

Shastri Bhawan, New Delhi.  
Dated:- 18<sup>th</sup> November, 2025

**OFFICE MEMORANDUM**

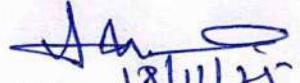
**Subject :- Standing Orders of Channel of Submission of the Department of Legal Affairs - reg.**

The undersigned is directed to enclose herewith a revised consolidated Channel of Submission of the Department of Legal Affairs on the basis of inputs/ comments/ feedback received from all the concerned Divisions/Sections/Unit/Cell.

2. Final disposal of cases involving financial implication will be done by the officer / HoD as per financial power delegated to him /her as provided in DFPR 2024, GFR 2017 and other instructions / guidelines issued by the concerned Ministries / Departments/ Authorities from time to time.

3. This issues with the approval of the Competent Authority in the Department.

**Encl : As above**

  
(Jyoti Swaroop Asthana)  
Under Secretary to the Govt. of India  
Tel. No. 23380015

**To**

1. All Group Heads [Sr. PPS to AS (AM)/PPS to JS&LA (SSD)/PSO to JS(AKA)/PSO to SGA(MCP)/PPS to JS&LA (RJRKB)/PPS to JS&LA (NK)/PSO to JS&LA (JB)/PPS to JS&LA (MM)/PPS to JS (AG)/PSO to JS (PCP)].
2. The In-charge, Litigation (LC)/ Litigation (HC)/Litigation (CAT).
3. The In-charge, Central Agency Section, 2<sup>nd</sup> Floor, ILI Building, New Delhi.
4. Law Commission of India [Shri Umashankar Thakur, Director], 2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
5. The In-charge, Branch Secretariats (Mumbai, Chennai, Kolkata, Bengaluru).
6. The Director, NIC Cell, Department of Legal Affairs. [for uploading the enclosed Channel of Submission on the website of the Department of Legal Affairs]
7. All Sections/Units/Cell of the Department of Legal Affairs (Through e-Office Portal and website of the Department).

**Copy for information to:-**

- (i) PS to Hon'ble MoS (I/c) L&J
- (ii) PSO to Law Secretary.

**Copy also for information to:-** DARPG with reference to their OM No T-11/2/2024-ARC-DARPG dated 26.05.2025

Dated the 18<sup>th</sup> November, 2025**STANDING ORDERS OF CHANNEL OF SUBMISSION****COMMON GENERAL INSTRUCTION FOR CHANNEL OF SUBMISSION**

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Starred Question	DS/Dir.	JS/AS	Law Secretary	Law Minister
2.	Un-starred Questions	DS/Dir.	JS/AS	Law Secretary	Law Minister
3.	Assurances	DS/Dir.	JS/AS	Law Secretary	Law Minister
4.	Calling Attention Motions	DS/Dir.	JS/AS	Law Secretary	Law Minister
5.	Special Mentions/ Matter raised under Rule 377	DS/Dir.	JS/AS	Law Secretary	Law Minister
6.	Consultative Committee Brief on Items	ASO/SO	US	DS/Dir.	JS/AS
7	Parliament Questions (Furnishing of information)	Dealing Hand/ SO	US	DS/Dir.	JS/AS
8.	PMO/ Cabinet Secretariat Matters	SO/US	DS/Dir.	JS/AS	Law Secretary
9.	RTI Application/ related matters	Asstt(L)/ ASO/SO	---	---	US/CPIO
	RTI First/ Second Appeal	US/CPIO	-		FAA/JS

**ADMIN – I**

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Recruitment Rules – a. Group C b. Group B c. Group A (Framing of or important amendments to Recruitment Rules for posts of Heads of Department or Service Rules for Organized Services)	ASO/SO DS/Dir. DS/Dir.	US JS/AS JS/AS	DS/Dir. Law Secretary Law Secretary	JS/AS Law Minister Law Minister

2.	Acceptance of recommendations of Departmental Promotion Committee (DPC) – a. Group A b. Group B (Gazetted) c. Group B (Non-Gazetted) d. Group C	DS/Dir ASO/SO ASO/SO ASO/SO	JS/AS US/DS/Dir. US/DS/Dir. US	Law Secretary JS/AS JS/AS --	Law Minister Law Secretary Law Secretary DS/Dir.
3.	Verification of character and antecedents	ASO/SO	US	--	DS/Dir
4.	Fixation of Pay/Revised Pay (Pay will be fixed in consultation with Integrated Finance where this is required under the existing instructions)	ASO/SO	US	--	DS/Dir.
5.	Appointment/Promotion/Permanency – a. Group A b. Group B (Gazetted) c. Group B (Non-Gazetted) d. Group C	DS/Dir ASO/SO ASO/SO ASO/SO	JS/AS US/DS/Dir. US/DS/Dir. US	Law Secretary JS/AS JS/AS --	Law Minister Law Secretary JS/AS DS/Dir.
6.	Creation of Posts (Concurrence of FA will be taken wherever required as per necessary instructions on the subject) Group A, B & C  Creation of posts for new Assets (Subject to the general and specific instructions issued by the M/o Finance and DoPT)	DS/Dir. SO/US	JS/AS DS/Dir.	Law Secretary JS/AS	Law Minister Law Secretary
7.	Establishment matters – a. Delegation/Deputation of officers for training, attending conferences etc. abroad: (Concurrence of FA will be taken wherever required as per necessary instructions on the subject) i. Officers of the level up to Director & equivalent ii. Officers of the level of Joint Secretary & above  b. Training within India: Group A Group B Group C	SO/US SO/US ASO/SO	DS/Dir DS/Dir. US	JS/AS JS/AS JS/AS ---	Law Secretary Law Secretary Law Secretary DS/Dir.

c. Administrative matters relating to General Civil Service (GCS):					
Group A	DS/Dir.	JS/AS	Law Secretary	Law Minister	
Group B (Gazetted)	SO/US	DS/Dir.	JS/AS.	Law Secretary	
Group B(Non-Gazetted)	ASO/SO	US	DS/Dir.	JS/AS	
Group C	ASO/SO	US	--	DS/Dir.	
d. Dispensation with the Medical Certificate on first appointment: (FR-10)		ASO/SO	US	DS/Dir.	JS/AS
e. Transfer on Lien: (FR 14)					
Gazetted	ASO/SO	US	DS/Dir.	JS/AS	
Non-Gazetted	ASO/SO	US	--	DS/Dir.	
f. Posting/ Transfer					
Group A	SO/US	DS/Dir.	JS/AS	Law Secretary	
Group B (Gazetted)	SO/US	DS/Dir.	JS/AS	Law Secretary	
Group B (Non Gazetted)	ASO/SO	US	--	DS/Dir.	
g. Permission for undertaking work for private/public body etc. and acceptance of fee (SR-11)		ASO/SO	US	DS/Dir.	JS/AS
h. Travel by air by non-entitled officers (SR-48B) (Concurrence of FA will be taken wherever required as per necessary instructions on the subject)		SO/US	DS/Dir.	JS/AS	Law Secretary
i. Confirmation:					
Group B (Gazetted)	DS/Dir	JS/AS	Law Secretary	Law Minister	
Group B (Non-Gazetted)	SO/US	DS/Dir.	JS/AS	Law Secretary	
Group C	ASO/SO	US	--	DS/Dir.	
j. Forwarding of application- Group A		SO/US	DS/Dir.	JS/AS	Law Secretary
Group B & C	ASO/SO	US	DS/Dir.	JS/AS	
k. Appointment on Compassionate grounds		SO/US	DS/Dir.	JS/AS	Law Secretary
8. VIP References	DS/Dir.	JS/AS	Law Secretary	Law Minister	
9. Public Grievances / Misc. References	SO/US	--	--	JS/AS	

ADMIN-II

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level- II	Level- III	Final Disposal
1.	House Building Advance  Cases requiring relaxations as provided in HBA Rules, etc.	Dealing Hand  US	SO  DS/Dir.	US	DS/Dir.  HOD
2.	Procurement of stationary items and stores (Full Power)	Dealing Hand	SO	US	DS/Dir.
3.	Procurement of all office equipment including computers, Laptop, Electronic typewriters, Dedicated word Processors, intercom equipment, calculators, electronics stencil cutters. Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems, other electrical and electronic equipment etc. and its AMCs (up to Rs. 2.5 Lakh)	Dealing Hand	SO	US	DS/Dir.
4.	Procurement of all office equipment including computers, Laptop, Electronic typewriters, Dedicated word Processors, intercom equipment, calculators, electronics stencil cutters. Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems, other electrical and electronic equipment etc. and its AMCs (more than Rs. 2.5 Lakh) (with concurrence of IFD)	Dealing Hand	SO	US	DS/Dir.
5.	Procurement of furniture and its AMC upto Rs.3 Lakh in each case. Expenditure beyond this ceiling shall be authorized by the HoD in consultation with FA, Department of Legal Affairs.	Dealing Hand	SO	US	DS/Dir.
6.	Electricity Bill/ Speed Post Charges	Dealing Hand	SO	US	DS/Dir.
7.	Maintenance of office vehicles	Dealing Hand	SO	US	DS/Dir.
8.	Purchase of Staff Cars (with concurrence of IFD)	SO/US	DS/Dir	JS/AS	Law Secretary
9.	Hiring of vehicles (Full powers to release the payment once the number of vehicles and rates after following the GFR is approved by IFD	Dealing Hand	SO	US	DS/Dir.
10.	Petty works and repairs (Upto Rs. 50,000/- on each occasion. Expenditure beyond this ceiling shall be authorized by the HoD in consultation with FA, Department of Legal Affairs.)	Dealing Hand	SO	US	DS/Dir.
11.	CGHS Cards (Renewal/new)	Dealing Hand	SO	---	US
12.	Medical reimbursement	Dealing Hand	SO	US	DS/Dir.

13. Payment of bills	Dealing Hand	SO	US	DS/Dir.
14. Miscellaneous and contingent expenditure (Upto Rs.1 Lakh on each case. Expenditure beyond this ceiling shall be authorized by the HoD in consultation with FA, Department of Legal Affairs.)	Dealing Hand	SO	US	DS/Dir.
15. Shifting/allotment of rooms	Dealing Hand/ SO	US	DS/Dir.	JS/AS
16. Release of payments against Bills of Air Ticket	Dealing Hand	SO	US	DS/Dir.
17. Appointment of AMA	Dealing Hand/ SO	US	DS/Dir.	JS/AS
18. ID Cards (normal card)	Dealing Hand	SO	---	US
19. ID Cards (open pass for non-entitled employees)	Dealing Hand/ SO	US	DS/Dir.	JS/AS
20. Parliament Questions (Furnishing of information)	Dealing Hand/ SO	US	DS/Dir.	JS/AS
21. GPF withdrawal/advance (upto the level of DS/Director) <b>(As per approval of LS vide Note dated 01.04.2025)</b>	Dealing Hand	SO	US	DS/Dir.
22. GPF withdrawal/advance (JS and above level) <b>(As per approval of LS vide Note dated 01.04.2025)</b>	SO/US	DS/Dir	JS/AS	Law Secretary
23. Budget matter	Dealing Hand/ SO	US	DS/Dir.	JS/AS
24. Parking label (Airport/NDMC/Supreme Court/Shastri Bhawan)	Dealing Hand	SO	US	DS/Dir.
25. Court cases	Dealing Hand/ SO	US	DS/Dir.	JS/AS
26. Children Education Allowance	Dealing Hand	SO	US	DS/Dir.
27. Hospitality items and Refreshment/ lunch/ dinner etc. (Upto Rs.1 Lakh on each case. Expenditure beyond this ceiling shall be authorized by the HoD in consultation with FA, Department of Legal Affairs.)	Dealing Hand	SO	US	DS/Dir.
28. Hire and maintenance of computers of all kinds. (Full power)	Dealing Hand	SO	US	DS/Dir.
29. Printing, Publication and binding (up to Rs.1 Lakh in each case. Expenditure beyond this ceiling shall be authorized by the HoD in consultation with FA, Department of Legal Affairs.)	Dealing Hand	SO	US	DS/Dir.
30. Supply of Uniforms, badges and other articles of clothing etc. (Full Powers)	Dealing Hand	SO	US	DS/Dir.

ADMIN-III

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Foreign Deputation, Video Conferencing meeting a. Routine Matters b. Deputation of the officers of and above the level of AS c. Deputation of the officers of the level of JS & above d. Deputation of the officers below the level of JS e. Approval SCOs f. Concurrence of IFD	ASO/SO DS/Dir. DS/Dir. SO/US DS/Dir. ASO/SO	US JS/AS JS/AS DS/Dir. JS/AS US	DS/Dir. Law Secretary Law Secretary JS/AS Law Secretary DS/Dir.	JS/AS Law Minister (SCOS) Law Minister Law Secretary Law Minister JS/AS
2.	Matters relating to Grantee bodies like ILI a. Routine Matters b. Release of Grants in Aid c. Laying of Annual Report/ Audited Accounts Statement	ASO/SO SO/US DS/Dir.	US DS/Dir. JS/AS	DS/Dir. JS/AS Law Secretary	JS/AS Law Secretary Law Minister
3.	ITAT a. Administrative Matters b. Policies, Appointment, Promotion, Forwarding of Applications and Conferences regarding	SO/US DS/Dir.	DS/Dir. JS/AS	JS/AS Law Secretary	Law Secretary Law Minister
4.	Misc. Work including Logo Support	SO/US	DS/Dir.	JS/AS	Law Secretary

ADMIN-IV(LA) SECTION

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Creation, upgradation, continuation, abolition of posts, Appointment through ACC	DS/ Dir.	JS/AS	Law Secretary	Law Minister
2.	Appointment/Confirmation on nomination from OL/DOPT/SSC, for the following:-				

(i)	Group 'B' Officers/Officials	DS/ Dir.	JS/AS	Law Secretary	Law Minister
(ii)	Group 'C' Officials	ASO/SO	US	--	DS/Dir.
3.	Approval for taking on the strength & relieving from Ministry :–				
(i)	Group 'A' Officers (US and above)	SO/US	DS/Dir.	JS/AS	Law Secretary
(ii)	Group 'B' Officers (SO, ASO, etc.)	SO	US	DS/Dir	JS/AS
(iii)	Group 'C' Officials	ASO/SO	US	DS/Dir	JS/AS
4.	Posting/ transfers				
(i)	Group 'A' Officers (US and above)	US	DS/Dir	JS/AS	Law Secretary
(ii)	Group 'B' Officers (SO, ASO, etc.)	SO	US	DS/Dir	JS/AS
(iii)	Group 'C' officials	SO	US	DS/Dir	JS/AS
5.	Grant of Financial Upgradation (MACP/NFSG/NFU) to officers/ officials :				
(i)	Group 'A' and Group 'B'	SO/US	DS/ Dir.	JS/AS	Law Secretary
(ii)	Group 'C'	ASO/SO	US	DS/Dir.	JS/AS
6.	Constitution of Departmental Promotion Committee /Screening Committee	US	DS/ Dir.	JS/AS	Law Secretary
7.	Reporting of vacancy in the grade of JSA and SSA of CSCS Cadre and also various posts of CSS and CSSS Cadre	ASO/SO	US	DS/Dir.	JS/AS
8.	Establishment work relating to Personal Staff of Hon'ble MLJ/Hon'ble MoSLJ				
(i)	Creation of Posts and appointment of Personal Staff of Hon'ble MLJ/Hon'ble MoSLJ	SO/US	DS/Dir.	JS/AS	Law Secretary
(ii)	Routine Service Matters of Personal Staff of Hon'ble MLJ/Hon'ble MoSLJ	ASO/SO	US		DS/Dir.
9.	Fixation of pay in respect of all officers / staff	ASO/SO	US	--	DS/Dir.
10.	Grant of increments in respect of all officers/ staff	ASO	--	SO	US
11.	Stepping up of pay of all officers	ASO/SO	US	DS/Dir.	JS/AS
12.	Change in home town declaration	ASO/SO	US	--	HoD (Head of Deptt.)
13.	Issue of leave orders after leave is recommended by the controlling officer	ASO	--	--	SO
14.	Encashment of leave while availing LTC	ASO/SO	US	--	HoD
15.	Pension/ Family Pension Related matters	ASO	SO		US (Head of Office)
16.	Review under FR 56(J) for all level officers	SO/US	DS/Dir.	JS/AS	Law Secretary
17.	Forwarding of applications of officers of all levels for posts in other organizations (Deputation/Direct Recruitment) :-	SO/US	DS/Dir.	JS/AS	Law Secretary
18.	Matters relating to election duty of officers /staff	ASO/SO	US	DS/Dir.	JS/AS

19.	Hiring of outsourced staff such as Data Entry Operators/IT professionals/ASGIs supporting staff and other human resources	SO/US	DS/Dir.	JS/AS	Law Secretary
20.	Reimbursement to outsourcing agencies for [Data Entry Operators/IT professionals /ASGs supporting staff and any other human resources]	ASO	SO	US	DS/Dir.
21	Annual Report data /other important reports/ inputs in respect of Admn.IV(LA)	ASO/SO	US	DS/Dir.	JS/AS
22	Any routine Cadre matters information sought by DoP&T/ Hindi Quarterly reports	ASO/SO	--	--	US
23	Appointments on Compassionate Grounds	SO/US	DS/Dir.	JS/AS	Law Secretary
24	Maintenance of Service Books/ Updation of e-HRMS 2.0, e-Office, BAS etc.	ASO	SO	--	HOO (Head of Office)
25	Issue of NOC for appearing in exams, permission for higher studies :-				
(i)	For Group 'C' Officials	ASO	SO	US	DS/Dir
(ii)	For Group 'B' Officers/ Officials	ASO/SO	US	DS/Dir	JS/AS
(iii)	For Group 'A' Officers	SO/US	DS/Dir.	JS/AS	Law Secretary
26	Relieving of officers/officials of all Groups for attending various training programs at ISTM, etc.	SO/US	DS/Dir	JS/AS	Law Secretary
27	Sanction of advance/amount for attending various training programs at ISTM, etc.	ASO/SO	US	--	HoD (Head of Deptt.)

### VIGILANCE UNIT

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Complaints having vigilance angle relating to non-gazetted/ gazetted officers under the Deptt. of Legal Affairs.	ASO/SO	US	DS/Dir.	CVO
2.	a. Disciplinary cases having vigilance angle (where disciplinary authority is the Law Minister) b. Disciplinary cases having vigilance angle (where disciplinary authority is other than the Law Minister)	DS/Dir.	CVO	Law Secretary	Law Minister
		SO/US	DS/Dir.	CVO	Concerned Disc. Auth.
3.	Various Vigilance Reports and Returns	ASO/SO	US	--	DS/Dir
4.	Various Vigilance Reports and Returns to DoPT/CVC	ASO/SO	US	DS/Dir.	CVO
5.	Communication with CBI	ASO/SO	US	DS/Dir.	CVO
6.	General Vigilance Admn.	ASO/SO	US	DS/Dir.	CVO
7.	Vigilance Clearance below JS level	ASO/SO	US	DS/Dir.	CVO
7a.	Vigilance Clearance JS & above level	SO/US	DS/Dir	CVO	Law Secretary

8.	Reminders to Sections under this Ministry/ attached/ subordinate offices	ASO	SO	--	US
9.	Routine information/comments from attached/sub-ordinate offices	ASO	SO	--	US
10	Routine reply including any issue on which decision in another case has already been taken earlier	ASO	SO	--	US
11	Finalization of "agreed list" and "list of doubtful integrity"	US	DS/Dir	CVO	Law Secretary
12.	Sharing of "agreed list" and "list of doubtful integrity" with CBI	ASO/SO	US	DS/Dir.	CVO
13	Decision regarding "sanction for prosecution" and "sanction for investigation"	SO/US	DS/Dir.	CVO	Concerned Disc. Auth.
14	Intimation under Conduct Rules –  Law Secretary  All Group A officers upto the level of Addl. Secretary  All Group B (Gazetted / Non-Gazetted)  Group C	DS/Dir.  SO/US  ASO/SO  ASO/SO	JS/CVO/AS  DS/Dir  US  US	Law Secretary  JS /CVO/AS  DS/Dir.  --	Law Minister  Law Secretary  JS /CVO/AS  DS/Dir.

### JUDICIAL SECTION

SI. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Appointment of Attorney General for India	ALA/DLA	JS/AS	Law Secretary	Law Minister
2.	Appointment of Solicitor General for India and Additional Solicitor General for India	ALA/DLA	JS/AS	Law Secretary	Law Minister
3.	Mutual Legal Assistance Treaties with Foreign countries	ALA/DLA	JS/AS	Law Secretary	Law Minister
4	Engagement of Deputy Solicitors General of India and Panel Counsel	ALA/DLA	JS/AS	Law Secretary	Law Minister
5	Complaints against Law Officers, Deputy SGIs and other Panel Counsel	ALA/DLA	JS/AS	Law Secretary	Law Minister
6	Proposals received from various Ministries/ Departments regarding engagement of Advocates as dedicated panel	ALA/DLA	JS/AS	Law Secretary	Law Minister
7	Special engagement of Law Officers, Panel Counsel & Private Advocates on request of Ministries/Departments	ALA/DLA	JS/AS	Law Secretary	Law Minister

8	References related to Appointment of Arbitrators to defend UoI	SO/ALA	DLA	JS/AS	Law Secretary
9	Clarification / interpretation regarding fee admissible to Law Officers, Panel Counsel	SO/ ASO /Asst.(Legal)	--	--	ALA/DLA
10	Authorization of Officers for signing deeds, contracts & agreements	ALA/DLA	JS/AS	Law Secretary	Law Minister
11	Authorization of Officers for signing suits, plaints & affidavits	ALA/DLA	JS/AS	Law Secretary	Law Minister
12	Serving of summons and taking of evidence in respect of civil & commercial matters under the Hague Convention, 1965 and 1971	SO/ ASO /Asst.(Legal)	--	--	ALA/DLA
13	Engagement of Arbitration Panel Counsel to defend UoI	ASO/SO	ALA/DLA	--	JS/AS
15	Policy matters	ALA/DLA	JS/AS	Law Secretary	Law Minister
16	Resignation of Law Officer and Panel counsel	ALA/DLA	JS/AS	Law Secretary	Law Minister
18	Court Cases	SO/ALA	DLA	JS/AS	Law Secretary
19	Financial Approval	ASO/SO	--	--	DLA/Director/ HoD

**NOTARY CELL**

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Proposals relating to amendment to the Notaries Act, 1952 & Notaries Rules, 1956	DS/ Dir.	JS/AS	Law Secretary	Law Minister
2.	Appointment of Notaries	DS/ Dir.	JS/AS	Law Secretary	Law Minister
3.	Issue of Certificate of Practice (subsequent to necessary approvals)	Online mode (Court Clerk/ASO)	SO/US/ALA	--	DLA
4.	Renewal of Certificate of Practice	DS/ Dir.	JS/AS	Law Secretary	Law Minister
5.	Change of area of practice	DS/ Dir.	JS/AS	Law Secretary	Law Minister
6.	Issue of a duplicate certificate of practice	DS/ Dir.	JS/AS	Law Secretary	Law Minister
7.	Rejection/Cancellation of certificate of practice	DS/ Dir.	JS/AS	Law Secretary	Law Minister
8.	Complaint against Notaries	DS/ Dir.	JS/AS	Law Secretary	Law Minister

9.	Grievances	Assistant (L)/ASO	SO/US	DS/Dir.	JS/AS
10.	Court Case	SO/US	Dir./DS/DLA	JS/AS	Law Secretary

IMPLEMENTATION CELL

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	VIP Reference	US/ALA	JS/AS	Law Secretary	Law Minister
2.	Court Cases	US/ALA	JS/AS	Law Secretary	Law Minister
3.	Law Commission Reports	US/ALA	JS/AS	Law Secretary	Law Minister
4.	Public Grievances	Assist. (L)/ Supdt.(L)	US/ALA	--	JS/AS
5.	Policy Matters	US/ALA	JS/AS	Law Secretary	Law Minister
6.	Misc. Work	Assist.(L)/Supdt.(L)	US/ALA	--	JS/AS

ADVICE – A, B & C

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Parliament questions (for Inputs)	Asst(L)/ Supdt (L)	(Branch Officer) ALA/DLA	-	JS/AS
2.	Public Grievance	Asst(L)/ Supdt (L)	-	-	(Branch Officer) ALA/DLA
3.	Compilation of Monthly Reports/Data w.r.t advice references	Asst(L)/ Supdt(L)	(Branch Officer) ALA/DLA	-	JS/AS
4.	Submission monthly/quarterly Hindi Reports	Asst(L)/ Supdt(L)	-	-	Branch Officer (ALA/DLA)
5.	Misc. references	Asst(L)/ Supdt(L)	(Branch Officer) ALA/DLA	-	JS/AS

LIBRARY AND RESEARCH SECTION

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Purchase of Books and Other Legal Material	Director/DS/DLA	Library Committee	JS/AS	Law Secretary
2.	Subscription of Newspapers and Magazine	Director/DS/DLA	Library Committee	JS/AS	Law Secretary
3.	Subscription of Law Journals / Periodicals	Director/DS/ DLA	Library Committee	JS/AS	Law Secretary

4	Subscription of Online Services for Legal Research	Director/DS/ DLA	Library Committee	JS/AS	Law Secretary
5	Passing of Bills / Expenditure Sanction	Librarian	Director/DS/ DLA	JS/AS	Law Secretary
6	Binding Works of Books / Journals	Librarian	Director/DS/ DLA	JS/AS	Law Secretary
7	Weeding out of Books	Librarian	Director/DS/ DLA	JS/AS	Law Secretary
8	Routine work of Issue of Reminders for delay return of Books	Librarian		--	Director/DS/ DLA
9	Routine work of Issue of Reminders for delay receive of Law Journals	Librarian	--	--	--

HINDI SECTION

क्र.सं.	विषय	फाइल प्रस्तुति का स्तर				Final Disposal
		L-1	L-2	L-3		
1	अनुवाद	JTO/STO	AD	--	DD	
2	हिंदी पखवाड़ा	AD	DD	राजभाषा अधिकारी	विधि सचिव	
3	आर.टी.आई मामले	JTO/STO	AD	DD	राजभाषा अधिकारी	
4	मंत्रालय की वार्षिक रिपोर्ट के लिए सामग्री	JTO/STO	AD	DD	राजभाषा अधिकारी	
5	केन्द्रीय राजभाषा समिति (गृह मंत्रालय) की बैठक	JTO/STO	AD	DD	राजभाषा अधिकारी	
6	हिंदी सलाहकार समिति का गठन/बैठक	JTO/STO	AD	DD	राजभाषा अधिकारी	
7	केन्द्रीय हिंदी समिति (प्रधान मंत्री) की बैठक	AD/DD	राजभाषा अधिकारी	--	विधि सचिव	
8	हिंदी पदों का सूजन (स्थानान्तरण) तैनाती आदि	JTO/STO	AD	DD	राजभाषा अधिकारी	
9	अनुबंध आधार पर परामर्शदाता चयन के संबंध में	AD	DD	राजभाषा अधिकारी	विधि सचिव	
10	वेबसाइट को द्विभाषी बनाने के संबंध में	JTO/STO	AD	DD	राजभाषा अधिकारी	
11	विभागीय हिंदी शब्दावली का निर्माण	JTO/STO	AD	DD	राजभाषा अधिकारी	
12	हिंदी कार्यशालाओं का आयोजन	JTO/STO	AD	DD	राजभाषा अधिकारी	
13	विभाग के अनुभागों का राजभाषायी निरीक्षण	JTO/STO	AD	DD	राजभाषा अधिकारी	
14	प्रशिक्षण (हिंदी शिक्षण योजना)	JTO/STO	AD	DD	राजभाषा अधिकारी	
15	राजभाषा नियम, 1976 के नियम 10(4) के अंतर्गत कार्यालयों को अधिसूचित करना	JTO/STO	AD	DD	राजभाषा अधिकारी	

16	नियम 8(4) के अंतर्गत आदेश जारी करना	JTO/STO	AD	DD	राजभाषा अधिकारी
17	राजभाषा नियम, 1976 के नियम 12 के अनुसार जांच बिंदु निर्धारित करना	JTO/STO	AD	DD	राजभाषा अधिकारी
18	संसदीय राजभाषा समिति संबंधी कार्य	AD	DD	राजभाषा अधिकारी	विधि सचिव
19	हिंदी में मूल टिप्पण/आलेखन योजना	JTO/STO	AD	DD	राजभाषा अधिकारी
20	हिंदी भाषा/टंकण/आशुलिपि के संबंध में रोस्टर बनाना	JTO/STO	AD	DD	राजभाषा अधिकारी
21	तिमाही प्रगति रिपोर्ट (मुख्यालय)	JTO/STO	AD	DD	राजभाषा अधिकारी
22	तिमाही प्रगति रिपोर्ट (अधीनस्थ कार्यालय)	JTO/STO	AD	DD	राजभाषा अधिकारी
23	वार्षिक कार्यक्रम का परिचालन	JTO/STO	AD	DD	राजभाषा अधिकारी
24	विभागीय राजभाषा कार्यान्वयन समिति की बैठक व अनुवर्ती कार्रवाई	JTO/STO	AD	DD	राजभाषा अधिकारी
25	अधीनस्थ कार्यालयों का राजभाषायी निरीक्षण	JTO/STO	AD	DD	राजभाषा अधिकारी
26	तिमाही प्रगति रिपोर्ट की समीक्षा	JTO/STO	AD	--	DD
27	विभाग के अधीनस्थ कार्यालयों की तिमाही रिपोर्ट की समीक्षा करना	JTO/STO	AD	--	DD
28	राजभाषा विभाग की वार्षिक मूल्यांकन रिपोर्ट	JTO/STO	AD	DD	राजभाषा अधिकारी
29	गृह मंत्रालय से प्राप्त समस्त पत्रों संबंधी पत्राचार	JTO/STO	AD	DD	राजभाषा अधिकारी
30	विविध रिपोर्ट/रिटर्न फाइल आदि।	JTO/STO	AD	DD	राजभाषा अधिकारी

CASH Section

SI. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Drawl and disbursement of All type of payments in respect of officers and staff of the Ministry such as:- a. Pay Bill b. Reimbursement of Tuition fee bill c. TA/LTC, Conveyance d. Medical Bill Advance/Withdrawal from GPF, OTA/HBA/Car Bill	ASO/SO	--	--	U.S.
2.	Income Tax calculations and return	ASO/SO	--	--	S.O.
3.	Booking of expenditure under various sub-heads reconciliation and preparation with PAO of monthly expenditure Statement.	Cashier/ DDO	--	--	U.S.

4.	Maintenance of Cash Book Acquaintance Rolls, Contingent Register etc., Preparing Contingent bills)	Cashier	--	--	U.S.
5.	GPF-Maintenance of Accounts, Transfer of Accounts, Issue of new Account No. and other Records and final payment, Issue of annual GPS a/c Statement/GPF Final Statement	ASO/SO	--	--	U.S.
6.	Long term/ short term advance - watch the recoveries and calculation of interest.	ASO/SO	--	--	U.S.
7.	Collection of Notary fee and Right to Information fee and depositing with Bank.	Cashier/ DDO	--	--	S.O.
8.	Telephone Bill Payments/ Telephone Maintenance/ Intercom Maintenance	ASO/SO	U.S.	--	U.S.
9.	Personal Telephone/Mobile / Broadband Bills Reimbursement/ Newspaper bills settlement in r/o MLJ/MSLJ and all entitled officer	ASO/SO	U.S.	--	U.S.
10.	Reimbursement of charges of Telephone/Mobile Bills etc. to non-entitled officers	ASO/SO	U.S.	JS	Law Secretary
11.	RAX	Cashier/SO	--	--	U.S.
12.	Retainers' Bill	ASO/SO	--	--	U.S.
13.	Form 16A i.r.o. Retainers	ASO/SO	--	--	S.O.
14.	Audit Observations	ASO/SO	--	--	U.S.
15.	Misc. Correspondence and information on behalf of the section	ASO/SO	-	--	U.S.
16.	Monthly/Quarterly Report reg. Expenditure and Official Language (Hindi)	Cashier	--	--	S.O.
17.	Re-conciliation of expenditure with P&AO	Cashier/ DDO	--	--	P&AO
18.	All contingent and other Misc. Bills	ASO/DDO	--	--	P&AO

Coordination Section

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Demand for Grants related matter	SO/US	DS/Dir.	JS/AS	Law Secretary
2.	Nomination of officers of Department of Legal Affairs for Standing Committee and Joint Committee meetings on various subjects	SO/US	DS/Dir.	JS/AS	Law Secretary
3.	Selection of Subjects for examination by the Department- related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice	SO/US	DS/Dir.	JS/AS	Law Secretary
4.	Matters related to the Consultative Committee attached to the Ministry of Law and Justice	SO/US	DS/Dir.	JS/AS	Law Secretary

5. Special Campaign	SO/US	DS/Dir.	JS/AS	Law Secretary
6. Monitoring of Pending Parliamentary Assurances in r/o Department of Legal Affairs.	SO/US	DS/Dir.	JS/AS	Law Secretary
8. Study visit of the Joint Committee on Offices of Profit.	SO/US	DS/Dir.	JS/AS	Law Secretary
9. Issues likely to be raised during forthcoming Parliament Session.	SO/US	DS/Dir.	JS/AS	Law Secretary
10. Government Business	SO/US	DS/Dir.	JS/AS	Law Secretary
11. Compilation of information in r/o India Year Book.	SO/US	DS/Dir.	JS/AS	Law Secretary
12. Miscellaneous Parliament references received from Different Ministries/Departments.	ASO/SO	US	DS/Dir.	JS/AS
13. Circulation of Guidelines/Instructions issued by different Ministries/Department.	ASO/SO	--	--	US
14. Monthly summary report for forwarding to the Cabinet Secretariat	SO/US	DS/Dir.	JS/AS	Law Secretary
15. Material for President Address to both House of the Parliament	SO/US	DS/Dir.	JS/AS	Law Secretary
16. Tabular statement for PM's Independence Day Speech and action taken report on past achievements relating to DLA	ASO/SO	US	DS/Dir.	JS/AS

#### PUBLIC GRIEVANCES

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Forwarding of Grievances received from various sources to concerned organization/ Admn. Section for redressed.	ASO/SO	U.S.	--	PG Officer
2.	Issue of suitable communication to the petitioner/DPG/DARPG etc. reg. Redressal of the Grievance/closure of the case.	ASO/SO	U.S.	--	PG Officer
3	Circulation of the consolidated report on pending PG cases to all Organization .	ASO/SO	U.S.	--	DS/Dir.
4	Circulation of various instructions/ Guidelines received from DPG/DARPG etc. regarding Public Grievances Redress Machinery (PGRM).	ASO/SO	U.S.	--	DS/Dir.

RTI Cell

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Application for information Under RTI Act, 2005 Registering, Opening of file and issuing letter to concerned CPIOs.	ASO/SO	--	--	CPIO
2.	1st / 2 <sup>nd</sup> Appeal under RTI Act, registering of Appeal.	Concerned CPIO	--	--	Concerned FAA/JS
3.	Reports to CIC and other important matters	ASO/SO	CPIO	--	JS/AS

Litigation (High Court)

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1	Marking of Cases	Asstt(L)/ Supdt.(L)	-	-	JS&LA
2	Counsel Bills processing Unit	C.C.	Supdt(L)/ALA	C.C./ D.E.O. (raising Sanction forms)	JS&LA (Sanctioning Authority)
3	Bills Payment Unit	Accountant	ALA & D.D.O.	-	D.D.O.

Litigation (LC) Section

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Nomination of Panel Counsels	Asstt.(L)/ Supdt.(L)	--	ALA	JS&LA
2.	Payment of Panel Counsels	Accountant	Supdt.(L)	D.D.O./ ALA	JS&LA
4.	Grievances of Departments/Panel Counsels	Asstt.(L)/ Supdt.(L)	--	ALA	JS&LA
5.	Misc. Work	Asstt.(L)/ Supdt.(L)	--	ALA	JS&LA

Litigation (CAT) Section

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Marking of cases	C.C.	--	--	JS&LA

ADR Cell

Sl. No.	Subject	Level of submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
<b>IIAC Act, 2019</b>					
1	Administrative Matters related to IIAC	SO/US	DS/Dir.	JS	Law Secretary
	Release of Grant to IIAC	SO/US	DS/Dir.	JS	Law Secretary
	Court Cases	SO/US	DS/Dir.	JS	Law Secretary
	Amendments to the IIAC Act, 2019	DS/Dir.	JS	Law Secretary	Law Minister
	Misc. references to the ACT	SO/US	DS/Dir.	JS	Law Secretary
<b>Arbitration and Conciliation Act, 1996</b>					
2.	Respective amendments to the A&C Act, 1996	DS/Dir.	JS	Law Secretary	Law Minister
	Setting up of Arbitration Council of India (ACI)	DS/Dir.	JS	Law Secretary	Law Minister
	Administrative matters related to ACI	SO/US	DS/Dir.	JS	Law Secretary
	Releasing of grants to ACI	SO/US	DS/Dir.	JS	Law Secretary
	Misc. references to the ACT	SO/US	DS/Dir.	JS	Law Secretary
<b>Mediation Act, 2023</b>					
3.	Respective amendments to the Mediation Act, 2023	DS/Dir.	JS	Law Secretary	Law Minister
	Setting up of Mediation Council of India (MCI)	DS/Dir.	JS	Law Secretary	Law Minister
	Administrative matters related to MCI	SO/US	DS/Dir.	JS	Law Secretary
	Releasing of grants to ACI	SO/US	DS/Dir.	JS	Law Secretary
	Misc. references to the ACT	SO/US	DS/Dir.	JS	Law Secretary
<b>Commercial Court Act, 2015</b>					
4.	Respective amendments to the Commercial Act, 2015	DS/Dir.	JS	Law Secretary	Law Minister
	Misc. references to the Act	SO/US	DS/Dir.	JS	Law Secretary
5.	VIP reference	DS/Dir.	JS	Law Secretary	Law Minister
6.	Public Grievances/Misc. References	SO/US	DS/Dir.	JS	Law Secretary

Social Media Cell

Sl. No.	Subject	Levels of Submission of File			
		Level-I	Level-II	Level-III	Final Disposal
1.	Award of social media contracts	SO/US	DS/Dir.	JS/AS	Law Secretary with concurrence of IFD
2.	Release of payment	ASO/SO	--	--	US/DS/Dir
3.	Quarterly Service Report	ASO/SO	US	DS/Dir	JS/AS
4.	Coverage of events	ASO/SO	US	DS/Dir	JS/AS
5.	Posting on social media	SO/US	DS/Dir.	JS/AS	Law Secretary
6.	VIP references	DS/Dir	JS/AS	Law Secretary	Law Minister
7.	Public Grievances/Misc References	SO/US	DS/Dir.	JS/AS	Law Secretary

LIMBS Cell

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level- III	Final Disposal
1.	Engagement of technical experts	SO/US	Dir.	JS	Law Secretary
2.	Issues relating to Nodal Officers	ASO/SO/US	Dir.	JS	
3.	API linkage issues	ASO/SO/US	Dir.	JS	
4.	Meetings with stakeholders	ASO/SO/US	Dir.	JS	
5.	Reference from various Ministries/ Departments	ASO/SO/US	Dir.	JS	
6.	Compliance with GIGW guidelines	ASO/SO/US	Dir.	JS	
7.	Security Audit of LIMBS Portal	ASO/SO/US	Dir.	JS	
8.	Management of LIMBS Portal – Additions/ Alterations	SO/US	Dir.	JS	Law Secretary
9.	Training to various Ministries/ Departments/ Org. on LIMBS	ASO/SO/US	Dir.	JS	
10.	Misc. issues on LIMBS	ASO/SO/US	Dir.	JS	
11.	VIP References	Dir./DS	JS	Law Secretary	Law Minister
12.	Public Grievances/ Misc. References	ASO/SO/US	Dir.	JS	

Training Division

S. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Preparation, Implementation and Monitoring of i-GoT Training Calendar	ASO/SO/US/DS/Dir		JS/AS	Law Secretary
2.	Updation of Users on i-GoT Karmayogi portal	ASO	SO	--	US
3.	Nomination for trainings conducted by DoP&T and other training institutes.	SO/US	DS/Dir	JS/AS	Law Secretary
4.	Examination of proposals for need based trainings	US	DS/Dir	JS/AS	Law Secretary
5.	Behavioral Trainings	SO/US	DS/Dir	JS/AS	Law Secretary
6.	KYM Development and timely review for necessary updation	US	DS/Dir	JS/AS	Law Secretary
7.	Domain Course Development, if any	US	DS/Dir	JS/AS	Law Secretary
8.	MoUs with Training Institutes/Organisations	US	DS/Dir	JS/AS	Law Secretary
9.	VIP References	DS/Dir	JS/AS	Law Secretary	Law Minister
10.	Public Grievances/ Miscellaneous References	ASO/SO/US	--	DS/Dir	

Budget Section

S.No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	RE/ BE and reappropriation of Budget	ASO/SO	US	JS	Law Secretary
	Other Budget Matters	ASO/SO	US		JS

R&I Section

S.No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	R&I Section	Dealing Hand/ASO/SO	US	JS&LA	Law Secretary

AMRCD & AMRD Section

S.No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	All Files	ALA	Director	JS	Law Secretary

Central Agency Section

Sl. No.	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Administrative Matters	ASO/SO	US ADMN	HEAD OF OFFICE/CAS	In-charge
2.	Service Matters	ASO/SO	US ADMN	HEAD OF OFFICE/CAS	In-charge
3.	Fee Bill Unit I	ASO/SO	In-charge, Fee Bill Unit I	HEAD OF OFFICE/CAS	In-charge
4.	Fee Bill Unit II	ASO/SO	In-charge, Fee Bill Unit I	HEAD OF OFFICE/CAS	In-charge
5.	LIMBS	ASO/SO	US ADMN	HEAD OF OFFICE/CAS	In-charge

LAW COMMISSION OF INDIA

Sl. No	Subject	Levels of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1.	Administrative Matters/Routine Matters	ASO/SO	Director/DS/US	JS&LO	Member Secretary
2.	Service Matters	ASO/SO	Director/DS/US	JS&LO	Member Secretary
3.	Cash/Budget & IFD Related Work	ASO/DDO	Director/DS/US	JS&LO	Member Secretary
4.	Legal Section	DLO	JS&LO	--	Member Secretary
5.	Comments/inputs on Parliament Question (Admn)	ASO/SO	Director/DS/US	JS&LO	Member Secretary
6.	Comments/inputs on Parliament Question (Legal)	DLO	JS&LO	--	Member Secretary
7.	Library	Librarian/A SO/SO	Director/DS/US	JS&LO	Member Secretary

\* In matters relating to legal projects the Chairperson, Law Commission of India, will be the decision making level till submission of reports.

Channel of Submission for Branch Secretariats(LITIGATION)

Sr. No.	Subject	Levels of Submission of Files			
		Level – I	Level-II	Level-III	Final Disposal
1	Nomination of Panel Counsels	CC/Sr. CC/Asst. (L)/Dealing hand	Supdt. (L) / ALA/DLA	-	In-Charge, Branch Secretariat
2	Settlement of Bills	Asstt. (L)/CC/ Supdt. (L)	Supdt. (L)/ ALA/DLA	Bill Section	In-Charge, Branch Secretariat
3	Updation of LIMBS portal	CC/Asstt. (L)	Supdt. (L)/ ALA/DLA	-	-
4	Grievances Including Public Grievances	CC/Asstt. (L)	Supdt. (L)/ ALA/DLA	-	In-Charge, Branch Secretariat

\* Any other work besides above, will be decided by the In-Charge, Branch Secretariat.

RTI APPLICATIONS

Sr. No.	Subject	Levels of Submission of Files			
		Level – I	Level-II	Level-III	Final Disposal
1	RTI Applications	ASO/ Asstt. (L)/ SO/ Supdt. (Legal)	--	-	CPIO
2	RTI First / Second Appeals	ASO/ Asstt. (L)/ SO/Supdt. (Legal)	US	-	FAA/JS

## (ADMINISTRATION, BUDGET &amp; ACCOUNTS SECTION)

Sl. No.	Subject	Levels of Submission of Files		
		Level-I	Level-II	Final Disposal
1	All Establishment/Administration/ Budget matters	ASO	SO	In-Charge, Branch Secretariat
2	Grant of Increment and Pay related matters, GPF, Income Tax, Advances – Long Term & Short Term, TA, LTC, Medical, Children Education Allowance, other personal claims etc.	ASO	SO	In-Charge, Branch Secretariat
3	Drawl and disbursement of all type of payments in respect of officers and staff of Branch Secretariat, Chennai.	ASO	SO	In-Charge, Branch Secretariat
4	Booking of expenditure under various sub-heads, preparation of monthly expenditure statement and reconciliation with PAO(LA) and Bank.	ASO	SO	In-Charge, Branch Secretariat
5	Vigilance matters	SO	--	In-Charge, Branch Secretariat
6	Procurement of IT related items, office equipment, furniture, stationery, consumables, sundry items etc.	ASO	SO	In-Charge, Branch Secretariat
7	General Administration- Processing and payment of telephone, electricity, water charges, License fee/Rent etc. including purchase of Law Books/Journals etc. for Library & O/o Add. Solicitor General of India of respective Branch Secretariats	ASO	SO	In-Charge, Branch Secretariat
8	AMC/repairs in respect of computers/ office equipments etc.	ASO	SO	In-Charge, Branch Secretariat
9	Hiring of manpower on contract basis through GeM	ASO	SO	In-Charge, Branch Secretariat
10	Settlement of Counsel Fee Bills, Retainer fees and related correspondence	ASO	SO	In-Charge, Branch Secretariat
11	Various reports and returns	ASO	SO	In-Charge, Branch Secretariat

## (ADVICE &amp; VETTING SECTION)

Sl. No.	Subject	Level of Submission of Files			
		Level-I	Level-II	Level-III	Final Disposal
1	Advice	Asstt. (L)/Supdt.(L)	ALA/DLA	--	In charge, Branch Secretariat
2	Legal Vetting	Asstt. (L)/Supdt.(L)	ALA/DLA	--	DLA/Addl. LA / In charge, Branch Secretariat

## (OFFICIAL LANGUAGE)

Sl. No.	Subject	Levels of submission of files			
		Level 1	Level 2	Level 3	Final Disposal
1.	हिंदी परखवाड़ा	ASO/Asst. Legal	SO/ALA/DLA	---	In-charge Branch Secretariat
2.	All matters	ASO/Asst. Legal	SO/ALA/DLA	---	In-charge Branch Secretariat

**Common Instruction for all concerned:**

**Note 1:** The concerned Sections need to classify the categories of files as Sensitive / Non-Sensitive or routine, for initiation.

**Note 2:** Sensitive Files are to be initiated by an officer not below the rank of US/DS.

**Note 3:** In case of routine matters, the files may be initiated at the level of ASO/SO.

**Note 4:** In case more than one officers are allotted to the Level-I of Channel of Submission, the file shall be initiated preferably by the Senior Officer/Official.

**Note 5:** In cases where the Section Hierarchy involves more than 3 levels before reaching the final approving authority, the initiation level of the file must be adjusted so that there are not more than 2 or 3 levels of submission before reaching the final approving authority, who shall be placed at Level 3 or 4 in the approval chain.

**Note 6:** In cases where there is no DS/Director at Level-I, the file may be initiated at US / ALA level.

**Note 7:** RTI applications/ First Appeals received online on RTI portal will be disposed of online by the concerned CPIO/FAA (with the help of supporting staff).

**Note 8:** Final disposal of cases involving financial implication will be done by the officer / HoD as per financial power delegated to him /her as provided in DFPR 2024, GFR 2017 and other instructions / guidelines issued by the concerned Ministries / Departments/ Authorities from time to time.

**ABBREVIATIONS**

AD	ASSISTANT DIRECTOR
ALA	ASSISTANT LEGAL ADVISER
ASO	ASSISTANT SECTION OFFICER
Asst. (LEGAL)	ASSISTANT LEGAL
C.C./Sr. CC	COURT CLERK/SENIOR COURT CLERK
CCA	CHIEF CONTROLLER OF ACCOUNTS
CPIO	CENTRAL PUBLIC INFORMATION OFFICER
CVO	CHIEF VIGILANCE OFFICER
D.D.O	DRAWING AND DISBURSING OFFICER
DD	DEPUTY DIRECTOR
Dir.	DIRECTOR
DLA	DEPUTY LEGAL ADVISER
DS	DEPUTY SECRETARY
FAA	FIRST APPELLATE AUTHORITY
GRO	GRIEVANCE REDRESSAL OFFICER

HOD	HEAD OF DEPARTMENT
HOO	HEAD OF OFFICE
JS&LA	JOINT SECRETARY& LEGAL ADVISER
JS&LO	JOINT SECRETARY& LAW OFFICER
JS/AS	JOINT SECRETARY/ADDITIONAL SECRETARY
JTO/STO	JUNIOR TRANSLATION OFFICER/SENIOR TRANSLATION OFFICER
P&AO	PAY AND ACCOUNTS OFFICER
SO	SECTION OFFICER
Supt. (Legal)	SUPERINTENDENT LEGAL
US	UNDER SECRETARY