

GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION

CONSOLIDATED DEPARTMENTAL INSTRUCTIONS
ON
THE CHANNEL OF SUBMISSION AND LEVEL
OF
FINAL DISPOSAL OF VARIOUS CASES

ADMN (O&M) Section
JUNE 2014

MINISTRY OF CIVIL AVIATION

BROCHURE SHOWING CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES DEALT VARIOUS SECTION/DIVISIONS.

INDEX

Sl. No.	SECTION/DIVISION/UNIT	PAGES NO.
1.	GENERAL INSTRUCTIONS	03
2.	AIR INDIA	04
3.	AGREEMENT SECTION (A)	5-6
4.	AIRPORTS AUTHORITY OF INDIA (AAI)	07
5.	AIRPORTS DEVELOPMENT(AD)	08
6.	AVIATION SECURITY (AS)	09
7	ADMINISTRATION	10-13
8.	CASH SECTION	14
9.	COORDINATION & WELFARE (C&W)/SCT/RTI	15-18
10.	GENERAL SECTION	19-20
11.	GENERAL AVIATION (GA)	21
12.	DOMESTIC TRANSPORT (DT)	22-23
13.	DIRECTORATE GENERAL (DG)	24-25
14.	ECONOMIC REGULATORY (ER) DIVISION	26
15.	FINANCE	27-29
16.	HINDI SECTION	30
17.	PARLIAMENT UNIT (PU)	31
18.	RAILWAY SAFETY (RS)	32-38
19.	VIGILANCE SECTION	39

COMMON GENERAL INSTRUCTIONS FOR ALL SECTIONS

S.No.	SUBJECT	CHANNEL SUBMISSION	OF	FINAL LEVEL OF DISPOSAL
1.	PARLIAMENTARY MATTERS:-			
i)	Starred Question	DIR/JS/SECY.		Minister
ii)	Un-starred Questions	US/DIR/JS		MOS
iii)	Assurances	DIR/JS/SECY.		Minister
iv)	Calling Attention Motions	DIR/JS/SECY.		Minister
v)	Special Mentions	DIR/JS/SECY.		MOS
vi)	Consultative Committee Brief on Items.	SO/US/DIR		JS
2.	VIP REFERENCES	SO/DIR/JS		MINISTER
3.	PMO/CAB SECTT. MATTERS	US/DIR/JS		SECRETARY

4. On return route the decision making authority should mark the file directly to US/SO of the section unless the decision is different than what is proposed or if the decision making authority decides otherwise.

5. All cases requiring concurrence of IFD, approval of/consultation with other Ministries or approval of Cabinet etc. shall be so routed from the appropriate level before final disposal.

6. The nomenclature "Director" shall also include "Deputy Secretary" wherever applicable and vice versa.

7. Files will be put up by Assistant/Section Officer.

AIR INDIA SECTION

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Constitution of Boards of Air India and its subsidiary companies.	US/JS/SECY	Minister
2.	Appointment to Board Level posts in AIL and its subsidiary companies	US/JS/SECY	Minister
3.	Deputation/Delegation abroad of Chief Executive of AIL	DIR/SECY	Minister
4.	Disposal of aircraft	US/DIR/JS/SECY	Minister
5.	EFC/PIB Notes	US/DIR/JS/SECY	Minister
6.	Import/Export-exemption from duties	US/DIR/JS	Secretary
7.	Five Year Plan/Annual Plan	US/DIR/JS	Secretary
8.	Committees of Parliamentary e.g. COPU, Paper laid, Standing Committee	US/DIR/JS	Secretary
9.	Performance Review Meetings of AI/HCL Ltd.	US/DIR/JS	Secretary
10.	Issue of entry passes to AIL/HCI Ltd Staff	SO/DIR	JS
11.	Wage agreements	SO/US/DIR	JS
12.	Labour matters including strikes	SO/US/DIR	JS
13.	Monthly/Quarterly Performance Reports	SO/US/DIR	JS
14.	ATN on C&AG's Report Paras/Committee on draft Audit paras.	SO/US/DIR	JS
15.	Release of Haj Subsidy	SO/US/DIR	JS
16.	Requests of travel agency/GSA	SO/US	JS
17.	Industrial disputes (ID) matters- Ref. to M/o Labour	SO/US/DIR	JS
18.	Legal matters (Govt. of India Performa party)	SO/US/DIR	JS
19.	Complaints –Ordinary	US/DIR	JS
20.	Verification of Character and antecedents of staff of AIL/HCL who stayed abroad.	SO	US
21.	Reference received under RTI Act	SO/US	CPIO

AGREEMENT SECTION

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Proposals relating to amendment to the Aircraft, Rules	DIR/JS/Secy.	Minister
2.	Exemption from provision of Aircraft Rules:- a) Routine exemption such as those under Rule 5 etc. b) Exemption under Rule 160	SO/DIR DIR/JS/Secy.	JS Minister
3.	a) Policy matters relating to International Civil Aviation Organization (ICAO) b) Day to day routine matters	US/DIR/JS US/DIR	Secretary JS
4.	Nomination of officers for ICAO assignment	US/DIR/JS	Secretary
5.	Establishment matters relating to Representative of India on Council of International Civil Aviation Organization (ICAO): a) Policy matters, appointment recall etc.of the ROI b) Day to day routine matters	US/DIR/JS/Secy. US/DIR	Minister JS
6.	International Civil Aviation Organization vacancies- forwarding of applications	US/DIR	JS
7.	Air Services Agreements Policy matters	DIR/JS/Secy.	Minister
8.	Matters relating to Double Taxation Avoidance Agreements	US/DIR	JS
9.	Matters relating to Joint Commission Meetings	SO/US	DIR
10.	Payment of contribution to ICAO	SO/US	DIR
11.	Matters relating to Official Language	SO/US	DIR
12.	O&M matters	SO/US	DIR
13.	Grant of Visa to employees of foreign airlines	SO/US	DIR
14.	Mandatory free/concessional air passages: a) If the request is to be agreed and is within the guidelines b) If the request is to be rejected because it is not within the guidelines c) If the request is not within the guidelines and is to be covered by discretionary quota	US/JS/Secy. SO/DIR US/DIR/JS/Secy.	Minister JS Minister

	of the Minister		
	d) Extension of validity period	SO/US	DIR
	e) Cargo within guidelines	SO/US	DIR
15.	Permission to foreign aircraft for staying in India beyond 2 months:- a) upto 6 months b) upto 1 year c) Beyond 1 year	SO/US/DIR SO/ DIR/JS DIR/JS/Secy.	JS Secretary Minister
16.	Non scheduled operations:- a) Policy matters b) Others	SO/ DIR/JS SO/US/DIR	Secretary JS/Secretary
17.	Relaxation of the conditions stipulated in Tourist Charter Guidelines	SO/US/DIR	JS/Secretary
18.	Relaxation of the stipulated period for application for permission for non-scheduled flights.	SO/US/DIR	JS
19.	Coordination of international cooperation proposals including proposals for foreign collaboration/training matters relating to ESCAP, ICAO, EU etc:- a) Policy matters b) Others	SO/DIR/JS SO/US/DIR	Secretary JS/Secretary
20.	Allocation of Traffic Rights:- a) National carriers b) Private carriers	SO/DIR US/DIR/JS	JS Secretary
21.	Code share by Airlines: - a) National Carriers b) Private Carriers	SO/US/DIR SO/DIR/JS	JS Secretary
22.	All foreign deputations relating to MCA:- a) Upto Directors b) JS & Above	SO/DIR/JS SO/DIR/JS/SECY	Secretary Minister

AAI SECTION

Sl.No	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Administrative/Policy matters:- a) AAI Act Amendments b) Formulation/amendments of AAI Rules/Regulations c) Appointment of Chairman, Airports Appellate Tribunal d) Appointment of Board Members e) Annual reports/Annual Accounts of AAI to be laid in Parliament f) Cabinet Notes and other policy matters	SO/DIR/JS/Secy SO/DIR/JS/Secy SO/US/JS/Secy. US/Dir/JS/Secy. SO/DIR/JS/Secy. SO/DIR/JS/Secy	Minister Minister Minister Minister Minister Minister
2.	PIB/EFC/SFC for construction of aerodromes/ airstrips/ civil enclaves/ runways/ taxiway/ aprons/ terminal buildings/ residential accommodation, office accommodation.	US/DIR/JS	Secretary
3.	Transfer of Aerodromes	SO/US/Jt.Secy.	Secretary
4.	Land acquisition for aerodromes/disposal of surplus land at aerodromes.	US/DIR/JS/Secy	Minister
5.	Parliamentary matters:- a) Briefs for Parliamentary Committee etc and conveying of facts b) Briefs for COPU c) Conveying of facts	SO/US/Dir SO/US SO/US/	Joint Secretary Joint Secretary Joint Secretary
6.	Audit objections/Audit Paras:- a) Ordinary cases b) PAC matters c) C&AG's Audit Paras	SO SO/Dir/JS SO/US/Dir	US Secretary Joint Secretary
7.	Legal matters and court cases	SO/US/DIR	Joint Secretary
8.	Reports>Returns:- a) Material for Annual Reports b) Monthly/Fortnightly Report to Cabinet /PMO c) O&M	SO/US/DIR SO/US/DIR SO/US	Joint Secretary Joint Secretary Director

AD SECTION

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Policy issues relating to restructuring of JVC Airports	SO/Dir/JS/Secy.	Minister
2.	Other issues relating to Restructuring of JVC Airports	SO/US/Dir	Joint Secretary
3.	Policy issues relating to setting up of Greenfield airports	SO/Dir/JS	Secretary
4.	All other issues relating to setting up of Greenfield airports	SO/US/Dir	Joint Secretary
5.	Forwarding of information Relating to JVC Airport to PMO. Planning Commission etc.	SO/Dir	Joint Secretary
6.	Facilitation matters at airports	SO/Dir	Joint Secretary
7.	Implementation of AERA orders/ Issue of Directions to AERA	SO/Dir/JS	Secretary
8.	Issues related to AERA Appellate Authority	SO/Dir/JS	Secretary

AS SECTION

Sr.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	<p><u>Aviation Security:</u></p> <p>a)Relaxation of instructions on Security</p> <p>b)Schemes/Projects relating to BCAS</p>	<p>DIR/JS/Secy</p> <p>US/DIR/JS</p>	<p>Minister</p> <p>Secretary</p>
2.	Other Policy issues:	DIR/JS/Secy.	Minister
3.	<p><u>Framing/Amendment of Recruitment Rules for posts in BCAS:</u></p> <p>Recruitment Rules:-</p> <p>Group 'C'</p> <p>Group 'A' & 'B' posts /(Below JS Level)</p> <p>Group "A" & "B" (JS & above)</p> <p>(Framing of or important amendments to Recruitment rules for posts of Heads of Department Or Service Rules for Organized Services)</p> <p>(The above delegation powers on "Recruitment Rules" for various categories has been approved by HMCA vide this Ministry's OM No. I-29/1/2003-O&M dated 29th July 2016.</p>	<p>SO/US/DIR</p> <p>US/DIR/JS</p> <p>DIR/JS/Secy</p>	<p>JS</p> <p>Secretary</p> <p>Minister</p>
4	Creation of posts	DIR/JS/Secy	Minister

ADMINISTRATION

Sl.No	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	<p>Recruitment Rules:-</p> <p>Group 'C'</p> <p>Group 'A' & 'B' posts /(Below JS Level)</p> <p>Group "A" & "B" (JS & above) (Framing of or important amendments to Recruitment rules for posts of Heads of Department Or Service Rules for Organized Services)</p> <p>(The above delegation powers on "Recruitment Rules" for various categories has been approved by HMCA vide this Ministry's OM No. I-29/1/2003-O&M dated 29th July 2016.</p>	<p>SO/US/DIR/JS</p> <p>US/DIR/JS</p> <p>DIR/JS/SECY</p>	<p>JS</p> <p>Secretary</p> <p>MINISTER</p>
2.	<p>Pension/Gratuity:-</p> <p>All grades</p>	SO/US	DIR
3.	<p>Joint Consultative Machinery:-</p> <p>Office Council</p>	SO/US/DIR	JS
4.	<p>Departmental Promotion Committee:-</p> <p>Group 'B' (Gazetted)</p> <p>Group 'B' (Non-Gazetted)</p> <p>Group 'C'</p> <p>Group 'D'</p>	<p>US/DIR/JS</p> <p>SO/US/DIR</p> <p>SO/US</p> <p>SO/US</p>	<p>Secretary</p> <p>JS</p> <p>DIR</p> <p>DIR</p>
5.	<p>Verification of character and antecedents</p>	SO/US	DIR
6.	<p>Fixation of Pay/RP(pay will be fixed in consultation with Integrated Finance where this is required under the existing instructions)</p>	SO/US	DIR
7.	<p>Appointment/Promotion/ Permanency:-</p> <p>Group 'A'</p> <p>Group 'B' (Gazetted)</p> <p>Group 'B' (Non-Gazetted)</p> <p>Group 'C'</p> <p>Group 'D'</p>	<p>DIR/JS/Secy</p> <p>US/DIR/JS</p> <p>SO/US/DIR</p> <p>SO/US</p> <p>SO</p>	<p>Minister</p> <p>Secretary</p> <p>JS</p> <p>DIR</p> <p>US</p>

8.	<p>Creation of Posts:- Group 'A' 'B' & 'C'</p> <p>Creation of posts for new Assets</p> <p>(Subject to the general and specific instructions issued by the M/O Finance and DOP&T)</p>	<p>DIR/JS/FA/Secy</p> <p>DIR/JS/FA</p>	<p>Minister</p> <p>Secretary</p>
9.	<p>Advances/Withdrawals:</p> <p>Cycle, Fan, Festival</p> <p>Motor Car, Scooter/Motor Cycle/Computer*</p> <p>House Building Advances</p> <p>GPF advance/withdrawals</p>	<p>SO/US</p> <p>SO/US</p> <p>SO/US</p> <p>SO/US</p>	<p>DIR</p> <p>DIR</p> <p>DIR</p> <p>DIR</p>
<p>*(if the applicant is competent to sanction advance in his case, the next higher officer will approve.)</p>			
10.	<p><u>Establishment Matters:-</u></p> <p>i) Delegation/Deputation of officer for training, attending conferences, etc. abroad:-</p> <p>Officers of the level upto Director & equivalent</p> <p>Officers of the level of Joint Secretary & above (Refer Office Order No. I-29/1/2003-O&M(Admn dated 19.08.2013)</p> <p>ii) Training within India:- Group 'A'</p> <p>Group 'B'</p> <p>Group 'C'</p> <p>Group 'D'</p> <p>iii) Administrative Matter relating to CSS/CSSS/CSCS/General Civil Service:- Group 'A'</p> <p>Group 'B' (Gazetted)</p>	<p>DIR/JS/FA</p> <p>DIR/JS/FA/SECY</p> <p>US/DIR/JS</p> <p>SO/US/DIR</p> <p>SO/US</p> <p>SO/US</p> <p>DIR/JS/SECY</p> <p>US/DIR/JS</p>	<p>Secretary</p> <p>Minister</p> <p>Secretary</p> <p>JS</p> <p>DIR</p> <p>DIR</p> <p>Minister</p> <p>Secretary</p>

	Group 'B' (Non-gazetted)	SO/US/DIR	JS
	Group 'C'	SO/US	DIR
	Group 'D'	SO/US	DIR
	iv) Dispensation with the Medical Certificate on the first appointment (FR 10)	SO/US/DIR	JS
	v) Transfer on Lien: (FR-14)		
	Gazetted	SO/US/DIR	JS
	Non Gazetted	SO/US	DIR
	vi) Posting/Transfers:-		
	Group 'A'	US/DIR/JS	Secretary
	Group 'B'(Gazetted)	SO/US/DIR	JS
	Group 'B'(NG)/Group 'C'	SO/US	DIR
	Group 'D'	SO/US	DIR
	vii) Permission for undertaking work for private/public body etc. and acceptance of fee (SR 11)	SO/US/DIR	JS
	viii) Travel by air by non-entitled officers (SR 48 B)	US/DIR/FA	Secretary
	ix) Grant of Leave/LTC*/Joining Time		
	All grades	SO/US	DIR
*(Head of Department (HOD) is competent to sanction advance, in his case the next higher authority)			
	x) Confirmation:		
	Group 'B' (Gazetted/NG)	SO/US/DIR	JS
	Group 'C'	SO/US	JS
	Group 'D'	SO/US	

	<p>xi) Forwarding of application: Group 'A'</p> <p>Group 'B' and 'C'</p> <p>Group 'D'</p> <p>xii) Appointment on Compassionate grounds</p> <p>xiii) Intimation under Conduct Rules:-</p> <p>Secretary</p> <p>JS & Addl Secretary</p> <p>Upto Director Level</p> <p>All Group B (Gazetted/Non Gazetted) & Group C</p> <p>(This item has been modified vide this Ministry's Office Order NO. I-29/1/2003-O&M(Admn) dated 19.02.2017.</p> <p>xiv) All service matters in respect of R.G. Bhavan Departmental Canteen Employees</p> <p>xv) Engagement of casual labours</p>	<p>US/DIR/JS</p> <p>SO/US/DIR</p> <p>SO/US</p> <p>US/DIR/JS</p> <p>DIR/JS/Secy</p> <p>US/DIR/JS</p> <p>SO/US/DIR</p> <p>SO/US</p> <p>SO/US</p> <p>SO/US</p>	<p>Secretary</p> <p>JS</p> <p>DIR</p> <p>Secretary</p> <p>Minister</p> <p>Secretary</p> <p>JS</p> <p>DIR</p> <p>DIR</p> <p>DIR</p>
--	---	---	--

CASH SECTION

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Drawl and disbursement of All type of payments in respect of officers and staff of the Ministry such as:- a) Reimbursement of tuition fee. b) TA/LTC, Conveyance c) Medical d) Advance/Withdrawal from GPF, OTA/HBA/Car/Motor Cycle	SO SO SO SO	Dir Dir US in certain cases Dir Dir
2.	Income Tax calculations and return	SO	SO
3.	Budget of Ministry (Main) , which includes preparation of BE, RE and booking of expenditure under various sub-heads reconciliation and preparation with PAO of monthly expenditure Statement.	SO	Dir
4.	Maintenance of Cash Book Acquaintance Rolls, Contingent Register etc., Preparing Contingent bills)	Cashier	SO
5.	Drawl of loans and advances sanctioned to AAI, drawl of grants-in-aid to IGURA & subsidy to Air India for Haj Charter Operation.	Cashier	SO
6.	Procurement, issuing and maintenance of Accounts of service Postage Stamps.	Cashier	SO
7.	Verification of service and necessary entries in the service book.	SO	SO
8.	GPF-Maintenance of Accounts, Transfer of Accounts, Issue of new Account No. and other Records and final payment, Issue of annual GPF a/c Statement	SO	SO
9.	Long term/short term advance - watch the recoveries and calculation of interest.	SO	SO
10.	CGEGIS- Maintenance of Accounts and payment	SO	Dir
11.	Collection of fee in connection with Right to Information Act and depositing with Bank.	Cashier	SO

C&W SECTION

S. No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Annual Report.	SO/Dir/JS	Secretary
2.	Citizen Charter.	US/Dir/JS	Secretary
3.	Result Frame Work Documents.	US/Dir/JS	Secretary
4.	Examination of draft bills/ordinances/draft Cabinet Notes/ Acts. received from various State Govts. and various administrative Ministries/Deptt. which do not pertain to any particular Section/ Deptt. and require coordination.	Dir/JS/Secy	Minister
5.	Monthly Summary for the Cabinet.	SO/US/Dir	JS
6.	References received from other Ministries /Deptts. calling for information of various types.	SO/US/Dir	JS/ Secretary
7.	Monthly D.O. letter to Cabinet Secy./ Secy. to P.M.	US/Dir/JS	Secretary
8.	Dissemination of Administrative Circulars/ Orders/instructions on various Matters received from Nodal Ministries/ Departments /Org.	SO	US/JS
9.	Participation in National and International fairs/ Exhibitions and Seminars.	SO/US/Dir	JS/ Secretary
10.	Distribution of Republic Day and Independence Day Passes, Calendars and Diaries etc.	SO	US
11.	Implementation of the decisions of the Cabinet /Cabinet Committee – submission of monthly Report –Reg.	SO/Dir/JS	Secretary
12.	Submission of returns on Employment of family members of Govt. servants in foreign missions and foreign organizations abroad (while the officer	SO/US	Dir

	is posted in India) to be sent to External Affairs.		
13.	ACC Appointments Monthly returns about the status of vacancies and proposals in the PSUs/autonomous bodies (online).	SO/US/Dir	JS
14.	Monthly status of ACC cases with regard to (a) pending proposals, (b) compliance of ACC decisions & directions.	SO/Dir/JS	Secretary
15.	Request for advertisement received from various sources.	SO/US	Dir
16.	Welfare of women- submission of Half yearly and Annual data/information.	SO/Dir/JS	Secretary
17.	Welfare of Senior Citizen.	SO/US/Dir	JS
18.	Weekly Senior Level Officers Meeting	US/Dir/ JS	Secretary
19.	Compilation of information on PMO/VIP/Deliverables /RFD etc. for weekly meetings as follow-up to Senior Level Officers meeting.	SO/US/Dir	Secretary
<u>SCT Cell</u>			
20.	Annual Report reg. Representation of SC/ST/OBC in Central Govt. Service.	SO/US	Dir
21.	Complaints from Associations for non-observance of reservation orders.	SO/US	Dir
22.	Representations from SCs/STs employees reg. harassments.	SO/US/Dir	JS
23.	Monitoring of reservation orders for posts reserved for SCs/STs.	SO/US	Dir
24.	Inspection of rosters maintained by the Deptt. and all the Organisations under its control.	SO/US	Dir
25.	Annual return for physically	SO/US	Dir

	handicapped persons.		
26.	Annual/ Half yearly return for Ex-servicemen.	SO	US
27.	Monitoring of reservation orders for posts reserved for physically handicapped.	SO/US	Dir
28.	Monitoring of reservation orders for posts reserved for Ex-servicemen.	SO/US	Dir
29.	Recruitment of Minorities in Govt. Services-Quarterly report to be sent to Ministry of Home Affairs (Minorities Cell)	SO/US	Dir
30.	Prime Minister's New 15-Point Programme for the Welfare information relating to total Number of employees relating to Minorities.	US/Dir/JS	Secretary
31.	Prime Minister's New 15-Point Programme for the Welfare of Minorities-Annual Report.	US/Dir/JS	Secretary
32.	Special Recruitment Drive launched for filling up the backlog reserved vacancies of SCs, STs and OBCs-Half yearly and Annual Report.	US/Dir./JS	Secretary
33.	Nomination of the Liaison Officer for the works relating to the welfare of SCs/STs, Physically Handicapped Persons and Ex-Servicemen in the Ministry.	SO/US/Dir	JS
<u>Public Grievances</u>			
34.	Forwarding of Grievances received from various sources to concerned organization/ Admn. Section for redressed.	SO/US	Dir
35.	Issue of suitable communication to the petitioner/DPG/DARPG etc. reg. Redressal of the Grievance/closure of	SO/US	Dir

	the case.		
36.	Formulation Citizen"s Charter in respect of Ministry & its Organisations/Admn. Section.	US/ Dir/JS	Secretary
37.	Circulation of the consolidated report on pending PG cases to all Organization .	SO	US/Dir
38.	Circulation of various instructions/Guidelines received from DPG/DARPG etc. regarding Public Grievances Redress Machinery (PGRM).	SO	US/Dir./JS
39.	Appointment of Public Grievance Officer in the Ministry.	SO/Dir/JS	Secretary
40.	Matters relating to women welfare looking into reports/ of Women complaints of sexual Cell/Complaints harassment etc.	SO/US	Chairperson of women Cell/JS/Secy.
41.	Constitution of Women Cell, Nomination of Nodal Officer in the Ministry (main) for looking after matters relating to women welfare.	SO/Dir/JS	Secretary
42.	Constitution of Complaints Committee to look into Complaints of sexual harassment of women at work place, nomination of Chairperson /Nodal Officer etc.	SO/Dir/JS	Secretary
<u>RTI Cell</u>			
43.	Application for information Under RTI Act, 2005 Registering, Opening of file and issuing letter to concerned CPIOs.	SO	US
44.	1 st Appeal under RTI Act, registering of Appeal.	Concerned CPIO	Concerned Appellate Authority
45.	All other RTI related matters.	SO/US/Dir	JS

GENERAL SECTION

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Sanction of new residential telephones:- a)Non-entitled Officers b)Entitled Officers	SO/HOO(US)/HOD/ SO/HOO(US)	JS HOD(DIR)
2.	Expenditure of contingencies:- Recurring & non-recurring Up to Rs. 1000/- More than Rs.1000/-(in each case) For above	SO SO/HOO(US)	HOO(US) HOD(DIR)
3.	Writing of Losses:- a)Irrecoverable losses of Stores for public money (Rs.10,00,000 for losses of stores not due to theft, fraud and negligence and Rs.1,00,000 for other cases). Loss of Revenue or irrecoverable loans and advances (Upto 50,000). b)Deficiencies and depreciations in the value of stores upto 50,000).	SO/HOO(US)/HOD(DIR) SO/HOO(US)/HOD(DIR)	JS JS
4.	Disposal of obsolete surplus and unserviceable stores	SO/ HOO(US)	HOD(DIR)
5.	Printing and binding	SO/ HOO(US)	HOD(DIR)
6.	Local purchase of stationary	HOO(US)/HOD(DIR)/ JS (As per competence/DFPR)	FA
7.	Motor Vehicle(Staff Car):- a)Purchase b)Maintenance, upkeep and repairs	HOD(DIR)/JS/FA SO/HOO	SECRETARY HOD(DIR)
8.	Furniture and fixture, purchase & repair	SO/HOO(US)/HOD(DIR) (As per competence/DFPR)	JS
9.	Purchase of official/non-official publication:-	SO/HOO(US)	HOD(DIR)
10.	Repair/maintenance of computers and other machines:- a)Upto Rs.1000/- per annum in each case. b)Above Rs.1,000/-per annum in each case	SO/HOO(US) SO/HOO(US)	HOD(DIR) HOD(DIR)
11.	Telephone charges	SO/HOO(US)	HOD(DIR)
12.	Local purchase of rubber stamps and other seals	SO/HOO(US)	HOD(DIR)

13.	Supply of uniforms, badges and other articles of clothing and washing allowances	SO/HOO(US)/HOD(DIR)	JS
14.	Expenditure on entertainments and light refreshments	SO/HOO(US)	HOD(DIR)
15.	Supply of Identity cards(Photo/temporary) a)Casual Labourers b) Temporary/Permanent Employees	SO SO/HOO(US)/HOD(DIR (As per MHA Instructions)	HOO(US) JS (As per MHA's circulars issued from time to time.

GA SECTION**INDIRA GANDHI RASHTRIYA URAN AKADEMI**

Sl. No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Appointment to the post of Director, IGRUA	US/DIR/JS/Secy	Minister
2.	Release of funds and foreign exchange to IGRUA	SO/US/DIR	JS
3.	Purchase of aircraft for IGRUA	US/DIR/JS	Secretary
4.	Memorandum of Association, rules and regulations for IGRUA	SO/US/DIR	JS
5.	Pay scales and allowances for IGRUA employees	SO/US/DIR	JS
6.	Policy matters	US/DIR/JS	Secretary
7.	Miscellaneous and routine matters	SO/US	DIR

PAWAN HANS LIMITED

Sl. No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
8.	Appointments;-		
	a) Appointments to Board level posts	DIR/JS/Secy	Minister
	b) Board Constitution	DIR/JS/Secy	Minister
9.	Reports:-		
	a) Annual Report and Audit Report	SO/US/DIR	JS
	b) Annual Plan/Five Year Plans	US/DIR/JS	Secretary
	c) Monthly, Fortnightly Reports for the Cabinet/PM	SO/US/DIR	JS
	d) Quarterly Performance Reports	US/DIR/JS	Secretary

DT SECTION

Sl. No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	National Civil Aviation Policy	DIR/JS/Secy	Minister
2.	Domestic Air Transport		
	a) FDI Policy	DIR/JS/Secy	Minister
	b) Initial NOC for operating air services:		
	(i) Schedule Services	US/DIR/JS	Secretary
	(ii) Other Services	US/DIR/JS	Secretary
	c) In-principle approval for import/acquisition of aircraft by scheduled operator	US/DIR/JS	Secretary
	d) NSOP / SOP / Extension in permission to operate SOP & NSOP air services	US/DIR/JS	Secretary
	e) Verification of Character/ Antecedent by MHA for Directors of Airlines	SO/US/DIR	JS
3.	Manufacture of aircraft/component/establishment of maintenance facility		
	a) Application for manufacture of aircraft	SO/US/DIR	JS
	b) Establishment of maintenance facilities	SO/US/DIR	JS
4.	Reports>Returns:-		
	a) Annual Report and Audit Report	SO/US/DIR	JS
	b) Monthly, Fortnightly Reports for the Cabinet/PM	SO/US/DIR	JS
	c) Other Monthly/Quarterly Reports/Returns	SO/US/DIR	JS
	d) Quarterly progress report on Official Language	SO	US
5.	Legal matters:-		
	a) Legal matters/Court case	US/DIR	JS/Secretary
	b) Miscellaneous	US/DIR	JS
6.	Matters related to Foreign Investment Promotion Board (FIPB):-		

MINISTRY OF CIVIL AVIATION

	a) Matters involving policy decisions	DIR/JS/Secy	Minister
	b) Other matters	SO/US/DIR	JS
7.	Matter relating to Air Connectivity in North-East Region	SO/US/DIR	JS

DG SECTION

S. No.	Subject	INITIATING LEVEL	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	<p>Administrative Matters</p> <p>(i) Creation of Posts</p> <p>Recruitment Rules:-</p> <p>Group 'C'</p> <p>Group 'A' & 'B' posts /(Below JS Level)</p> <p>Group "A" & "B" (JS & above) (Framing of or important amendments to Recruitment rules for posts of Heads of Department Or Service Rules for Organized Services)</p> <p>(The above delegation powers on "Recruitment Rules" for various categories has been approved by HMCA vide this Ministry's OM No. I-29/1/2003-O&M dated 29th July 2016.</p> <p>(ii) Appointment/promotion (a) Group "A" posts in DGCA</p> <p>(iii) Confirmation/resignation/voluntary retirement (a) Group "A" (b) Group "B", "C" & "D"</p>	<p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p> <p>SO</p>	<p>Dir/JS/Secy</p> <p>US/Dir</p> <p>US/Dir/JS</p> <p>Dir/JS/Secy</p> <p>Dir/JS/Secy</p> <p>US/Dir/JS</p>	<p>Minister</p> <p>JS</p> <p>Secretary</p> <p>Minister</p> <p>Minister</p> <p>Minister</p> <p>Minister</p> <p>Secretary</p>
2.	Matters related to flying/gliding and ballooning clubs subvention grants-in-aid, management, procurement of aircraft/equipment	SO	US/Dir/JS	Secy
3.	Framing of Rules and Regulations conferring to General Instructions issued by Government	SO	US	Dir
4.	Framing of Special Rules/Regulations	SO	US/Dir	JS
5.	References other than those from VIPs	SO	US/Dir	JS
6.	Cabinet Notes	SO	Dir/JS/Secy	Minister
7.	<p>Aviation Safety</p> <p>(a) Setting up Court/Committee</p>	SO	Dir/JS/Secy	Minister

MINISTRY OF CIVIL AVIATION

	of Inquiry (b) Accident Investigation Reports:- (i) Accident Investigation Conducted by Court of Inquiry/Committee of Inquiry (ii) Accident Investigation conducted by Inspector of Accidents (c) Information on Air Accidents/Incidents (d) Policy matters	SO SO SO SO	Dir/JS/Secy US/Dir/JS US/Dir Dir/JS/Secy.	Minister Secretary JS Minister
8.	Appeal Cases (Pilot Licensing)	SO	US/Dir/JS	Secretary
9.	Replies of Audit Para	SO	US/Dir/JS	JS
10.	(i) Court cases and legal matters (filing of affidavit etc) (ii) Court cases and legal matters (forwarding)	SO SO	US/Dir/JS US/Dir	Secretary JS
11.	Laying of Annual Reports of ACI	SO	Dir/JS	Minister
12.	Material for Annual report of Ministry	SO	US/Dir	JS

ECONOMIC REGULATORY (ER) DIVISION

S. No.	Subject Matters	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	First and Second reminder to go at US level on all subjects	Asstt	Under Secretary
2.	Third reminder to go at DS/DIR level on all subjects	Asstt.	Deputy Secretary
3.	Minutes of the meeting taken by EA	SO	Deputy Secretary
4.	Minutes of the meeting taken by Secretary	US/Dir/EA	Secretary
5.	Proposals initiating sanctions for expenditure	SO/US/Dir	Economic Advisor
6.	Proposals to IFD after in-principle approval is obtained	SO	Deputy Secretary
7.	Meeting Notice	Asstt.	Under Secretary
8.	Progress of work monitoring (Secretary level)	SO/Dir	Economic Advisor
9.	Progress reports to Cabinet Secretary/PMO	SO/Dir/EA	Secretary
10.	Policy Papers*	US/Dir/EA	Secretary
11.	Comments on Policy Papers*	Dir/EA	Economic Advisor

** Note-On Items 10 & 11, US/DS may seek the help of Young Professionals.*

FINANCE SECTION

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Budget proposals of Ministry of Civil Aviation	US/DIR	FA
2.	Formulation of Annual/Five Year Plan	DIR/EA/FA	Secretary
3.	Compilation of Budget – Both Plan & Non-Plan	US	Dir
4.	Budget proposals relating to loans and advances Government Servants	US	Dir
5.	Notes on Demands for Grants	US	Dir
6.	Write up on Plan Budget	US	Dir
7.	Finalization of Details Demands for Grants	US/DIR	FA
8.	Supplementary Demands for Grants	US/DIR/FA	Secretary
9.	Surrender & Re-appropriation proposals	US(F)/DIR/FA	Secretary
10.	Work relating Economic Survey	US/DIR/EA	FA
11.	Review of Guarantees and Quarterly Report of Guarantees	US/DIR	FA
12.	Internal and Extra Budgetary Resources Budget Estimates of the PSUs	US(F)/DIR	FA
13.	Proposals for opening of New Heads/Sub-Heads in Demands for Grants.	US(F)/DIR	FA
14.	Proposal for drawal of advance from Contingency Fund of India	US/DIR/FA	Secretary
15.	Monitoring of expenditure both Plan & Non- Plan	US/DIR	FA
16.	Material for Finance Minister's Budget Speech	DIR/EA/FA	Secretary
17.	Taxation related suggestions for inclusion in Union Budget	DIR/EA/FA	Secretary
18.	FRBM Related Reports and Returns to be submitted to Ministry of Finance	US/DIR/EA	FA
19.	Preparation & Monitoring of Outcome Budget.	US/DIR/EA	FA
20.	Information for Parliament Questions requested by Finance Ministry/D.P.E. etc.	US/DIR	FA
21.	Draft Audit paras/CAG Paras/Inspection Report – vetting of ATN	US/DIR	FA
22.	Misc. Budget matters	SO	US

23.	Periodical reports and returns to IWSU/C&W Section and other Sections	SO	US
24.	Financial proposals relating to Contingent Expenditure of Department in excess of the powers delegated to Head of Department	SO/US/DIR	FA
25.	Sanction of expenditure on residential telephone in excess of permissible limits	SO/US/DIR	FA
26.	Comments on Cabinet Notes received from other Ministries/other Division of MCA	SO/US/DIR	FA
27.	Employment of Casual Labour in the Department / Attached Offices	SO/US/DIR	FA
28.	Provision of Residential Telephone to Non-entitled Officers/Provision of STD facility to non entitled officers	SO/US/DIR	FA
29.	Entertainment expenditure in connection with lunch/dinners hosted by Secretary/Minister etc.	SO/US/DIR	FA
30.	Creation of posts and Review of Manpower etc.	US/DIR/FA	Secretary
31.	Release of Grants-in-aids, Budgetary support etc.	SO/US/DIR	FA
32.	Deputation of officers on foreign assignments/tours/training etc.	DIR/FA/Secretary	Minister
33.	Release of Grants-in-aids to the Department Canteen/Recreation Club, etc.	SO/US/DIR	FA
34.	Investment / Expenditure proposals beyond the delegated powers to attached offices.	SO/US/DIR	FA
35.	Investment/Expenditure proposals requiring approval of SFC	US/DIR/FA	Secretary
36.	Investment/Expenditure proposals requiring approval of EFC: a) Chaired by Secretary (CA) b) Chaired by Secretary (Exp)	US/DIR/FA US/DIR/FA	Secretary Secretary
37.	Investment / Expenditure proposals requiring approval of PIB	US/DIR/FA	Secretary
38.	Disinvestments of PSUs and related issues	US/DIR/FA	Secretary
39.	Proposals for release of Haj Subsidy	SO/US/DIR	FA
40.	Fixation of pay of officers etc.	SO/US/DIR	FA
41.	Continuation of Temporary Posts	SO/US/DIR	FA
42.	Revival of posts	SO/US/DIR	FA
43.	Revision of Pay Scales/ Allowances/ Wage Settlements etc	US/DIR/FA	Secretary
44.	Air travel by non-entitled officers	US/DIR/FA	Secretary

MINISTRY OF CIVIL AVIATION

45.	Finalization of Annual Action Plan	US/DIR	FA
46.	Submission of Board Meeting Agenda Papers	US/DIR/FA	Secretary
47.	Recording & Review of Files	FO	US
48.	Proposal of Private Airlines Operators for consideration by Aircraft Acquisition Committee	SO/US/DIR	FA
49.	General Circulars & Guidelines	SO	US
50.	Any other case where advise is Sought: a) Where precedents are not available or rules are not clear; b) Where precedents are available and/or rules are clear	SO/US/DIR SO/US	FA DIR

Note:- This indicated channel of submission is within the Ministry of Civil Aviation. Approval of other Ministries such as Ministry of Finance etc., would need to be taken, wherever necessary, as per instructions of the Government.

HINDI SECTION

Sl. No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Translation Work (i) Routine Translation Work including un starred Parliament questions of the Ministry (ii) starred Parliament questions	AD(OL) AD(OL)	DD(OL) Director(OL)
2.	Translation work related to Minister's Office and other VIP matters	AD(OL)	Director (OL)
3.	IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY:- i) Ensuring the compliance of statutory and administrative requirements of official language policy	AD(OL)/ DD(OL)/ DIR(OL)	Joint Secretary
	ii) Appointments to/Meeting of Hindi Salahkar Samiti	DIR(OL)/JS/ Secretary	Minister
	iii) Holding meetings of the Official Language Implementation Committee and action taken on the minutes of the meeting	AD(OL)/ DIR(OL)/ JS	Secretary
	iv) Inspections by the Parliamentary Committee on official language	AD(OL)/ DIR(OL) / JS	Secretary
	v) Quarterly Progress Reports on official Language policy	AD(OL)/ DD(OL)/DIR(OL)	Joint Secretary
	vi) Hindi Training matters	AD(OL)/ DD(OL)/DIR(OL)	Joint Secretary
	vii) Hindi Incentive schemes	AD(OL)/ DD(OL)/DIR(OL)	Joint Secretary
	viii) Inspections of official language policy in the Ministry, Undertakings and attached subordinate offices	AD(OL)/ DD(OL)/DIR(OL)	Joint Secretary
	ix) Hindi Workshops	AD(OL)/ DD(OL)/ DIR (OL)	Joint Secretary
	x) Hindi <i>pakhwada</i> celebration	AD(OL)/ DD(OL)/ DIR(OL)	Joint Secretary
	xi) All other matters relating to official language policy	AD(OL)/ DD(OL)/ DIR (OL)	Joint Secretary

PARLIAMENT UNIT

S.No	SUBJECT	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Collection and coordination of replies to Parliament Questions, Notice for Calling Attention, Short Notice Questions, Half an hour discussion etc.	Parl. Asstt	SO/US
2.	Marking of questions to Sections.	SO/US	DirJS
3.	Consultative Committee	US/ Dir/ JS/ Secy	Minister
4.	Finalization of Minutes of Consultative Committee	US/ Dir/ JS/ Secy	Minister
5.	Action Taken Report on the Minutes of the Consultative Committee	US/ Dir/JS/Secy	Minister
6.	Opening speech of Minister for Consultative Committee	US/ Dir/JS/ Secy	Minister
7.	Preparation of booklet for the Meeting of the Consultative Committee (Folders etc.)	Parl. Asstt.	SO
8.	Preparation of President's Address	US/Dir/JS/ Secy	Minister
9.	Keeping watch/maintaining records of all special Mentions and matters under Rule 377	Parl. Asstt./SO/US	Dir
10.	Keeping watch/maintaining records of all assurances given in both the Houses	Parl. Asstt./SO/US	Dir
11.	Collection, processing, coordination, and dissemination of information in regard to assurances of other Ministries.	SO/US/Dir	JS
12.	Providing Secretarial Assistance/information to Minister, Members of Consultative Committee and all other Deptts./PSUs under the control of Ministry in the matters relating to parliamentary work	Parl. Asstt.	Parl. Asstt./ SO
13	Transfer of Question to Ministries/Deptts.	SO/US/ Dir	JS

RS SECTON

Part.I

I) Items which are to be handled in CCRS Office Lucknow & Ministry (Sl. No.1 to 23)

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
A.	Recruitment Rules:-		
1.	Group 'C' Group 'A' & 'B' posts /(Below JS Level) Group "A" & "B" (JS & above) (Framing of or important amendments to Recruitment rules for posts of Heads of Department Or Service Rules for Organized Services) (The above delegation powers on "Recruitment Rules" for various categories has been approved by HMCA vide this Ministry's OM No. I-29/1/2003-O&M dated 29 th July 2016.	SO/US/DIR/JS US/DIR/JS DIR/JS/SECY	JS Secretary MINISTER
2.	Departmental Promotion Committee (DPC) Group A Group B	DIR/JS/Secy Dir/JS/Secy	Minister Minister
3.	Seniority list of Group "A" Officers	DIR/JS/Secy	Minister
4.	Appointment/promotion/confirmation of Group "A" Officers	DIR/JS/Secy	Minister
5.	Creation of Posts (subject to the instructions issued by Ministry of Finance and Deptt. of Personnel and Training.	US/DIR/JS	Secretary
6.	Training/Deputations: a) Delegation/deputation of officers for training attending conferences etc. abroad b) Training within India –if any fees is	DIR/JS/Secy US/DIR	MINISTER JS

	to be paid. Group 'A' c) Training for others within India	US/DS	JS
7.	Alteration of date of birth (Group A)	US/DIR/JS	Secretary
8.	Review of cases after 50/55 years under FR 56 (j):- Group 'A' & 'B' Group 'C'	DIR/JS/Secy US/DIR	Minister JS
9.	Re-employment of Group DIR/JS/Secy. Minister 'A'	US/DIR/JS/Secy	Minister
10.	Permission for undertaking work for private/public bodies etc. and acceptance of fee (SR 11)	US/DIR	JS
11.	Travel by air by non-entitled officers	US/DIR/JS	Secretary
12.	Grant of leave:- CCRS	US/DIR/JS	Secretary
13.	Forwarding of applications:- Employees belonging to CSS/CSSS/CSCS	US/DIR	JS
14.	Application for Appointment on compassionate Grounds in the Commission	US/DIR	JS
15.	Engagement – Casual Labours	US/DIR	JS
B.	CASH AND GENERAL MATTERS		
16.	Non-entitled officers in Commission of Railway Safety	US/DIR	JS
17.	Motor Vehicle Purchase	US/DIR/JS	Secretary
18.	Action on Audit Para's	SO/HOO/CCRS/US/DIR/JS	Secretary
C.	BUDGET		
19.	Financial proposals relating to contingent expenditure of Deptt. in	US/DIR	JS

	excess of powers delegated to the Head of Department		
20.	Continuation of temporary posts-processing cases in respect of Commission of Railway Safety	US/DIR	JS
21.	Revision of Pay Scale/ Allowance proposals relating to Commission of Railway Safety	US/DIR	JS
D.	VIGILANCE MATTERS		
22.	Acquisition or disposal of immovable property returns – group ‘A’	US/DIR/JS	Secretary
E.	TECHNICAL MATTERS		
23.	(a) Laying of Annual Report of Commission of Railway Safety in Parliament	US/DIR/JS/Secy	Minister

Part II

II) Items which are to be handle exclusively in CCRS Office Lucknow (Sl. No. 24 to 72)

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
A.	ESTABLISHMENT MATTERS		
24	Pension/Gratuity Group A, B, C and D	SO/Dy. CRS(G)	CCRS
25.	Review of cases after 50/55 years under FR 56 (j) :- Group ‘D’	SO	Dy.CRS (G)
26.	Grant of leave:- Group ‘A’, Group ‘B’ Group ‘C’ & ‘D’	SO --	Dy.CRS (G) SO
27.	Forwarding of applications: Employees belonging to cadres other than CSS/CSSS/CSCS	SO/DY.CRS(G)	CCRS
28.	Fixation of pay of Group “A” Officers	SO/DY.CRS(G)	CCRS

29.	Advance/withdrawals:- a) Purchase of cycle in respect of RS section Staff b) Purchase of fan c) Purchase of Motor Car Group "A" (except CCRS) d) House Building Advance for group A, B, C and D (except CCRS) e) GPF Advance/Withdrawals Group A, B,C and D (in case of CCRS, Secy will approve)	Asstt/SO Asstt/SO SO/Dy.CRS (G) SO/Dy. CRS(G) SO/Dy.CRS(G)	Dy. CRS(G) Dy. CRS (G) CCRS CCRS CCRS
30.	Posting/Transfer – Group "A" above the level of SAG	US/DS/JS/SECY	MINISTER
30A.	Posting/Transfer of Group "A" officers other than those mentioned in item NO. 30. (Item NO. 30 & 30A modified vide Section's Order No. I-29/1/2003-O&M (Admn) dated 24.08.2015)	Dy.CRS(G)/CRS	CCRS
31.	Grant of Honorarium	SO/Dy. CRS (G)	CCRS
32.	To prescribe a Govt. Servant's Headquarters	SO/Dy. CRS (G)	CCRS
33.	Joining time	SO/Dy. CRS (G)	CCRS
34.	Service Books – Group A, B, C and D	SO	HOO (as per competence)
35.	Increment	SO	HOO (as per competence)
35A.	Training with in India if no fee is to be paid GOA	SO/Dy. CRS(G)	CCRS
B.	CASH AND GENERAL MATTERS		
36.	Expenditure on contingencies and purchase of stores: <u>Head of Office</u> Recurring upto Rs. 1000 (per month, in each case) Non- recurring up to Rs. 5000 (in each case) <u>Head of Departments</u> Recurring upto Rs. 25000 (per annum in each case) Non- recurring up to Rs. 60000 (in each case)	SO SO/DY.CRS(G)	Dy. CRS (G)(to include Ministry and IF wing wherever required). CCRS(to include Ministry and IF wing wherever required).

37.	Sanction of new residential telephones:- Entitled officers in Commission of Railway Safety	SO/DY. CRS(G)	CCRS
38.	Motor Vehicles: Maintenance	SO/HOO(Dy.CRS(G))	CCRS
39.	Writing off Losses	SO/DY.CRS(G)	CCRS
40.	Disposal of obsolete stores in RS Section	SO/DY.CRS(G)	CCRS
41.	Printing and Binding	SO/DY.CRS(G)	CCRS
42.	Local Purchase of Stationery	SO/DY.CRS(G)	HOO/CCRS As per competence (to include Ministry & IF Wing wherever required)
43.	Furniture and fixtures and repairs – RS Section	SO/DY.CRS(G)	HOO/CCRS As per competence (to include Ministry & IF Wing wherever required)
44.	Publication :- a) Purchase of Official Publications b) Non-Official Publication	SO/DY.CRS(G) SO/DY.CRS(G)	CCRS CCRS
45.	Repairs and maintenance of equipment etc in RS Section	SO/Dy.CRS (G)	HOO/CCRS As per competence (to include Ministry & IF Wing wherever required)
46.	Freight and demurrage charges	SO/DY.CRS(G)	HOO/CCRS As per competence (to include Ministry & IF Wing wherever required)
47.	Telephone Charges	SO/DY.CRS(G)	HOO/CCRS As per competence (to include Ministry & IF Wing wherever required)
48.	Local Purchase of rubber Stamp	SO/DY.CRS(G)	HOO/CCRS As per competence (to include Ministry & IF Wing wherever required)
49.	Purchase of Service postage Stamps	SO/DY.CRS(G)	HOO/CCRS As per competence (to include Ministry

			& IF Wing wherever required)
50.	Supply of Uniforms to Grade D in RR Section	SO/DY.CRS(G)	CCRS
51.	Expenditure on entertainment	SO/DY.CRS(G)	CCRS
52.	Drawal and disbursement of Salary/TA/Contingencies and Short-term advances in respect of Railway Safety Section	Cashier	SO in his capacity as DDO or DDO.
53.	Issuing cheques for salary/TA/Contingencies to Commissioner of Railway Safety, NE Circular and Technical Wing.	Dealing hand /SO	Cheque Drawing DDO as per Govt instructions.
54.	Reconciliation of Accounts with pay and Accounts office	Dealing Hand	SO/DDO
C.	BUDGET		
55.	Revised and Budget estimates in respect of Commission of Railway Safety	SO/DY.CRS (G)	CCRS
56.	Re-appropriation of Accounts and surrender of savings in respect of Commission of Railway Safety	SO/DY.CRS (G)	CCRS
57.	Periodical reports to integrated finance on progress of expenditure in Commission of Railway Safety	SO	Dy.CRS(G)
58.	Performance Budget furnishing material in respect of Commission of Railway Safety to Integrated Finance	SO	Dy.CRS(G)
59.	Distribution of Budget Allotment among units of Commission of Railway Safety	SO/DY.CRS (G)	CCRS
60.	Mis. Budget matters	SO	HOO/DY.CRS(G)
61.	Retention of Government accommodation beyond the permissible period	SO/Dy.CRS(G)/CCRS	Dte of Estates/ Rly. Authorities
D.	VIGILANCE MATTERS		
62.	Furnishing of various vigilance reports and returns in respect of Commission of Railway Safety	SO/Dy.CRS	CCRS
E.	TECHNICAL MATTERS		
63.	According technical sanctions to railway works, wagons and locomotives	SO/Dy.CRS	CCRS
64.	Railways Accident Investigation Reports follow up action	SO/Dy.CRS	CCRS
65.	Preparation of Annual Report of the Commission	SO/Dy.CRS	CCRS
F.	COORDINATION WORK		
66.	Activities of the Commission of Railway	SO/Dy.CRS(G)	CCRS

	Safety – Monthly D.O. letter to Secretary		
67.	Monthly summary for the Cabinet – Furnishing material for	SO/Dy.CRS(G)	CCRS
68.	Furnishing various reports and returns in Commission of Railway Safety to Coord. Section, SCT Cell, PRU etc	SO/Dy.CRS(G)	CCRS
69.	Liaison with local CGEWCC at Lucknow	SO/Dy.CRS(G)	CCRS
70.	Distribution of Independence Day invitation Cards	--	PS/Dy.CRS(G)/CCRS
G.	RECORDS		
71.	Maintaining the Records Room of 'RS' Section	Dealing hand	SO
H.	SECURITY		
72.	Security in the Office Building	Caretaker/SO/ CRS (G)	CCRS

VIGILANCE SECTION

Sl.No.	Subject	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Complaints having vigilance angle relating to non-gazettted/gazetted officers under the Ministry of Civil Aviation: i. Upto US level ii. Upto JS Level. iii. Above JS	SO/US SO/Dir SO/Dir	CVO CVO CVO
2.	Complaints pertaining to employees of public sector undertaking under the administrative control of Ministry of Civil Aviation: i. For board level officers ii. For non-Board level officers	SO/ US/ /Dir SO /US/ Dir	CVO CVO
3.	i) Disciplinary cases having vigilance angle ii) Disciplinary cases having no vigilance angle i.e. for Administrative lapses.	Section/DIR/CVO/ Secy Section/DIR/CVO/ Secy	Concerned Disciplinary Authority Concerned Disciplinary Authority
4.	Appointment of Chief Vigilance Officer/other Chief Vigilance Personnel on deputation basis in Public Sector Undertakings etc. under the administrative control of this Ministry.	Section/CVO/Secy.	Minister
5.	Various Vigilance Reports and Returns	SO/US	CVO
6.	Assistance to CBI	SO/Dir	CVO
7.	General Vigilance Admn.	SO/Dir	CVO
8.	Vigilance Clearance:-	SO/US	CVO