant	
14.	Disbursement of Money	DDO	Cashier	

<u>BUDGET & ACCOUNTS</u>				
1.	Coordination and consolidation of approved budget and revised estimates (plan & non-plan)	SHI	US-DS/DIR-CCA-AS&FA	
2.	Coordination and consolidation of Supplementary Demands for Grants and references thereof from Budget Division of Ministry of Finance	SHI	US-DS/DIR-CCA-AS&FA	
3.	Notes on Demands for grants/preparation of final SBE	SHI	US-DS/DIR-CCA-AS&FA	

4.	Material for pre budget discussion	SHI	US-DS/DIR-CCA-AS&FA	
5.	Surrender/re-appropriation of funds	SHI	US-DS/DIR-CCA-AS&FA	
6.	Finalization of Internal Resources; Extra budgetary resources of all CPSEs/ Institutes for financing plan outlay	SHI	US(TSW)-DS/DIR-EA-AS&FA	
7.	Outcome Budget, DHI	SHI	US-DS/DIR-CCA-AS&FA	
8.	Proposals of opening of new heads of account	AS & FA	US-DS/DIR-CCA	
9.	Regularization of excess expenditure, if any, on the basis of final estimates under the various grants	SHI	US-DS/DIR-CCA-AS&FA	
10.	Public Accounts Committees/Estimates Committee/Committees on Public Undertakings – References and coordination thereof	SHI	US-DS/DIR-AS/JS-CCA-AS&FA	
11.	Work relating to discussion on the Demand for Grants by the Department related Parliamentary Standing Committee	SHI	US-DS/DIR-AS/JS-CCA-AS&FA	
12.	Action Taken Note on the report of the Committee on the Demands for Grants	SHI	US-DS/DIR-AS/JS-CCA-AS&FA	
13.	Compilation of reasons for surrender/savings/excess in the draft appropriation accounts	CCA	US-DS/DIR	
14.	Report on progress of Expenditure	CCA	US-DS/DIR	
15.	Control over expenditure against Budget grants including scrutiny of sanctions and reconciliation of expenditures	CCA	US-DS/DIR	
16.	Coordination of Local Audit inspection report/ Civil Audit Paras of CAG including ATN	CCA	US-DS/DIR	
17.	DDG,DHI	SHI	US-DS/DIR-CCA-AS&FA	
18.	Special Questions relating to the Budget /Expenditure/ accounts in regard to discussion on Demands for Grants to the Department related Parliamentary Standing Committee	SHI	US-DS/DIR-CCA-AS&FA	

O&M SECTION

1.	Review of Citizen's Charter/ Client's Charter – Sevottam Compliance in DHI.	M(HI&PE)	US-DS/DIR-JS/AS CCA-AS&FA -SHI- MOS(HI&PE)	
2.	Recommendations of 2 nd ARC	MOS(HI&PE)	US-DS/DIR-JS/AS- SHI	
3.	Review of final level of disposal and channel of submission of cases in DHI	M(HI&PE)	US-DS/DIR-JS/AS- CCA-AS&FA-SHI- MOS(HI&PE)	
4.	Review of Record Retention Schedule for DHI	SHI	US-DS/DIR- JS/AS/Chief Record Officer	
5.	Agenda for O&M Meeting	SHI	US-DS/DIR- JS/AS	
6.	Matters relating to Mandatory Success Indicators in RFD	SHI	US-DS/DIR- JS/AS	
7.	Independent audit of Citizen's Charter/ Client's Charter	SHI	US-DS/DIR- JS/AS	
8.	Innovative Ideas	SHI	US-DS/DIR- JS/AS	
9.	ISO:9001 Certification	SHI	US-DS/DIR- JS/AS	
10.	Annual O&M Inspection Programme of Sections	JS	US-DS/DIR	
11.	Training Programmes	SHI	US-DS/DIR- JS/AS	
12.	Recording of Files – Special Drives in DHI	JS/Chief Record Officer	US-DS/DIR	
13.	Transfer of files to National Archive of India	JS/AS/Chief Record Officer	US-DS/DIR	As per recommendations of NAI

PG CELL

1.	Analysis of frequent causes of public grievances/ feedback received on quality of disposal of grievances	SHI	US-DS/DIR- JS/AS & Director of Grievances	
2.	Independent Audit of Public grievances	SHI	US-DS/DIR- JS/AS & Director of Grievances	
3.	Monitoring of disposal of public grievances	JS/AS & Director of Grievances	US-DS/DIR	
4.	Public Grievances received through CPGRAMS/other means of communication			
	a) Forwarding to CPSEs/ concerned Administrative Sections in DHI.	US	SO	
	b) Final disposal	JS/AS & Director of Grievances	US-DS/DIR	

IT CELL

(NIC, DHI will be consulted as and when required)

1.	Matters relating to observance of GOI instructions relating to website, e-governance and Cyber Security Policies by the CPSEs/Autonomous Research Institutes under DHI.	SHI	US-DS/DIR-JS/AS/IT Manager	
2.	Constitution of Web Management Committee under JS/IT Manager, DHI.	SHI	US-DS/DIR-JS/AS/IT Manager	
3.	Matters relating to maintenance of GIGW compliant website of DHI/STQL Certification	JS/AS/IT Manager	US-DS/DIR	In consultation with NIC, DHI
4.	Matters relating to posting of information on intranet of DHI	JS/AS/IT Manager	US-DS/DIR	
5.	Matters relating to development/procurement of software's for e-governance	JS/AS/IT Manager	US-DS/DIR	In consultation with NIC, DHI and IFW
6.	Matters relating to observance of Cyber Security Policies, Guidelines and Standard Procedures in DHI.	JS/CISO (Chief Information Security Officer)	US-CSA(Cyber Security Administrator)/DS/DIR	In consultation with NIC, DHI
7.	Appointment /Extension of tenure of Assistant Programmer/ Programmers engaged through NICS I as technical support to NIC, DHI	SHI	US-DS/DIR	In consultation with NIC, DHI and IFW
8.	Constitution of a Committee for monitoring the contents posted on the website of DHI	JS/AS/IT Manager	US-DS/DIR	
9.	Matters relating to use of ICT in functioning of DHI	JS/AS/IT Manager	US-DS/DIR	
10.	IPV6	JS/AS/IT Manager	US-DS/DIR	
11.	e procurement portal	JS/AS/IT Manager	US-DS/DIR	
12.	e office	JS/AS/IT Manager	US-DS/DIR	
13.	Training of officers/Staff in ICT matters	-do-	US-DS/DIR	
14.	Matters relating to digital signature	-do-	US-DS/DIR	
15.	Video conferencing	-do-	US-DS/DIR	
16.	Social Networking sites	-do-	US-DS/DIR	
17.	e governance	-do-	US-DS/DIR	

VIGILANCE SECTION

1.	Non acceptance of advice of CVC	Minister (HI&PE)	DS/DIR-CVO-SHI	
2.	Disciplinary proceedings			
	i)Group A Officers	Minister (HI&PE)	US-DS/DIR-CVO-SHI	
	ii)Group B&C Officers	SHI	US-DS/DIR-CVO	
3.	Prosecution, Appeals, Petitions of :-			
	i)Group A Officers	Minister (HI&PE)	US-DS/DIR-CVO-SHI	
	ii)Others	SHI	US-DS/DIR-CVO	
4.	Awards/Rewards	SHI	US-DS/DIR-CVO	
5.	Granting ex-post facto approval for acquiring, selling/disposal etc. of			
	a)Immovable Property	SHI	US-DS/DIR-CVO	
	b)Movable property	CVO	US-DS/DIR	
6.	Complaints against			
	i)Group A & B Officers	SHI	US-DS/DIR-CVO	
	ii)Others	CVO	US-DS/DIR	
7.	Intimation/Sanction of Participation in Political evidence before Committee of Enquiry, gift etc.			
	i)Group A&B Officers	SHI	US-DS/DIR-CVO	
	ii)Others	CVO	US-DS/DIR	
8.	Maintenance of ACRs	CVO	CVO supported by confidential cell	
9.	Conducting of vigilance inspections	CVO	US-DS/DIR	
10.	Examination of Moveable/ immovable Property returns	CVO	US-DS/DIR	
11.	Clarification & Interpretation of			
	i) CCS (CCA), CCS (Conduct) Rules and AID(Discipline & Appeal) Rules and AIS(Conduct Rules)	CVO	US-DS/DIR	

<u>PARLIAMENT SECTION</u>				
1.	Coordination of the visits of the Parliamentary Committees	SHI	US-DS/DIR- JS/AS	
2.	Arranging passes for Officers for LS/RS	DS/DIR	US	
3.	Coordination of work relating to meeting of the Consultative Committee attached to M/o Industry	US	Parl. Assistant/SO	
4.	List of Business of LS/RS	US	Parl. Assistant/SO	
5.	Follow up with sections for implementation of assurances and maintenance of assurances registers	US	Parl. Assistant/SO	
6.	Monitoring of laying of Annual Reports of PSUs/ Govt. Companies in LS/RS	US	Parl. Assistant /SO	
7.	Circulation of Order, instructions, circulars received from LS/RS	US	Parl. Assistant -/SO	
8.	Liaison with D/o Parliamentary Affairs- LS/RS Sectt.	SO	Parliament Assistant	
9.	Preparation of notice list of Questions Admitted for answer in LS/RS	SO	Parliament Assistant	
10.	Circulation of Calendar of sitting of LS/RS	SO	Parliament Assistant	
11.	Marking and issue of notice of LS/RS Questions etc.	SO	Parliament Assistant	
12.	Preparation of Pads for admitted LS/RS Questions	SO	Parliament Assistant	
13.	Distribution of admitted LS/RS Questions	SO	Parliament Assistant	
<u>SC/ST CELL</u>				
1.	Matters of reservation policy relating to SC/ ST/OBC/Disabled persons	Minister (HI&PE)	DS/DIR-JS/AS SHI/MOS(HI&PE)	As per administrative order for distribution of work amongst the Ministers
2.	All matters relating to employees belonging to SC/ST/OBC/PWDs/ Minorities communities in CPSEs/ARIs/DHI	JS/AS	US-DS/DIR-Liaison Officer concerned	

3.	Observance of Special Drives for filling up backlog vacancies of SC/ST/OBC/PWDs etc. in various CPSEs	JS/AS	US-DS/DIR	
4.	Report on inspection of Reservation Rosters of CPSEs	JS/AS	US-DS/DIR-Liaison Officer concerned	

RTI CELL

1.	Policy matters relating to RTI	Minister (HI&PE)	DS/DR-JS/AS-SHI-MOS(HI&PE)	As per administrative order for distribution of work amongst the Ministers
2.	RTI matters :			
	a) Application under RTI	US/CPIO	SO	
	b) Ist Appeal to Appellate Authority	DS/DIR/ Appellate Authority	US/CPIO	
	c) 2 nd Appeal to CIC	AS/JS	US/CPIO-Appellate Authority	
3.	Submission of Reports/ Returns/information pertaining to RTI matters	US/CPIO	SO	

HINDI SECTION

1.	All matters relating to implementation of Official Language Policy except chairing the meeting of the Hindi Advisory Committee of the Ministry chaired by M(HI&PE)	MOS(HI&PE)	DS/DIR-JS/AS-SHI	As per administrative order for distribution of work amongst the Ministers
2.	Submission of returns to Department of Official language	AS/JS	AD(H)-DD(H)-DS/DIR	
3.	Conduct of inspections on the implementation of Official Language in the CPSEs	AS/JS	AD(H)-DD(H)-DS/DIR	
4.	Matters relating to the Department of Official Language in connection with the use of Hindi	AS/JS	AD(H)-DD(H)-DS/DIR	
5.	Matters relating to submission of Quarterly progress report reg. use of Hindi	AS/JS	AD(H)-DD(H)-DS/DIR	
6.	Nomination of Non-Hindi knowing employees for training in Hindi	AS/JS	AD(H)-DD(H)-DS/DIR	

7.	Material for inclusion in the Annual Admn. Report of the Department of Official Language/Department of Heavy Industry	AS/JS	AD(H)-DD(H)-DS/DIR	
8.	Matters relating to Committee of Parliament of Official language	DS/DIR	AD(H)-US	
9.	Hindi Workshops	AD(H)	Translators	
10.	Translation of letters, documents, Parliament Questions etc. Budget, Annual Report of Department	AD(H)	Translator(s)	
11.	Circulation of orders regarding use of Hindi to different sections of the Department & PSUs	DS/DIR(H)	Translators	

IAS(Technical Wing)/TSW

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

HE & MT Section

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

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

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

NB:-

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

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