

Government of India
Ministry of Law & Justice
Department of Legal Affairs

CHANNEL OF SUBMISSION

COMMON GENERAL INSTRUCTION FOR CHANNEL OF SUBMISSION

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Starred Question	ASO/SO	US	JS/AS	Secy.	Minister
2.	Un-starred Questions	ASO/SO	US	JS/AS	Secy.	Minister
3.	Assurances	ASO/SO	US	JS/AS	Secy.	Minister
4.	Calling Attention Motions	ASO/SO	US	JS/AS	Secy.	Minister
5.	Special Mentions	ASO/SO	US	JS/AS	Secy.	Minister
6.	Consultative Committee Brief on Items	ASO/SO	US	DS/Dir.	--	JS/AS
7.	PMO/ Cabinet Secretariat Matters	ASO/SO	US	DS/Dir.	JS/AS	Secy.

ADMIN – I

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
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 ASO/SO ASO/SO	US US/DS/Dir. US/DS/Dir.	DS/Dir. JS/AS JS/AS	-- -- --	JS/AS Minister 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	ASO/SO ASO/SO ASO/SO ASO/SO	US/DS/Dir. US/DS/Dir. US/DS/Dir. US	JS/AS JS/AS JS/AS --	Secy. -- -- --	Minister Secy. Secy. DS/Dir.
3.	Verification of character and antecedents	ASO/SO	US	--	--	DS/Dir.
4.	Fixation of Pay/Revised Pay (Pay will be fixed in consultant with Integrated Finance where	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)	ASO/SO	US/DS/Dir.	JS/AS	--	Secy.
	i) Confirmation: Group B (Gazetted/Non-Gazetted)	ASO/SO	US	DS/Dir.	--	JS/AS
	Group C	ASO/SO	US	DS/Dir.	--	JS/AS
	j) Forwarding of application Group A	ASO/SO	US	DS/Dir.	JS/AS	Secy.
	Group B & C	ASO/SO	US	DS/Dir.	--	JS/AS
	k) Appointment on Compassionate grounds	ASO/SO	DS/Dir.	JS/AS	--	Secy.
8.	Parliament Questions	ASO/SO	US	JS/AS	LS	MoS/ML J
9.	VIP References	ASO/SO	US	JS/AS	LS	MoS/ML J
10.	RTI	ASO/SO	US	--	--	JS/AS
11.	Public Grievances / Misc. References	SO/US	--	--	--	JS/AS

VIGILANCE UNIT

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
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 Minister)	SO/US	DS/Dir.	CVO	Secy.	Minister
	b) Disciplinary cases having vigilance angle (where disciplinary authority is other than the Minister)	ASO/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	ASO/SO	US	DS/Dir.	--	CVO
8.	Reminders to Sections under this Ministry	ASO	SO	--	--	US
9.	Reminders to attached/sub-ordinate offices	ASO	SO	--	--	US
10.	Routine information/comments from attached/sub-ordinate offices	ASO	SO	--	--	US
11.	Routine reply including any issue on which decision in another case has already been taken earlier	ASO	SO	--	--	US
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"	ASO/SO	US	DS/Dir.	CVO	Concerned Disc. Auth.
14	Intimation under Conduct Rules – Secretary JS & Addl. Secretary Up to Director level All Group B (Gazetted/Non-Gazetted) Group C	SO/US ASO/SO ASO/SO ASO/SO	DS/Dir. US US US	JS/AS DS/Dir. DS/Dir. --	Secy. JS./AS -- --	Minister Secy. JS/AS DS/Dir.

ADMIN-II

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	House Building Advance	ASO/SO	US	DS/Dir.	--	JS/AS
2.	Tuition Fees	ASO/SO	US	DS/Dir.	--	JS/AS
3.	Procurement of stationary items	ASO/SO	US	DS/Dir.	--	JS/AS
4.	Procurement of IT items (up to Rs. 1 Lakh)	ASO/SO	US	DS/Dir.	--	JS/AS
5.	Procurement of IT items (more than Rs. 1 Lakh) (with concurrence of IFD)	ASO/SO	US	DS/Dir.	--	JS/AS
6.	Procurement of furniture (upto Rs 3 Lakh subject to maximum of Rs. 10 lakh per annum) (with concurrence of IFD)	ASO/SO	US	DS/Dir.	--	JS/AS
7.	Procurement of furniture (above Rs 3 Lakh or over Rs. 10 lakh per annum) (with concurrence of IFD)	ASO/SO	US	DS/Dir.	--	JS/AS
8.	Tenders/AMC (with concurrence of IFD)	ASO/SO	US	DS/Dir.	--	JS/AS
9.	Electricity Bill/ Speed Post Charges	ASO/SO	US	DS/Dir.	--	JS/AS
10.	Maintenance of office vehicles	ASO/SO	US	DS/Dir.	--	JS/AS
11.	Petty repair work (upto Rs. 50,000/- subject to	ASO/SO	US	DS/Dir.	--	JS/AS

	maximum of Rs. 6 lakh per annum)					
12.	Petty repair work (above Rs. 50,000/- or more than Rs. 6 lakh per annum) (with concurrence of IFD)	ASO/SO	US	DS/Dir.	--	JS/AS
13.	All work related to MTS service	ASO/SO	US	DS/Dir.	--	JS/AS
14	CGHS Cards (Renewal/new)	ASO/SO	US	DS/Dir.	--	DS/Dir.
15	Medical reimbursement	ASO/SO	US	DS/Dir.	--	JS/AS
16	Payment of bills	ASO/SO	US	DS/Dir.	--	JS/AS
17	Procurement of miscellaneous items	ASO/SO	US	DS/Dir.	--	JS/AS
18	Shifting/allotment of rooms	ASO/SO	US	DS/Dir.	--	JS/AS
19	Booking of air tickets	ASO/SO	US	--	--	DS/Dir.
20	Appointment of AMA	ASO/SO	US	DS/Dir.	--	JS/AS
21	ID Cards	ASO/SO	US	DS/Dir.	--	JS/AS
22	Parliament questions	ASO/SO	US	JS/AS	Secy.	Minister
23	Parliament Questions (Furnishing of information)	ASO/SO	US	DS/Dir.	--	JS/AS
24	GPF withdrawal/advance	ASO/SO	US	DS/Sir.	--	JS/AS
25	Budget matter	ASO/SO	US	DS/Dir.	--	JS/AS
26	Parking label (Airport/NDMC/Supreme Court/Shastri Bhawan)	ASO/SO	US	--	--	DS/Dir.
27	Court cases	ASO/SO	US	DS/Dir.	--	JS/AS

ADMIN-III

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Foreign Deputation, Video Conferencing meeting					
	a) Routine Matters	ASO/SO	US	DS/Dir.	--	JS/AS
	b) Deputation of the officers of and above the level of AS	SO/US	DS/Dir.	JS/AS	Secy.	Minister
	c) Deputation of the officers below the level of JS	SO/US	DS/Dir.	JS/AS	Secy.	Minister
	d) Deputation of the officers of the level of JS & above	ASO/SO	US	DS/Dir.	JS/AS	Secy.
	e) Approval SCOs	DS/Dir.	JS/AS	Secy.	--	Minister
f) Concurrence of IFD	ASO/SO	US	DS/Dir.	--	JS/AS	
2.	Matters relating to Grantee bodies like ILI					
	a) Routine Matters	ASO/SO	US	DS/Dir.	--	JS/AS
	b) Release of Grants in Aid	SO/US	DS/Dir.	JS/AS	--	Secy.
c) Laying of Annual Report/ Audited Accounts Statement	DS/Dir.	JS/AS	Secy.	--	Minister	
3.	ITAT					

	a) Administrative Matters b) Policies, Appointment, Promotion, Forwarding of Applications and Conferences regarding	ASO/SO/US ASO/SO/US	DS/Dir. DS/Dir.	JS/AS JS/AS	-- Secy.	Secy. Minister
4.	Commercial Courts Act a) Administration b) Data Compilation c) Routine Matters d) Court cases e) Amendments	ASO/SO ASO/SO ASO/SO SO/US DS	US US US DS/Dir. JS/AS	DS/Dir. DS/Dir. DS/Dir. JS/AS --	-- -- -- -- --	JS/AS JS/AS JS/AS Secy. Minister
5.	Misc. Work including Logo Support	ASO/SO	US	DS/Dir.	JS/AS	Secy.

ADMIN-IV

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Creation, upgradation, continuation, abolition of posts, Appointment through ACC	ASO/SO	US/DS/Dir.	JS/AS	Secy.	Minister
2.	Appointment/Confirmation of Gr 'B' officials on nomination from OL/DOPT/SSC	ASO/SO	US/DS/Dir.	JS/AS	Secy.	Minister
3.	Appointment/Confirmation of Gr 'C' officials on nomination from DOPT/SSC	ASO/SO	US	--	--	DS/Dir.
4.	Approval for taking on the strength & relieving from Ministry – Group 'A' Officers (US and above) Group 'B' Officers (SO, ASO, etc.) Group 'C' Officials	ASO/SO ASO/SO ASO/SO	US US US	DS/Dir. DS/Dir. --	JS./AS -- --	Secy. JS/AS DS/Dir.
5.	Posting/ transfers Group 'A' Officers (US and above) Group 'B' Officers (SO, ASO, etc.) Group 'C' officials	ASO/SO ASO/SO ASO/SO	US US US	DS/Dir. DS/Dir. --	JS./AS -- --	Secy. JS/AS DS/Dir.
6.	Establishment work relating to Personal Staff of Hon'ble MLJ/Hon'ble MoSLJ	SO/US	DS/Dir.	JS/AS	--	Secy.
7.	Fixation of pay in respect of all officers / staff with approval from IFD.	ASO/SO	US	--	--	DS/Dir.
8.	Grant of increments in respect of all officers/ staff	ASO/SO	--	--	--	SO
9.	Stepping up of pay of all other officers	ASO/SO	US	DS/Dir.	--	JS/AS
10.	Change in home town declaration	ASO/SO	US	DS/Dir.	--	JS/AS
12	Issue of leave orders after leave is recommended by the controlling officer	ASO/SO	--	--	--	SO
13	Encashment of leave while availing LTC after leave is recommended by controlling officer	ASO/SO	US	--	--	DS/Dir.
14	Pension Related matters	ASO/SO	US	DS/Dir.	--	JS/AS

15	Review under FR 56(J) – Group ‘A’ & ‘B’ Officers	ASO/SO	US/DS/Dir.	JS/AS	--	Secy.
16	Review under FR 56(J) – Group ‘C’	ASO/SO	US	DS/Dir.	--	JS/AS
17	Forwarding of applications of officers of DS/Director level and above for posts in other organizations (Deputation/Direct Recruitment)	ASO/SO	US/DS/Dir.	JS/AS	--	Secy.
18	Forwarding of applications of officers upto the level of US for posts in other organizations (Deputation/Direct Recruitment)	ASO/SO	US/DS/Dir.	JS/AS	--	Secy.
19	Forwarding of applications of Group ‘C’ officers for posts in other organizations (Deputation/Direct Recruitment)	ASO/SO	US	--	--	DS/Dir.
20	Ex-India Leave in respect of all officers	ASO/SO	US	DS/Dir.	--	JS/AS
21	Matters relating to election duty of officers /staff	ASO/SO	US	DS/Dir.	--	JS/AS
22	Appointment/Payment towards outsourcing of Data Entry Operators/IT professionals and related matters	ASO/SO	US	DS/Dir.	--	JS/AS
23	Maintenance of Service Books, including entries therein eHRMS	ASO/SO	--	--	--	SO
24	Reimbursement of Outsourced Supporting staff of Law Officers	ASO/SO	US	DS/Dir.	--	JS/AS
25	Compilation of Annual Report in r/o Department of Legal Affairs	SO/US	DS/Dir.	JS/AS	--	Secy.
26	Appointments on Compassionate Grounds	ASO/SO	US	DS/Dir.	--	JS/AS
27	Matters related to National Data Sharing & Accessibility Policy (NDSAP)	ASO/SO	US	--	--	DS/Dir.

JUDICIAL SECTION

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Appointment of Attorney General for India	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
2.	Appointment of Solicitor General of India and Additional Solicitor General of India	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
3.	Mutual Legal Assistance Treaties with Foreign countries	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
4	Engagement of Assistant Solicitors General of India and Panel Counsel	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
5	Complaints against Law Officers, Assistant Solicitor General of India and Panel Counsel	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
6	Proposals received from various Ministries/ Departments regarding engagement of Advocates as	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister

	dedicated panel					
7	Special engagement of Law Officers, Panel Counsel & Private Advocates on request of Ministries/Departments	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
8	Appointment of Arbitrators to defend UoI	ASO/SO	ALA/DLA	JS/AS	--	Secy.
9	Clarification / interpretation regarding fee admissible to Law Officers, Panel Counsel	ASO/SO	ALA/DLA	JS/AS	--	Secy.
10	Authorization of Officers for signing deeds, contracts & agreements	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
11	Authorization of Officers for signing suits, plaints & affidavits	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
12	Serving of summons in respect of civil & commercial matters under the Hague Convention, 1965	ASO/SO	ALA/DLA	--	--	JS/AS
13	Engagement of Arbitration Panel Counsel to defend UoI	ASO/SO	ALA/DLA	--	--	JS/AS
14	Parliament Questions & Assurances	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister
15	Policy matters	ASO/SO	ALA/DLA	JS/AS	Secy.	Minister

NOTARY CELL

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Proposals relating to amendment to the Notaries Act, 1952 & Notaries Rules, 1956	Supdt.(L)/SO	Dir.	JS/AS	Secy.	Minister
2.	Appointment of Notaries	Supdt.(L)/SO	Dir.	JS/AS	Secy.	Minister
3.	Issue of Certificate of Practice	Supdt.(L)/SO	Dir.	JS/AS	--	JS/AS
4	Renewal of Certificate of Practice	Supdt.(L)/SO	Dir.	JS/AS	Secy.	Minister
5	Extension of area of practice	Supdt.(L)/SO	Dir.	JS/AS	Secy.	Minister
6	Issue of a duplicate certificate of practice	Supdt.(L)/SO	Dir.	JS/AS	Secy.	Minister
7	Rejection/Cancellation of certificate of practice	Supdt.(L)/SO	Dir.	JS/AS	Secy.	Minister
8	Compliant against Notaries	Supdt.(L)/SO	Dir.	JS/AS	Secy.	Minister
9	Grievance	Supdt.(L)/SO	Dir.	--	--	JS/AS
10	RTI	Supdt.(L)/SO	Dir.	--	--	JS/AS
11	First Appeal	Supdt.(L)/SO	Dir.	--	--	JS/AS
12	Court Case	Supdt.(L)/SO	Dir.	JS/AS	--	Secy.

IMPLEMENTATION CELL

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Parliamentary matters	Supdt.(L)/SO	ALA/DLA	JS/AS	Secy.	Minister
2.	VIP Reference	Supdt.(L)/SO	ALA/DLA	JS/AS	Secy.	Minister
3.	Court Cases	Supdt.(L)/SO	ALA/DLA	JS/AS	Secy.	Minister
4	Law Commission Reports	Supdt.(L)/SO	ALA/DLA	JS/AS	Secy.	Minister
5	Public Grievances	Supdt.(L)/SO	ALA/DLA	--	--	JS/AS
6	RTI	Supdt.(L)/SO	ALA/DLA	--	--	CPIO/FAA
7	Policy Matters	Supdt.(L)/SO	ALA/DLA	JS/AS	Secy.	Minister

8	Misc. Work	Supdt.(L)/SO	ALA/DLA	--	--	JS/AS
---	------------	--------------	---------	----	----	-------

ADVICE – A & B

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Parliamentary matters	Supdt.(L)/SO	ALA/DLA	JS/AS	Secy.	Minister
2	Cabinet Note	Supdt.(L)/SO	ALA/DLA	JS/AS	Secy.	Minister
3	Public Grievances	Supdt.(L)/SO	--	--	--	ALA/DLA
4	RTI	Supdt.(L)/SO	--	--	--	ALA/DLA
5	Misc. Work	Supdt.(L)/SO	--	--	--	ALA/DLA

LIBRARY AND RESEARCH SECTION

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Purchase of Books and Other Legal Material	Librarian	Dir.	--	--	JS/AS
2.	Subscription of Newspapers and Magazine	Librarian	Dir.	--	--	JS/AS
3.	Subscription of Law Journals / Periodicals	Librarian	Dir.	--	--	JS/AS
4	Subscription of Online Services for Legal Research	Librarian	Dir.	--	--	JS/AS
5	Passing of Bills / Expenditure Sanction	Librarian	Dir.	--	--	JS/AS
6	Binding Works of Books / Journals	Librarian	Dir.	--	--	JS/AS
7	Weeding out of Books	Librarian	Dir.	--	--	JS/AS
8	Routine work of Issue of Reminders for delay return of Books	Librarian	Dir.	--	--	JS/AS
9	Routine work of Issue of Reminders for delay receive of Law Journals	Librarian	--	--	--	Dir.

Official Language Wing

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	All Matters	AD/DD	--	--	--	JS/AS

CASH Section

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
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 ASO/SO ASO/SO ASO/SO	-- -- -- --	-- -- -- --	-- -- -- --	U.S. U.S. U.S. 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.	ASO/SO	--	--	--	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 GPF a/c Statement	Cashier	--	--	--	U.S.
6	Long term/short term advance - watch the recoveries and calculation of interest.	Cashier	--	--	--	U.S.
7	Collection of Notary fee and Right to Information fee and depositing with Bank.	ASO/SO	--	--	--	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	ASO/SO	U.S.	--	--	U.S.
10	RAX	ASO/SO	--	--	--	U.S.
11.	Retainers' Bill	ASO/SO	--	--	--	U.S.
12.	Form 16A i.r.o. Retainers	ASO/SO	--	--	--	S.O.
13.	Audit Observations	ASO/SO	--	--	--	U.S.
14.	Misc. Correspondence and information on behalf of the section	ASO/SO	-	--	--	U.S.
15.	Monthly/Quarterly Report reg. Expenditure and Official Language (Hindi)	Cashier	--	--	--	S.O.
16.	Re-conciliation of expenditure with P&AO	DDO/SO	--	--	--	P&AO

Coordination Section

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Demand for Grants related matter	ASO/SO	US	DS/Dir.	JS/AS	Secy.
2.	Nomination of officers of Department of Legal Affairs for Standing Committee and Joint Committee meetings on various subjects	ASO/SO	US	DS/Dir.	JS/AS	Secy.
3.	Selection of Subjects for examination by the Department-related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice	ASO/SO	US	DS/Dir.	JS/AS	Secy.
4.	Matters related to the Consultative Committee attached to the Ministry of Law and Justice	ASO/SO	US	DS/Dir.	JS/AS	Secy.
5.	Special Campaign	ASO/SO	US	DS/Dir.	JS/AS	Secy.
6.	Monitoring of Pending Parliamentary Assurances in r/o Department of Legal Affairs.	ASO/SO	US	DS/Dir.	JS/AS	Secy.
7.	Matter raised under Rule 377.	ASO/SO	US	DS/Dir.	--	JS/AS
8.	Study visit of the Joint Committee on Offices of Profit.	ASO/SO	US	DS/Dir.	JS/AS	Secy.
9.	Issues likely to be raised during forthcoming Parliament Session.	ASO/SO	US	DS/Dir.	JS/AS	Secy.
10.	Government Business	ASO/SO	US	DS/Dir.	JS/AS	Secy.
11.	Compilation of information in r/o India Year Book.	ASO/SO	US	DS/Dir.	JS/AS	Secy.
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	ASO/SO	US	DS/Dir.	JS/AS	Secy.
15.	Material for President Address to both House of the Parliament	ASO/SO	US	DS/Dir.	JS/AS	Secy.
16.	Tabular statement for PM's Independence Day Speech and action taken report on past achievements relating to DoLA	ASO/SO	US	DS/Dir.	--	JS/AS

PUBLIC GRIEVANCES

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Forwarding of Grievances received from various sources to concerned organization/ Admn. Section for redressed.	ASO/SO	U.S.	--	--	DS/Dir.
2.	Issue of suitable communication to the petitioner/DPG/DARPG etc. reg. Redressal of the Grievance/closure of the case.	ASO/SO	U.S.	--	--	DS/Dir.
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.
5	Appointment of Public Grievance Officer in the Ministry.	ASO/SO	U.S.	DS/Dir.	JS/AS	Secy.

RTI Section

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Application for information Under RTI Act, 2005 Registering, Opening of file and issuing letter to concerned CPIOs.	ASO/SO	--	--	--	CPIO
2.	1st Appeal under RTI Act, registering of Appeal.	Concer ned CPIO	--	--	--	Concer ned Appella te Authority
3.	All other RTI related matters.	ASO/SO	CPIO	--	--	JS/AS

Litigation (High Court)

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Marking of Cases	Supdt.(L)	--	--	--	Addl.LA
2.	Settlement of Advocate Bills	C.C.	D.D.O.	--	--	Addl.LA
3.	RTI	Asstt.(L)		--	--	Supdt.(L)
4.	Bill Unit	SO	D.D.O.	H.O.O.	--	H.O.D.

Litigation (LC) Section

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Nomination of Panel Counsels	Supdt.(L)	--	--	--	ALA
2.	Payment of Panel Counsels	Accountant	Supdt.(L)	D.D.O.	--	ALA
3.	RTI	Asstt.(L)		--	--	Supdt.(L)
4.	Grievances of Departments/Panel Counsels	Asstt.(L)	Supdt.(L)	--	--	ALA
5.	Misc. Work	Asstt.(L)	Supdt.(L)	--	--	ALA

Central Agency Section

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Administrative Matters	ASO/SO	DGA/Addl.GA	--	--	JS/AS
2.	Service Matters	ASO/SO	SO	DGA/Addl.GA	--	JS/AS
3.	Pay Deposit Unit	ASO/SO	D.D.O.	DGA/Addl.GA	--	JS/AS
4.	Bill Unit	ASO/SO	D.D.O.	DGA/Addl.GA	--	JS/AS

NDIAC Cell

Sl No	Brief Subject	Level of Submission of Files				Decision Making Level
		Level – I	Level – II	Level-III	Level-IV	
1.	NDIAC Act –	ASO/SO	US	DS/Dir.	--	JS/AS
	Subordinate Legislations under NDIAC Act	SO/US	DS/Dir.	JS/AS	--	Secy.
	Recruitment Rules and Recruitment Court cases to ICADR Demand for Grants	DS/Dir.	JS/AS	Secy.	--	Minister
2.	Mediation Bill :	ASO/SO	US	DS/Dir.	--	JS/AS
	Introduction/Consideration of Bill	SO/US	DS/Dir.	JS/AS	--	Secy.
	Official amendments to Bill Subordinate legislations to be issued under Setting up of MCI	DS/Dir.	JS/AS	Secy.	--	Minister
3.	Arbitration Council of India	ASO/SO	US	DS/Dir.	--	JS/AS
	Arbitration & Conciliation Act, 1996 Subordinate Legislations	SO/US	DS/Dir.		--	Secy.

	Setting up Arbitration Council of India and amendments in the Act	DS/Dir.	JS/AS	JS/AS Secy.	--	Minister
4.	RTI	ASO	SO	US	Director	Director/ CPIO
5.	Parliament Questions	SO/US	Dir.	JS/AS	LS	MoS/MLJ
6.	VIP references	SO/US	Dir.	JS/AS	LS	MoS/MLJ
7.	Public Grievances / Misc. References	SO/US	Dir.	JS/AS	--	LS

Social Media Cell

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Award of Contract for Social Media	ASO/SO	US	AS	--	LS
2.	Settlement of Quarterly Payment	ASO/SO	US	--	--	AS
3.	Settlement of payment bills of designing & printing etc.	ASO/SO	US	--	--	AS
4.	Quarterly Service Report	ASO/SO	US	--	--	AS
5.	Event Management	ASO/SO	US	AS	--	LS
6.	Internal Meetings	ASO/SO	US	--	--	AS
7.	Organization of important days & events	ASO/SO	US	AS	--	LS
8.	Reference from various Ministries / Departments	ASO/SO	US	--	--	AS
9.	Parliament Questions	ASO/SO	US	AS	LS	MoS/MLJ
10.	VIP References	ASO/SO	US	AS	LS	MoS/MLJ
11.	RTI	ASO/SO	US	--	--	AS
12.	Public Grievances / Misc. References	SO/US	--	--	--	AS

Cyber Security Cell

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Administrative Matters of Cyber Security Cell	ASO/SO	US	Dir.	AS	LS
2.	CISO related issues	ASO/SO	US	Dir.	AS	LS
3.	Cyber Crisis Management Plan(CCMP)	ASO/SO	US	Dir.	--	LS
4.	Meetings / Seminars on Cyber Security	ASO/SO	US	Dir.	--	AS
5.	Reference from various Ministries /	ASO/SO	US	Dir.	--	AS

	Departments					
6.	Trainings on Cyber Security to officers	ASO/SO	US	Dir.	AS	LS
7.	Constitution of Committee for condemnation of IT equipment	ASO/SO	US	Dir.	AS	LS
8.	Legal Vetting on Cyber Related Issues	Dir.	--	--	--	AS
9.	Parliament Questions	SO/US	Dir.	AS	LS	MoS/ML J
10.	VIP References	SO/US	Dir.	AS	LS	MoS/ML J
11.	RTI	ASO/SO	US	Dir.	--	AS
12.	Public Grievances / Misc. References	ASO/SO	US	Dir.	--	AS

LIMBS Cell

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Engagement of technical experts	ASO/SO	US	AS	--	LS
2.	Issues relating to Nodal Officers	ASO/SO	US	--	--	AS
3.	API linkage issues	ASO/SO	US	--	--	AS
4.	Meetings with stakeholders	ASO/SO	US	--	--	AS
5.	Reference from various Ministries / Departments	ASO/SO	US	--	--	AS
6.	Compliance with GIGW guidelines	ASO/SO	US	--	--	AS
7.	Security Audit of LIMBS Portal	ASO/SO	US	--	--	AS
8.	Management of LIMBS Portal – Additions/Alterations	ASO/SO	US	AS	--	LS
9.	Training to various Ministries / Departments / Org. on LIMBS	ASO/SO	US	--	--	AS
10.	Misc. Issues of LIMBS	ASO/SO	US	--	--	AS
11.	Parliament Questions	US	Dir.	AS	LS	MoS/ML J
12.	VIP References	US	Dir.	AS	LS	MoS/ML J
13.	RTI	ASO/SO	US	Dir.	--	AS
14.	Public Grievances / Misc. References	ASO/SO	US	Dir.	--	AS

Training Division

Sl. No	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Preparation, Implementation and Monitoring of Annual Capacity Building Plan	ASO/SO	US/DS/Dir.	JS/AS	--	LS
2.	References on trainings conducted by DoP&T and other training Institutes	ASO/SO	US	DS/Dir.	--	JS/AS
3.	On-boarding, Monitoring and Control of i-GoT platform	ASO/SO	US	DS/Dir	--	AS
4.	MoU with Training	ASO/SO	US	DS/Dir	JS/AS	Secy.

	Institutes/Organisation					
5.	Misc. Trainings as per requirements	ASO/SO	US	DS/Dir.	--	JS/AS
6.	Internal Meetings	ASO/SO	US	DS/Dir.	--	JS/AS
7.	References from various Ministries / Departments	ASO/SO	US	DS/Dir.	--	JS/AS
8.	Parliament Questions	ASO/SO	US	AS	--	LS
9.	VIP References	ASO/SO	US/DS/Dir.	JS/AS	LS	Minister
10.	RTIs	ASO/SO	US	--	--	DS/Dir.
11.	PGs/Misc. References	ASO/SO	US	DS/Dir.	--	JS/AS

Drafting Section

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Drafting of legislation with regard to subject pertains to DoLA	Supdt.(L)	ALA/DLA	JS/AS	Secy.	Minister
2.	Other than policy matter	Supdt.(L)	ALA/DLA	JS/AS	--	Secy.

ACI Section

Sl. No.	Brief subject	Levels of Submission of Files				Decision Making Level
		Level-I	Level-II	Level-III	Level-IV	
1.	Proposal relating to amendment to the Arbitration and Conciliation Acts and Rules	Supdt.(L)	ALA/DLA	JS/AS	Secy.	Minister
2.	Other than policy matter	Supdt.(L)	ALA/DLA	JS/AS	--	Secy.