

**Subject:- Amendment in channel of submission and level of final disposal for various types of cases allocated to Administration –reg.**

In supersession of this Department's O.M No. 14-63/2014-DD-IV dated 25.05.2017, the following amendments are made in channel of submission and level of final disposal for various types of cases allocated to Administration for necessary compliance:-

Sr. No.	Type of Case	Channel of submission	Level of final disposal
1	<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
2	<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
3	Granting of Earned/Commuted leave to:		
	(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
4	<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
5	<b>Reference relating to change of</b>		

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	<b>Home Town:</b>		
		SO/US/DS/Dir	JS(Admin)
6	Work relating to maintenance of service records	SO/US	DS/Dir (HoD)
7	Matters relating to taking into the strength of the Department		
	(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	SO	US(HoO)

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16	Appointment of Authorized Medical Attendant (AMA) to eligible class of officers	SO/US	DS/Dir(HoD)
17	Re-imburement 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)
20	Permission for test/treatment from CGHS recognized hospitals/labs etc. on advice/reference from CGHS Dispensary/AMA	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/- (ii) Advance upto Rs.10,000/-	SO SO/US	US (HoO) 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

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33	Issuance of awards on special occasion such as Hindi Pakhwara, Vigilance awareness week etc. (i) Upto Rs. 10000	SO/US/DS/Dir	JS
	(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

2. This issues with the approval of Hon'ble Minister of Social Justice and Empowerment.



(Sanjay Singh)

Under Secretary (Administration)

To:-

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

Copy to:-

1. PSs to Hon'ble Minister(SJ&E) /MOS(KP)/MOS(RA)/MOS(RK)
2. Sr. PPS to Secretary, DEPwD
3. PPS to JS(PS)/PS to JS(TR)/PS to DDG