

**OFFICE MEMORANDUM**

Subject:- 'Channel of Submission' and 'Level of Disposal' in various Sections/Divisions in Ministry of Culture-regarding.

As per the guidelines issued by Cabinet Secretariat on **increasing Efficiency in Decision Making in Government** vide its D.O. No. 502/2/2/2021-CA-V dated 15.03.2021 and by Department of Administrative Reforms & Public Grievances vide its O.M. No. 30011/12/2015-O&M-Pt.I(6452) dated 12.03.2021 & in Manual of Office Procedure, the channel of submission and levels of disposal shall not exceed four level. Accordingly, all categories/levels of officers and staff in this Ministry, for the purpose of channel of submission & level of disposal have been broadly categorised.

2. All the Divisions/Sections of this Ministry were requested to propose the 'Channel of Submission' and 'Level of Disposal' in respect of various items of work being dealt by them ensuring four level of submission. Divisions/Sections of this Ministry have submitted their proposals and the same is annexed herewith.


3. All Officers in Ministry of Culture are advised to follow the channel of submission strictly as per annexure for the disposal of work. All cases requiring concurrence of IFD, approval/ consultation with other Ministries/Departments or approval of Cabinet etc. shall be so routed from the appropriate level before final disposal.

4. This channel of submission and level of disposal is within Ministry of Culture. Approval of other Ministries/Departments such as DoP&T/MoF/DoE etc. would need to be taken, wherever necessary as per the instructions of Government of India.

5. As per the direction of Hon'ble Minister for Culture, those files wherein level of Disposal is HCM, must be routed through the concerned Hon'ble MoS as per official work allocation to them vide this Division's order No. H-13011/1/2021-Estt. dated 15.07.2021.

6. The Secretarial assistance for submission of files shall be provided by ASO/SO at Section Level.

Encls: As above.

  
(Sushil Kumar Tripathi)  
Deputy Secretary (Admn.)  
Tel. No. 011-23381208

To

1. All Bureau Heads.
2. All Divisional Heads.
3. PS to HCM/PS to MoSs.

Contd....

4. PPS to Secretary(C).
5. All Sections.
6. NIC for uploading on website of Ministry of Culture.

Copy for information to:-

Department of Administrative Reforms and Public Grievances [Under Secretary(O&M)], Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.

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**ESTABLISHMENT SECTION**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channel of Submission</b>	<b>Level of Disposal</b>
1.	<b>Notification/Appointment orders in respect of Group 'A' Officers under Central Staffing Scheme and CSS/CSSS Officers &amp; others.</b>		
	Taken on strength/ Notification of Gr. A & Gr. B posts as per nomination of DoP&T & other Departments	SO → US → DS/Dir.	JS
	Fresh Appointment of Group 'B' posts (ASO/JTO)	DS/Dir. → JS → Secretary	Minister
	Fresh Appointment of Group 'C' posts	ASO → SO → US	DS/Dir.
	Extension of the period of deputation of officers under Central Staffing Scheme	DS/Dir. → JS → Secretary	Minister
	Relieving of Joint Secretary above level officers	DS/Dir. → JS → Secretary	Minister
	Relieving of US & DS/Director level Officers	US → DS/Dir. → JS	Secretary
	Relieving of Group 'B' & 'C' Officers	SO → US → DS/Dir.	JS
	Appointment of Personal Staff in Office of Minister	DS/Dir. → JS → Secretary	Minister
	Relieving of personal staff on demitting of office by Minister	SO → US → DS/Dir.	JS
	Appointment on compassionate ground in special case	US → DS/Dir. → JS	Secretary
2.	<b>Pay Related Matters</b>		
	Fixation of Pay of Group 'A' & 'B' Officers & NFSG to Group 'B' Officers/ Stepping Up of Cases	SO → US → DS/Dir.	JS
	Fixation of Pay of Group B & C/ Granting of NFSG	SO → US → DS/Dir.	JS
	Pay fixation/Granting of NFSG to Gr. C Officials	ASO → SO → US	DS/Dir.
	Releasing of Annual Increment	ASO → SO → US	DS/Dir.
	MACP/NFSG to Gr. 'B' & 'C' Officers	SO → US → DS/Dir.	JS
3.	<b>Internal posting/Transfer /Allocation of work among officers</b>		
	AS/JS	DS/Dir. → JS → Secretary	Minister
	DS/Director/Under Secretary/Assistant Secretary	US → DS/Dir. → JS	Secretary
	SSA/ASO/ SO & Equivalent	SO → US → DS/Dir.	JS
	JSA & MTS & equivalent	ASO → SO → US	DS/Dir.
4.	<b>Matter relating to review of Services under FR 56(j)</b>		
	Furnishing of comments to DoP&T/other concerned Departments in r/o Gr. A Officer under FR 56(j)	US → DS/Dir. → JS	Secretary

	Review of Service of Group B(Gazetted) Officers under FR56(j)	DS/Dir.→ JS →Secretary	Minister
	Review of Service of Group B(Non-Gazetted) Officers under FR56(j)	US → DS/Dir. → JS	Secretary
	Review of Service of Group C Officers under FR56(j)	SO → US → DS/Dir.	JS
5.	<b>Creation of posts of Group 'A', 'B' and 'C'</b>	DS/Dir.→ JS →Secretary	Minister
6.	<b>Framing/Amendment of Recruitment Rules for the post dealt in Section</b>	DS/Dir.→ JS →Secretary	Minister
7.	<b>Confirmation of Group 'B' and Group 'C'</b>	SO → US → DS/Dir.	JS
8.	<b>Medical cases</b>		
	Appointment of AMA	SO → US → DS/Dir.	JS
	Settlement of claims/reimbursement as per rates approved by CGHS	ASO → SO → US	DS/Dir.
	Emergency cases (ex-post facto approvals) for CGHS beneficiaries under AMA Rules	SO → US → DS/Dir.	JS
	Permission of Cash Less Facility in Empanelled Hospital	SO → US → DS/Dir.	JS
9.	<b>Forwarding of application for Deputation in other Departments</b>		
	DS/Director and above level officer	DS/Dir.→ JS →Secretary	Minister
	Under Secretary	US → DS/Dir. → JS	Secretary
	SO and below	SO → US → DS/Dir.	JS
10.	<b>Acceptance of Voluntary Retirement</b>		
	Group 'A' [Forwarding to Cadre Controlling Authorities]	US → DS/Dir. → JS	Secretary
	Group 'B'	DS/Dir.→ JS →Secretary	Minister
	Group 'C'	SO → US → DS/Dir.	JS
11.	<b>Pension Cases</b>		
	Superannuation Cases	ASO → SO → US(HOO)	Dir./PAO
	Family Pension Cases	SO → US → DS/Dir.	JS/PAO
	Revision of old Pension Cases	ASO → SO → US	DS/Dir./PAO
12.	<b>Granting of Leave</b>		
	EOL/CCL	SO → US → DS/Dir.	JS
	Study leave to Gr. 'A'	DS/Dir.→ JS →Secretary	Minister
	Study leave to Gr. 'B' & Gr. 'C' officers	SO → US → DS/Dir.	JS
	Other Leave after recommendation of concerned controlling officers(online through e-hrms)	ASO → SO	US



13.	<b>Advances and Allowances</b>		
	HBA & Computer Advances	SO → US → DS/Dir.	JS
	LTC Encashment	SO → US → DS/Dir.	JS
	GPF withdrawal /GPF Advance	SO → US → DS/Dir.	JS
	Children Education Allowances	SO → US → DS/Dir.	JS
	Night Duty Allowance	SO → US → DS/Dir.	JS
14.	<b>Administrative matters of relating to CSS/CSSS/CSCS/Gen. Civil Services</b>		
	Group 'A' officers	DS/Dir. → JS → Secretary	Minister
	Group 'B' officers	US → DS/Dir. → JS	Secretary
	Group 'C' officials	SO → US → DS/Dir.	JS
15.	<b>Issuing of No Objection for foreign visit</b>		
	JS & Above level officers	DS/Dir. → JS → Secretary	Minister
	US/DS/Director & equivalent	US → DS/Dir. → JS	Secretary
	Up to SO level & equivalent	SO → US → DS/Dir.	JS
16.	<b>Training related matters</b>		
	Mid Career Training Programme of IAS Officer	DS/Dir. → JS → Secretary	Minister
	Domestic Funding of Foreign Training	DS/Dir. → JS → Secretary	Minister
	Nomination for training/seminar/symposium/deputation abroad	DS/Dir. → JS → Secretary	Minister
	Nomination for training/seminar/symposium/deputation Domestic	US → DS/Dir. → JS	Secretary
	JSA/SSA/ASO/SO/US/DS/Director Level Officer (Mandatory training) for which nomination is made by DoP&T	SO → US → DS/Dir.	JS
	Forwarding of application to NIFM	US → DS/Dir. → JS	Secretary
17.	<b>Generation of APARs online/Issuing of 'No Report Certificate/Representation/Closure of APARs etc.</b>		
	APAR of US and above level officers	SO → US → DS/Dir.	JS
	Upto the level of Section Officer & equivalent	ASO → SO → US	DS/Dir.
18.	<b>NOC for acquiring Higher Education/Qualification</b>		
	From US level & above	US → DS/Dir. → JS	Secretary
	Upto SO level or equivalent	SO → US → DS/Dir.	JS
19.	<b>Swachh Bharat Mission</b>		
	Formulation/implementation of Swachhta Action Plan(SAP)	US → DS/Dir. → JS	Secretary
	Celebration of Swachhta Pakhwada	US → DS/Dir. → JS	Secretary
	Procurement of Items related to Swachhta	SO → US → DS/Dir.	JS
20.	<b>Miscellaneous Items</b>		
	Appointment of Consultants/Young Professionals	US → DS/Dir. → JS	Secretary

Verification of Character & antecedents	ASO → SO → US	DS/Dir.
Monthly remuneration to Consultants	ASO → SO → US	DS/Dir.
Appointment of Caretaker & Parliament Assistant	SO → US → DS/Dir.	JS
Appointment of Night Duty Clerk	SO → US → DS/Dir.	JS
Updation of Service Book records/ eHRMS Records	ASO → SO	US
Passport Custody Matters	ASO → SO	US
Issue of NOC/Identity Certificates for acquiring Passport	ASO → SO	US
Disposal of RTI Cases/First Appeal	ASO → SO	US/ DS/Dir.
Updation of various portals (Probity/AVMS/CSCMS/E-Samiksha/Delhi Official Directory)	SO → US → DS/Dir.	JS
Fresh Engagement Outsourced Staff(DEO/DW)	ASO → SO → US	DS/ Dir.
Revision of Sanctioned Strength of DEO/DW	SO → US → DS/Dir.	JS
Election Commission Matters	SO → US → DS/Dir.	JS
COVID 19 related matters	SO → US → DS/Dir.	JS/ Secretary
Honorarium of Staff of MoC	US → DS/Dir. → JS	Secretary
Monitoring/Disposal of Grievances (PGPORTAL)	ASO → SO → US	DS/Dir.
VIP References (Reply thereon)	DS/Dir. → JS → Secretary	Minister
Updation of data on LIMBS portal	ASO → SO → US	DS/Dir.
Re-constitution in Committee on Prevention of Sexual Harassment Cases	US → DS/Dir. → JS	Secretary
Yearly data/report on Sexual Harassment cases to CDN	SO → US → DS/Dir.	JS
Quarterly Report to Hindi Unit	ASO → SO → US	DS/Dir.
Annual/Half Yearly report of SC/ST/OBC/Ex-servicemen to CDN	SO → US → DS/Dir.	JS
Parliament Questions/ Assurances	SO → US → DS/Dir.	JS
Promotion of Digital Transactions	SO → US → DS/Dir.	JS
Requests to Ministry of Defence for Republic Day/Independence Passes	SO → US → DS/Dir.	JS
JCM Matters	SO → US → DS/Dir.	JS
Audit Paras	SO → US → DS/Dir.	JS
Forwarding of Vigilance clearance to Cadre Controlling Authorities	SO → US → DS/Dir.	JS
NOC/Permission for competitive Examination by ASO/SO & eqv.	SO → US → DS/Dir.	JS

All representation from officers to DoP&T	US → DS/Dir. → JS	Secretary
Report/request of Vacancies to DoP&T/SSC/Cadre Controlling Authorities	SO → US → DS/Dir.	JS
Creation/Merger of Cell/Section	US → DS/Dir. → JS	Secretary
Distribution/re-distribution of work among Divisions/Bureau	US → DS/Dir. → JS	Secretary

**Note:-** The subject matter where file is to be initiated at the level of US/DS/Director, the secretarial assistance will be provided by the Section.



**GA Section**

Sl. No.	Items of work	Channel of submission	Level of disposal
1.	Files involve expenditure below Rs. 2000 in RE and Rs 5000 in Non-RE	ASO → SO	US
2.	Files involve expenditure upto Rs 2.5 Lakhs	ASO → SO → US	DS/Dir.
3.	File involve expenditure beyond Rs 2.5 Lakhs but less than Rs 10 lakhs	SO → US → DS/Dir.	JS
4.	File involve expenditure beyond Rs 10 lakhs	US → DS/Dir. → JS	Secretary
5.	File involve monthly expenditure beyond Rs 10 lakhs but less than Rs 20 lakhs i.r.o. already approved annual tender	SO → US → DS/Dir.	JS
6.	File involve monthly expenditure beyond Rs 20 lakhs i.r.o. already approved annual tender	US → DS/Dir. → JS	Secretary
7.	Purchase of new laptops/notebook etc. for entitled officers	US → DS/Dir. → JS	Secretary
8.	Tendering for Hiring of vehicles for entitled officers	US → DS/Dir. → JS	Secretary
9.	Tendering for Hiring of services for Manpower	US → DS/Dir. → JS	Secretary
10.	NoC to retired/ transferred Employees	ASO → SO	US
11.	ID Cards to employees of other offices of Ministry	SO → US → DS/Dir.	JS
12.	Forwarding of E-Awas/CGHS Cards requests	ASO	SO
13.	Issue of vehicle parking label to the staff and other offices of Ministry	ASO → SO	US
14.	Allotment of official vehicles to staff	ASO → SO → US	DS/Dir
15.	Any New proposal (first time) for hiring of services/ procurement/ facilitation to staff	SO → US → DS/Dir.	JS
16.	Billing of already approved expenditure and issue of sanctions	ASO → SO	US
17.	RTI matters (RTI/First Appeal)	ASO → SO	US(CPIO)
		ASO → SO	DS/Dir. (FAA)

18.	PG/Direct Grievances	SO	US
19.	Condemnation/Auction of staff car, IT items and other Scrap items	SO → US → DS/Dir.	JS
20.	Reimbursement claim i.r.o Hospitality Bills/ Newspaper bills/ Briefcase Bills/ Telephone bills/ Contingency Bills	ASO → SO → US	DS/Dir

**CASH SECTION**

Sl. No.	Item of Work	Channel of Submission	Level of Disposal
1	<b>Pay Related Matter</b>		
	Transfer and Entry of New Employees in PFMS	ASO	DDO
	Pay Bills of Gazetted Officer	ASO	DDO
	Pay Bills of ASO/HT/SCD/JSA		
	Pay Bills of SSA/Steno/MTS		
	Pay Bills of Co-terminus Staff		
	Arrear Bill of Salary (ACP/MACP)	ASO	DDO
	Preparing of Tuitions Fee Bills	ASO	DDO
	Preparing bills of Bonus	ASO	DDO
	Preparing bills of Honorarium	ASO	DDO
	Issue of LPC (Last Pay Certificate)	ASO	DDO
	Bill related to Pensions (retired/death/VRS cases)	ASO	DDO
	Bill related to Festival Advance	ASO	DDO
2	<b>Income Tax, GST and TDS Related Matter</b>		
	File of Annual Contract to filing the Income Tax/GST/TDS by the Chartered Accountant	SO→US→DS/Dir.	JS
	Income tax Calculation	ASO	DDO
	Income Tax Quarterly return work(Through CA)	ASO	DDO
	Issue of form 16	ASO	DDO
	Calculation of GST	ASO	DDO
	Monthly return work of GST (Through CA)	ASO	DDO
	Calculation of TDS/C-Tax/P-Tax	ASO	DDO
	TDS/C-Tax/P-Tax Quarterly return work (Through CA)	ASO	DDO
	Issue of form 16A	ASO	DDO
3	<b>GPF Related Matter</b>		
	Preparing bills of GPF Advance/ withdrawal	ASO	DDO
	GPF Transfer and GPF Received in PFMS	ASO	DDO
	Issue of GPF Statements	ASO	DDO
4	<b>Reconciliation related Work</b>		
	Maintaining of Contingency Register	ASO	DDO
	Maintaining of TA and LTC Register	ASO	DDO
	Maintaining of Salary Register	ASO	DDO
	Maintaining of Expenditure Control Register	ASO	DDO

	Preparing various type of statements and reports for Audit	ASO	DDO
	Preparing various type of statements and reports for Chartered Accountant	ASO	DDO
	Preparing various type of statements and reports for Budget	ASO	DDO
	Preparing various type of statements and reports for Pay & Accounts Office	ASO	DDO
5	<b>Other/Misc. Bills</b>		
	Preparing of Contingency Bills (Purchase/Services/Advance/Settlement)	ASO	DDO
	Preparing of Medical Reimbursement bills	ASO	DDO
	Outward Claims Bills/Air Fare bills (Domestic and International)/Sanctions	SO → US → DS/Dir.	JS
	TA/DA Bills	ASO → SO	US
	LTC (Advance and Settlement) Bills	ASO → SO	US
	Advance bills (HBA/Scooter/Computer etc.)	ASO	DDO
	Preparing Salary bills of Contract Employees of this Ministry	ASO	DDO
	Conveyance Charges (Sanctions/Bills)	ASO → SO → US	DS
	MMIS (Manpower Monitoring Information System)	ASO → SO → US	DS
	RTI Matter (RTI/First Appeal)	ASO → SO → US	US(CPIO)/DS(FAA)
	Re-appropriation of budget/fund	ASO → SO → US	DS
	Reply of Audit Para	ASO → SO → US	DS
6	<b>Work Related to Cashier</b>		
	Maintenance of Cash Book	Cashier	DDO
	Remittance of Cash/Cheque into account	Cashier	DDO
	Preparation out remittance of income tax challan amount into the bank under respective IT Head.	Cashier	DDO
	Reconciliation of receipt and expenditure with Pay and Account Office.	Cashier	DDO
	Electronic crediting of salaries of officers and staff of the Ministry of Culture	Cashier	DDO



**Vigilance Section**

Sl. No.	Items of work	Channel of submission	Level of disposal
<b>1.</b>	<b>Vigilance Clearance in respect of an officer</b>		
	(i) upto the level of Director/DS and equivalent	SO → US → DS/Dir.	CVO
	(ii) in level of Joint Secretary, Additional Secretary and equivalent	US → DS/Dir. → CVO	Secretary
	(iii) for Secretary	US → DS/Dir. → CVO	Minister
<b>2.</b>	<b>Intimation under rule 13, 18 of CCS(Conduct) Rules for an officer</b>		
	(i) upto the level of Director and equivalent	SO → US → DS/Dir.	CVO
	(ii) in level of Joint Secretary, Additional Secretary and equivalent	SO → US → CVO	Secretary
	(iii) for Secretary	US → DS/Dir. → CVO	Minister
<b>3.</b>	<b>Examination/Forwarding of receipts/complaints</b>	SO → US → DS/Dir.	CVO
<b>4.</b>	<b>Proposal for obtaining CVC Ist Stage advice in case of Disciplinary Authority is</b>		
	(i) Secretary	SO → US → CVO	Secretary
	(ii) Hon'ble Minister	DS/Dir. → CVO → Secretary	Minister
	(iii) other than mentioned at sl. no. 4(i) and 4 (ii).	SO → US → DS/Dir.	CVO
<b>5.</b>	<b>Consideration of 1st stage advice received from CVC in case of disciplinary authority is</b>		
	(i) upto the level of Secretary	SO → US → CVO	Disciplinary Authority
	(ii) Hon'ble Minister	DS/Dir. → CVO → Secretary	Minister
	(iii) other than mentioned at Sl. no. 5(i) and (ii)	SO → US → DS/Dir.	CVO



6.	<b>Initiating Disciplinary proceeding in a case having vigilance angle in respect of an Officer of</b>		
	(i) Main Secretariat of this Ministry and its attached and subordinate organisation whose disciplinary authority is Secretary	SO → US → CVO	Secretary
	(ii) Officer of Main Secretariat of this Ministry and its attached and subordinate organisation whose disciplinary authority is Hon'ble Minister	DS/Dir. → CVO → Secretary	Minister
	(iii) Main Secretariat whose disciplinary authority is other than mentioned at sl. no. 6(i) and 6(ii).	ASO → SO → US	DS/Dir. (Disciplinary Authority)
	(iv) Officer of its organization whose disciplinary authority is other than mentioned at sl. no.6(i) and (ii)	SO → US → DS/Dir.	CVO
7.	<b>Decision on Report/Complaint for Initiating Disciplinary Proceeding in a case having non vigilance angle</b>	SO → US → DS/Dir.	CVO
8.	<b>For proposal for CVC IInd Stage Advice after obtaining the views of disciplinary authority.</b>	SO → US → DS/Dir.	CVO
9.	<b>Proposal for reconsideration of CVC's advice after obtaining the views of Disciplinary Authority</b>	SO → US → DS/Dir.	CVO
10.	<b>The matter pertaining to UPSC advice</b>		
	(i) For referring the matter to UPSC for deciding quantum of penalty	DS/Dir. → CVO → Secretary	Minister
	(ii) Referring proposal to Disciplinary Authority after UPSC's advice/ recommendation and		

11.	<b>For consideration of appeal on imposing penalties in case of appellate authority is</b>		
	(i) Secretary	SO → US → CVO	Secretary
	(ii) Hon'ble Minister	DS/Dir. → CVO → Secretary	Minister
	(iii) other than mentioned at Sl. no. 11(i) and (ii)	SO → US → DS/Dir.	Appellate Authority
12.	<b>Referring the matter to CBI for Preliminary Enquiry</b>	SO → US → DS/Dir.	CVO
13.	<b>Information furnishing under RTI Act, 2005</b>	ASO → SO	US(CPIO)
14.	<b>RTI 1st Appeal</b>	ASO → SO	DS/Dir. (FAA)
15.	<b>Annual Immovable Property Return</b>	SO → US → DS/Dir.	CVO
16.	<b>Appointment of CVO in Organization</b>	SO → US → DS/Dir.	CVO
17.	<b>Annual Return of Complaint/Cases furnished to CVC</b>	SO → US → DS/Dir.	CVO
18.	<b>Public Grievances received from PG portal</b>	SO → US → DS/Dir.	CVO
19.	<b>Report related to Official Language</b>	ASO → SO	US
20.	<b>Sanction of prosecution</b>		
	(i) The matter pertaining to an officer in which sanction for prosecution is required to be accorded in the name of the President.	DS/Dir. → CVO → Secretary	Minister
	(ii) The matter pertaining to an officer in which an authority other than the President is competent to sanction prosecution	SO → US → DS/Dir.	CVO

**ASI Section**

Sl. No.	Items of work	Channel of submission	Level of disposal
1.	Administrative matters of ASI viz. RRs, Appointment to the post of Director & above level officers, Vigilance matters etc. received in the Ministry with the approval of DG, ASI	US→DS/Dir.→JS	Secretary/ Minister
2.	Matters relating to Foreign deputation of Officers of ASI/MoC	US→DS/Dir.→JS	Secretary
3.	World Heritage Matters	US→DS/Dir.→JS	Secretary/ Minister
4.	Policy Matters of ASI	US→DS/Dir.→JS	Secretary/ Minister
5.	Cabinet Notes	US→DS/Dir.→JS	Secretary/ Minister
6.	Matters relating to Parliament Question/ Assurance	US→DS/Dir.→JS	Secretary/ Minister
7.	Public Grievances/representation/ petition/ letters received from general public and through PMO, President Secretariat, Cabinet Secretariat etc.	SO→US→DS/Dir.	JS/AS
8.	Annual Report/ Outcome Budget & other budgetary matters	SO→US→DS/Dir.	JS/AS
9.	PSC Report	SO→US→DS/Dir.	JS/AS
10.	Audit Paras	SO→US→DS/Dir.	JS/AS
11.	AVMS portal updating	SO→US→DS/Dir.	JS
12.	Reply to VIP Reference	US→DS/Dir.→JS/AS	Secretary/ Minister
13.	Policy matters relating to NMMA	US→DS/Dir.→JS/AS	Secretary/ Minister
14.	Work related to INTACH	SO→US→DS/Dir.	JS/AS
15.	Court Cases	SO→US→DS/Dir.	JS/AS
16.	RTI Application/Appeal	ASO→SO	US(CPIO)/ DS/Dir.(FAA)
17.	Forwarding of VIP/ Court judgment/ complaints/ parliamentary matters/ miscellaneous issues etc. to ASI	ASO→SO	US
18.	Crisis/Sensitive issues	US→DS/Dir. → JS/AS	Secretary
19.	Specified(instructed) issues	US→DS/Dir. → JS/AS	Secretary

**राजभाषा प्रभाग**

क्र. सं.	विषय / विवरण	प्रस्तुत करने का माध्यम	अंतिम निपटान का स्तर
1.	संस्कृति मंत्रालय की हिंदी सलाहकार समिति की बैठक से संबंधित कार्य।	निदेशक → संयुक्त सचिव → सचिव	माननीय संस्कृति मंत्री
2.	राजभाषा विभाग, गृह मंत्रालय द्वारा प्राप्त आदेशों/निर्देशों के संबंध में।	उप निदेशक → निदेशक	संयुक्त सचिव
3.	राजभाषा कार्यान्वयन समिति की बैठक से संबंधित कार्य।	उप निदेशक → निदेशक	संयुक्त सचिव
4.	संस्कृति मंत्रालय में हिंदी दिवस / सप्ताह/पखवाड़े/ माह के आयोजन के संबंध में।	उप निदेशक → निदेशक	संयुक्त सचिव
5.	सरकारी कामकाज मूल रूप से हिंदी में करने के लिए प्रोत्साहन योजना के संबंध से संबंधित कार्य।	उप निदेशक → निदेशक	संयुक्त सचिव
6.	संस्कृति मंत्रालय और नियंत्रणाधीन कार्यालयों में राजभाषा कार्यशाला / संगोष्ठी के आयोजन के संबंध में।	उप निदेशक → निदेशक	संयुक्त सचिव
7.	संस्कृति विषयक मौलिक हिंदी पुस्तक लेखन पुरस्कार योजना के संबंध में।	उप निदेशक → निदेशक	संयुक्त सचिव
8.	मंत्रालय के नियंत्रणाधीन कार्यालयों में राजभाषा के मानक पदों के सृजन हेतु।	उप निदेशक → निदेशक	संयुक्त सचिव
9.	संस्कृति पत्रिका का प्रकाशन और उससे संबंधित पत्राचार।	उप निदेशक → निदेशक	संयुक्त सचिव
10.	संसदीय राजभाषा समिति से संबंधित पत्राचार	सहायक निदेशक → उप निदेशक → निदेशक	संयुक्त सचिव
11.	संसदीय राजभाषा समिति की पहली उप समिति द्वारा संस्कृति मंत्रालय के नियंत्रणाधीन कार्यालयों के निरीक्षण और अनुवर्ती कार्रवाई से संबंधित कार्य।	उप निदेशक → निदेशक	संयुक्त सचिव
12.	प्रधानमंत्री जी की अध्यक्षता में गठित केन्द्रीय हिंदी समिति की बैठक से संबंधित कार्य।	उप निदेशक → निदेशक	संयुक्त सचिव
13.	केन्द्रीय राजभाषा कार्यान्वयन समिति की बैठक के संबंध में।	उप निदेशक → निदेशक	संयुक्त सचिव



14.	विश्व हिंदी सम्मेलन की सिफारिशों से संबंधित पत्राचार।	सहायक निदेशक→उप निदेशक → निदेशक	संयुक्त सचिव
15.	राजभाषा सम्मेलन एवं प्रशिक्षण शिविरों में भाग लेने के संबंध में।	सहायक निदेशक→उप निदेशक → निदेशक	संयुक्त सचिव
16.	राजभाषा अधिनियम 1976 के नियम 8(4) के अंतर्गत व्यक्तिशः आदेश जारी करने के संबंध में।	उप निदेशक→निदेशक	संयुक्त सचिव
17.	राजभाषा नियम 1976 के नियम 10(4) के अंतर्गत मंत्रालय के नियंत्रणाधीन कार्यालयों को अधिसूचित किए जाने के संबंध में।	सहायक निदेशक→उप निदेशक→ निदेशक	संयुक्त सचिव
18.	अनुवाद कार्य	अनुवाद अधिकारी→ सहायक निदेशक →उप निदेशक	निदेशक
19.	मंत्रालय की हिंदी तिमाही प्रगति रिपोर्ट के संबंध में।	सहायक निदेशक →उप निदेशक	निदेशक
20.	संस्कृति मंत्रालय के नियंत्रणाधीन कार्यालयों में राजभाषा नीति के कार्यान्वयन के निरीक्षण के संबंध में।	सहायक निदेशक →उप निदेशक	निदेशक
21.	राजभाषा विभाग, गृह मंत्रालय द्वारा चलाए जा रहे प्रशिक्षण कार्यक्रमों के संबंध में।	सहायक निदेशक→उप निदेशक	निदेशक
22.	सूचना का अधिकार अधिनियम 2005 के अंतर्गत जानकारी प्राप्त करने के संबंध में।	सहायक निदेशक →उप निदेशक	निदेशक
23.	संस्कृति मंत्रालय के नियंत्रणाधीन सभी कार्यालयों में राजभाषा नीति के कार्यान्वयन और राजभाषा हिंदी के प्रगामी प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट की समीक्षा के संबंध में।	अनुवाद अधिकारी→ सहायक निदेशक→उप निदेशक	निदेशक
24.	राजभाषा विभाग द्वारा जारी वार्षिक कार्यक्रम पर कार्रवाई और जांच बिन्दु स्थापित करने के संबंध में।	अनुवाद अधिकारी→ सहायक निदेशक →उप निदेशक	निदेशक
25.	विविध संदेश भेजे जाने के संबंध में।	सहायक निदेशक→उप निदेशक	निदेशक
26.	राजभाषा हिन्दी के कार्यान्वयन से संबंधित वार्षिक मूल्यांकन रिपोर्ट तैयार करने के संबंध में।	अनुवाद अधिकारी→ सहायक निदेशक→उप निदेशक	निदेशक



27.	अनुवाद कार्य और राजभाषा कार्यान्वयन से संबंधित कार्यों के निष्पादन के लिए परामर्शदाताओं की नियुक्ति के संबंध में।	अनुवाद अधिकारी → सहायक निदेशक → उप निदेशक	निदेशक
28.	हिंदी अनुवाद आउटसोर्स कराने के संबंध में।	अनुवाद अधिकारी → सहायक निदेशक → उप निदेशक	निदेशक
29.	राजभाषा नीति के उल्लंघन के संबंध में।	सहायक निदेशक → उप निदेशक	निदेशक

**AKADEMI DIVISION**

<b>A. Administrative Matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	MoU between Ministry and Akademi Division's organisations	US→DS/Dir.→JS	Secretary
2.	Court Cases/ Writ Petitions	US→DS/Dir.→JS	Secretary
3.	Audit Para	US→DS/Dir.→JS	Secretary
4.	Approval of Minutes of various Meetings held in organisations	US→DS/Dir.→JS	Senior most Ministry's representative
5.	Nomination of outside experts in various expert committees of organisations	DS/Dir.→JS→Secretary	Minister
6.	Amendments of RRs	DS/Dir.→JS→Secretary	Minister
7.	Amendment of bye law/MoAs	DS/Dir.→JS→Secretary	Minister
<b>B. Financial Matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Release of Grants for Autonomous Bodies	SO→US→DS/Dir.	JS
2.	Budget Matters	SO→US→DS/Dir.	JS
<b>C. New Schemes/Projects</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Project upto Rs. 500 Crore	DS/Dir.→JS→Secretary	Minister
2.	Project upto Rs. 100 Crore	US→DS/Dir.→JS	Secretary
<b>D. Parliamentary Matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Parliament Question (Starred)	DS/Dir.→JS→Secretary	Minister
2.	Parliament Question (Unstarred)	US→DS/Dir.→JS	Minister
3.	Laying of Annual Report of Autonomous Bodies	DS/Dir.→JS→Secretary	Minister
3.	Lok Sabha/Rajya Sabha Parliamentary Assurances Matters	DS/Dir.→JS→Secretary	Minister
4.	Matter raised under rule 377	DS/Dir.→JS→Secretary	Minister
<b>E. Complaints received through CVC</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Complaints against head of organization	DS/Dir.→JS→Secretary	Minister
2.	Complaint against all employees except against head of organization	US→DS/Dir.→JS	Secretary

<b>F. Miscellaneous</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Monthly D.O.	SO→US→DS/Dir.	JS
2.	RTI	ASO→SO	US(CPIO)
3.	RTI Appeal	ASO→SO	DS/Dir.(FAA)
4.	MPs/VIPs references	DS/Dir.→JS→Secretary	Minister
5.	AVMS, E- Samiksha	SO→US→DS/Dir.	JS
7.	Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns	SO→US→DS/Dir.	JS

**Museum Division**

<b>A. Administrative matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Signing of MoU between MoC & Organization	US→DS/Dir.→JS	Secretary
2	Audit Para	US→DS/Dir.→JS	Secretary
3	Court Cases / Writ Petitions	US→DS/Dir.→JS	Secretary
<b>B. Financial Matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Release of GIA to Autonomous Organizations	SO→US→DS/Dir	JS
2	Budget Matters	US→DS/Dir.→JS	Secretary
<b>C. New Schemes/Projects</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Scheme for promotion of Culture of Science (SPOCS)	DS/Dir.→JS →Secretary	Minister
2	Museum Grant Schemes	DS/Dir.→JS →Secretary	Minister
<b>D. Parliamentary Matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Laying of Annual Report & Account Statement of Autonomous Bodies to Parliament	DS/Dir.→JS →Secretary	Minister
2	Parliament Question (Unstarred)	DS/Dir.→JS →Secretary	Minister
3	Parliament Question (Starred )	DS/Dir.→JS →Secretary	Minister
4	Parliament Assurance	DS/Dir.→JS →Secretary	Minister
<b>E. Complaints received through CVC</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Complaint received against head of organization	DS/Dir.→JS →Secretary	Minister
<b>F. Miscellaneous</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Complaints/ Grievances	US→DS/Dir.→JS	Secretary
2	Grant of MACP	US→DS/Dir.→JS	Secretary
3	RTI	ASO→SO	US(CPIO)
4	First Appeal	ASO→SO→US	DS/Dir.(FAA)

<b>G. Any Other</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Amendment of RRs	DS/Dir.→JS →Secretary	Minister
2	Amendment bye Laws/Acts	DS/Dir.→JS →Secretary	Minister



**UNESCO/NMA/NCF Cell**

<b>A. Administrative Matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Constitution/Re-constitution of NCF Council	DS/Dir.→JS →Secretary	Minister
2.	Approval of the Minutes of the NCF Council	DS/Dir.→JS →Secretary	Minister
3.	Constitution/Re-constitution of Executive Committee	DS/Dir.→JS →Secretary	Minister
4.	Approval of the Minutes of the Executive Committee	DS/Dir.→JS →Secretary	Minister
5.	Nomination of members to the NCF Council and Executive Committee	DS/Dir.→JS →Secretary	Minister
6.	Appointment of Chairperson of NMA	DS/Dir.→JS →Secretary	Minister
7.	Appointment of Whole Time Members and Part Time Members of NMA	DS/Dir.→JS →Secretary	Minister
<b>B. New Schemes/Projects</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Project upto Rs. 500 Crore	DS/Dir.→JS →Secretary	Minister
2	Project upto Rs. 100 Crore	US→DS/Dir.→JS	Secretary
<b>C. Parliamentary Matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Parliament Question relating to NMA and NCF	DS/Dir.→JS →Secretary	Minister
2	Laying of Annual Report of NCF	DS/Dir.→JS →Secretary	Minister
3	Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee	DS/Dir.→JS →Secretary	Minister
<b>D. Complaints received through CVC</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Complaints/ Public Grievances/ Court Cases	US→DS/Dir.→JS	Secretary

<b>E. Miscellaneous</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Monthly D.O, AVMS, e-Samiksha	SO→US→DS/Dir.	JS
2	RTI	ASO→SO	US (CPIO)
3	RTI (1 <sup>st</sup> Appeal)	ASO→SO	DS/Dir.(FAA)
4	MPs/ VIPs References	DS/Dir.→JS →Secretary	Minister
5	CAG Audit Reports/ Other Audit Reports/ Paras	US→DS/Dir.→JS	Secretary
6	Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns	SO→US→DS/Dir.	JS

**Note :** The subject matter where file is to be initiated at the level of US/DS/Director, the secretariat assistance will be provided by the Section.

**A&A Section**

Sl. No.	Item of Work	Channel of Submission	Level of disposal
<b>1. Financial Matters</b>			
	Release of Grant to Autonomous Bodies/Grantee Bodies	SO→US→DS/Dir.	JS/AS
	Budgetary proposals related to RE/Supplementary Grant/Budget Circular etc.	SO→US→DS/Dir.	JS/AS
<b>2. Administrative Matters</b>			
	Signing of MoU between M/o Culture and Autonomous Organizations	SO→US→DS/Dir.	JS/AS
	Appointment of Head of organization	DS/Dir.→JS/AS→Secretary	Minister
	Framing/amendment of Recruitment Rules	DS/Dir.→JS/AS→Secretary	Minister
	Constitution/Re-constitution of Committees/Boards/Council/Society	DS/Dir.→JS/AS→Secretary	Minister
<b>3. New Schemes/Projects</b>			
	Upto Rs.100 crore	US→DS/Dir.→JS/AS	Secretary
	From Rs.100 crore to Rs.500 crore	DS/Dir.→JS/AS→Secretary	Minister
<b>4. Parliamentary Matters</b>			
	Parliament Questions/ Parliamentary Assurances/ Matters for Parliamentary Standing Committee/Laying of Annual Reports	DS/Dir.→JS/AS→Secretary	Minister
<b>5. Complaints received through CVC</b>			
	Complaints received through CVC	US→DS/Dir.→JS/AS	Secretary
<b>6. Miscellaneous</b>			
	Monthly D.O /CAG/PAC Audit Paras	SO→US→DS/Dir.	JS/AS
	RTI Application	ASO→SO	US(CPIO)
	RTI (1st Appeal)	ASO→SO	DS/Dir.(FAA)
	VIP References	DS/Dir.→JS/AS→Secretary	Minister

**Note:-** The subject matter where file is to be initiated at the level of US/DS/Director, the secretarial assistance will be provided by the Section.

**Library Division**

<b>A. Administrative matters</b>			
<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of disposal</b>
1.	Framing/Amendment of RRs i.r.o Autonomous Organization of Library Section	DS/Dir. → JS/AS → Secretary	Minister
2.	Appointment to the post of HoDs (Except Central Secretariat Library and Central Reference Library)	DS/Dir. → JS/AS → Secretary	Minister
3.	MoU signed b/w Ministry and Autonomous Organization	US → DS/Dir. → JS/AS	Secretary
4.	Framing/Amendment of MoA, By-laws, Rules & Regulations	DS/Dir. → JS/AS → Secretary	Minister
5.	Forwarding proposal to SSC/UPSC for direct recruitment or promotion	SO → US → DS/Dir.	JS/AS
6.	Accepting the recommendation of DPC for promotion or appointment through Direct Recruitment in Group A post, General Central Service	DS/Dir. → JS/AS → Secretary	Minister
7.	Accepting the recommendation of DPC for promotion or appointment through Direct Recruitment in Group B post, General Central Service	US → DS/Dir. → JS/AS	Secretary
8.	Accepting the recommendation of DPC for promotion or appointment through Direct Recruitment in Group C post, General Central Service	ASO → SO → US	DS/Dir.
9.	Advertisement for filling up the post on deputation (including short term contract) basis	SO → US → DS/Dir.	JS/AS
10.	Forwarding of Applications of employee in deputation case	SO → US → DS/Dir.	JS/AS
<b>B. Financial Matters</b>			
<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of Submission</b>	<b>Level of disposal</b>
1.	Concurrence for releasing of grants	SO → US → DS/Dir.	JS/AS



2.	Grant of financial upgradation under MACPs to employees of CSL	US→DS/Dir.→JS/AS	Secretary
3.	Pay Fixation on Promotion/MACP	ASO→SO	US
4.	Reimbursement of Medical Claims and Children Education Allowances of employees of CSL	SO→US→DS/Dir.	JS/AS
5.	Processing of pensionary benefits ( through Bhavishya Portal)	ASO→SO	US
6.	Grant of Annual Increment to CSL Employees	ASO→SO	US
<b>C. New Schemes/Matters</b>			
Sl. No.	Item of work	Channel of Submission	Level of disposal
1.	Upto Rs.100 crore	US→DS/Dir.→JS/AS	Secretary
2.	From Rs.100 crore to Rs.500 crores(after obtaining the approval of MoF)	DS/Dir.→JS/AS→Secretary	Minister
<b>D. Parliamentary Matters</b>			
Sl. No.	Item of work	Channel of Submission	Level of disposal
1.	Laying of Annual Reports in the both the houses of Parliament	DS/Dir.→JS/AS →Secretary	Minister
2.	Parliament Assurance – Extension of time	US→ DS/Dir.→JS/AS	Minister
3.	Reply to Parliament Question	DS/Dir.→JS/AS →Secretary	Minister
<b>E. Complaints received through CVC</b>			
Sl. No.	Item of work	Channel of Submission	Level of disposal
1.	Complaints received through CVC	SO→ US→DS/Dir.	JS/AS
<b>F. Miscellaneous</b>			
Sl. No.	Item of work	Channel of Submission	Level of disposal
1.	Monthly D.O /CAG/PAC Audit Paras	SO→US→DS/Dir.	JS/AS
2.	RTI Application (For furnishing information or transferring application)	ASO→SO	US(CPIO)



3.	RTI Appeal	ASO→SO	DS/Dir.(FAA)
4.	VIP References (Acknowledgement)	DS/Dir.→JS/AS →Secretary	Minister
5.	Public Grievances (for transferring to organization concerned for taking necessary action)	ASO→SO	US

**PARLIAMENT UNIT**

S. No.	Items of work	Channel of submission	Level of disposal
1	Monitoring of Pending Assurances	SO→US→DS/Dir.	JS/AS
2	Legislative Proposals during Session	DS/Dir.→JS/AS→Secretary	Minister
3	Important issues during Sessions	DS/Dir.→JS/AS→Secretary	Minister
4	Matters raised under Rule 377 in Lok Sabha	SO→US→DS/Dir.	JS/AS
5	Matters raised as Special Mention in Rajya Sabha	SO→US→DS/Dir.	JS/AS
6	Consultative Committee Meetings	DS/Dir.→JS/AS→Secretary	Minister
7	Matters raised during Zero Hour in Lok Sabha/Rajya Sabha	SO→US→DS/Dir.	JS/AS
8	Issue of Passes for Session and meetings of the Committees	ASO→SO→US	DS/Dir.
9	Circulation of guidelines received from Lok Sabha/Rajya Sabha and Ministry of Parliamentary Affairs	ASO→SO	US

**CDN Section**

<b>S. No.</b>	<b>Subject</b>	<b>Channel of Submission</b>	<b>Level of Disposal</b>
1	Coordination work for the Ministry of Culture	ASO→SO→US	DS/Dir.
2	Monthly D.O for Cabinet Secretary (except e-Samiksha)	US→DS/Dir.→JS/AS	Secretary
3	Cabinet matters (except e-Samiksha)	DS/Dir.→JS/AS→Secretary	Minister
4	Training of Officers/Officials of organizations of MoC (Other than Secretariat proper)	ASO→SO→US	DS/Dir.
5 *	Padma Awards/ Other Awards	SO→US→DS/Dir.	JS/AS
6	Annual Reports/ Samarthan	US→DS/Dir.→JS/AS	Secretary
7	Coordination work of Memorandum of Understanding	SO→US→DS/Dir.	JS/AS
8	Optimization of Direct recruitment to civilian posts	SO→US→DS/Dir.	JS/AS
9	Central Advisory Board on Culture	DS/Dir.→JS/AS→Secretary	Minister
10	National Culture Policy	DS/Dir.→JS/AS→Secretary	Minister
11	Allocation of Business Rules	ASO→SO	US
12	PM's 15 point programme on recruitment of Minorities	SO→US→DS/Dir.	JS/AS
13	Representation of SC/ST/OBC	SO→US→DS/Dir.	JS/AS
14	Coordination work of RRs and vacancy position of organizations / Monitoring of vacancies of Head of Organizations under MoC (except through AVMS)	SO→US→DS/Dir.	JS/AS
15	Compilation of data on all matters for Ministry of Culture (including attached/ subordinate/ autonomous Organizations) and also for various Ministries/Departments.	SO→US→DS/Dir.	JS/AS
16	Coordination of SFC/EFC/Cabinet Notes received from other Ministries.	DS/Dir.→JS/AS→Secretary	Minister
17	Parliamentary Standing Committee Reports pertaining to more than two divisions	DS/Dir.→JS/AS→Secretary	Minister
18	Implementation/monitoring of Cabinet Decisions.	SO→US→DS/Dir.	JS/AS

19	Maintenance of List of Organizations under MoC and publication of diary of addresses of various organizations under MoC	JSA/ASO→SO	US
20	Coordination of Court Cases of MoC and it organizations except monitoring through LIMBS	SO→US→DS/Dir.	JS/AS
21	My Gov matters	SO→US	DS
22	VIP Reference Monitoring System	ASO→SO→US	DS
23	VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to CDN Section	SO→US→DS/Dir.	JS/AS
24	Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.	SO→US→DS/Dir.	JS/AS

\* Padma Awards will be dealt by the Award cell. CDN section will compile the list of nominations for the Padma award and forward it to the Award cell for further necessary action at their end.

**Note:** The subject matter where file is to be initiated at the level of US/DS, the secretarial assistance will be provided by the Section.

**GHSM Section:-**

<b>A. Administrative matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Payment to Hiring of Vehicle, monthly basis	SO→US→DS/Dir.	JS/AS
2.	Tender for Hiring of Vehicle	SO→US→DS/Dir.	JS/AS
3.	Payment to Hiring of outsourcing staff, monthly basis	SO→US→DS/Dir.	JS/AS
4.	Tender for Hiring of manpower through GeM	US→DS/Dir. →JS/AS	Secretary
5.	Payment to MTNL	SO→US→DS/Dir.	JS/AS
6.	Payment to Chartered Accountant	ASO→SO	US
<b>B. Financial Matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Matters related to Budget	SO→US→DS/Dir.	JS/AS
2.	Payment to Gandhi Smriti and Darshan Samiti (GSDS)	SO→US→DS/Dir.	JS/AS
3.	Fund release for execution of various projects through GHSM	SO→US→DS/Dir.	JS/AS
4.	As per delegation of financial powers approved by AS & FA (Culture) and Hon'ble Minister of State (Independent charge) vide Order No. 17-4/2018-IFD dated 07.06.2018, the Joint Secretary, MoC can incur an expenditure of Rs. 10.00 lakh for Contingent expenditure.	SO→US→DS/Dir.	JS/AS
5.	As per Schedule – V of D.F.P.R., Under Secretary in the Department of the Central Government declared as Head of Office (HOO) can incur an expenditure of Rs.2000/- per month in each of recurring expenditure and Rs. 5000/- in each case on non – recurring.	ASO→SO	US
<b>C. New Schemes / Projects</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Project related to Gandhi Heritage Sites Mission	SO→US→DS/Dir.	JS/AS



<b>D. Parliamentary matters</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Matters related to Parliament starred question	DS/Dir.→JS/AS→Secretary	Minister
2.	Matters related to Parliament unstarred question	SO→US→DS/Dir.	JS/AS
<b>E. Miscellaneous</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Miscellaneous matters related to GHSM Section	SO→US→DS/Dir.	JS/AS
2.	Miscellaneous matters related to GHSM Section received from CDN Section	ASO→SO→US	DS/Dir.
3.	RTI matter related to GHSM Section	ASO→SO	US(CPIO)
4.	1st Appeal of RTI matter related to GHSM Section	ASO→SO→US	DS/Dir.
5.	Any reference received from CIC related to GHSM Section	ASO→SO→US	DS/Dir.
6.	Court Case related to GHSM Section	SO→US→DS/Dir.	JS/AS
<b>F. Any other Items</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Calling of Nomination Gandhi Peace Prize & Tagore Award for Cultural Harmony	DS/Dir.→JS/AS→Secretary	Minister

**AR&IT Section**

<b>S. No.</b>	<b>Subject matter</b>	<b>Channel of Submission</b>	<b>Level of Disposal</b>
1	Matters related to IT and e-Governance	SO→US→DS/Dir.	JS/AS*
2	Citizens Charter related matter	US→DS/Dir. →JS/AS	Secretary
3	Public Grievances (PG) related matter	ASO→SO→US	DS/Dir.
4	RTI matters I. RTI applications II. RTI Appeals	ASO→SO ASO→SO	US(CPIO) DS/Dir.(FAA)

Note:- \* Depending on the importance of work, approval of Secretary (C) will also be sought whenever required.

**ICR DIVISION**

<b>Sl. No.</b>	<b>Subject matter/Item of work</b>	<b>Channel of submission</b>	<b>Level of Disposal</b>
1.	Cultural Agreements/ Cultural Exchange Programmes	DS/Dir.→JS/AS→Secretary	Minister
2.	Grant-in-Aid to Indo foreign Friendship Societies	US→DS/Dir.→JS/AS	Minister
3.	Festival of India Abroad	DS/Dir.→JS/AS→Secretary	Minister
4.	Inter-Ministerial Consultations/Inter Governmental Commissions	DS/Dir.→JS/AS→Secretary	Minister
5.	Multilateral Forums BRICS/ G-20/SCO etc.	DS/Dir.→JS/AS→Secretary	Minister

**Performing Arts Section**

<b>Sl. No.</b>	<b>Present/Proposed items of work</b>	<b>Revised channel of submission</b>	<b>Level of Disposal</b>
1.	Parliament Question	DS/Dir.→JS→Secretary	Minister
2.	Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee	DS/Dir.→JS→Secretary	Minister
3.	Matters relating to Parliamentary Standing Committee	DS/Dir.→JS→Secretary	Minister
4.	MPs/VIPS References	DS/Dir.→JS→Secretary	Minister
5.	CAG Audit Report/ Other Audit Report/ Paras	SO→US→DS/Dir.	JS
6.	Court Cases	US→DS/Dir.→JS	Secretary
7.	Release of Grant/ Scholarship Fellowship	SO→US→DS/Dir.	JS

**BTI Section****A. Administrative Matters**

<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Constitution/Re-constitution of Expert Advisory Committee of Himalayan Scheme	DS/Dir.→JS→Secretary	Minister
2.	Approval of the Minutes of the Expert Advisory Committee of Himalayan Schemes	DS/Dir.→JS→Secretary	Minister
3.	Constitution/Re-constitution of Expert Advisory Committee of Buddhist Scheme.	DS/Dir.→JS→Secretary	Minister
4.	Approval of the Minutes of the Expert Advisory Committee of Buddhist Scheme.	DS/Dir.→JS→Secretary	Minister
5.	Appointment of Vice-Chancellor/Director of Autonomous Bodies under BTI of the three names shortlisted by the Search-cum-Selection Committee	DS/Dir.→JS→Secretary	Minister
6.	Assignment/Extension of Additional Charge of Vice-Chancellor/Director in Autonomous Bodies.	DS/Dir.→JS→Secretary	Minister
7.	Formulation of Recruitment Rules of the Vice-Chancellor/Director in Autonomous Bodies.	DS/Dir.→JS→Secretary	Minister
8.	Nomination of Experts as Members to the Boards/Societies of the Autonomous Bodies	DS/Dir.→JS→Secretary	Minister
9.	Nomination of official members to the Governing Bodies like Board, Society, FC etc. of Autonomous Bodies.	DS/Dir.→JS→Secretary	Minister
10.	Fixing the Meeting and approval of the Minutes of the Meetings of Society of Autonomous Bodies	US→DS/Dir.→JS	Secretary
11.	Signing of MoU between M/o Culture and Autonomous Organizations	ASO→SO→US	DS/Dir.

**B. Financial Matters**

<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	RE/BE/ Outcome Budget/Supplementary Demand	SO→US→DS/Dir.	JS



2	Release of Grants for Autonomous Bodies/Grantee Bodies/Grantees under Schemes	SO→US→DS/Dir.	JS
<b>C. New Schemes/Projects</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Project upto Rs. 500 Crore	DS/Dir.→JS→Secretary	Minister
2	Project upto Rs. 100 Crore	US→DS/Dir.→JS	Secretary
<b>D. Parliamentary Matters.</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Parliament Question	DS/Dir.→JS→Secretary	Minister
2	Laying of Annual Report of Autonomous Bodies/Grantee Bodies	DS/Dir.→JS→Secretary	Minister
3	Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee	DS/Dir.→JS→Secretary	Minister
<b>E Complaints received through CVC</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Complaints/ Grievances/ Court Cases Public	US→DS/Dir.→JS	Secretary
<b>F Miscellaneous</b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Monthly D.O, AVMS, e-Samiksha	SO→US→DS/Dir.	JS
2	RTI	ASO→SO	US(CPIO)
3	RTI (Ist Appeal)	ASO→SO	DS/Dir.(FAA)
4	MPs/ VIPs References	DS/Dir.→JS→Secretary	Minister
5	CAG Audit Reports/ Other Audit Reports/ Paras	SO→US→DS/Dir.	JS
6	Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns	SO→US→DS/Dir.	JS

**ZCC Section**

<b>A. <u>Administrative Matters</u></b>			
<b>Sl. No</b>	<b>items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Appointment of Director Zonal Cultural Centre (ZCCs).	DS/Dir.→JS→Secretary	Minister
2.	Nominations of Private Members in the Board of Governors / Governing Body of ZCCs	DS/Dir.→JS→Secretary	Minister
3.	Framing of RRs for the post of Director, ZCCs	DS/Dir.→JS→Secretary	Minister
4.	Revision of Memorandum of Association in r/o ZCCs	DS/Dir.→JS→Secretary	Minister
5.	Meeting of Board of Governors / Governing Body of ZCCs	DS/Dir.→JS→Secretary	Minister
6.	Meeting of Executive Board / Finance Committee/ Programme Committee of ZCCs	SO→US→DS/Dir.	JS
7.	Review of activities of ZCC/ Review Committee Reports	DS/Dir.→JS→Secretary	Minister
8.	Setting up of Shilpgram of ZCCs	DS/Dir.→JS→Secretary	Minister
9.	Administrative matters relating to ZCCs	US→DS/Dir.→JS	Secretary
<b>B. <u>Financial Matters</u></b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Proposal for increasing of Corpus Fund of ZCCs	DS/Dir.→JS→Secretary	Minister
2.	Release of Funds to ZCCs/ All Budget Matters	US→DS/Dir.→JS	Secretary
3.	Organization of Rashtriya Sanskriti Mahotsava	DS/Dir.→JS→Secretary	Minister
4.	Proposal for increasing Honorarium of Artistes	DS/Dir.→JS→Secretary	Minister
5.	Annual Plan Proposal of ZCCs	SO→US→DS/Dir.	JS
6.	RE/BE/ Outcome Budget	SO→US→DS/Dir.	JS
7.	Matters relating to various schemes of ZCCs	SO→US→DS/Dir.	JS
<b>C. <u>New Schemes/Projects</u></b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Policy matters relating to ZCCs	DS/Dir.→JS→Secretary	Minister

<b>D. <u>Parliamentary Matters</u></b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Laying of Annual Reports of ZCCs in Both Houses of the Parliament	DS/Dir.→JS→Secretary	Minister
2.	Lok Sabha / Rajya Sabha Starred Questions	DS/Dir.→JS→Secretary	Minister
3.	Lok Sabha / Rajya Sabha Unstarred Questions	DS/Dir.→JS→Secretary	Minister
4.	Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee	DS/Dir.→JS→Secretary	Minister
5.	Annual Reports of the Ministry of Culture	SO→US→DS/Dir.	JS
<b>E. <u>Complaints received through CVC</u></b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Complaints/ Public Grievances/ Court Cases	US→DS/Dir.→JS	Secretary
<b>F. <u>Miscellaneous</u></b>			
<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Participation of ZCCs in the Republic Day Parade Festival	SO→US→DS/Dir.	JS
2.	Participation of Tableau of ZCCs in the Republic Day Parade Festival	DS/Dir.→JS→Secretary	Minister
3.	MPs/ VIPs References	DS/Dir.→JS→Secretary	Minister
4.	Requests for participation in Festivals/ Fairs	SO→US→DS/Dir.	JS
5.	CAG Audit Reports/ Other Audit Reports/ Paras	SO→US→DS/Dir.	JS
6.	Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns	SO→US→DS/Dir.	JS
7.	All RTI Matters	ASO→SO	US
8.	RTI (1 <sup>st</sup> Appeal)	ASO→SO	DS/Dir.(FA A)

**S&F Section**

<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Parliament Questions (Unstarred/Starred)	DS/Dir.→JS→Secretary	Minister
2.	Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee	DS/Dir.→JS→Secretary	Minister
3.	Matters relating to Parliamentary Standing Committee	DS/Dir.→JS→Secretary	Minister
4.	MPs/ VIPs References	DS/Dir.→JS→Secretary	Minister
5.	CAG Audit Reports/ Other Audit Reports/ Paras	SO→US→DS/Dir.	JS
6.	Court Cases	US→DS/Dir.→JS	Secretary



**SPECIAL CELL/C&M SECTION**

<b>Sl. No.</b>	<b>Items of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	Constitution of National Committee/ High Level Committee/Executive Committee for Commemoration(referred to PMO with the approval of Minister).	DS/Dir.→JS→Secretary	Minister
2.	Constitution of National Implementation Committee for Commemoration (referred to PMO with the approval of Minister).	DS/Dir.→JS→Secretary	Minister
3.	Approval of Minutes of NIC meeting.	DS/Dir.→JS→Secretary	Minister
4.	Approval of minutes of NC/HLC/EC meetings (referred to PMO with the approval of Minister).	DS/Dir.→JS→Secretary	Minister
5.	Proposals for sanction of Grant for commemorations approved by NIC	US→DS/Dir.→AS(Com.)	Secretary
6.	Release of Grant for Grantee Institutions.	US→DS/Dir.→AS(Com.)	Secretary
7.	Appointment of contractual staff.	US→DS/Dir.→JS	Secretary
8.	Contingent Expenditure with in power of HOD	Section>Under Secretary>Director>AS(com)	AS
9.	Contingent Expenditure beyond power of HOD(with the concurrence of FA)	Section>Under Secretary>Director>AS(com)> FA	FA
10.	Fixing the Meeting and approval of the Minutes of the Meetings of Society of Autonomous Bodies	US→DS/Dir.→AS(Com.)	Secretary
11.	RE/BE/ Outcome Budget/Supplementary Demand	SO→US→DS/Dir.	AS
12.	Parliament Question	DS/Dir.→JS→Secretary	Minister
13.	Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee	DS/Dir.→JS→Secretary	Minister
14.	Annual Reports of the Ministry of Culture	SO→US→DS/Dir.	AS
15.	Complaints/ Public Grievances	ASO→SO→US	DS/Dir.
16.	Court Cases	SO→US→DS/Dir.	AS
17.	Monthly D.O, AVMS, e-Samiksha	SO→US→DS/Dir.	AS
18.	RTI	ASO→SO	US(CPIO)



19.	RTI (Ist Appeal)	ASO→SO	DS/Dir.(FA A)
20.	MPs/ VIPs References	SO→US→DS/Dir.	AS
21.	CAG Audit Reports/ Other Audit Reports/ Paras	SO→US→DS/Dir.	AS
22.	Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns	ASO→SO→US	DS/Dir.

**Budget Section**

<b>A. <u>Administrative matters</u></b>			
<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	1.RTI 2.Grievances/Complaints 3.Other Daily and Weekly Routine matters of Division	ASO→SO	Deputy Director
2	RTI First Appeal	ASO→SO	DS/Dir.
3	1.Coordination of Audit Matters and CAG/PAC Paras	ASO→SO→DD	DS/Dir.
<b>B. <u>Financial Matters</u></b>			
<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	1.Budget Announcements monitoring 2. SC , ST & NER Budget matters 3. Child & Gender Budgeting matters 4. Output Outcome Monitoring Framework(OOMF) of NITI Aayog 5. Any information sought by MoF, MoSJE and MoTA	DD→DS/Dir.→JS&FA	Secretary
2.	1. BE / RE Preparation 2.Supplementary Grants 3.Re-appropriation of funds 4.Appropriation Accounts related matters 5.Savings & Surrenders Metter 6.Budget Speech 7.Budget Announcements	DD→DS/Dir.→JS&FA	Secretary
<b>C. <u>Parliamentary Matters</u></b>			
<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1 2 3.	1.Reports of PSC 2.PSC Meetings 3.Parliament Questions & assurances 4.Any Meeting or Review of Budget by Minister	DS/Dir.→JS&FA→Secretary	Minister
<b>D. <u>Miscellaneous Matters</u></b>			
<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1	Any other matter	ASO→SO→DD	DS/Dir.

**Integrated Finance Division(IFD)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of disposal</b>
1.	All matters pertaining to IFD	US→DS/Dir.	JS&FA

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