

F. No. G – 17017/1/2013-Admn.  
Government of India  
Ministry of Rural Development  
Department of Land Resource

NBO Building 'G' Wing, Nirman Bhawan


New Delhi, the 5<sup>th</sup> August, 2021

**OFFICE MEMORANDUM**

**Subject:- Division-wise allocation of work, Level of Disposal and Channel of Submission in the Department of Land Resources.**

The undersigned is directed to forward herewith a copy of "Division-wise allocation of work, Level of Disposal and Channel of Submission in the Department" for information and compliance. This is issued in supersession of the earlier OM of even no. dated 17.12.2018.

2. This issues with the approval of Hon'ble Minister of Rural Development.

  
5.8.2021

(Karam Chand)

Deputy Secretary to the Government of India  
Tele No. 011-23063160

All Officers/Staff in the Department.

Copy to:

- ❖ PS to Hon'ble Minister of Rural Development, Krishi Bhawan, New Delhi.
- ❖ PS to Hon'ble MoS (RD), Krishi Bhawan, New Delhi.
- ❖ PS to Hon'ble MoS(LR), Udhyog Bhawan, New Delhi.
- ❖ PSO to Secretary (LR)
- ❖ PPS to AS&FA, Krishi Bhawan, New Delhi.
- ❖ PPS to CVO, Ministry of Rural Development, Krishi Bhawan, New Delhi.

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## **DIVISIONS-WISE ALLOCATION OF WORK**

### **I. Administration & Coordination (A&C) Division**

1. Establishment matters – Appointments, Promotions, Transfers, Service Books, Retirement, Resignation, LTC, Increment, Modified Assured Career Programme Scheme (MACP), Pay Fixation, Medical Facilities/ Permission/ Claims, Training, GPF advance/ withdrawal, Honorarium, Sanction of Leave, Pension Matters, Framing of Recruitment Rules, Engagement of Consultants, NOC for Passport, Website Management of the Department, Monitoring of Public Grievance Redressal and Centralised Public Grievance Redress and Monitoring System (CPGRAMS), O&M matters, etc.
2. General Administration – Implementation of e-Office, Identity Cards, Government Accommodation, Budget, Liveries, Stationery, Office Accommodation, Telephones, Hospitality, Contracts for Outsourced Manpower, Hired Vehicles, Drinking Water, Annual Maintenance Contracts, Procurement of Office Furniture, Computers and their accessories, Photocopiers, Fax Machines, etc. and Protocol services viz. issue of air-tickets, passport, visa, etc.
3. Cash Section - Preparing salary bills, processing and disbursement of all sundary payments, preparation of Form-16 and filing up of GST return in respect of the Department, etc.
4. Hindi Section – Preparing Hindi version of documents prepared originally in English; promotion of Hindi as medium of work in the Department; organising functions, meetings, workshops relating to use of official language and Hindi as National Language; and implementation of official language policy of the Government of India.
5. General Coordination & Parliament – General subjects or subjects not allotted specially to any of the Divisions and involves coordination with other Divisions, Monthly D.O. letter to Cabinet Secretary, Monthly Summary, e-Samiksha, Nodal Office for RTI matters, Annual Report, Coordination of Parliament Questions, Matters related to Parliamentary Committees and all

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residual matters, GOI (Allocation of Business) Rules, GOI (Transaction of Business) Rules, Agenda for Senior Officers Meeting, Supply of Material for use of Ministers during tours, Examination of Cabinet Notes, EFC/SFC Memo of other Ministries/Departments.

6. Any other matter connected or incidental to the above subjects.

**Note:** Public Grievances received either online through CPGRAMS, DoLR's Website, etc. or in physical form will be transferred/ sent to the concerned Division as per work allocation.

## **II. Integrated Finance Division (IFD)**

1. Finalization of Demands for Grants, Budget Estimates/ Revised Estimates, etc.
2. Finalization of Performance Budget/ Outcome Budget.
3. Audit Paras/ Reports and Coordination for Settlement of Audit Paras.
4. Re-appropriation of funds.
5. Examination and Concurrence of Proposals.
6. Internal Audit.
7. Any other matter connected or incidental to the above subjects.

## **III. Land Regulation (LR) Division**

1. The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
2. Registration Act, 1908
3. Digital India Land Records Modernization Programme (DILRMP)
4. National Institute of Land Administration and Management (NILAM)
5. National Rehabilitation and Resettlement Policy, 2007
6. Conclusive Title regime including Model Land Titling Bill
7. National Monitoring Committees under RFCTLARR Act, 2013 and NRRP, 2007
8. National Land Use Policy, National Land Reforms Policy, Land Use Planning, Land leasing laws, Land reforms, Land tenures, Land records (excluding DILRMP), consolidation of holding and other related matters.
9. Recovery of claims in a State in respect of taxes and other public demands, including arrears of land revenue and sums recoverable as such arrears, arising outside that State.

10. Land related issues - collection of rents, transfer and alienation of land, land improvement and agricultural loans excluding acquisition of non-agricultural land or buildings, town planning improvements.
11. Land Governance and Assessment Framework (LGAF), Land Governance Index.
12. Any other matter connected or incidental to the above subjects.

#### **IV. Project Monitoring & Evaluation Division (PME)**

1. Monitoring & Evaluation (M&E)/ Result Framework Document (RFD) for the Department.
2. Research related studies in connection with Plan formulation and implementation, policy analysis, reforms etc.
3. Information, Education & Communication (IEC) Activities including Social Media outreach
4. National Mission on Bio-fuels; all other matters related to Bio-Fuel dealt in the department.
5. Maintenance and management of MIS of schemes of the Department.
6. Systematic improvement in Data Quality & Data Management.
7. Any other matter connected or incidental to the above subjects.

#### **V. Watershed Management (WM) Division**

1. Watershed Development component – Pradhan Mantri Krishi Sinchayee Yojana (WDC-PMKSY).
2. World Bank assisted REWARD Project.
3. Inter-Departmental and inter-disciplinary coordination in planning and implementation of the Watershed Development Programmes including training.
4. Residual issues of pre-IWMP programmes.
5. Climate Change and International Cooperation in respect of watershed management.
6. Research and Development of appropriate low cost technologies for increasing productivity of watershed areas.
7. Any other matter connected or incidental to the above subjects.

**DEPARTMENT OF LAND RESOURCES**  
**LEVEL OF FINAL DISPOSAL AND CHANNEL OF SUBMISSION**

**List – A****I. Common to all Divisions:**

Sl. No.	Items of work	Level of Final disposal	Channel of Submission
<b>I</b>	<b>Policy Matters</b>	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD
<b>II</b>	<b>Parliament Matters</b>		
1	Starred Questions	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD
2	Unstarred Questions	MoS	US/DS-JS-MoS
3	Material/ Facts of the cases to Lok Sabha/ Rajya Sabha Secretariat for deciding admissibility of questions	JS	SO-US-DS-JS
4	Material asked for by other Divisions of DoLR, others Ministries/Departments.	JS	US/DS-JS
5	Assurances - Implementations thereof	MoS	US/DS-JS/AS-MoS
6	Finalisation of Parliamentary replies/ statements (including Rule 377, Special Mention, Zero Hour etc.)	MoRD	US/DS-JS/AS-Secretary-MoS-MoRD
<b>III</b>	<b>Matters related to Committees – Finalization of briefs, Evidence / Presentations and other arrangements</b>		
1	Consultative Committee of Parliament	MoRD	US/DS-JS/AS-Secretary-MoS-MoRD
2	Public Accounts Committee/ Standing Committee/ other Parliamentary Committee	Secretary	US/DS-JS/AS-Secretary
3	Note for the Cabinet/ Cabinet Committees	MoRD	DS-JS/AS-Secretary-MoS-MoRD
4	Comments on Cabinet Notes received from other Departments / Ministries	MoRD	US/DS-JS/AS-Secretary-MoS-MoRD
5	EFC Memo	MoRD	US/DS-JS/AS-Secretary-MoS-MoRD
6	SFC Memo	Secretary	US/DS-JS/AS- Secretary
7	DoLR Representation in inter-Ministerial / Departmental Committees	Secretary	US/DS-JS/AS- Secretary
<b>IV</b>	<b>Conferences/ Seminars/ Meetings</b>		
1	Deputation/ participation in International Meetings/ Conferences/ Seminars/ Trainings		
(a)	JS & above	MoRD	DS-JS/AS-Secretary-MoRD
(b)	Up to Director & below	Secretary	DS-JS-AS-Secretary
2	Briefs on Policy Issues on International Meetings/ Conferences / Seminars etc.	Secretary	DS-JS-AS-Secretary
3	Brief for Meetings in other Ministries/ Departments in normal routine to be attended by:		
	DIGF/ Director/DS or below	JS	US-DS-JS
	Divisional Head	AS	DS-JS-AS
	Additional Secretary/ Secretary	Secretary	DS-JS-AS-Secretary
4	Regional review meetings of various programmes, agenda and other material and arrangements	Secretary	SO/US-DS-JS-AS/Secretary

<b>V Guidelines</b>			
1	Formulation/ modification of guidelines for implementation of programme(s)	MoRD	DS-JS-AS-Secretary-MoS-MoRD
2	Clarification on guidelines	Secretary	SO-US/DS-JS/AS-Secretary
<b>VI Allocation of Resources</b>			
1	Policy	MoRD	DS-JS-AS-Secretary-MoS-MoRD
2	Fixation of Targets under different Scheme/ Programmes	Secretary	US/DS-JS-AS-Secretary
3	Sanction procedure of the programme	As per Scheme Guidelines.	
4	Release of funds as per guidelines	JS	SO/US-DS-JS
5	Release of funds involving relaxation of guidelines	MoRD	DS-JS-AS-Secretary-MoS-MoRD
<b>VII Monitoring</b>			
1	Monthly & Quarterly Monitoring/ review of progress of programmes including general instructions to the States	JS	SO/US-DS-JS
2	Pragati/ e-Samiksha/ Thematic GoS/ Sectoral GoS / CoS	Secretary	SO/US/DS-JS-AS-Secretary
3	Promotion of digital modes of payment/ Swachhta Activities/ GST etc.	JS	SO-US/DS-JS
<b>VIII Budget, Financial &amp; Account Matters</b>			
1	Finalisation of Budget/ Revised Estimates for each Division	Secretary	US(IFD)-DS(IFD)/CCA(RD)-JS/AS&FA- Secretary
2	Drafting of Performance budget	AS&FA	US(IFD)-DS(IFD)-CCA(RD)-JS/AS&FA
3	Examination of audit reports and settlement thereof	Secretary	US(IFD)-DS(IFD)/CCA(RD)-JS/AS&FA- Secretary
4	Appropriation & Finance Accounts	Secretary	CA/CCA-JS/AS&FA-Secretary
<b>IX VIP References</b>			
1	Factual replies	JS	US-DS-JS
2	Replies involving Policy decision	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD
3	Monitoring disposal of VIP cases	Secretary	SO-US/DS-JS/AS- Secretary
4	PMO References	Secretary	SO-US/DS-JS/AS- Secretary
5	Cabinet Secretariat references	Secretary	SO-US/DS-JS/AS- Secretary
6	VIP references addressed to the MoS	MoS	US/DS-JS-AS-Secretary-MoS
7	VIP references addressed to the MoRD	MoRD	US/DS-JS-AS-Secretary-MoRD
<b>X Litigation</b>			
1	Notice under Section 80 CPC	JS	SO-US-DS-JS
2	Cases in which Union of India is a proforma defendant	JS	SO-US-DS-JS
3	Cases involving financial/ administrative implication	AS	US-DS-JS-AS
4	Cases involving constitutional/ legal/ policy/National Security implication	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD



<b>XI</b>	<b>Tour</b>		
1	DS/ Director below	JS	US/DS –JS
2	JS	Secretary	JS-AS-Secretary
3	AS	Secretary	AS-Secretary
4	Secretary	MoRD	Secretary-MoRD
<b>XII</b>	<b>Revision/ Extension of Bank guarantee to protect the Government interests</b>	JS	US-DS –JS
<b>XIII</b>	<b>Miscellaneous</b>		
1	RTI applications	CPIO/ Appellate Authority	US/CPIO-Appellate Authority
2	Public Grievances	JS	SO/US-DS-JS
3	Special permission to travel by air to non-entitled officers	Secretary	US-DS-JS/AS-Secretary
4	Approval for air travel by airlines other than Air India	AS&FA	SO-US/DS-JS-AS&FA
5	Grant of Over Time Allowance	AS	US-DS-JS-AS
6	Recommendations for grant of honorarium	JS	US-DS-JS
7	Departmental website updation	JS	US-DS-JS
8	Information sought by MoRD	JS	US-DS-JS
9	Annual Maintenance Contracts/ Approval of AMCs	JS	SO-US-DS-JS

**List - B****II. Administration Division:**

<b>Sl. No.</b>	<b>Items of Work</b>	<b>Final Level of Disposal</b>	<b>Channel of Submission</b>
<b>1</b>	<b>Framing of Recruitment Rules</b>		
(a)	Group "C" posts	JS	SO-US-DS-JS
(b)	Group "B" (Gazetted and Non-Gazetted)	Secretary	US-DS-JS- Secretary
(c)	Group "A" posts	MoRD	US-DS-JS-Secretary- MoS-MoRD
<b>2</b>	<b>Appointment, Probation Clearance and Promotion</b>		
(a)	Group "C" posts	JS	SO-US-DS-JS
(b)	Group "B" (Gazetted and Non-Gazetted)	Secretary	US-DS-JS-Secretary
(c)	Group "A" posts	MoRD	US-DS-JS-Secretary- MoS-MoRD
<b>3</b>	<b>Transfers/Postings</b>		
(a)	Group "C" posts	JS	US-DS-JS
(b)	Group "B" and "A" (upto Director level)	Secretary	US-DS-JS-Secretary
<b>4(A)</b>	<b>Sanction of All kinds of leave (except Special Disability Leave &amp; Study Leave)</b>		
(i)	<b>Group 'C' and 'B' Officials</b>	DS	ASO/SO-US-DS
(a)	Up to 15 days	*Controlling Officer	US-DS
(b)	Beyond 15 days & up to 3 months	JS	US-DS-JS
(c)	Beyond 3 months	Secretary	US-DS-JS-Secretary
(ii)	<b>Group 'A' Officers</b>		
(a)	Up to 15 days	*Controlling Officer	US-DS-JS-Secretary

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(b)	Beyond 15 days & up to 3 months	Secretary	US-DS-JS-Secretary
(c)	Beyond 3 months	MoRD	US-DS-JS-Secretary-MoS-MoRD
<b>4(B)</b>	<b>Sanction of Study Leave &amp; Disability Leave :</b>		
	All levels	MoRD	US-DS-JS-Secretary-MoS-MoRD
<b>5</b>	<b>NOC for Passport and Identity Certificate</b>	JS	SO-US-DS-JS
<b>6</b>	<b>Fixation of Pay</b>		
(a)	Non-Gazetted Staff	DS	SO-US-DS
(b)	Gazetted Officers	JS	US-DS-JS
<b>7</b>	<b>Increment</b>	US	ASO-SO-US
<b>8</b>	<b>Updation of Service Books</b>	US	ASO-SO-US
<b>9</b>	<b>Pension Cases</b>	JS	ASO-SO-DS-JS
<b>10</b>	<b>Voluntary Retirement/ Resignation</b>		
(a)	Group C	JS	US-DS-JS
(b)	Group B (Non-Gazetted)	Secretary	US-DS-JS- Secretary
(c)	Group B (Gazetted) and all Group A	MoRD	US-DS-JS-Secretary-MoS-MoRD
<b>11</b>	<b>Engagement of Consultants/ Outsourced Manpower</b>		
(a)	Engagement of Consultants	As per delegation made under <b>Rule 21(b) of DFPR, 2016.</b>	
(b)	Engagement of outsourced manpower (with concurrence of IFD)	Delegation order No. G-17017/1/2013-Admn. dated 06.12.2017.	
<b>12</b>	<b>Medical Claims/ Permission of Serving Employees:</b> (AS per delegation of power to HoD in Ministries/Departments by MoH&FW vide OM No. S-1101/20/2014-CGHS(P)/EHSS DATED 27.12.2006 & 23.11.2016, subject to revision by MoH&FW from time to time)		
(a)	Medical reimbursement claims up to Rs. 5,00,000/- in a single case	JS	SO-US/DS-JS
(b)	Settlement of Medical reimbursement claims exceeding Rs. 5,00,000/- in a single case	JS	SO/US-DS-IFD-JS
©	Permission for OPD/ IPD treatment in CGHS recognized Hospitals as per CS(MA)/ CGHS Rules	JS	SO-US/DS-JS
(d)	Settlement of medical reimbursment claims where settled schemes/rules are required to be relaxed.	Case to be referred to M/oHFW or as per the instructions issued by MoHFW	
<b>13</b>	<b>Sanctioning of honorarium after receipt of recommendation</b>	Secretary	US-DS-JS-Secretary
<b>14</b>	<b>Advances/ Withdrawal</b>		
(a)	GPF Advance/ Withdrawal where no relaxation is required	DS	SO-US-DS
(b)	GPF Advance/ Withdrawal where any relaxation is required	JS	SO-US-DS-JS
(c)	LTC/TA/Festival advances	DS	SO-US-DS
(d)	House Building Advance	JS	SO-US-DS-JS
(e)	Car/Scooter Advance/Computer advance	JS	SO-US/DS-JS
(f)	Advances in relaxation of Rules	Secretary	US-DS-JS-Secretary
<b>15</b>	<b>Travel above Entitlements</b>	Secretary	US-DS-JS-Secretary
<b>16(A)</b>	<b>Training (Domestic)</b>		
(i)	Approval of programme for officers of the level of JS and above for domestic training	Secretary	US-DS-JS-Secretary
(a)	Up to 15 days	*Controlling	US-DS-JS/AS



		Officer	
(b)	Beyond 15 days & up to 3 months	Secretary	US-DS-JS/AS-Secretary
(c)	Beyond 3 months	MoRD	US-DS-JS/AS-Secretary-MoRD
<b>(ii)</b>	Approval of programme for officers up to the level of DS for domestic training	JS	SO-US-DS-JS
(a)	Up to 15 days	*Controlling Officer	US-DS-JS
(b)	Beyond 15 days & up to 3 months	JS/AS	US-DS-JS/AS
(c)	Beyond 3 months	Secretary	US-DS-JS/AS-Secretary
<b>16(B)</b>	<b>Foreign Training</b>	As per guidelines/instructions issued by DoPT/ M/o Finance, from time to time.	
	Proposals relating to foreign visits/ deputation abroad of officers of Govt. Of India will be processed in accordance with		
<b>17</b>	<b>Forwarding of Application for deputation/ higher posts</b>		
(a)	Group C	JS	SO-US-DS-JS
(b)	Group B	Secretary	US-DS-JS-Secretary
(c)	Group A :		
(i)	Up to Director/ DS	Secretary	US-DS-JS-Secretary
(ii)	JS & above	MoRD	US-DS-JS-Secretary-MoRD
<b>18</b>	<b>Work Measurement and Organisation &amp; Methods (O&amp;M) Studies</b>	JS	US-DS-JS
<b>19</b>	<b>Record Management</b>		
(a)	Monitoring of recording, indexing and weeding in the Department & report to Department of AR&PG	JS	US-DS-JS
(b)	Organization of special drives for weeding	JS	US-DS-JS
<b>20</b>	<b>Issue of Security Passes</b>	DS	SO-US-DS
<b>21</b>	<b>Government Accommodation</b>	DS	SO-US-DS
<b>22</b>	<b>Budget</b>	JS	SO-US-DS-JS
<b>23</b>	<b>CGHS Card</b>	DS	SO-US-DS
<b>24</b>	<b>Office accommodation</b>	JS	SO-US-DS-JS
<b>25</b>	<b>Contracts for hired manpower, drinking water, hired vehicles, etc.</b>	JS	SO-US-DS-JS
<b>26</b>	<b>Contingent and Miscellaneous**</b>		
(a)	Contingent and miscellaneous expenditure up to Rs. 15,000/- in each case.	US	ASO-SO-US
(b)	Contingent and miscellaneous expenditure up to Rs. 50,000/- in each case.	DS	ASO-SO-US-DS
(c)	Full powers regarding contingent and miscellaneous expenditure.	JS	SO-US-DS-JS

**List - C****III. General Coordination Division:**

S.No.	Items of Work	Level of Final Disposal	Channel of Submission
1	Monthly D.O. letter to Cabinet Secretary	Secretary	US-DS-JS-Secretary
2	Monthly Summary for the Cabinet Secretariat	Secretary	SO/US-DS-JS-Secretary
3	Annual Report for DoLR	Secretary	US-DS-JS-Secretary
4	GOI (Allocation of Business) Rules and GOI (Transaction of Business) Rules		
(a)	Circulation of Papers	US	ASO-SO-US
(b)	Proposals for Modification/ Amendments in Policy	MoRD	US-DS-JS-Secretary-MoS-MoRD
5	Coordination and finalisation of material for Minister	JS	US-DS-JS
6	Material for Senior Officers' Meeting	JS	ASO/SO-US-DS-JS
7	Coordination work relating to reports/ comments on references received from other Ministries/ Departments	JS	ASO/SO-US-DS-JS
8	Monthly/ Quarterly Reports to Cabinet etc.	JS	ASO/SO-US-DS-JS
9	Circulation of RTI Applications	US	ASO/SO-US
10	Subjects not allotted to any other Division and involves coordination amongst Divisions	JS	ASO/SO-US-DS-JS

**List - D****IV. Land Regulations Division:**

M	Items of Work	Level of Final Disposal	Channel of Submission
<b>I</b>	<b>LAND REFORMS:</b>		
1	The Registration Act, 1908/ The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD
2	Legislative proposals including sending of comments	MoRD	US/DS-AS-Secretary
3	National Rehabilitation and Resettlement Policy	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD
4	International Cooperation pertaining to subjects within the purview of the Division	MoRD	US/DS-JS-AS-Secretary-MoRD
5	Release of Funds to HIC/NICSI for NGDRS under DILRMP	AS	US-DS-JS-AS
6	Miscellaneous Information/comments	JS	US-DS-JS
7	Land Titling		
8	National Institute of Land Administration and Management (NILAM)	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD
9	Land Governance and Assessment Framework (LGAF)/ National Land Use Policy/ Land Use Planning/ National Land Reforms Policy including land leasing laws	MoRD	US/DS-JS-AS-Secretary-MoRD
10	Land Reforms, land tenures, Land records (excluding DILRMP), consolidation of holding and other related matters	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD

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11	Recovery of claims in a State in respect of taxes and other public demands, including arrears of land revenue and sums recoverable as such arrears, arising outside that State	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD
12	Land related issues- collection of rents, transfer and alienation of land, land improvement, agricultural loans excluding acquisition of non-agricultural land or buildings, and town planning improvements	MoRD	US/DS-JS-AS-Secretary- MoS-MoRD
<b>II</b>	<b>DILRMP:</b>		
1	DILRMP Policy	MoRD	US/DS-JS-AS-Secretary-MoS-MoRD
2	Sanctioning of Projects under DILRMP	As per Scheme Guidelines.	
3	Implementation Issues, Monitoring And Review As Per Guidelines	AS	US-DS-JS-AS
4	Release of funds	JS &AS&FA	US-DS-JS-AS&FA
5	Programme Monitoring ; MIS / Physical Reporting :		
(a)	Monthly	JS	US-DS-JS
(b)	Quarterly	Secretary	AD/US-DS/Dir-JS/AS-Secretary
6	Miscellaneous	JS	US-DS-JS
	Monitoring fund release, utilization, unspent balance and the performance in the field, etc.	AS	US-DS/Dir-JS-AS

**List – E****V. Programme Monitoring & Evaluation Division**

S.No.	Items of Work	Level of Final Disposal	Channel of Submission
1	M&E, conducting studies, analysis and follow up for DoLR/ research related studies in connection with Plan formulation and implementation, policy analysis, reforms etc. / IEC Activities	Secretary	US/DS-JS-AS-Secretary
2	National Mission on Bio-fuels and all other matter related to bio-fuels dealt within the Department	MoRD	US/DS-JS-AS-Secretary- MoS-MoRD
3	Conducting Studies :		
(a)	Study to be conducted	Secretary	US/DS-JS-AS-Secretary
(b)	Scope of Study	Secretary	US/DS-JS-AS-Secretary

(c)	Procurement of Consultancy & other Services :		
(i)	Approval of Terms of Reference (TOR)	As per various Gol guidelines viz. Manual for Procurement of consultancy & other services, GFR, DFPR etc.	As per various programme guidelines
(ii)	Approval of Expression of Interest (EOI)		
(iii)	Short listing		
(iv)	Request for Proposal (RFP)		
(v)	Evaluation / Opening of Financial Bid		
(vi)	Award of Study/ LOI		
4	Monitoring & Evaluation of DoLR Programmes :		
(a)	Programme Monitoring	Secretary	US/DS-JS-AS-Secretary
(b)	Analytical Studies and Preparation / Publication of Reports	Secretary	US/DS-JS-AS-Secretary
(c)	Examination of Research Proposals and Evaluation Studies	Secretary	US/DS-JS-AS-Secretary
(d)	Qualitative Analysis	JS	US/DS-JS
(e)	Impact Assessment Studies	JS	US/DS-JS
(f)	Analytical Reports on Evaluation Studies	JS	US/DS-JS
5	Research and Development of appropriate low cost technology for increasing productivity of watershed areas	Secretary	US/DS-JS-AS-Secretary
6	Maintenance data and management of MIS	Secretary	US/DS-JS-AS-Secretary

**List-F****VI. Watershed Management Division**

S.No.	Items of Work	Level of Final Disposal	Channel of Submission
1	Policy/ Guidelines under WDC-PMKSY/ TDET/ Neeranchal	MoRD	DS-JS-AS-Secretary- MoS-MoRD
2	Sanctioning of Projects under WDC-PMKSY/ TDET/ Neeranchal	As per Scheme Guidelines.	
3	Release of Funds under IWMP/ WDC-PMKSY/ TDET/ Neeranchal	JS	US-DS-JS
4	Training of Officers/ Staff of State Governments under PMKSY/Neeranchal	JS	US-DS-JS
5	International cooperation	MoRD	DS-JS-AS-Secretary-MoS-MoRD
6	Monitoring of fund release, utilization, unspent balances, performance etc.	JS	US-DS-JS
7	Organization of National/ Regional Review Meeting in the States/ UTs to oversee the implementation of the DoLR Programme	AS	US-DS-JS-AS
8	Programme Monitoring ; MIS / Physical Reporting (monthly)	Joint Secretary	US-DS-JS
9	Programme Monitoring ; MIS / Physical Reporting (Quatry)	Secretary	DS-JS-AS-Secretary

**Important Note (for all Divisions) :**

1. If concerned officer(s) competent to dispose of the matter / case feels that the issue involved therein is important / sensitive enough to be brought to the notice / seek approval of higher authority(ies), may do so after recording reason(s) in writing.
2. All financial and administrative powers are subject to the delegation permitted under FR-SR, GFR, DFPR and other rules / regulations / guidelines in force and amendments thereon.
3. While disposing of cases in accordance with the level of final disposal, the concerned officer will keep in view the requirements of the relevant rules, regulations and other instructions issued by the Government from time to time and also the need for consulting Integrated Finance Division, Ministry of Finance, Ministry of Law & Justice and other Ministries / Departments etc. wherever required / is necessary.
4. (i) The term MoRD stands for both Minister for Rural Development and MoS stands for Minister of State for Rural Development. Channel of Submission and Final Level of Disposal between Minister for Rural Development and Minister of State for Rural Development will depend on internal orders from time to time.  
  
(ii) The term AS stands for Additional Secretary as well as includes Special Secretary as per the case.  
  
(iii) The term JS stands for Joint Secretary, Deputy Director General, Economic Adviser and other such equivalent posts while the concerned officers holding that post are heading a Division in the Department.  
  
(iv) The term DS stands for Deputy Secretary, Director, Deputy Inspector General (Forests), Deputy Commissioner and other such equivalent posts.  
  
(v) The term US stands for Under Secretary, Deputy Director, Assistant Commissioner and other such equivalent posts.  
  
(vi) Controlling Officer is the next higher level officer of the applicant.  
  
(vi) The term CEC stands for Consultancy Evaluation Committee.
5. All officers / staff under the administrative control of the officer mentioned in the column 'Channel of Submission' will render necessary assistance and put up the proposal as required / directed.
6. Programme Divisions and Integrated Finance Division will ensure timely release of funds under DILRMP, WDC-PMKSY (including REWARD Project) and other programmes being implemented in the Department with due adherence to applicable administrative, financial, vigilance and other rules / instructions on the subject.
7. Releases to States/ UT Governments/ Administrations/ Government Agencies/ Organizations under DILRMP, WDC-PMKSY(including REWARD Project) and other programmes being implemented in the Department will be with the approval of Divisional Head of the Programme Division and with due prior concurrence of Integrated Finance Division. Releases will be strictly in accordance with schematic guidelines, prescribed procedures and applicable administrative, financial, vigilance and other rules / instructions on the subject. Integrated Finance Division's stipulation and conditions (if any) noted while according their concurrence will be strictly complied with.
8. For Non-Government Agencies/ Organizations, approval will be at the level of competent authority prescribed under the applicable rules / instructions.
9. That the case is put up to competent authority will be ensured by Programme Division and Integrated Finance Division. The relevant rule(s)/ instructions(s) will be clearly quoted.

10. In case of differences between Programme Division and Integrated Finance Division, the specific cases will be put to Additional Secretary by the Divisional Head of Programme Division. Such specific case will be resolved in accordance with applicable rules / instructions between Additional Secretary (Land Resources) and Additional Secretary & Financial Adviser.

11. In specific cases where it is so necessary and appropriate, Additional Secretary (Land Resources) or Additional Secretary & Financial Adviser will put up the case to Secretary - cum - Chief Accounting Authority. The specific issues requiring resolution in such cases will be clearly articulated.

12. In briefs / prepared information / replies / reports, etc. if there is any specific constitutional or legal or policy or financial or administrative or security-related issue that requires higher consideration/ approval or if PMO/ Cabinet Secretariat/ MoD / MHA are in any manner involved, the same may be clearly indicated and put up to Secretary (and higher as required) on file in time, before finalization / approval.

13. It goes without saying that the above indicated Level of Disposal is not a substitute for extant Financial/ Statutory/ Legal requirements and stipulations. In case of any variance, whatever is prescribed in relevant Statute / Rules / Regulations / Code, etc. shall prevail.

14. In case any new subjects/works comes to the Department, it shall be allocated/distributed with the approval of Secretary (LR) to any of the Division.

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G-17017/1/2013-Admn. (e-9685)  
Government of India  
Ministry of Rural Development  
Department of Land Resources

G-Wing, NBO Building,  
Nirman Bhawan, New Delhi

Dated, 27<sup>th</sup> December 2021

**OFFICE ORDER**

**Subject: Modification/ revision in 'Channel of Submission & Level of Disposal' - reg.**

With the approval of Competent Authority following provisions/ items of works in the 'Channel of Submission and Level of Disposal' circulated vide an O.M. of even number dated 05.08.2021 is hereby modified/ revised as per functional requirement in the Department :

Item	Existing Provision		Revised Provision	
	Particular	Level of Disposal	Particular	Level of Disposal
<b>LIST - A</b>	<b>Common to All Divisions :</b>			
XIII(2)	Public Grievances	JS	Public Grievances :	
			(a) PG Officer	DS
			(b) Nodal Appellate Authority	JS
XIII(5)	Grant of Over Time Allowance	AS	Grant of Over Time Allowance	JS
<b>LIST - B</b>	<b>Administration Division :</b>			
4(A)	Sanction of all kinds of leave (except Special Disability Leave & Study Leave)			
(ii)	Group 'A' Officers :		(ii) Group 'A' Officers (upto Director level)	
(a)	Upto 15 days	*Controlling Officer	(a) Upto 15 days	*Controlling Officer [ Prior information to Secretary]
(b)	Beyond 15 days & upto 3 months	Secretary	(b) Beyond 15 days & upto 3 months	Secretary
(c)	Beyond 3 months	MoRD	(c) Beyond 3 months	MoRD
	- NA -		(iii) Group 'A' Officers (JS & above level officers)	
			(a) Upto 3 months	Secretary
			(b) Beyond 3 months	MoRD
11	Engagement of Consultants/ Outsourced Manpower		(11) Hiring of Vehicles/ Outsourced Manpower/ Engagement of Consultants	
(b)	Engagement of outsourced manpower (with concurrence of IFD)	Delegation order No.G-17017/1/2013-Admn. dated 06.12.2017	(b) Engagement of outsourced manpower/ Consultants/ Contractual Staff e.g. SMS, Experts etc./ Hiring of Vehicles (with concurrence of IFD)	As per delegation order No. G-17017/1/2013-Admn. dated 06.12.2017
(c)	- NA -		(c) Payment of Wages/ Remuneration/ Bonus/ Fare etc. to Outsourced Manpower/ Consultants/ Contractual Staff e.g. SMS, Experts/ Hiring of Vehicles	
26	Contingent and Miscellaneous**			
(a)	Contingent and miscellaneous expenditure upto Rs. 15,000/- in each case.	US (Admn.)	Contingent and miscellaneous expenditure upto Rs. 25,000/- in each case.	US (Admn.)
(b)	Contingent and miscellaneous expenditure upto Rs. 50,000/- in each case.	DS (Admn.)	Contingent and miscellaneous expenditure upto Rs. 75,000/- in each case.	DS (Admn.)
(c)	Full powers regarding contingent and miscellaneous expenditure.		Full powers regarding contingent and miscellaneous expenditure.	

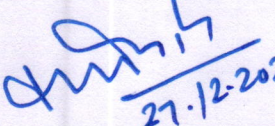
Contd.../-

*[Signature]*  
27/12/2021



Item	Existing Provision		Revised Provision	
	Particular	Level of Disposal	Particular	Level of Disposal
<b>LIST-F Watershed Management Division :</b>				
1	Policy/ Guidelines under WDC-PMKSY/TDET/ Neeranchal	MoRD	Policy/ Guidelines under WDC-PMKSY/ REWARD	MoRD
2	Sanctioning of Projects under WDC-PMKSY/TDET/ Neeranchal	As per Scheme Guidelines	Sanctioning of Projects under WDC-PMKSY/ REWARD	As per Scheme Guidelines
3	Release of Funds under IWMP/WDC-PMKSY/TDET/ Neeranchal	JS	Release of Funds under WDC-PMKSY/ REWARD	JS (in consultation with IFD)
- NA -			3(b) Delegation of financial power for release of salary/remuneration to Consultants/ Experts and Outsourced Manpower engaged under WDC-PMKSY/ REWARD	
			(a) upto Rs. 2.00 Lakh	JS
			(b) Beyond Rs. 2.00 Lakh	JS (in consultation with IFD)
4	Training of Officers/ Staff of State Governments under PMKSY/ Neeranchal	JS	Training of Officers/ Staff of State Governments under WDC-PMKSY/ REWARD	JS

2. Except above modifications/ revisions, all provisions/ items of work related to Admn. Division and other Divisions will remain unchanged.
3. This issues with the concurrence of IFD vide Dy. No. 162/IFD/LR/2021 dated 25.11.2021 and approval of Hon'ble Minister(RD).

  
27.12.2021

(Karam Chand)  
Deputy Secretary (Admn.)

**Distribution:**

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**Copy for information :**

- ❖ PS to MoRD/ PS to MOS (LR)
- ❖ PSO to Secretary (LR)
- ❖ PS to Additional Secretary (LR)/ PPS to AS&FA