

Shastri Bhawan, New Delhi
Dated 04.07.2014

OFFICE MEMORANDUM

Subject: Channel of submission and level of final disposal for various types of cases in the Department of Disability Affairs -reg.

The undersigned is directed to forward herewith a copy of Channel of submission and level of final disposal for various types of cases in the Department of Disability Affairs, Ministry of Social Justice & Empowerment for information and necessary action.



(Sanjay Singh)

Under Secretary to the Govt. of India

Encl:- as above.

All Directors, Deputy Secretaries, Under Secretaries, Section Officers in the Department of Disability Affairs.

Copy to :-

- (i) PS to Hon'ble Minister (SJ&E)
- (ii) Sr. PPS to Secretary (DA)
- (iii) PPS to Joint Secretary (DA)

Guida R
Copy to US (RD)
11/7/14
SHAS
for compliance

Keep for Records.
Pl. give
a copy to me.
11.7.14

SO (DD 4 B)
11/7/14

CHANNEL OF SUBMISSION
&
FINAL LEVEL OF DISPOSAL
OF CASES

**DEPARTMENT OF DISABILITY
AFFAIRS**

MINISTRY OF SOCIAL JUSTICE
& EMPOWERMENT

CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS
TYPES OF CASES IN THE DEPARTMENT OF DISABILITY AFFAIRS

S.No.	Type of Cases	Level of Final Disposal	Channel of submission
I	Legislation and related issues		
1	Examination of the observations made by the Committee on the Subordinate Legislation on the Rules laid on the Table of the Houses.	Minister	US/Dir/JS/ Secy.
2	Research studies on areas of topical interest. In house research and preparation of papers, notes on specific issues related to Disability	Secretary	DS/JS
3	Preparation of Notes for Cabinet & CCEA / COS.	Minister	US/Dir/JS/Secy.
4	Examination / Review of Rules/ Regulations	Minister	US/Dir/JS/Secy.
5	All matters relating to Committees (excluding Parliamentary Committees)/ Boards/ Authorities/ Councils	JS	SO/Dir/JS
6	Proposal for signing of MOUs	Secretary	US/Dir/JS
7	Comments on Cabinet Notes received from other Ministries	Minister	US/Dir/JS/Secy
8	Matter pertaining to Bills / Amendment to Acts under Department	Minister	US/DS/JS/Secy.
9	Policy Issues including Legislation Rules and framing new scheme	Minister	US/DS/JS/Secy.
II.	Court Cases		
1	Preparation of parawise comments / Filing of Counter Affidavits	Secretary	US/DS/JS
III.	Parliament matters and Policy Issues		
1	Policy matters and legal issues related to policy	Secretary	US/Dir/JS
2	VIP references.	Minister	US/ Dir./JS

3	Parliament Questions:- (i) Starred (ii) Unstarred	Minister MoS	Dir./JS/Secy. US/ Dir./JS
4	Other parliamentary references.	Secretary	SO/DS/JS
5	Matters connected with Parliamentary Standing Committee	Secretary	US/DS/JS
6	Co-ordination work relating to President's Address, FM's Budget speech, Economic Survey, etc.	Secretary	SO/US/DS/JS
7	Inputs for speeches/ discussions, etc. for Minister	Secretary	US/DS/JS
8 (i)	Furnishing of information called by other sections of the Ministry for replies to parliament Questions, etc.	DS	SO/US
(ii)	Furnishing of information called by any other Ministries	JS	SO/US/DS
9	Laying of Annual Report	Minister / MoS	US/Dir/JS/Secy.
10	Assurances (fulfilment)	Minister	US/Dir/JS/Secy.
11	Seeking Extension	Minister	US/Dir/JS
12	Updation of website	Director	SO/US
IV.	Administration		
1	All administrative matters of the Department and Subordinate Organizations.	JS	SO/US/DS
2	Processing of sanctions of GPF advances	Dir.	SO/ US
3	Sanction of scooter/ house building/ motor cars Advances	JS(Admn)/(HoD)	SO/ US/Dir
4	Sanction of advances to non- entitled applicants for purchase of motor car/ computer (relaxation cases)	Secretary	SO/US/Dir.
5	All establishment matters relating to Gazetted officers of Department.	Secretary	SO/US/Dir
6	Allocation of work amongst officers in the Department.	Secretary/ JS	SO/US/ Dir

7	Fixation of pay and Misc. establishment matters viz. grant of leave, forwarding of applications to UPSC, etc., verification of character and antecedents, medical examination	HoD/Dir	SO/US
8	Work relating to Group Insurance Scheme for Central Government Employees	Dir.	SO
9	Work relating to maintenance of service records	Dir	SO/US
10	Verification of service	US	SO
11	All matters relating to appointment Confirmation & Promotion.	JS	SO/US/Dir
12	Posting and transfers verification of character and antecedents and medical examinations, etc. References relating to change in home town declaration etc.	JS	SO/US/DS
13	All pension cases	JS	SO/US/DS
14	Issue of CGHS cards to all the employees and all related matters	DS	SO/US
15	Issuance of No Objection Certificate	DS	SO/US
16	Issue of invitation cards to the senior officers on the eve of Republic Day and Independence Day ceremony.	Dir	SO/US
17	Grant of permission for taking medical treatment from CGHS recognised hospitals / Labs.	Dir	SO/US
18	Reimbursement of medical claims, credit facility, medical advance, etc. to all the employees	JS	SO/US/Dir

19	Appointment of functional Directors including CMD in the PSUs under the Department which are filled through the route of DPE/ ACC.	Minister	US/Dir/JS/Secy.
20	Matters relating to extension/ additional charge arrangement of the posts	Secretary	US/Dir/JS
21	Monitoring of vacancy position of the above categories of posts and the required follow up action thereon.	Dir	SO/US
22	Engagement of Consultants/ Lawyers	Secretary	US/Dir/JS
23	Forwarding of applications for residence, issue of identity cards.	US	SO
24	Allocation of staff cars	DS/Dir.	SO/US
25	Transfer / posting of staff upto US Level DS & above	JS Secy.	SO/US/Dir. US/DS/JS
26	Disposal of old stocks	JS	SO/US/Dir.
27	Distribution of work among sections in the Department	JS	SO/US/Dir.
28	Proposal regarding delegation of financial powers	Secy.	US/DS/JS
29	Matters relating to ACRs	DS	SO/US
V.	Misc.		
1	Misc. representations	JS	SO/US/DS
2	Minister's statements / Speeches at various occasions	Minister	Dir/JS
3	Coordination of matters relating to nominations for meeting, seminars, workshops, training programmes and symposia	Secretary	SO/ Dir/ JS
4	Issue of circulars, etc.	US	SO
5	Laying of annual report/ audited accounts on the Table of both the Houses of Parliament.	Minister / MoS	US/Dir/JS/Secy.

6	RTI application / Appeals	CPIO/AA	SO/CPIO/AA
7	Monthly D.O. to the Cabinet Secretary & monthly summary.	Secretary	US/Dir/JS
8	Preparation of Annual Report & Outcome Budget	Minister	US/DS/JS/Secy.
9	Five Year Plan proposals and mid-term review – Coord.	Secretary	US/DS/JS
10	Annual Plan proposals.	Secretary	US/DS/JS
11	Half yearly review of Annual Plan.	Secretary	US/DS/JS
12	Participation in fairs & exhibitions abroad		
13	Furnishing of various reports/ returns to other Divisions	US	--
14	Proposal for foreign deputation / foreign trainings programmes / participation in the international conferences / fairs and exhibitions	Secretary/ Minister	US/Dir/JS
15	Preparation of induction material	JS	US/Dir
16	Preparation of Action Taken Report in respect of the recommendations made by Administrative Reforms Commission and sending to DAR&PG	Secretary.	SO/US/DS/Dir.
17	Disposal of Public Grievances	DS/Dir.	SO/US
18	Receipt and examination of complaints other than those relating to corruption	Dir.	SO/US
19	Preparation of brochures, Phamphlets, information sheets, etc	Dir	SO/US
20	Routine Cases not involving policy issues and furnishing factual information etc.	DS	SO/US

VI	O&M		
1	Periodical returns including O&M and Vigilance Matters	Dir/CVO (for Vigilance cases)	SO/US
2	O&M and Inspection report-drawing up of schedule thereof and follow up action on the inspection reports.	Dir	SO/US
3	Record Management - special drive on recording, reviewing and weeding of records.	Dir.	SO/US
4	Performance report on O&M activities.	DS/Dir.	SO/US
VII	Budget & Accounts		
1	Proposals for Revised Estimates and Budget Estimates for Headquarter and various Organizations.	Secretary	SO/US/DS
2	Proposals for Appropriation Accounts for Grant, Re-appropriation of funds, Proposals for Supplementary Demands for Grant.	JS&FA	SO/US/Dir.
3	Co-ordination of audit objections received from various audit offices (internal audit reports and Inspection reports).	JS	SO/US/Dir.
4	Opening of new sub-heads and detailed heads.	JS&FA	SO/US/DS
5	Annual plan co-ordination.	JS	SO/US/DS
6	Audit paras	Secretary	SO/US/DS
7	Pre- Budget proposals for Union Budget	Secretary	SO/US/DS
VIII	Cash		
1	Preparation of monthly salary and other Bills & deductions etc.	US	SO
2	Advances - House Building advance/ Car Advance/ GPF Advance/withdrawal, Scooter advance etc.	JS/Secretary	SO/ US/Dir

3	Calculations of income tax and preparation of Form No.16/16A (TDS certificates) and calculations and preparations of GPF annual statements.	US	SO
4	Yearly calculations of GPF and issue of statements	US	SO
5	Calculations of amounts and preparation of bills of GPF accumulations/ GIs/ DCRG/ Commutation of Pension, etc. and supplementary bills relating thereto in respect of retiring/ resigning Central Government servants.	US	SO
IX	Grants-in aid & other Financial Sanctions		
1	Release of Grant-in-aid-on the projects already approved	JS	SO/US/Dir.
2	Sanction of Grants-in-Aid to NGO	JS upto 50 Lakh Minister above 50 lakh	SO/US/DS SO/US/DS/JS
3	Other Financial Sanctions to NIs/ PSEs/ State Government etc.	JS	SO/US/DS
4	Preparation of bills of grants-in-aid in respect of various organisations	US	SO
5	Letter to SG/DC	Director	SO/US
X	Grants-in-aid under DDRS		
1.	Administrative Approval (ONGOING CASES)	Minister(SJ&E) (above 50 lakhs) MOS(SJ&E) (from Rs. 40.00 to 50 lakhs)	SO/US/JS/MOS(SJ&E) SO/US/JS

		Secretary (from Rs. 25.00 to 40.00 lakhs)	SO/US/Dir/JS
		Joint Secretary (upto Rs. 25.00 lakhs)	SO/US/Dir
2.	Administrative Approval (NEW CASES)	Minister (above Rs. 20.00 lakhs)	SO/US/JS/MOS(S J&E)
		MOS(SJ&E) (from 10 to 20 lakhs)	SO/US/JS
		Secretary (upto Rs. 10.00 lakhs)	SO/US/JS
3.	File put up for IFD's concurrence from section for releasing grant-in-aid to NGO.		SO/US/Director (ongoing cases)
			SO/US/Director/JS (new cases)
4.	File return from IFD if any objection raised therein. Letter to NGO.		SO/US
5.	File return from IFD if any objection raised therein. Letter to State Government/District level.		SO/Director
6.	After initial examination the proposal if there is need to send letter to State Govt. / District Collector etc.		SO/Director

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
XI.	Vigilance Matter		
1	Disciplinary action		
2	Investigation of complaints	JS	SO/Dir/JS/Secy
3	Charge sheets	Disciplinary authority	US/DS/JS
4	Matters relating to vigilance cases in respect of NIs/NT/RCI/PSEs etc.	Secretary	SO/US/Dir/JS
5	Processing of complaints received in respect of women employees	JS	US/Dir.
6	Vigilance Clearance	CVO	SO/US/DS

F.No. 14 63/2014-DD-IV
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
dated : 25.05.2017

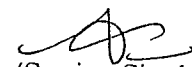
OFFICE MEMORANDUM

Subject : Enhanced limits of approval for annual Grant-in Aid to individual NGO projects for various levels in the Department.

In supersession of Office Memorandum of even number dated 4.7.2014 on the above subject, the following enhanced limits of approval for annual Grant-in-Aid for individual NGO projects is ordered with immediate effect until further orders:

Level at which approval is required	Financial limits of annual Grant-in Aid to individual NGO projects	
	Ongoing Cases	New Cases
Joint Secretary/ Bureau Head	Upto 75.00 lakhs	Upto 25.00 lakhs
Additional Secretary/ Secretary	75.00 lakhs to 1.20 Crore	25.00 lakhs to 50.00 lakhs
Minister of State for Social Justice & Empowerment	1.20 crore to 1.50 crore	50.00 lakhs to 75.00 lakhs
Minister of Social Justice & Empowerment	Above 1.50 crore	Above 75.00 lakhs

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


(Sanjay Singh)

Under Secretary to the Government of India

All Directors, Deputy Secretaries, Under Secretaries, Section Officers in the Department of Empowerment of Persons with Disabilities

Copy to :

1. PS to Minister, SJ&E/PS to MOS(RA) /PS to MOS(KP)/PS to MOS(VS)
2. PSO to Secretary/PS to JS(DC)/PS to DDG
3. NIC, DEPwDs- for uploading on the Department's website.

44671/2020/ESTT

No. 4862/R/JS(PS)/ 2018
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities
Office of JS (PS)

530, Pt. Deendayal Antyodaya Bhawan, CGO Complex,
Lodhi Road, Delhi- 110003

Dated: 03.12.2018

Subject: Enhanced Limits of approval for annual Grants-in-Aid to individual NGO projects for various levels in the Department.

In continuation of this Department's O.M No. 14-63/2014-DD-IV dated 25.05.2017 (copy enclosed), the following limits of approval of annual Grants-in-Aid for individual NGO projects for various levels in the Department issued with the approval of Minister of Social Justice and Empowerment, are being reiterated for necessary compliance:

Level at which approval is required	Financial limits of annual Grant-in Aid to individual NGO projects	
	Ongoing cases	New cases
Joint Secretary/Bureau Head	upto 75.00 Lakhs	upto 25.00 Lakhs
Additional Secretary/Secretary	75.00 Lakhs to 1.20 crore	25.00 Lakhs to 50.00 Lakhs
Minister of State for Social Justice & Empowerment	1.20 crore to 1.50 crore	50.00 Lakhs to 75.00 Lakhs
Minister of Social Justice and Empowerment	Above 1.50 crore	Above 75.00 Lakhs

(Dr. Prabodh Seth)
Joint Secretary to the Govt. of India

All Directors/DSs/ USs/SOs in the DEPwDs

