

**OFFICE MEMORANDUM**

**Subject:- Channel of submission and level of final disposal for various types of cases in the Department of Empowerment of Persons with Disabilities (Divyangjan) –reg.**

In supersession of this Department's Office Memorandum of even number dated 17.11.2021 and channel of submission prescribed vide Office Memorandum of even number dated 09.06.2021, the following channel of submission and level of final disposal for various types of cases in the Department of Empowerment of Persons with Disabilities (Divyangjan) is hereby issued for information and necessary action with immediate effect and until further orders:-

Sr. No	Type of cases	Channel of submission	Level of Final Disposal
I	<b>Legislation and related issues</b>		
1	Examination of the observations made by the committee on the subordinate Legislation on the Rules laid on the Table of the Houses.	US/Dir/JS/Secy.	Minister
2	Research Studies on areas of topical interest. In house research and preparation of papers, notes on specific issues related to Disabilities	DS/JS	Secretary
3	Preparation of Notes for Cabinet & CCEA/COS.	US/Dir/JS/Secy.	Minister
4	Examination/Review of Rules/Regulations	US/Dir/JS/Secy.	Minister
5	All matters relating to Committees (excluding Parliamentary Committees)/Boards/Authorities/Councils	SO/Dir	JS

-) aul

6	Proposal for signing of MoUs	US/Dir/JS	Secretary
7	Comments on Cabinet Notes received from other Ministries	US/Dir/JS/Secy.	Minister
8	Matter Pertaining to Bills/Amendment to Acts under Department	US/DS/JS/Secy	Minister
9	Policy issues including legislation rules and framing new scheme	US/DS/JS/Secy.	Minister
<b>II. Court Cases</b>			
1	Preparation of parawise comments/filing of counter affidavits	US/DS/JS	Secretary
<b>III Parliament matters and Policy issues</b>			
1	Policy matters and legal issues related to policy	US/Dir/JS	Secretary
2	VIP references	US/Dir/JS	Minister
3	Starred Parliament questions	Dir/JS/Secy	Minister
4	Unstarred Parliament questions	US/Dir/JS	MoS
5	Other Parliamentary references	SO/DS/JS	Secretary
6	Matters connected with Parliamentary Standing Committee	US/DS/JS	Secretary
7	Co-ordination work relating to president's address, FM's Budget speech, Economic Survey etc.	SO/US/DS/JS	Secretary
8	Input for speeches/discussions etc. for Minister	US/DS/JS	Secretary
9	Furnishing of information called by other sections of the Ministry for replies to parliament questions etc.	SO/US	DS
10	Furnishing of information called by an	SO/US/DS	JS

→ auth

	by other Ministries		
11	Laying of Annual Report	US/DS/JS/Secy	Minister/MoS
12	Assurances (fulfillment)	US/Dir/JS/Secy	Minister
13	Seeking extension	US/Dir/JS	Minister
14	Updation of website	SO/US	Dir/DS
<b>IV</b>	<b>Administration</b>		
<b>1</b>	<b>Transfer/Posting/Allocation of work amongst officers</b>		
	(i) SO and below	SO/US/Dir.	JS(Admin)
	(ii) US & Director	SO/US/DS/Dir/JS	Secretary
	(iii) Joint Secretary	SO/US/DS/Dir/JS/Secretary	Minister
<b>2</b>	<b>Granting of casual leave to:</b>		
	(i) ASO & below		SO
	(ii) SO		US
	(iii) US		DS/Dir.(HoD)
	(iv) DS/Dir		JS
	(v) JS		Secretary
<b>3</b>	<b>Granting of Earned/Commutated leave to:</b>		
	(i) ASO & below	SO	US
	(ii) SO	US	DS/Dir.(HoD)
	(iii) US/DS/Dir	US/DS/Dir	JS
	(iv) JS		Secretary
	(v) Secretary		Minister
<b>4</b>	<b>Granting of Child Care/Extra Ordinary leave etc. to:</b>		
	(i) SO & below	SO/US/DS/Dir	JS
	(ii) up to DS/Dir	SO/US/DS/Dir/JS	Secretary
	(iii) JS	SO/US/DS/Dir/JS/Secretary	Minister
<b>5</b>	<b>Reference relating to change of Home Town:</b>		
		SO/US/DS/Dir	JS(Admin)
<b>6</b>	Work relating to maintenance of service records	SO/US	DS/Dir (HoD)
<b>7</b>	Matters relating to taking into the strength of the Department		

*Paulo*

	(i) Up to the level of SO	SO/US/DS/Dir	JS(Admin)
	(ii) US & above	SO/US/DS/Dir/JS	Secretary
8	<b>Granting No Objection Certificate for foreign visit to:</b>		
	(i) US & below	SO/US/DS/Dir	JS(Admin)
	(ii) DS/Director	SO/US/DS/Dir	Secretary
	(iii) JS and above	SO/US/DS/Dir/JS/Secretary	Minister
9	Granting permission for higher education/appearing for examination for higher posts etc.	SO/US/DS/Dir	JS(Admin)
10	Proposal relating to Deputation of all officers and forwarding applications of		
	(i) US and below	SO/US/DS/Dir	JS(Admin)
	(ii) DS/Director	SO/US/DS/Dir/JS	Secretary
	(iii) JS & above	SO/US/DS/Dir/JS/Secretary	Minister
11	<b>Grant of advances</b>		
	(i) LTC advance	SO	US(HoO)
	(ii) Leave encashment	SO	US(HoO)
	(iii) Computer advances	SO/US	DS/Dir(HoD)
	(iv) House building advances	SO/US	DS/Dir(HoD)
	(v) In case of relaxation for advance	SO/US/DS/Dir/JS	Secretary
12	Fixation of pay as pay anomalies/stepping up of pay	SO/US	DS/Dir(HoD)
13	<b>GPF Advance/Withdrawal</b>		
	(i) For all Officers upto 75%	SO	US(HoO)
	(ii) Withdrawal above 75% upto 90%	SO/US/DS/Dir	JS(Admin)
14	GPF/NPS withdrawal	SO/US	DS/Dir(HoD)
15	Forwarding application to issue & renewal of CGHS cards to all the employees/allotment of government accommodation/issue of identity card	SO	US(HoO)
16	Appointment of Authorized Medical Attendant (AMA) to eligible class of officers	SO/US	DS/Dir(HoD)
17	Re-imbursement of medical claim upto Rs.5 lakh	SO/US	DS/Dir.(HoD)
18	Reimbursement of medical claim above Rs.5 Lakh	SO/US	Dir with concurrence of IFD
19	Forwarding of medical reimbursement claim to Ministry of Health & Family Welfare for Complicate medical reimbursement cases	SO/US/DS/Dir	JS(Admin)

2/10/18

20	Permission for test/treatment from CGHS recognized/empanelled hospitals /Labs etc. on advice/reference from CGHS dispensary/AMA/CGHS empanelled specialist etc.	SO	US (HoO)
21	Granting permission to undertake treatment on credit basis in CGHS recognized hospitals/labs etc.	SO/US	DS/Dir(HoD)
22	Granting Medical advance for indoor treatment/Emergency treatment	SO/US	DS/Dir(HoD)
23	Granting medical advance for OPD treatment in case of Cancer, TB etc.		
	(i) Advance upto Rs.1,000/-	SO	US (HoO)
	(ii) Advance upto Rs.10,000/-	SO/US	DS/Dir(HoD)
24	Advance of TA on tour	SO	US(HoO)
25	TA bills	SO	US(HoO)
26	Children Education allowances	SO/US	DS/Dir.(HoD)
27	Matter relating to ACRs	SO/US	DS/Dir.(HoD)
28	Engagement of Consultants	SO/US/DS/Dir/JS/Secretary	Minister
29	Extension of existing Consultants	SO/US/DS/Dir/JS	Secretary
30	Engagement of manpower (IT professionals, DEO, MTS, Housekeeping Staff etc.) through outsourced agency	SO/US/DS/Dir/JS	Secretary
31	Air Travel by non-entitled Officers	SO/US/DS/Dir/JS	Secretary
32	Relaxation of eligibility	SO/US/DS/Dir/JS	Secretary
33	Issuance of awards on special occasion such as Hindi Pakhwara, Vigilance awareness week etc.	SO/US/DS/Dir	JS
	(i) Upto Rs. 10000		
	(ii) Upto Rs. 50000	SO/US/DS/Dir/JS	Secretary
34	Payment of Honorarium to special guest on special event		
	(i) Upto Rs. 5000 in each case	SO/US/DS	DS/Dir.(HoD)
	(ii) Upto Rs. 20000 in each case	SO/US/DS/Dir	JS
	(iii) Upto Rs. 50000 in each case	SO/US/DS/Dir/JS	Secretary
<b>V.</b>	<b>Misc.</b>		
1	Misc. representation	SO/US/DS	JS
2	Minister's statements/speech at various occasions	Dir/JS	Minister
3	Coordination of matters relating to nominations for meeting, seminars, workshop, training programmes and symposia	SO/Dir/JS	Secretary
4	Issue of circulars etc.	SO	US

-/auth

5	Laying of annual report/audited accounts on the Table of both the Houses of Parliament	US/Dir/JS/Secy.	Minister/MoS
6	RTI application/Appeals	SO/CPIO/AA	CPIO/AA
7	Monthly D.O. to Cabinet Secretary & Monthly summary	US/Dir/JS	Secretary
8	Preparation of annual report & Outcome budget	US/Dir/JS/Secy.	Minister
9	Five Year Plan proposal and mid-term review –Coord.	US/Dir/JS	Secretary
10	Annual Plan proposals	US/Dir/JS	Secretary
11	Half yearly review of Annual Plan	US/Dir/JS	Secretary
12	Participation in fairs & exhibitions abroad	US/Dir/JS/Secy.	Minister
13	Furnishing of various reports/returns to other Divisions	SO	US
14	Proposal for foreign deputation/foreign in training programmes/participation in the International conferences/fairs and exhibitions	US/Dir/JS	Minister/Secretary
15	Preparation of induction material	US/Dir	JS
16	Preparation of Action Taken Report i.r.o. the recommendations made by Administrative Reforms Commission and sending to DAR&PG	SO/US/Dir	Secretary
17	Disposal of Public Grievances	SO/US	DS/Dir
18	Receipt and examination of complaints other than those relating to corruption	SO/US	Dir.
19	Preparation of brochures, pamphlets, information sheets etc.	SO/US	Dir
20	Routine cases not involving policy issues and furnishing factual information etc.	SO/US	DS
<b>VI</b>	<b>O&amp;M</b>		
1	Periodical returns including O&M and Vigilance Matters	SO/US	Dir/CVO (for Vigilance cases)
2	O&M and Inspection report drawing up of schedule thereof and follow up action on the inspection reports.	SO/US	Dir
3	Record Management - special drive on recording, reviewing and weeding of records.	SO/US	Dir
4	Performance report on O&M activities.	SO/US	DS/Dir
<b>VII</b>	<b>Budget &amp; Accounts</b>		
1	Proposals for Revised Estimates and Budget Estimates for Headquarter and various Organizations.	SO/US/DS	Secretary
2	Proposals for Appropriation Accounts	SO/US/Dir	JS&FA

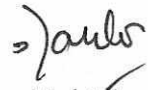
→ auto

	for Grant, Re-appropriation of funds, Proposals for Supplementary Demands for Grant.		
3	Co-ordination of audit objections received from various audit offices (internal audit reports and Inspection reports)	SO/US/Dir	JS
4	Opening of new sub-heads and detailed heads	SO/US/DS	JS&FA
5	Annual Plan co-ordination	SO/US/DS	JS
6	Audit paras	SO/US/DS	Secretary
7	Pre-budget proposals for Union Budget	SO/US/DS	Secretary
<b>VIII Cash</b>			
1	Preparation of monthly salary and other bills & deductions etc.	SO	US
2	Advances – House Building Advance/Car Advance/GPF Advance/withdrawal, Scooter advance etc.	SO/US/Dir	JS/Secretary
3	Calculations of income tax and preparation of Form No. 16/ 16A (TDS certificates) and calculations and preparations of GPF annual statements.	SO	US
4	Yearly calculations of GPF and issue of statements	SO	US
5	Calculations of amounts and preparation of bills of GPF accumulations/ GIs / DCRG/ Commutation of Pension, etc. US SO and supplementary bills relating thereto in respect of retiring/ resigning Central Government servants.	SO	US
<b>IX Grants-in-aid &amp; other financial sanctions</b>			
1	Financial sanctions to NIs/PSEs/State Government etc.	SO/US/DS	JS
2	Preparation of bills of grants-in-aid in respect of various organizations	SO	US
3	Letter to State Govt./DC	SO/US	Dir
<b>X Financial limits of annual Grant-in-aid to individual NGO projects under various Schemes.</b>			
1	Administrative approval (Ongoing Cases)	SO/US/Dir/JS/MoS	Minister (above 75 lakh)
		SO/US/Dir/JS	MoS (above 50 lakh and upto 75 lakh)
		SO/US/Dir/JS	Secretary (above 25 lakh and upto 50 lakh)
		SO/US/Dir	JS (upto 25 lakh)
2	Administrative approval (New Cases)	SO/US/Dir/JS/MoS	Minister (above 75 lakh)
		SO/US/JS	MoS (above 50 lakh)

*Paulo*

			h and upto 75 lakh)
		SO/US/JS	Secretary (above 25 lakh and upto 50 lakh)
		SO/US/Dir	JS (upto 25 lakh)
3	File put up for IFD's concurrence from section for releasing grant-in-aid to NGO.	-	SO/US/Dir (Ongoing cases) SO/US/Dir/JS (New Case)
4	File return from IFD if any objection arose therein. Letter to NGO.	-	SO/US
5	File returned from IFD if any objection arose therein. Letter to SG/District Level	-	SO/Dir
6	After initial examination the proposal if there is need to send letter to SG/District Level	-	SO/Dir
7	After initial examination the proposal if there is need to send letter to NGOs	-	SO/US
8	Finally if the sanction letter is put up for signature of competent authority	-	SO/US
9	Bills for transfer of Money to NGO	-	SO/US
<b>XI</b>	<b>Vigilance Matter</b>		
1	Disciplinary action		
2	Investigation of complaints	SO/Dir	JS
3	Charge sheets	SO/Dir/JS/Secy.	Disciplinary Authority
4	Matters relating to vigilance cases in respect of NIs/NT/RCI/PSEs etc	SO/US/Dir/JS	Secretary
5	Processing of complaints received in respect of women employees	US/Dir	JS
6	Vigilance Clearance	SO/US/DS	CVO

2. This issues with the approval of Honorable Minister of Social Justice & Empowerment.

  
 (Sunil Kumar Mahto)  
 Under Secretary (Administration)

To:-

All Officers/staff of the Department (Through e-office notice board)

Copy to:-

1. PS to HMSJ&E/PS to MoSSJ&E
2. Sr. PPS to Secretary, DEPwD/ PPS to DDG(KBS)/ PPS to JS(RKY)/ PS to JS(RS)