

CHAPTER 3

POWERS AND DUTIES OF OFFICERS, CHANNEL OF SUBMISSION AND NORMS OF DISCHARGE OF FUNCTION

3.1 Officers exercise powers in accordance with power conferred on them by various statutes, rules etc. e.g. CCS (CCA), Rules, GFR, DFPR, CCS (Leave) Rules, etc. as well as administrative orders etc. issued by Government of India from time to time. As per the procedure prescribed in the Central Secretariat Manual of Office Procedure, a Section, which is the lowest organisational unit in the Ministry and consists of Assistants supervised by a Section Officer, initiates the processing of a case immediately after receiving a reference/communication by registering / diarising the receipt and initiating the note. The case/subject is placed before the Under Secretary for advice and orders. Cases of minor and routine nature are disposed of at the level of Under Secretary.

3.2 In matters, which are important in nature, the file is submitted for advice and orders to the higher level by the Under Secretary, and decisions of certain nature are disposed off at the level of Deputy Secretary/Director as per the delegated financial and administrative powers.

3.3 More important matters are placed by the Deputy Secretary/Director before the Joint Secretary who takes a decision as per the delegated powers on issues relating to administrative, financial and policy matters.

3.4 However, issues with major policy implications and major administrative and financial matters, requiring the advice and approval of higher authorities, are placed by the Joint Secretary before the Secretary of the Ministry for orders. Cases which require the approval of the Minister in-charge or the Cabinet/Cabinet Committees are placed before the Minister in-charge and/or Cabinet/Cabinet Committees for orders/approval.

F.No.A-42/3/2017-Estt.
Government of India
Ministry of Minority Affairs
(Establishment Section)

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110 003.
Dated: 02nd August, 2018

OFFICE MEMORANDUM

Subject: Channel of Submission and Level of Final Disposal of files / cases in Ministry of Minority Affairs.

The undersigned is directed to state that a detailed scheme of Channel of Submission and Level of Final Disposal of files / cases in this Ministry has been devised on the basis of the guidelines laid down in Manual of Office Procedure as stated below:-

- (i) The detailed scheme of delegation at all levels ensures that decision-making takes place at the most appropriate level. This will be updated from time to time.
 - (ii) Wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over, who in suitable cases would resubmit the cases for reconsideration.
 - (iii) In case of urgent matters, the decisions may be conveyed directly to the officer concerned for implementation, who after doing the same, shall bring it to the notice of the levels of the officers, that have been jumped in the hierarchy.
 - (iv) Link Officer arrangements from US upwards will be maintained as far as possible.
 - (v) In respect of officers below the level of Under Secretary, where there is shortage of staff and there is no link officer arrangement, the channel of submission will be dependant on availability of officers. The channel of submission in these cases may be considered indicative only.
2. The detailed scheme of Channel of submission and Level of Final Diposal in this Ministry may be observed scrupulously.
 3. This issues with the approval of Hon'ble Minister (MA).


(Anurag Sharma)

Under Secretary to the Govt. of India

To

1. PS to Hon'ble Minister (MA)
2. Addl. PS to Hon'ble Minister of State (MA)
3. PSO to Secretary (MA)
4. PPS to AS (Sh. S.K. Dev Verman) / PS to JS (Sh. Jan-e-Alam) / PS to JS (Sh. K.C. Samria) / PS to JS & FA (Shri Jagmohan Gupta)
5. All Directors / DSs
6. All Under Secretaries
7. All SOs / ASOs

Channel of Submission And Level of Final Disposal of Files/Cases in Minority Affairs

Hon'ble Minister

S. No.	Types of cases	Channel of submission	Level of final disposal
1.	Policy Matters (Formulation, amendment etc.)	US→DS→JS→Secretary	Hon'ble Minister
2.	Preparation of Cabinet Notes	US→DS→JS→Secretary	Hon'ble Minister
3.	Comments on Cabinet Notes of other Ministries/Departments	US→JS→AS→Secretary	Hon'ble Minister
	Parliament Questions		
4.	Starred Unstarred	SO.→US.→DS→JS→Secretary SO.→US.→DS→JS→Secretary →MOS	Hon'ble Minister Hon'ble Minister
5.	VIP References	US→DS→JS	Hon'ble Minister
	IM Division		
1.	Notification of community under section 2 © of NCM Act, 1992	SO→US→DS→JS→Secretary	Hon'ble Minister
4.	Appointment of Chairperson (NCM), Vice-Chairman (NCM)/Members (NCM/Commissioner for Linguistic Minorities (CLM)	SO→US→DS→JS→Secretary	Hon'ble Minister
	<u>USTTAD</u>		
1.	HunarHaat	ASO→US→DS→JS→Secretary	Hon'ble Minister

	WAQF Division		
1.	Constitution of Durgah Committee / Central Waqf Council	Sr. Translator → Under Secretary → Dy. Secretary → Joint Secretary → Secretary	Hon'ble Minister
	Establishment		
1.	Transfer / Posting of AS/JS	ASO/SO/US → DS/JS → Secy	Hon'ble Minister
2.	Study Leave of All Group 'A' officers	ASO/SO/US → DS /JS → Secy	Hon'ble Minister
3.	Forwarding of applications for deputation / foreign service for JS & above level officers	ASO/SO/US → DS /JS → Secy	Hon'ble Minister
4.	Creation / abolition of Group 'A' posts	ASO/SO/US → DS /JS → Secy	Hon'ble Minister
	Parliament Division		
1	Issues likely to be raised	ASO → SO → US → DS → JS → Secy	Hon'ble minister
2	Government Business	ASO → SO → US → DS → JS → Secy	Hon'ble minister
3	Consultative Committee Meeting	ASO → SO → US → DS → JS → Secy → Hon'ble MoS	Hon'ble minister
4	Special Mention and Rule 377	ASO → US → DS → JS → Secy → Hon'ble MoS	Hon'ble minister
5	President Address	ASO → SO → US → DS → JS → Secy → Hon'ble MoS	Hon'ble minister
6	Matters raised in Zero Hour	ASO → US → DS → JS → Secy → Hon'ble MoS	Hon'ble minister
	15 PP		
1	Constitution of SLCs/DLCs	SO → US → DS → JS → Secretary → Hon'ble MoS	Hon'ble Minister
	MEDIA		
1.	Formulation of Annual Media Plan	Research Officer → Under Secy → DS → Joint Secretary → Secretary	Hon'ble Minister
	HAJ		
1.	Haj Committee Act, 2002 and all matters related to it	ASO/Consultant → Under Secretary/Dy.secretary → Joint Secretary → Secretary	Hon'ble Minister

2.	Rules made under Haj Committee Act, 2002 for HcoI and State Haj Committees	ASO/Consultant→Under Secretary/Dy. Secretary→ Joint Secretary→ Secretary	Hon'ble Minister
3.	Appointments of Members of HcoI and State Haj Committees	ASO/Consultant→Under Secretary/Dy. Secretary→ Joint Secretary→ Secretary	Hon'ble Minister
4.	Haj Goodwill delegation	Under Secretary/Dy. Secretary→ Joint Secretary→ Secretary	Hon'ble Minister (with approval of Hon'ble PM)
5.	Deputation of Coordinators/AHO/HA and medical team,	Under Secretary/Dy. Secretary→ Joint Secretary→ Secretary	Hon'ble Minister
6.	Annual Bilateral Haj Agreement	Under Secretary/Dy. Secretary→ Joint Secretary→ Secretary	Hon'ble Minister

Hon'ble MoS

S. No.	Types of cases	Channel of submission	Level of final disposal
1.	Assurances (Fulfillment/Extension of time, request for dropping the assurance)	DS →JS→Secretary	Hon'ble MoS
2.	Special Mention	DS →JS→Secretary	Hon'ble MoS
3.	Laying of Annual Reports/ Rules/ Regulations etc.	DS →JS→Secretary	Hon'ble MoS
4.	Authentication of Papers	DS →JS→Secretary	Hon'ble MoS
5.	Matters relating to Official Language	DS →JS→Secretary	Hon'ble MoS
6.	VIP References addressed to Hon'ble MoS	DS →JS→Secretary	Hon'ble MoS
7.	Unstarred Questions	SO→US→DS →JS→Secy. → Hon'ble MoS	Hon'ble Minister

Secretary

S. No.	Types of cases	Channel of submission	Level of final disposal
1.	EFC / SFC Notes	SO→US→DS→JS	Secretary
2.	CoS Note	SO→US→DS→JS	Secretary
3.	PMO References	SO→US→DS→JS	Secretary
4.	Court Cases	SO→US→DS→JS	Secretary
5.	Annual Report	SO→US→DS→JS	Secretary
6.	Standing Committee Matters	SO→US→DS→JS	Secretary
7.	Re-appropriation	SO→US→DS→JS	Secretary
	IM Division		
1.	Administrative Matters of CLM	SO→US→DS→JS	Secretary
2.	Administrative Matters of NCM	SO→US→DS→JS	Secretary
	Nai Manzil		
	Empanelment and selection of PIAs	RO → US(NM) → DS (NM) →JS	Secretary
	Steering Committee/Technical Advisory Committee	RO → US(NM) → DS (NM) →JS	Secretary
	Procurement of consulting services and engagement with them: <ul style="list-style-type: none"> • Project Management Agency (PMA) • Independent Verification Agency (IVA) • Monitoring and Evaluation (M&E) Agency • Management Information System (MIS) agency • Information, Education, Communication (IEC) agency 	RO → US(NM)→ DS (NM) →JS	Secretary
	Budget and audit related	PMU/RO → US(NM)→DS(NM) →JS	Secretary

	<u>Seekho aur Kamao</u>		
1.	Empanelment and selection of PIAs	Senior Associate /ASO -→ US(Skill/USTTAD) → DS (Skill/USTTAD) → JS	Secretary
2.	Monitoring and evaluation (M&E) of PIAs including by MAEF inspectors	Senior Associate /ASO→ US(Skill/USTTAD) → DS (Skill/USTTAD) →JS	Secretary
	WAQF Division		
1.	Issue of NAWADCO	Consultant → Under Secretary →Dy. Secretary→ Joint Secretary	Secretary
	Establishment		
1.	Transfer / Relieving / Posting of US/DS/Dir	ASO/SO→US/ DS →JS	Secretary
2.	MACP cases	ASO/SO→US/ DS →JS	Secretary
3.	Departmental Promotion Committee for cadre posts Group 'B' posts	ASO/SO→US/ DS →JS	Secretary
4.	Study Leave of All Group 'B' & 'C' staff	ASO/SO→US/ DS →JS	Secretary
5.	Honorarium to officers / staff	ASO/SO→US/ DS →JS	Secretary
6.	Forwarding of applications for deputation / foreign service of Director/DS/US	ASO/SO→US/ DS →JS	Secretary
7.	Framing / amendment in Recruitment Rules	ASO/SO→US/ DS →JS	Secretary
8.	Creation / abolition of Group 'B' & 'C' posts	ASO/SO→US/ DS →JS → Secretary	Hon'ble Minister

	BUDGET		
1.	Formulation of RE & BE for submission to Ministry of Finance	Consultant → Deputy Director → JS & FA	Secretary
2.	Formulation of DDG for printing:-		
	(i) Scheme-wise distribution of funds.	Consultant → Deputy Director → JS & FA	Secretary
	(ii) Entries in the Detailed Demands for Grants under Major Head 2251, 2225, 2235,2552,3601,3602(Revenue Section) and 4225 and 2552 Object Head-wise in respect of each scheme separately.	Consultant → Deputy Director → JS&FA	Secretary
3.	Identification of indicators for Outcome-based Monitoring of CSS/CS schemes and furnishing the same to NITI Aayog.	Consultant → Deputy Director →JS&FA	Secretary
4.	Formulation of Supplementary Demands for Grants for Ist Batch, IInd Batch & IIIrd & Final Batch and submission to Ministry of Finance for inclusion in the Budget.	Consultant → Deputy Director → JS&FA	Secretary
5.	<p>Re-appropriation of funds</p> <p>(i) NER Major Head 2552 to respective functional Heads of the schemes</p> <p>(ii) With the approval of Ministry of Finance in respect of the proposals included in the Supplementary Demands and proposals exceeding 5 crore/establishment expenditure.</p> <p>(iii) Obtaining Relaxation of Ministry of Finance for expenditure exceeding 33% during the last quarter and 15% during the month of March.</p>	<p>Consultant → Deputy Director → JS&FA</p>	Secretary

6.	Preparation/Submission of Drafts Explanatory Notes for Saving exceeding 100 crore for vetting by DGACE before submission of Final ATN to Monitoring Cell.	Consultant → Deputy Director → JS&FA	Secretary
7.	Submission of information various matters to NITI Aayog and Department of Statistics.	Consultant → Deputy Director → JS&FA	Secretary
8.	Surrender of Funds	Consultant → Deputy Director → JS&FA	Secretary
9.	Finalization of Head-wise Appropriation Account Stage I to 2 Stage 3 to 4	Consultant → Deputy Director Consultant → Deputy Director → JS&FA	JS&FA Secretary
	GENL ADMN		
1.	Swachhta Action Plan	ASO → Section Officer → US → Dir → HoD	Secretary
	Parliament Division		
1	Study Tour of Committees	ASO → SO → US → DS → JS	Secretary
2	Standing Committee on Government Assurances	ASO → SO → US → DS → JS	Secretary
3	Joint Committee on Office of Profit	ASO → SO → US → DS → JS	Secretary
	15 PP		
1	Nodal Officer's and other meetings	SO → US → DS → JS	Secretary
	MEDIA		
1.	Research/Workshop / Seminar Proposals	Research Officer → Under Secretary → DS → Joint Secretary	Secretary
	VIGILANCE		
1.	Observance of vigilance awareness week	ASO → Under Secretary → JS & CVO	Secretary
	COACHING		
1.	Release of Grants	ASO → SO → Under Secretary → Dy. Secretary → Joint Secretary	Joint Secretary/Secretary (MA)
	HAJ		
1.	Haj arrangements, Haj Action Plan, Haj Review Meetings	ASO → SO → Under Secretary → Deputy Secretary → Joint Secretary	Secretary

	COORDINATION		
1.	Monthly D.O. Letter to Cabinet Secretary	SRI→Under Secretary→Deputy Secretary→Joint Secretary	Secretary
2.	Compilation of information relating to State(s) on the schemes of MoMA for information or visit/meeting by Hon'ble MMA/MoS/Secretary	SRI→Under Secretary→Deputy Secretary→Joint Secretary	Secretary
3.	Nominations from MoMA on Committee(s)/Group(s) of other Ministries/Depts./Cabinet Sectt.	SRI→Under Secretary→Deputy Secretary→Joint Secretary	Secretary
4.	Matters relating to Sectoral Group of Secretaries (SGoS) / Thematic Group of Secretaries (TGoS)	SRI→Under Secretary→Deputy Secretary→Joint Secretary	Secretary
5.	Minutes of Senior Officers Meeting	Deputy Secretary→Joint Secretary	Secretary
	PUBLIC GRIEVANCE CELL		
1.	Policy matters relating to progress and quality of disposal of Public Grievances in MoMA	Under Secretary→Deputy Secretary→Joint Secretary	Secretary
2.	Correspondence with DARPG	SRI→Under Secretary→Deputy Secretary→Joint Secretary	Joint Secretary / Secretary
3.	Forwarding of Offline Public Grievances to AS/JSs concerned in MoMA	Under Secretary→Deputy Secretary	Joint Secretary
	DBT COORDINATION CELL		
1.	Policy matters relating to DBT applicable schemes of MoMA on DBT Bharat Portal	Under Secretary → Deputy Secretary→Joint Secretary	Secretary
2.	Correspondence with DBT Mission / other organizations	Under Secretary→Deputy Secretary→Joint Secretary	Joint Secretary / Secretary
3.	Coordination between DBT Mission and Program Divisions concerned on DBT applicable schemes of MoMA	Under Secretary→Deputy Secretary→Joint Secretary	Director / Joint Secretary / Secretary

S. No.	Types of cases	Channel of submission	Level of final disposal
1.	Public Grievances	ASO/SO→US→DS	Addl. Secy /Jt Secy
2.	Information sought by other Divisions of MoMA	ASO/SO→US→DS	Addl. Secy /Jt Secy
3.	Information sought by other Ministries	ASO/SO→US→DS	Addl. Secy /Jt Secy
4.	Budget and audit related matters	ASO/SO→US→DS	Jt Secy
5.	Demand for Grants	ASO/SO→US→DS	Jt Secy
	IM Division		
1.	Miscellaneous communication with Divisions/Sections of MoMA and other Ministries	SO→US→DS	Jt Secy
	NAI MANZIL		
1.	Release of funds to PIAs	ASO /RO → US(NM) → DS (NM)	JS / IFD
2.	Monitoring and evaluation (M&E) of PIAs including by MAEF inspectors	ASO /RO → US(NM) → DS (NM)	JS
3.	Coordination with World Bank	ASO /RO → US(NM) → DS (NM)	JS
4.	Coordination with NIOS for educational component of the scheme	ASO /RO → US(NM) → DS (NM)	JS
5.	Coordination with NSDC/MoSDE for skill component of the scheme	ASO /RO → US(NM) → DS (NM)	JS
6.	Orientation training/workshops, consultation. Etc. at National, regional and state level consultations for PIAs	ASO /RO → US(NM) → DS (NM)	JS
7.	Coordination with PIAs in the implementation of both education and skill component, data collection and monitoring, developing required modules, providing clarifications required, etc	ASO /RO → US(NM) → DS (NM)	JS
8.	Communication strategies and production of media materials such as booklets, leaflets, video clipping, etc.	ASO /RO → US(NM) → DS (NM)	JS

	<u>Seekho aur Kamao</u>		
1.	Coordination with NSDC/MoSDE for skill component of the scheme	ASO → US(Skill/USTTAD) → DS (Skill/USTTAD)	JS
2.	Other Scheme relating work	ASO → US(Skill/USTTAD) → DS (Skill/USTTAD)	JS
3.	Release of funds to PIAs	ASO → US(Skill/USTTAD) → DS (Skill/USTTAD)	JS / IFD
	<u>SS Division</u>		
1.	Corr. With State / UT Government	ASO → SO → Under Secretary → Dy. Secretary	Jt Secy
2.	Release of Scholarship/Admn. Expenses	ASO → SO → Under Secretary → Dy. Secretary	Jt Secy / FA
3.	Scheme relating work	ASO → SO → Under Secretary → Dy. Secretary	Jt Secy
	<u>PMJVK Division</u>		
1.	Preparation of Minutes	S.O → U.S. → D.S	JS
2.	Release of funds to States	SO/US → D.S.	JS
3.	References from VIPs, People's representatives	S.O → U.S. → D.S	JS
4.	Monthly D.O letters	S.O → U.S. → D.S	JS
	<u>WAQF Division</u>		
1.	Corr. With State Waqf Boards / CWC/ State Government	Sr. Translator → Under Secretary → Dy. Secretary	Jt Secy
9. 3	Scheme relating work	Sr. Translator → Under Secretary → Dy. Secretary	Jt Secy
	<u>Establishment</u>		
1.	Transfer / Posting of Grp B & C staff	ASO/SO → US → DS	Jt Secy
2.	Fixation / Stepping up of pay	ASO/SO → US → DS	Jt Secy
3.	Departmental Promotion Committee for cadre posts Group 'C' posts	ASO/SO → US → DS	Jt Secy
4.	House Building Advance	ASO/SO → US → DS	Jt Secy / HoD
5.	Issue of NOC for Passport	ASO/SO → US → DS	Jt Secy

6.	Issue of NOC for going abroad	ASO/SO→US→DS	Jt Secy
7.	Distribution and maintenance of APAR forms OF Group 'A' Officers	(through SPARROW portal)	Jt Secy
8.	Forwarding of applications for deputation / foreign service		
	(i) SO/ASO	ASO/SO→US→DS	Jt Secy
	(ii) Group 'C' staff	ASO/SO→US→DS	Jt Secy
	BUDGET		
1.	Formulation of DDG for printing:- Object Head-wise distribution of funds.	Consultant → Deputy Director	JS &FA
2.	Uploading of targets/achievements quarterly on the dashboard developed by NITI Aayog for monitoring of the schemes.	Consultant → Deputy Director	JS&FA
3.	Audit Paras/Inspection Reports		
	(a) Correspondence with DGACE for prompt settlements of Paras.	Consultant → Deputy Director	JS&FA
	(b) Submission of Draft ATN for vetting to DGACE before submission of Final ATN to Office of Controller General of Accounts.	Consultant → Deputy Director	JS&FA
	(C) Holding of Adhoc committed meetings for settlement of IR/Observations of Audit.	Consultant → Deputy Director	JS&FA
4.	Preparation of monthly D.O. Letter for submission to Ministry of Finance.	Consultant → Deputy Director	JS&FA

5.	Granting permission of performing journey by private airlines.	Consultant → Under Secretary	JS&FA
6.	Integrated Finance Division		
	(a) Examination of proposal received from various Divisions for concurrence.	Under Secretary (IFD)	JS&FA
	(b) Scheme-wise monitoring of expenditure.	Under Secretary (IFD)	JS&FA
	(c) Examination of EFC/SFC proposal and holding EFC & SFC meeting.	Under Secretary (IFD)	JS&FA
7.	Various miscellaneous matters assigned by JS & FA etc...	Consultant → Deputy Director	JS&FA
	GENL ADMN		
	All Purchasing	ASO → Section Officer → US → DS → HoD → IFD	HoD
	Annual Maintenance Contract	ASO → Section Officer → US → DS → HoD → IFD	HoD
	Reimbursement of Bill	ASO → Section Officer → US → DS	HoD
	All Tenders	ASO → Section Officer → US → DS → HoD → IFD	HoD
	Staff Cars	ASO → Section Officer → US → DS	HoD
	Renovation / Maintenance work from CPWD	ASO → Section Officer → US → DS	HoD
	Works related to Meeting / Conference/ Workshop	ASO → Section Officer → US → DS → HoD → IFD	HoD
	Air Tickets	ASO → Section Officer → US → DS → HoD/JS&FA	HoD

	MHA ID Cards	Section Officer →US→Dir	HoD
	GPF	SO →US→Dir	HoD
	Parliament Division		
1	Arrangement / Sessional Passes/Passes for Starred Questions in Parliament Session	ASO →SO→US→DS	Jt Secy
2	Allotment of Assurances of other Ministries	ASO →SO→US→DS	Jt Secy
3	Monitoring of Pending Assurances	ASO →SO→US→DS	Jt Secy
4	List and Calendar of Finally and Provisionally Admitted Parliament Questions	ASO →SO→US→DS	Jt Secy
	MEDIA		
1.	Corrs. with NFDC/DAVP/LSRTV/ RSTV/Institutions / State Governments	Research Officer → Under Secretary→ DS	JS
2.	Scheme relating work	Research Officer → Under Secretary→ DS	JS
	VIGILANCE		
1.	Disciplinary proceeding cases against officers/officials of this Ministry	Research Officer → Under Secretary→ DS	Jt Secy→for Gr. A (Hon'ble Minister)
	HAJ		
2.	Budget of Haj Division and CGI, Jeddah	Under Secretary→ Dy.Secretary	JS with concurrence of IFD
3.	Procurement and dispatch of medicines/medical equipment to CGI, Jeddah	Under Secretary→ Dy.Secretary	JS with concurrence of IFD
4.	All administrative matters of HCoI, Air travel of Haj deputationists	Under Secretary→ Dy.Secretary	Joint Secy
5.	Air Charter Operation for Haj pilgrimage	ASO→Under Secretary→ Dy. Secretary	Joint Secy

6.	Matters related to training of deputationists and Khadim-ul-Hujjaj	ASO-Under Secretary→ Deputy Secretary	Jt Secy
7.	Proposals of CGI, Jeddah for Haj arrangements	Under Secretary→ Deputy Secretary	Jt Secy
8.	Matters related to training of deputationists and Khadim-ul-Hujjaj	ASO→Under Secretary→ Dy. Secretary	Jt Secy
9.	<p>Files from associated organisations in matters concerning inputs/involvement of division of the Ministry</p> <p>a. NMDFC</p> <p>b. MAEF</p> <p>c. CWC</p> <p>d. NCM</p>	<p>NMDFC→US→DS →JS→ Secretary</p> <p>MAEF→US→DS →JS→ Secretary</p> <p>CWC→US→DS →JS→ Secretary</p> <p>NCM→US→DS →JS→ Secretary</p>	<p>Hon’ble Minister</p> <p>Hon’ble Minister</p> <p>Hon’ble Minister</p> <p>Hon’ble Minister</p>

Note: JS includes AS, wherever applicable.

DS includes Director, wherever applicable.