

MINISTRY OF DEFENCE
D(IWS-CUM-O&M UNIT)

Subject:- Standing orders laying down channels of submission and levels of final disposal in respect of Department of Defence.

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The consolidated orders, laying down the channels of submission and levels of final disposal were last notified vide this Ministry's ID Note No. I-34(25)/90-O&M, dated 10th August, 1990.

2. In accordance with para 22 of the Manual of Office Procedure, these standing orders are to be reviewed periodically with a view to ensure speedier disposal and decision making. Accordingly comments were invited from various Joint Secretaries. On the basis of comments received, and also in the light of the latest delegation of powers made at different levels, the revised channels are forwarded herewith for information/necessary action.

3. With a view to ensure uniformity in the channels of submission for common items of work being dealt with in more than one section, such items have been omitted from the list of respective sections and common channels have been proposed as indicated in the Annexure I. The channels for the common items have been proposed keeping in view the conventional set up. However, in the Sections functioning on Desk pattern, the Desk Officers will submit files direct to DS/Dir as usual. The channels for common items are subject to the revised instructions issued by D(O&M) and D(Parl) from time to time.

M. S. Sokhanda
(M. S. SOKHAMDA)
JOINT SECRETARY (E)
TELE: 3011553

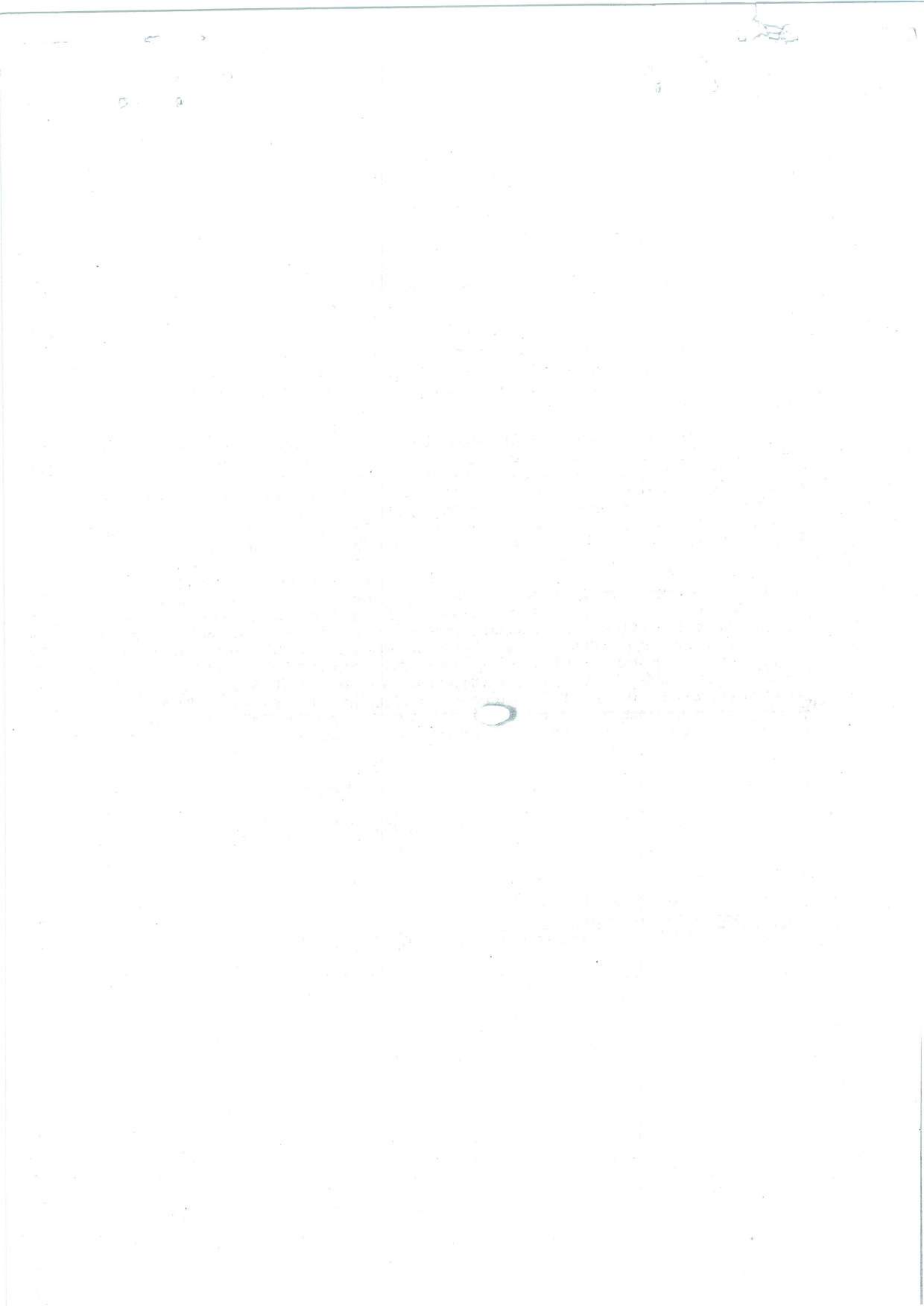
All JSs/Directors/DSS in the Department of Defence.

M.O.D. I.D. No. I-34(38)/93-O&M; dated 15-11-1994.

Copy to:- All Sections in Department of Defence.

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Common Items Annex 1

CRITERIA OF DECISION AND LEVEL OF FINAL DISPOSAL FOR COMMON ITEMS OF ORN

Annexe I

Sl. No.	Items	Proposed channels	Level of final disposal
(1)	(2)	(3)	(4)
1.	Matters relating to the appointment, posting, transfers, re-employment etc. after retirement.		
	a) Lt. General (and equivalent) and above	SO=DO/US/DS/JS/.S/Def. Secy.	RM
	b) Maj. General (and equivalent) and below	SO=DO/US/DS/JS/.S/Def. Secy.	RRM
2.	Appeal cases of Defence Service Officers.		
	a) Major General (and equivalent) and above	SO=DO/US/DS/JS/.S/Def. Secy.	RM
	b) Brigadier (and equivalent) and below	SO=DO/US/DS/JS/.S/Def. Secy.	RRM
3.	Appeal cases where the President is the appellate authority.	SO=DO/US/DS/JS/.S/Def. Secy./RRM	RM
4.	Foreign Deputation, postings & training of Service Officers with Foreign Govts.		
	a) Maj. General (and equivalent) and above	SO=DO/US/DS/JS/Def. Secy.	RM
	b) Brigadier (and equivalent) and below	SG=DO/US/JS/.S/Def. Secy.	RRM
5.	Grant or forfeiture of pensionary benefits in respect of Service Officers who are cashiered, dismissed, removed, called upon to retire from Service.		
	a) Lt. General (and equivalent) and above	SO/US/JS/.S/Def. Secy.	RM
	b) Maj. General (and equivalent) and below	SO/US/JS/.S/Def. Secy.	RRM
6.	Approval of Recommendations of the Promoter Boards of the I Service Services Officers.		
	a) Maj. General and below	SO=US/JS/JS/.S/Def. Secy.	RRM

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7. Disciplinary/Vigilance matters including suspension of Service Officers.

e) Maj. General (and equivalent) and above SO=DO/US/DS/JS/AS/Def.Secy. RRM

b) Brigadier (and equivalent) and below SO=DO/US/DS/JS/AS/Def.Secy. RRM

8. Detention in military custody beyond 3 months SO/US/DS/JS/AS/Def.Secy. RRM

9. Appeal cases of invalidation on medical grounds of Service Officers.

a) Maj. General (and equivalent) and above SO=DC/US/DS/JS/AS/Def.Secy. RRM

b) Brigadier (and equivalent) SO=DO/US/DS/JS/AS/Def.Secy. RRM

c) Colonel (and equivalent) and below SO=DC/US/DS/JS AS

10. Grant of substantive rank to Defence Services Personnel.

a) Rear Admiral and their equivalent in IAF DO/DS/CS/AS Def.Secy.

b) Commanders and below and the equivalent DO/DS/JS AS

11. Clearance of foreign visits by the Officers of the Ministry of Defence subject to the clearance by the Screening Committee. SO/US/DS/JS/AS Def.Secy.

12. Deputation of Defence Service Officers within India

a) Lt. General SO=DO/US/DS/JS/AS Def.Secy.

b) Maj. General (and equivalent) SO=DO/US/DS/JS AS

c. Brigadier (and equivalent) and below SO=DO/US/DS JS

13. Mercy petitions

i) Lt. General (and equivalent) SO/US/DS/JS/AS/Def.Secy.

ii) Maj. General (and equivalent) SO/US/DS/JS/AS/Def.Secy.

iii) Brigadier (and equivalent) SO/US/DS/JS/AS/Def.Secy.

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Grant of commission to the Officers in the three Services. (C/SSC/DFC, based on the results of the examinations/selections conducted by the UPSC/recommendations of the competent authority.)

SO=DO/US/DS/JS AS

14. Appointment of ADCs to President/Governors. SO=DO/US/DS JS

15. Statutory complaints

a) Lt. General (and equivalent) SO=DO/US/DS/JS/AS/Def. Secy. RM

b) Maj. General and equivalent SO=DO/US/DS/JS/AS/Def. Secy. RM

c) Brigadier (and equivalent) and below SO=DO/US/DS JS

17. Permission for acceptance of gifts by Ser-Vice Chief, from foreign dignitaries SO/DS/JS/AS RM

18. Release of civilian officers selected for training courses abroad. US/DS/JS/AS/Def. Secy. RRI

19. Forwarding of application for training courses abroad - Civilians. Def. Secy.

20. Selection and posting of India - based staff in our Missions abroad (Non-gazetted). SO/US/DS/AS Def. Secy.

21. All appeal cases where the President is the appellate authority. SO/US/DS/AS/Def. Secy./RRM RM

22. Financial transactions reported under the Conduct Rules - Joint Secretary and Addl. Secy. (and equivalent) SO/US/DS/JS/AS Def. Secy.

23. Matters relating to Commercial employment of Civilians. SO/US/DS/JS/Def. Secy. RM

24. Extension of leave beyond 3rd year SO/US/JS/AS Def. Secy.

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cases relating to the appointments, postings, transfers, re-employment, after retirement etc. excluding financial transaction reported under the period of suspension and interim administrative orders connected with disciplinary proceedings.

(i) Adml. Secy. and above

SO/US/DS/JS/AS/Def. Secy/RdM

(ii) Joint Secretary and equivalent including posts where scale of pay is higher than that of Director.

SO/US/DS/JS/AS/Def. Secy.

(iii) Dy. Directors and equivalent

SO/US/DS/JS/AS

(iv) Under Secretary and equivalent

SO/US/DS/JS

(v) Group 'B' posts (Gazetted and non-gazetted)

SO/US/DS

44. All disciplinary/vigilance matters including suspension

(i) JS and above

SO/US/DS/JS/AS/Def. Secy.

(ii) Director and below (where President is the appointing authority)

SO/US/DS/JS/AS

47. All cases of anti-national activities irrespective of the rank of official (under Article 311(2) c) of the Constitution or Rule 45(iii) of the CCS (Gen) Rules.

SO/US/DS/JS/AS/Def. Secy.

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44. Regularisation of pay during the period of suspension and interim administrative orders connected with disciplinary proceedings in respect of civilian officers.

- (i) Director & Deputy Secy. (and equivalent) SO/US/DS/JS/AS Def. Secy.
- (ii) Under Secretary and equivalent SO/US/DS/JS AS
- (iii) Group 'B' posts SO/US/DS JS

45. Proposals relating to the framing/revising/amending recruitment rules in respect of Group 'A' posts/ service outside the Ministry of Defence Sectt.

- (i) Pay scale above Rs. 4500-5700/- SO/US/DS/JS/AS Def. Secy.
- (ii) Upto Rs. 4500-5700/- SO/US/DS JS.

STANDING ORDERS
ON

CHANNELS OF SUBMISSION
AND

LEVEL OF FINAL DECISION
IN

DEPARTMENT OF DEFENCE

- COMPILED AND CONSOLIDATED BY

IWS CUM O&M UNIT

MINISTRY OF DEFENCE

NEW DELHI

NOVEMBER, 1994

(16)

STATEMENT SHOWING CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL WITHIN JS (AIR)'S WING

Air-1

Sl. No. (1) Subject (2) Channel of submission (3) Level of final disposal (4) IR FE

Section: D(Air-I)

1.	Procurement of aircraft, associate equipment, airborne weapon, airborne equipment for IAF	US/DO/DS-Dir/JS/AS	US/DO DS/Dir	Rs. 10 40	Rs. 310 40
			JS	100	100
			AS	500	100

2.	(i) Write off losses	US/DO/DS-Dir/JS	US/DO DS/Dir	Rs. 2 3 lakhs	Rs. 2 3 lakhs
	(ii) Write off losses not due to theft, fraud or gross neglect	DO/US	JS		

3.	Negotiations				
4.	Defence co-operation with other countries	US/DO/DS-Dir			
5.	Courier flights	US/DO/DS-Dir/JS/ Screening Committee			
6.	Proposals relating to authorisation of discussion by external agencies their reps., with the reps. of Air HQ relating induction/purchase of equipment.	DO/US			

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(1) (2) (3) (4)

Section: D(Air-IV)

	US/DO	DS/Dir	JS	AS	IR (Rs. in lakhs)	FE (Rs. in lakhs)
1. Procurement of equipment related to training of IAF personnel, all ground based equipment required by IAF including weapon/radars/motor transport and associated equipment, clothing, office equipment etc.	US/DO/DS-Dir/JS/AS				10 40 100 500	10 40 100 100
2.i) Write off losses	US/DO/DS-Dir/JS					Rs. 2 lakhs
ii) Write off losses not due to theft, fraud or gross neglect	DO/US					Rs. 3 lakhs
3. Training of foreign personnel in India	US/DO/Fin Div/MEA					Rs. 5 lakhs
4. Negotiations						DS/Dir
5. Procurement of office equipment	US/DO/DS-Dir					JS
6. Gifting of IAF equipment/aircraft declared absolute/surplus.	DO/US					JS

DS/Dir - Below Rs. 25 crores
JS - Rs. 25 crores & above.

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Section: D(Air-III)

- 1. Air Force Works, Construction of airfields, technical, domestic, admin. accommodation for IAF

US/Dir	(R. In cronos)
US/DS-Dir/JS	JS 2
US/DS-Dir/JS/AS	AS 3.5
US/DS-Dir/JS/AS/	Def. Secy. 5
US/DS-Dir/JS/AS/	RPM 20
Def. Secy/Secy. (Def/Fin)	
US/DS-Dir/JS/AS/Def. Secy/	RM 20 &
Secy (Def/Fin)/RRM	above

- do -

- do -

- 2. Acquisition/Purchase of land for Air Force requirements
- 3. Air lifts provided to VIPs and other Depts. etc.
- 4. Security clearance to foreign nationals visiting IAF stations
- 5. Flight Safety - Condolence message
- 6. Factual Notes

SRO/DS-Dir	On navent - JS/AS
SRO/DS-Dir/JS/AS	Free - RW/rm
SRO/DS-Dir/JS	AS
SRO/DS-Dir/JS/AS	RPM
US-DO/DS-Dir	JS

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Air-4

(1) (2) (3) (4)

Section: D(Air-III)

- 1. Airmen recruitment policy RRM
- 2. Issue of sanctions for payment of compensation arising out of accidents involving IAF aircraft Dir
- 3. Deputation policy within India - of (a) Airmen & (b) Officers AS
- 4. KLF of IAF units JS
- 5. Establishment for new IAF Units RM
- 6. Additional establishment for existing IAF Units, involving creation of new posts Cabinet Committee
- 7. Extension of establishment of existing units from time to time Cabinet Committee
- 8. Disposal of Estates of deceased IAF personnel JS
- 9. Printing of IAF forms/calendars DS/Dir

(Authority: JS(Air)'s note no.4767/JS(A)/90, dated 1/2-6-90.)

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STATEMENT SHOWING CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL
IN JS(APO&WORKS) 5 WING

AP&W-1

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Acquisition of land for Army

- (i) Cost upto Rs. 50 lakhs
DO DS
 - (ii) Cost over Rs. 50 lakhs & upto Rs. 2 crores
DO or US/DS JS
 - (iii) Cost over Rs. 2 crores and not exceeding Rs. 5 crores
DO or US/DS/JS AS
 - (iv) Cost over Rs. 5 crores and not exceeding Rs. 20 crores
DO or US/DS/JS/AS Def. Secy.
 - (v) Over Rs. 20 crores
DO or US/DS/JS/AS/Def. Secy. RRM/CCPA
2. Acquisition and hiring of land for Army (not covered under the delegated powers)
DO or US/DS/JS/AS/Def. Secy. AS in the case of acquisition of land.
 3. Urban Land Ceiling and its implementation in Cantt. Area.
US/JS/AS RRM
 4. Disposal of surplus defence land
DO/US/DS/JS/Def. Secy. RM
 5. Leasing out of defence land
DO or US/DS/JS RRN
 6. Conversion of lease hold into free hold in Civil areas of Cantonment.
DO or US DS
 7. Re-Categorisation of land
DO or US DS
 8. Transfer of Defence land within the defence Organisation.
DO or US DS
 9. Permission for construction/renovation/alteration on old grant sites.
DO or US/DS JS
 10. Regularisation of illegal construction on old grant sites.
DO or US/DS JS

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- 1. Decision on title disputes arising out of old grant sites. DO or US/DS/JS/Def.Secy. RRM
- 2. Title disputes on defence land with private individuals, state Govt. etc. DO or US/DS JS
- 3. Allotment of alternate land to resumptee owners. DO or US/DS/JS AS
- 4. Nationalisation of land norms for Key Location Plan (KLF) purposes. DO or US/DS/JS Def. Secy.
- 5. Proposal for cutting of green trees on defence land. DO or US/DS/JS AS
- 6. Laying down of policies in respect of the items mentioned above. DO or US/DS/JS/AS RRM
- 7. Representations from general public. DO or US DS
- 8. Court cases or these items of work - filing of SLP in Supreme Court. DO or US/DS/JS AS
- 9. Engagements of private counsels to defend court cases. SO or US/DS/JS/AS RRM

Note: 1. All important cases are submitted by AS to RRM/RM through Defence Secretary.
 2. Other cases are submitted by AS to RRM direct.

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Policy in regard to provision of accommodation for personnel of Army, Navy and Air Force. Def. Secy. Rm.

Fixation of scales of accommodation and furniture of Army, Navy and Air Force. Def. Secy. Rm.

Processing Army works Projects for issue of Administrative Approvals:-

(i) Upto Rs. 2 crores JS

(ii) Beyond Rs. 2 crores & upto Rs. 5 crores (iii) Beyond Rs. 5 crores & upto Rs. 20 crores (iv) Beyond Rs. 20 crores JS

Matters pertaining to NDA Projects. JS

Implementation of decisions of the Inter-Service Priority Committee regarding army projects. JS

Review of progress of sanctioning New Army Capital Works. JS

Review of progress of implementation of New Army Capital Works. JS

Work Budget for the Army. JS

Progress of expenditure against allotments. JS

The work emanating from or pertaining to the Engineering Branch and Plant Directorate in the Engineers-in-Chief's Branch except all cases relating to contracts and administration of that Directorate. JS

Participation of MOD in various schemes of water supply. JS

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Matters pertaining to agreement with state govts. re. supply of water and electricity and matter relating to the DEB.

Extension of PE & WE.

Regularisation of losses in respect of MES:

- (i) Above Rs. 2 lakhs & upto 3 lakhs
- (ii) Above Rs. 3 lakhs & upto Rs. 5 lakhs
- (iii) Above Rs. 5 lakhs

Regularisation of losses:

- (i) Above Rs. 2 lakhs upto Rs. 3 lakhs
- (ii) Above Rs. 3 lakhs upto Rs. 5 lakhs
- (iii) Above Rs. 5 lakhs

Cases for appointment to Class III and IV posts to the dependants of Ex-Servicemen in respect of Corps of Engineers person killed in action/died in harness - relaxation of the procedure of recruitment through Employment Exchange.

Organisation of the Chief Technical Examiner and the exemption of his half yearly reports.

Cases relating to recovery of rent and allied charges in respect of Defence accn. loaned to other Ministries/Departments of the Govt. of India, State Govt. Units, Messes, Clubs etc.

Cases relating to recovery of barrack damages in r/o Army accommodation.

Panning/suspension of business dealings with contractors and removal from approved list of supplier.

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APRM-5

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Engagement of lawyers for the conduct of civil cases in r/o MES contracts.

SO/US/DS/JS/AS/Def. Secy.

RPM

Grievances of the MES Officers.

SO/US/DS/JS

AS

Appeal from contractors for redress of their grievances.

SO/US/DS

JS

Contract Labour.

SO/US/DS

JS

Cases emanating from the transportation of the E-in-C's regarding railway sidings, including all matters connected with them such as payment of rent, disposal etc.

SO/US/DS

JS

27. Arbitration cases, revision of condition of contracts.

SO/US/DS

JS

28. Consideration of representation, regularisation of Leave (in respect of JCO's ORS of Corps of Engineers), E-in-C's Branch and MES.

SO/US

DS

29. Financial concurrence cases.

US/DS/JS/AS

Def. Secy.

30. Cadre Review.

SO/US/DS/JS/AS/Def. Secy.

RRM/RM

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Hiring of houses (Rental ceiling etc.)

SO/US/DS/JS/AE/Def. Secy/
RRM/RM Cabinet

Hiring of houses for the Service personnel under the existing orders/policy.

JS

Dehiring of hired houses/accommodation (Policy).

RRM/RM

Individual requests for dehiring of houses at places other than Bcm Bay.

SO/US/DS

Individual requests for dehiring of houses according to seniority at Bombay.

SO/US/DS

Individual requests out of turn for dehiring at Bombay.

SO/US/DS/JS/AS

Requests for retention of residential accommodation of service officers beyond authorised period on compassionate grounds while in service.

SO/US

Sanction for payment of rent without execution of lease agreement or after expiry of the lease period.

SO/US

Cases dealing with rules relating to allotment of accommodation recovery of rent etc. in respect of reference pool accommodation.

SO/US

Cases relating to conservancy services in non-cantts. Military stations.

SO/US

Fixation of rent in respect of cinemas run by AF, Defence cinemas and Military cinemas run by CSE(i) and units.

SO/US

Cases relating to eviction of unauthorised occupants.

SO/US/DS/JS/AS

Representation against eviction from Govt. accommodation.

SO/US/DS/JS/AS

Appeals/revision petition of Cantts. Board employees against the decision of GOC-in-C.

SO/US/DS/JS/AS

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(2) (3) (4)

- 14. Administrative control over bye-laws framed by the Cantt. Board. SO/US/DS JS
- 15. Amendment to Cantt. Fund Servants Rules, 1937. SO/US/DS JS
- 16. Amendment to Cantt. Board Act, 1924. SO/US/DS/JS/AS/Def. Secy./RRM Cabinet
- 17. Excision/expulsion of civil areas in a Cantt. SO/US/DS/JS/AS/Def. Secy. RRM
- 18. Implementation of the recommendation of Estimate Committee on Subordinate Legislation. SO/US/DS JS
- 19. Variation of Cantt. Boards-Extension of the term of Cantt. Board. SO/US/DS/JS/AS RRM
- 20. Fixation of rates for holding election for Cantt. areas. SO/US/DS/JS/AS RRM
- 21. Removal of elected members from Cantt. Board. SO/US/DS/JS/AS RRM
- 22. Nomination of civilians members to a Varied Cantt. Board. SO/US/DS/JS/AS RRM
- 23. Issue of Gazette Notification about elected/nominated members of Cantt. Board. SO US
- 24. Release of -
(a) Grant-in-aid to the Cantt. Boards upto Rs. 5 lakhs SO US
(b) Grant-in-aid to the Cantt. Boards beyond Rs. 5 lakhs SO/US DS
- 25. Resumption of old grant properties. SO/US/DS/JS/AS RRM

Notes:- (1) There is no jewel jumping and all important cases are sent to RRM by AS through

(11) Routine cases are, however, marked by AS direct to RRM.

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STATEMENT SHOWING THE CHANNELS OF SUBMISSION OF LEVEL OF FINAL DISPOSAL OF IMPORTANT ITEMS OF WORK DEALT WITH IN JS(E)'S WING.

Sl.No.	Item of Work	Channel of submission	Level of final disposal
(1)	(2)	(3)	(4)
I.	ESTT. DIVISION		
1)	D(Estt. I/Gp. I)		
1.	Appt./Confirmation/postings of Gp. 'B' Officers	SO/US/DS	Joint Secy.
2.	Appointment of Branch Security Officers.	SO/US	DS
3.	Selection of officers of the level of DS & above.	SO/US/DS/JS AS/Def. Secy.	RW/RRM
4.	Selection of officers of the level of US/ equivalent.	SO/US/DS/ JS/AS	Def. Secretary
5.	Posting of officers of the level of US/DS/Dir/ JS & equivalent.	SO/US/DS/JS AS/Def. Secy.	-do-
6.	Release of Gp. 'A' Officers sponsored for training by DOP&F excluding NDC Courses, IIPA, National Management Programme (MDI), Gurgoan.	SO/US/DS/JS	Joint Secy.
7.	Forwarding of applications in r/o training courses.	SO/US/DS/ JS/AS	Def. Secy.

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- 11. Disciplinary cases relating to Gp. 'A' & Gp. 'B' Officers. SO/US/DS/JS/AS/ Def. Secy. RM/RPM
- 12. Disciplinary cases in respect of Gp. 'C' employees. SO/US Dy. Secy.
- 13. Issue of leave orders in respect of officers of the level of US & Gp. 'B' employees. SO Under Secy.
- 14. Reports & returns in respect of disciplinary cases. SO Under Secy.
- 15. Framing/revision/amendment of recruitment rules in respect of Gp. 'A' posts other than that of Head of Department & Gp. 'A' upto (Pre-revised Rs.2000-2250). SO/US/DS/JS/AS Def. Secy.
- 16. Framing/amendment/revision of Recruitment Rules in r/o Gp. 'B' & Gp. 'A' posts upto the level of pre-revised scale of Rs.2000-2250. SO/US/DS Joint Secy.
- 17. Framing/amendment/revision of Recruitment rules in r/o posts in Gp. 'C' & 'D'. SO/US DS
- 18. Fixation of Authorised Permanent strength. SO/US Dy. Secy.
- 19. Obtaining and forwarding of Annual Property Returns of all the gazetted officers to the concerned cadre controlling authorities. SO Under Secy.
- 20. Processing of cases of adverse remarks in CRS of officers. SO/US/DS/JS (as the case may be). Final decision taken one level above the officer whose report contains adverse remarks.
- 21. Initiation/follow-up and maintenance of CRS in r/o all gazetted officers in W/o Defence(except Fin.Division). PA to US (Confidential Ass'tt.) Under Secy.
- 22. Reverification of character & antecedents of all gazetted officers. SO Under Secy.
- 23. Fixation of pay in r/o all employees of MOD except Gp. 'D' & Fin. Division. SO Under Secy.

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P(Estt. I/Gp. II)

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|--|-------------|---------------|
| 1. Establishment matters of non-gazetted staff (other than Gp. 'D') of MOD Sectt, like recruitment, appointment, posting/transfer, promotion, fixation of seniority etc. | SO/US | US/DS |
| 2. Forwarding of applications of non-gazetted staff for deputation & outside employment. | SO | US |
| 3. Training of non-gazetted staff in ISPM etc. | SO | US |
| 4. Pensionary matters. | SO/US | US/DS |
| 5. Sanction of leave and grant of increment to non-gazetted employees other than Gp. 'D'. | SO | SO |
| 6. Matters relating to SC and ST. | SO/US | DS |
| 7. Other important items like monitoring of Special Recruitment Drive. | SO/US/DS/JS | AS/Def. Secy. |

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JS(E) : 4

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Post. 2/Gen. I)

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- 1. Selection/Confirmation/Promotion/Holding of DPCs/Crossing of E.B. of Group 'D' staff. SO US JS
- 2. Allocation of funds for House Building Advance. SO/US/DS JS
- 3. Grant of House Building Advance. SO/US DS
- 4. Grant of Motor Car Advance. SO/US/DS JS
- 5. Grant of Motor Cycle Advance. SO/US DS
- 6. Purchase of new staff car. SO/US/DS JS
- 7. Purchase of Motor Cycle. SO/US DS
- 8. Purchase of Bicycle. SO/US DS
- 9. Repair of Vehicles/I.O.L Bills etc. SO/US DS
- 10. Purchase of books and publications and circulations thereof. SO US JS
- 11. Purchase of Electronic Typewriters/Manual Typewriters. SO/US/DS JS
- 12. Purchase of Livery items. SO/US/DS JS
- 13. Sanction of GP Fund withdrawal/advances. SO/US/DS DS/JS
(only the cases of DSs are sent to JS)
- 14. Purchase of new telephone connections. SO/US/DS JS

(Contd.....)

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JS(E) 3

- 16 -

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Estt. 2/Gen. II)

SO/US/DS

JS

Provisioning of stores-stationery, furniture, office equipments, cooling & heating arrangement etc.

Under Secy.

Under Secretary

DS

DS

Joint Secy.

JS

DS

1) Upto Rs. 1,000/-

ii) Rs. 1,000/- to Rs. 20,000/-

iii) Beyond Rs. 20,000/-

JS

DA/US/DS

D(Welfare)

1. Sanction of grants-in-aid from Govt. for amenities.

JS

DA/US/DS

2. Establishing/assisting Sports Clubs.

JS

DA/US/DS

3. Organising excursion trips for the benefit of officers & staff.

Matters of details settled

US/JS

by US(Wel), Funds operated jointly by US(Wel) and JS(E).

4. All financial matters involving expenditure from Welfare Fund.

Contd.....

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JS(E) 1

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- 1. (Lab) Compassionate Appointment to civilians in lower formations. SO JS
- 2. Recognition of various Educational Qualifications under Min. of Defence. US/DS JS
- 3. Classification portion of CCS (CC&A) Rules. US/DS JS
- 4. Discipline:
 - 1) General policy and procedure against defence civilians employed. SO/US/DS JS
 - 2) All disciplinary cases against defence civilians employed. SO/US/DS JS
 - 3) In lower formations. SO/US/DS JS
 - 4) Suspension and subsistence allowance. SO/US/DS JS
 - 5) Regularisation of period between the initial removal/dismissal etc. SO/US/DS JS
 - 6) Retirement/reversion of Defence civilians in Lower formations under JS Rules-General Policy. SO/US/DS JS
 - 7. Termination of services under JS Rules-General Policy Regarding. SO/US/DS JS

Contd....

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(1) (2) (3) (4)

D(Apptts)

- 1. Examination and forwarding the proposals for promotion to UPSC. SO US
- 2. Examination of the Minutes of the DPC and obtaining the approval of the competent authority. SO/US/DS/JS/AS/ RRM Def. Secy.
- 3. Forwarding the approval of the competent authority to Lower Formations. SO SO
- 4. Examination and obtaining the approval of competent authority for framing/amendment of Recruitment rules. For Gp. 'A' & 'B' Posts: SO/US/DS JS For Gp. 'C' & 'D' Posts: SO/US DS
- 5. Forwarding the proposal for Recruitment rules to DOP&I, Min. of Law & UPSC. SO/US US
- 6. Issue of Notifications for Recruitment Rules. SO US
- 7. Forwarding of requisitions for direct recruitment to UPSC. SO US
- 8. Examination of UPSC's selection letter and obtaining the approval of the competent authority. SO/US/DS/JS/AS/ PRM Def. Secy.
- 9. Verification of the character & antecedents of candidates through Intelligence Bureau. SO US
- 10. Issue of sanction for overage relaxation for compassionate appointment. SO US

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JS(E)-3

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D(Civ-I)

1. Festival advance/early disbursement of salary.
2. House Building Advance.
3. HRA/DS/FSC/Bed Climate and Remote Locality Allowance/Project Allowance/Hill Composite Allowance.
4. Policy on fixation of pay.
5. Revision of pay scales.
6. Minimum wages.
7. Work relating to Anomalies Committee.
8. Waiving of time Barred claims of Pay & Allowances.

D(Civ-II)

1. Sanction of payment of interest on delayed payment of Gratuity.
2. Disciplinary cases under Rule 9 of CCS (Pension) Rules.
3. Policy regarding recruitment of casual labourers.
4. Policy on payment of OPA.
5. Policy on Advances for purchase of Motor Cars/Cycles.
6. Policy on Awards from Compassionate Funds.
7. Policy on Provision of Transport at concessional rates.
8. Policy on conveyance allowance, Daily Allowance, Travelling Allowance, Idle Time Payment.

50/US	IG
50/US	DS
50/US	DS
50/US	US
50/US	US
50/US/DS	Min. of Labour
50/US/DS/AS	DOPT/ Min. of Finance
50/US	Fin. Divn.

50/US/DS/JS/AS	Def. Secy.
50/US/DS/JS/AS	RRM
50/US/DS/JS	AS
50/US/DS/JS	AS
50/US	DS
50/US	DS
50/US/DS	JS
50/US	DS

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D(IWS-CUM-O&M UNIT)

1. Measurement/Method/Work Study:-

- a) Calling preliminary/basic information/ datas in respect of organisation concerned. Sr. Analyst
- b) Receipt/Scrutiny of basic information. Jr. Analyst
- c) Conducting Sample Study. Jr. Analyst
- d) Discussions. Sr. Analyst
- e) Preparation of tentative report Jr. Analyst/Sr. Analyst Dy. Secy.
- f) Approval of tentative report Jr. Analyst/Sr. Analyst Dy. Secy.
- g) Discussion of tentative report Jr. Analyst/Sr. Analyst Dy. Secy.
- h) Issue of final report Jr. Analyst/Sr. Analyst/ JS Dy. Secy.

2. O&M Officers' Meeting:

- a) Preparator and forwarding of background material to DAR&PG Jr. Analyst/Sr. Analyst/ JS Dy. Secy.
- b) Attending the meeting Dy. Secy.
- c) Implementation of the decisions taken in the meeting. Jr. Analyst/Sr. Analyst Dy. Secy.

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3. Allocation of disputed receipts :-

a) Perusal of disputed receipts

b) Disposal of receipts of routine nature

c) Consultation/disposal of receipts of complicated nature

Jr. Analyst	Jr. Analyst
Jr. Analyst	Jr. Analyst
Jr. Analyst/Sr. Analyst Deputy Secretary	Jr. Analyst JS (depending upon nature of cases)

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D(CMU)

Receipt, Registration & Transmission of Court Notices/Summons received from various Courts/Tribunals :-

a) Receipt of notices/summons

b) Perusal and marking of notices/summons

c) Registration & transmission of notices/summons

d) Transmission of Notices/Summons in respect of court cases where contempt of court is involved

e) Disposal of Notices/Summons where the particulars of the petitioners are not indicated,

f) Watching the disposal of notices, etc. received from the courts, etc.

RO	RO
RO	RO
RO	RO
RO	Dy. Secy.
RO	Dy. Secy.
RO	Dy. Secy.

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AAP for implementation of Point 20 of IPP-1986

- a) Calling for material from various Joint Secretaries' Wings for preparation of AAP
Jr. Analyst/Sr. Analyst JS
Dy. Secy.
 - b) Preparation and circulation of tentative AAP on the basis of material received.
Jr. Analyst/Sr. Analyst JS
Dy. Secy.
 - c) Monitoring of the progress of AAP quarterly.
Jr. Analyst/Sr. Analyst DS
Dy. Secy.
 - d) Preparation of consolidated quarterly progress report and furnishing the same to DAR&PG.
Jr. Analyst/Sr. Analyst DS
5. Submission of monthly report showing the progress of one month old cases in various Sections.
- a) Receipt and scrutiny of numerical information.
Jr. Analyst Jr. Analyst
 - b) Preparation and analysis of consolidated information on the subject.
Jr. Analyst Sr. Analyst
 - c) Submission of the report.
Jr. Analyst/Sr. Analyst/ JS
Deputy Secy.
6. Submission of monthly Report indicating the receipt and disposal of IPS letters.
- a) Receipt and scrutiny of numerical information.
Jr. Analyst Jr. Analyst
 - b) Preparation and analysis of consolidated information on the subject.
Jr. Analyst Sr. Analyst

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- c) Submission of the report
 Jr. Analyst/Sr. Analyst/ Deputy Secy. JS
 - d) ~~Circulation of the pendency position to all Joint Secretaries & others.~~
 Jr. Analyst/Sr. Analyst/ Deputy Secy. JS
7. Submission of monthly report on the progress of receipt and disposal of references received from PM's Office :-
- a) Receipt and scrutiny of numerical information. Jr. Analyst Jr. Analyst
 - b) Preparation and analysis of consolidated information on the subject. Jr. Analyst Sr. Analyst
 - c) Submission of report. Jr. Analyst/Sr. Analyst/ Deputy Secy. JS
 - d) Circulation of the pendency position to all Joint Secretaries & others. Jr. Analyst Dy. Secy.
8. Annual Review of Reports>Returns as prescribed in the Manual of Office Procedure:
- a) Issue of necessary instructions on the subject. Jr. Analyst Sr. Analyst
 - b) Issue of reminders/D.O. reminders from time to time. Jr. Analyst/Sr. Analyst Dy. Secy.
 - c) Receipt and analysis of the results achieved by various Wings. Jr. Analyst Jr. Analyst
 - d) Furnishing of the consolidated report on the subject to Deptt. of AR & PG. Jr. Analyst/Sr. Analyst Dy. Secy.

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9. Monitoring of the progress of Review of Rules and regulations administered by various Sections of the Ministry annually (as provided in the MOP)

- a) Issue of necessary instructions on the subject. Jr. Analyst Sr. Analyst
- b) Issue of reminders/D.O. reminders from time to time. Jr. Analyst/Sr. Analyst Dy. Secy.
- c) Receipt and analysis of the results achieved by various Wings. Jr. Analyst Jr. Analyst
- d) Furnishing of the consolidated report on the subject to Deptt. of AR & PG. Jr. Analyst/Sr. Analyst Dy. Secy.

10. Monitoring of progress of compilation/consolidation of orders/instructions issued by various Sections of the Ministry.

- a) Issue of necessary instructions on the subject. Jr. Analyst Sr. Analyst
- b) Issue of reminders/D.O. reminders from time to time. Jr. Analyst/Sr. Analyst Dy. Secy.
- c) Receipt and analysis of the results achieved by various wings. Jr. Analyst Jr. Analyst
- d) Furnishing of the consolidated report on the subject to Deptt. of AR & PG. Jr. Analyst/Sr. Analyst Dy. Secy.

11. O&M Inspection of various Sections (as provided in the Manual of Office Procedure)

- a) Drawing up of an annual programme of inspections of Sections. Jr. Analyst Sr. Analyst

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- b) Drawing up of a programme of supplementary/surprise inspections to be carried out. Jr. Analyst/Sr. Analyst Sr. Analyst
- c) Approval of Annual O&M Programme of inspections. Jr. Analyst/Sr. Analyst/ Addl. Secy.
- d) Issue of reminders/D.O. reminders to various Inspecting Officers. Jr. Analyst/Sr. Analyst Dy. Secy.
- e) Scrutiny of inspection report to identify defects/shortcomings with a view to ensure whether appropriate remedial action is taken by the Section concerned. Jr. Analyst Sr. Analyst
- f) Issue of reminders/D.O. reminders for getting the compliance report for the Section concerned. Jr. Analyst/Sr. Analyst Dy. Secy.
- g) Scrutiny of compliance report. Jr. Analyst Sr. Analyst
- h) Submission of quarterly report indicating the progress of inspections carried out. Jr. Analyst/Sr. Analyst/ Jt. Secy.
- 12. Preparation of Organisation Chart of the Ministry. Jr. Analyst/Sr. Analyst Jt. Secy.
- 13. Inspection of Sections to be carried out by the concerned Director/Deputy Secretary. Jr. Analyst/Sr. Analyst/ Jt. Secy.
- a) Issue of instructions on this subject. Jr. Analyst/Sr. Analyst Dy. Secy.
- b) Issue of reminders/D.O. reminders. Jr. Analyst/Sr. Analyst Dy. Secy.

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- c) Scrutiny of Inspection Reports received from various Directors/Dy. Secretaries. Jr. Analyst/Sr. Analyst Jr. Analyst/Sr. Analyst
- d) Submission of quarterly progress on the subject. Jr. Analyst/Sr. Analyst Addl. Secy. Dy. Secy./Joint Secy.

14. Submission of progress reports on recording, review, indexing and weeding out of files

- a) Issue of instructions on the above subjects. Jr. Analyst/Sr. Analyst Dy. Secy.
- b) Scrutiny of information on the above subjects. Jr. Analyst Jr. Analyst
- c) Submission of monthly/quarterly reports on the above subjects. Jr. Analyst/Sr. Analyst Dy. Secy.

15. Annual Action Plan on O&M matters

- a) Preparation of Annual Action Plan on O&M matters. Jr. Analyst/Sr. Analyst/ Addl. Secy. Dy. Secy./Jt. Secy.
- b) Reviewing the progress of its implementation - quarterly. Jr. Analyst/Sr. Analyst/ Addl. Secy. Dy. Secy./Jt. Secy.

16. Administration of Departmental Record Room of the Ministry

- a) General supervision of Departmental Record Room. Jr. Analyst/Sr. Analyst Sr. Analyst
- b) Review of Records Jr. Analyst/Sr. Analyst Dy. Secy.

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D (Vigilance) Section

JS(E)-16

SI No.	Items of work	Channel of submission	Level of disposal
1.	Processing of complaints received from various sources.	DO-US/DS/JS&CVO (depending on the nature of complaints)	-
2.	Action on investigation report to close or otherwise	DO-US/DS	DS/JS&CVO or higher authority depending on the nature of complaint
3.	Cases referred to CBI for investigation	DO-US/DS	JS&CVO/AS/Def. Secy./ RRM depending on the nature of subject
4.	Issue of charge sheet	DO-US/DS/JS&CVO/ AS/Def. Secy.	RRM/RM
5.	Ordering of oral inquiry	DO-US/DS	DS/JS&CVO
6.	Final decision on inquiry report	DO-US/DS/JS&CVO/ AS/Def. Secy.	RRM/RM

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Sl. No.	Items of work	Channel of submission	JS(E)-17 level of disposal
7.	Processing of Appeals/revision Petitions and Post Confirmation Petition of Service officers.	DC-US/DS/JS&CVO/ AS/Def. Secy.	RRM/RM
8.	Disciplinary action under Rule 9 of CCS (Pension) Rules.	- do -	- do -
9.	Action under Rule 19(iii) of CCS (CC&A) Rules regarding espionage cases.	DO-US/DS/JS&CVO/ AS/Def. Secy/RRM/RM	PM
10.	Vigilance clearance	-	DO/US/DS/JS&CVO (depending on the status of the officer)
11.	Processing and disposal of Public grievances.	DA/US/DS/JS(E)	AS/Def. Secy. (depending on the nature of grievances)

D(JCM)

JS(E)-18

Sl. No.

Item of Work

Level of Submission

Level of final disposal

- 1. Grant of Recognition to Service Associations/Trade Unions/Federations.
SO/US/DS/JS/ Addl. Secy./ Defence Secy.
Raksha Mantri
- 2. Holding of Meetings of Departmental Council (JCM) of the Ministry of Defence.
SO/US/DS/JS/ Addl. Secy.
Defence Secretary
- 3. Holding of Steering Committee Meetings.
SO/US/DS
JS
- 4. Proposals for de-reservation of SC/ST vacancies received from lower formations.
SO/US/DS
JS
- 5. Productivity Linked Bonus.
SO/US/DS/ Fin. Division/ Min. of Finance
JS
- 6. Clarifications on PLB, Works Committees, JCM Third/IVth Level.
SO/US
Dy. Secy.
- 7. Amendments to the Constitution of Service Association/Trade Union etc.
SO/US
Dy. Secy.

STATEMENT SHOWING LEVEL OF DISPOSAL & CHANNEL OF SUBMISSION WITHIN JS(P&W)'S WING.

S.No.	Item of work	Channel of submission	Level of disposal
	D(AG)	p&w-1	
(1)	(2)	(3)	(4)

1. Policy matters in respect of Army Personnel (except Dental, Medical, Nursing, TA & NCC) pertaining to
 - (a) Commissioning/enrolment
 - (b) Promotion
 - (c) Posting & Transfer
 - (d) Ante-date seniority
 - (e) Leave
 - (f) Release/resignation/retirement
 - (g) Recruitment.
 SO/US/DS/JS/AS/Def.Secy. RRM/RM
2. Matters relating to NDA and Combined Defence Services Examination. US/DS/JS/AS/Def.Secy. RRM/RM
3. Estt. and Administrative matters pertaining to AG Branch (except PS 3, PS 4 & PS 10) and Infantry and Record Offices. SO/US DS/JS
4. Policy regarding Reserves/Reinforcements SO/DS/JS/AS/Def.Secy. RM/RRM
5. Individual cases regarding Reserves/re-inforcements - Relinquishment of reserve liability. SO DS
6. Budget Estimates for AG's Branch SO/US/DS JS
7. Condolence messages on the death of Army personnel in war etc. DS/JS RRM/RM
8. Documentation records of Army Officers SO/US/DS DS/JS
9. Representation of SC/ST in the Army -
 - Policy SO/US/DS/JS/AS/Def.Secy. RRM/RM
 - Other issues SO/US/DS JS

10. Extension of tenure of SSC Officers. (2) SO/US/DS/JS AS DS
11. Notification in the Gazette of India of appointment/promotion to JCOs rank. SO/US/DS JS
12. Appointment of JCO, ADC with the President. SO/US/DS RM/RRM
13. Pre-independent Army Awards - do - JS
13. - Policy SO/US/DS AS
13. - Other issues. SO/US/DS/JS DS/JS
14. Grant of Hon. Commission/Ranks to JCOs/NCOs. SO/US JS
14. Matters concerning Children Education Allowances. SO/US DS/JS
15. Matters concerning Army Officers. SO/US/DS JS
16. Army Bands - Procurement & maintenance. - do - JS
17. Matters concerning Army Messes. SO/US/DS/JS/AS/Def.Secy. RRM/RM
18. Geneva Convention 1949 - matters relating to war casualties, prisoners of war and missing personnel. SO/US/DS/JS/AS/Def.Secy. RM/RRM
19. Army Act and Rules - Policy, Legislation & amendments. SO/US/DS JS
19. - implementation/administration. SO/US/DS JS
20. Recovery of Govt. dues from Army Personnel. SO/US/DS JS
21. Litigation cases pertaining to Court Martial Trials. SO/US/DS JS
21. Administrative termination of service under the Asstt./US/DS/JS/AS/Def.Secy. RM/RRM

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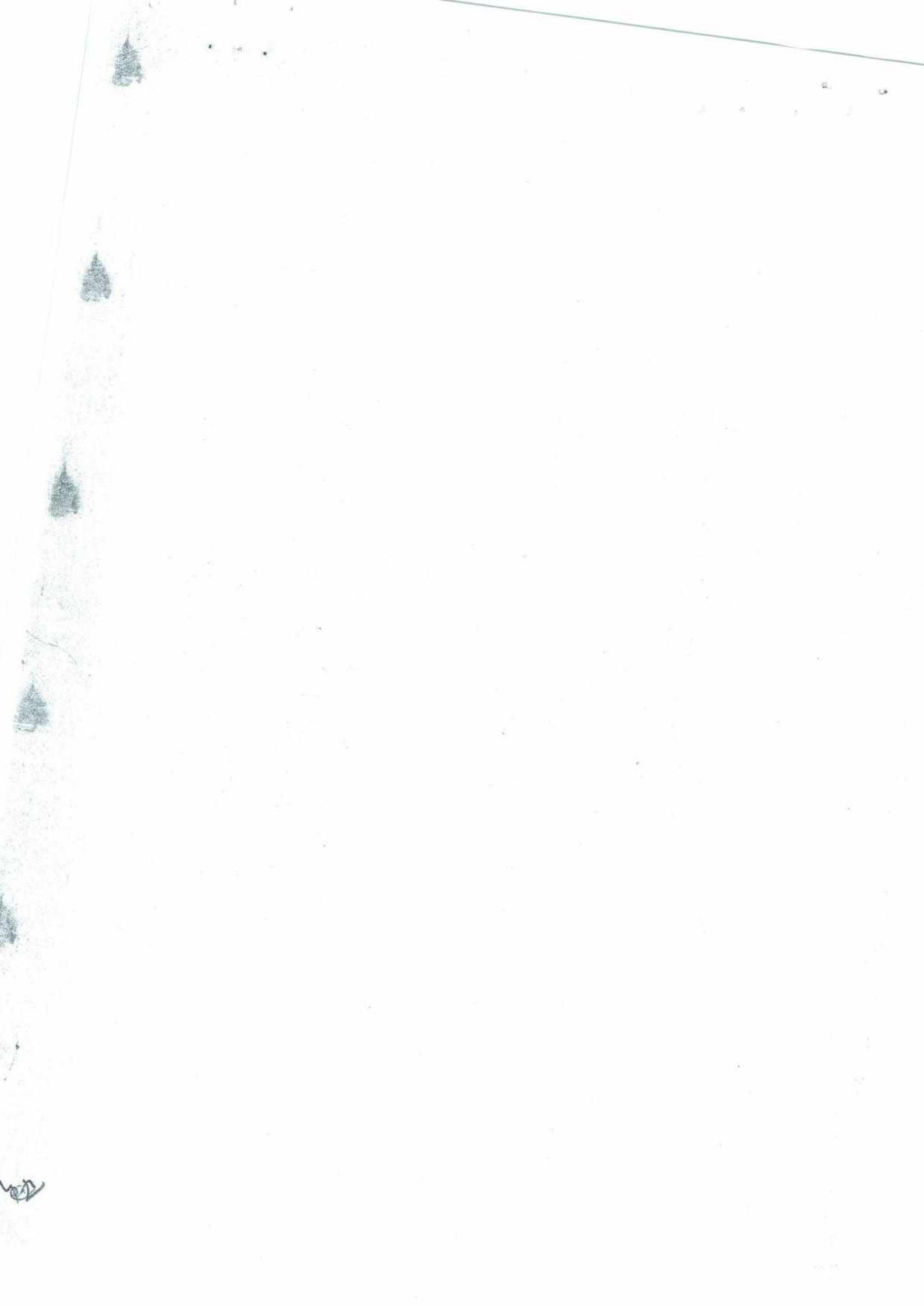
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P&M-2

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STATEMENT SHOWING THE ITEMS OF WORK ALLOCATED TO D(PAY/SERVICES), CHANNEL OF SUBMISSION AND THE LEVEL OF DISPOSAL

P&M-4

S.No.	Item of work	Channel of submission	Level of disposal
	D(PAY/SER)		
1.	Fixation of Pay and Allowances of Armed Forces Officers/Personnel in India and abroad.	SO/US/DS	JS
2.	Grant of various types of Special Pay, Expatriation Allowance, CCA, DA, Bonus, CIO, House Building Advance, Out fit Allowance, Exchange compensatory Allowance, Conservancy Allowance, Funeral Allowance.	SO/US/DS	JS
3.	Technical Pay/Qualification Pay/Qualification Grant	SO/US/DS	JS
4.	Deputation Duty Allowance	SO/US/DS	JS
5.	Motor Accident Claims	JS	JS
6.	DSOP/AFPP Fund, Group Insurance Schemes, Regimental Funds and other Public Funds, Army welfare Housing Scheme	SO/US/DS	DS
7.	Claims for ex-gratia Compensation	US	DS
8.	Leave Salary Contributions in respect of Service Officers on loan to civil Ministries/States	SO/US	DS
9.	Protection of Pay & Allowances of Civil Govt. Servants called for Military Service (Except Territorial Army Personnel)	US/DS/JS	JS
10.	Adoption of War system of Accounting	US/DS/JS	AS

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(1)	(2)	(3)	(4)
11.	Field Service Concessions	SO/US/DS/JS	AS/Defence Secretary, in consultation with MOF.
12.	Children Education Allowance	US/DS	JS, in consultation with MEA/MOF.
13.	Fixation of Pay of Re-employed Officers	SO/US/DS	JS, in consultation with DOP&T/MOF.
14.	Foreign Allowance	US/DS	JS, in consultation with MEA/MOF.
15.	Delegation of Financial Powers regarding MACT cases.	US/DS	JS
16.	Stepping up of pay	SO/US/DS	JS
17.	Amendment to Pay & Allowances Regulations	SO/US	DS
18.	Incentives to Small Family Norms	SO/US	DS
19.	Exemption of Armed Forces Personnel from payment of local tax levied by Municipalities, Panchayats etc.	SO	US
20.	Annual Action Plan	US/DS	JS
21.	Outgoing returns such as monthly D.O, Parliamentary Assurances etc.	SO	US
22.	PFOC	US/DS	JS

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D(Pens/Ser) JS/ESW (1) (2) (3) (4) P&M-6

1. Pensionary terms of Regular Officers US/DS JS
2. Pensionary entitlement of Regular Officers who retire prematurely at their own request. US/DS JS
3. Non-effective benefits (Pension/gratuity) of officers (Regular and non-regular) who are dismissed/cashiered/removed from service. US/DS/JS/AS/Def.Secy. RRM/RM
4. Commutation of pension US/DS JS
5. Laying down pensionary terms on deputation US/DS JS
6. Pensionary terms in respect of non-regular officers - ECC, SSC Officers (Policy as well as individual cases). DO/DS JS
7. Matters relating to non-effective benefits of TA, NCC, DSC Personnel. D9/DS JS
8. Family Pensionary awards - officers as well as personnel. DO/DS JS
9. Grant of provisional pension to regular officers who are involved in disciplinary/court cases. DO/DS JS
10. Grant of final pension on conclusion of the disciplinary proceedings/court cases referred to in para 11 above. DO/DS JS
11. Suspension/restoration of pension of pensioners who migrate abroad in contravention of the rules. DO/DS JS

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| 12. | Transfer of pension outside India and drawal of pension in foreign exchange. | US/DS | JS |
| 13. | Pensionary terms in respect of personnel below officers rank of the three services. | DO/DS | JS |
| 14. | Pensionary problems in respect of displaced pensioners | DO/DS | JS |
| 15. | Procedure and frequency of payment of pensions in India | DO/DS | JS |
| 16. | Temporary/ad-hoc reliefs on pensions | DO/DS | JS |
| 17. | Counting of previous military/civil service for military pension (including condonation of deficiency/break in service) | DO/DS | JS |
| 18. | Recovery from pension on account of public/non-public claims | DO/DS | JS |
| 19. | Maintenance Allowances | DO/DS | JS |
| 20. | Matters relating to Pension Paying Officers in Nepal | DO/DS | JS |
| 21. | Verification of date of birth for the purpose of pensionary awards | DO/DS | JS |
| 22. | Ex-gratia awards and compassionate family pension to ex-state forces personnel. | DA/DS | JS |
| 23. | Condonation of break between two spells of military service for civil pension. | DA/DS | JS |
| 24. | Grant of pension in respect of INA and political sufferers | DA/DS | JS |
| 25. | Proceedings of amendments to Pension Regulations on their publications including laying down SROs on the table of the Houses of Parliament. Reservist Pension - All matters. | DA/DS | JS |

(DA stands for Desk Attache)

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P&M-8

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1. First Appeals regarding Disability Pension from Defence Personnel & Officers of three Services against the decision of the pension sanctioning authority.

SO/S/LS
Members of First Appeal Committee

First Appeal Committee consists of DS(Pens) / DDG (Pens), DFA(AG) & Senior representatives of Service Hqrs.

2. Court cases

SO/US

DS(Pens) in consultation with Legal Adviser & DFA(AG).

3. Petitions received from individual

SO/US

DS/US/Record Officer.

4. Condonation of delay in submission of appeals by Defence pensioners,

US

DS

5. All final appeals against the decision of Ist Appeal Committee addressed to Defence Minister's Appellate Committee on Pensions(DMACP).

US/DS/JS/
Def. Secy.

RM

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DS/JS/AS depending upon the nature of issued involved.

SO/US

1. Policy questions relating to Disability and Special Family Pensionary awards in respect of service personnel incl. pensionary award in regard to battle casualties.

US

SO

2. Disability pension-Entitlement Question in respect of Commissioned Officers of the three services.

US

SO

3. Spl. Family/Defendant's Pension-entitlement question in respect of Commissioned Officers of three Services.

US

SO

4. Education allowance in respect of children of officers of the three services.

US

SO

5. Clarification sought by CDA(P) on Disability/Spl. family Pension claims of JCC/ORS.

Def. Secy.

SO/US/DS/JS

6. Ex-gratia awards from Compassionate Gratuity Fund (Def. Service) personnel for JCOs and Ors. etc.

DS

SO/US

7. Amendment to Medical Guide, Entitlement Rules.

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D(Res)

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P&W-10

S.No. Items of work

Channel of submission Level of final disposal

- | S.No. | Items of work | Channel of submission | Level of final disposal |
|-------|--|-----------------------|--------------------------|
| 1 | US(RES) Policy relating to Self-Employment Schemes for ex-Servicemen. | US/DS/JS/AS/Def.Secy. | RRM/RM |
| 2 | Policy relating to price-subsidy to ex-Servicemen entrepreneurs. | US/DS/JS/AS/Def.Secy. | RRM/RM |
| 3 | Requests for resettlement and self employment of ex-Servicemen such as allotment of industrial sheds/plots, Jai Jawan Stalls, Mother Dairy/DMS Booths, Typewriters, Duplicators etc. | US/DS. | DS |
| 4 | Setting up of local transportation companies. | US | US |
| 5 | US(WE) Constitution of Kendriya Sainik Boards | US/DS/JS | RRM/RM |
| 6 | Establishment/maintenance of RSBS/ZSBS | US/DS/JS/AS | Addl.Secy./
Def.(Pin) |
| 7 | Processing of case of enhancement in corpus of Welfare Funds at the States by Grant from NDF. | DS/JS/AS | RRM/RM |
| 8 | Land Refor. and Tenancy Acts in relation to vacation of land/houses of ex-Servicemen by the tenants. | US/DS/JS/AS | RRM/RM |
| 9 | Recognition of Ex-Servicemen League/Associations etc. | US/DS/JS/AS/Def.Secy. | RRM/RM |

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P&W-11

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|------------------------|---|------------------------|---------------------|----|
| 1. | | | | |
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| 3. | | | | |
| 4. | | | | |
| 10. | Committee on problems of ex-Servicemen. | US/DS/JS/AS/Def. Secy. | RRM/RM/
Cabinet. | |
| 11. | Registration of Ex-Servicemen | DS/JS/AS | Def. Secy. | DS |
| 12. | General Welfare of ex-Servicemen/Serving personnel. | US/DS | | |
| DO-II | | | | |
| 13. | Financial assistance to ex-Servicemen/Dependents from RMDP. | DO/DS/JS/AS | Adl. Secy. | |
| 14. | National War Memorial & Museum | DO/DS/JS/AS/Def. Secy. | RRM/RM. | JS |
| 15. | Commonwealth War Graves Commission | DO/DS/JS | | |
| DO-I and Miscellaneous | | | | |
| 16. | Budget of DGI /KSB | DS/JS | | JS |

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Channel of submission & Levels of Joint Secy. (G) is Wing.

G-1

D(GS-I) Section
Sl.No. Item of work

Channel of Submission Level of final disposal

(1)

(2)

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1. Composition of regular Army.

DO/DS

DS

2. General raisings/re-organisations/dissbandment in the Army.

DO/DS

JS

3. Matters relating to Peace Establishments War Establishments of HQ Commands Formation HQ.

DO

DS

4. Key Location Plans of units and formations.

DO/DS

JS

5. Establishments matters of Headquarters formations.

DO

DS

6. Establishment matters of:

a) Staff Duties Directorate

DO

DS

b) Financial Planning.

DO

DS

c) MO Dte including GSGS (Military Survey).

DO

DS

d) Army Standing Establishments Committee Sectt.

DO

DS

e) COAS/VCOAS/DCOAS Sectt.

DO

DS

7. Matters relating to Para Military Forces, including the Assam Rifles, placed under the operational control of the Army.

US/DS/JS/Def.Secy.

Def.Secy./RRM/RM

8. General policy relating to BSF/CRPF and other police Battalions placed under the operational control of the Army.

US/DS/JS/Def.Secy.

- do -

9. Matters relating to Civil Defence

ID/DS

DS/JS

Detection of ... areas/multiracial points

ID/DS

DS/JS

P

(51)

- 11. Army assistance to State Govts. and other civil authorities. DO/DS (3) DS/JS (4)
- 12. Matters connected with the maintenance of Law and order in the North Eastern Region. US/DS/JS/Def.Secy. Def.Secy./RRM/RM
- 13. Visits of VIPs to Army Units and formations including operational areas. DO/JS DS
- 14. Matters relating to Civil Military liaison Conference. US/DS/JS/Def.Secy. Def.Secy./RRM/RM
- 15. Authorisation/Raising of DSC Platoons for HQ/formations. DO/DS/JS/Def.Secy. RRM
- 16. Coordination work in respect of JS(G)'s Group. US DS
- 17. Material in respect of JS(G)'s group to be included in the Monthly DC letter sent by Defence Secretary to Cabinet Secretary. US JS
- 18. Army assistance to film companies. DO/DS JS
- 19. Coordination work in respect of Dir(G)'s group. US Dir
- 20. Matters connected with Administration including C&M returns of the Section. SO/US US
- 21. Matters relating to administration of DPR. DO/DS JS
- 22. Grant of commission in Territorial Army. SO/DS/JS/AS RRM/RM
- 23. Discharge, dismissal, removal, retirement of TA officers. - do - - do -
- 24. Resignation cases of TA officers. - do - - do -
- 25. Grant of Honorary commission in T.A. - do - - do -
- 26. Embodiment of TA personnel under Rule 33 of T. P. 1973. - do - - do -

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- 7. Raising of departmental/non-departmental TA units. SO/DS/JS/AS RRM/PM
- 28. Constitution of Central Advisory Committee for Territorial Army. - do - RRM/PM
- 29. Amendment of TA Rules. - do - RRM/PM
- 30. Promotions of TA Officers (Acting rank). SO/DS JS
- 31. Promotion of JCOs/MTOs. SO DS
- 32. Grant of direct JCO commission in TA. SO DS
- 33. Retention of rank and wearing of uniforms after retirement. SO DS
- 34. Extension of service to Departmental TA officers. SO/DS JS

D(GS-III) Section

- 1. Map Restriction Policy DO/DS/JS/RM JS/RRM
- 2. Security clearance for foreign sponsored projects DO/DS DS
- 3. Grant of FII/Whiting lease. IS/DS DS
- 4. Matters concerning NRSA. DO/DS/JS JS
- 5. Security aspects of supply of strategic information. DO/DS DS
- 6. Inner Line Policy. DO/DS/JS JS
- 7. Clearance of Aerial Photography. DA/DO/DS DO/DS
- 8. Clearance for supply of aerial photography. DA/DO/DS DO/DS
- 9. Clearance for distribution of maps. IS/DS/JS IS/DS
- 10. Restriction of maps. IS/DS

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- 11. Loss of Aerial Photographs/restricted maps. DA/DO/DS DS
- 12. Reports and returns for Section D(GS-III). DA/DO DO
- 13. Creation of post in Defence Wing of missions abroad. DO/DS/JS/Def.Secy. RM
- 14. Movement of Attaches to other countries. DO/DS/JS DS/JS
- 15. Repatriation of sale proceeds of car. DO/DS DS
- 16. Allocation of Budget to the establishment of Military Attache abroad. DO/DS DO/DS
- 17. Hiring of accommodation. DO/DS DO/DS
- 18. Purchase/replacement of
 - a) Curtain DO/DS (in consul- station)
 - b) Carpet DO/DS (with MEA.)
 - c) Crockery set. DO/DS
- 19. Appointment of Service Attaches in foreign missions in Delhi. DO Dir
- 20. Visit of foreign Service Attaches to India. DO/DS DO/DS
- 21. Contacts with foreign missions/organisation:
 - i) for appointment in India. DO/DS JS
 - ii) for employment abroad. DO/DS DO/DS
 - iii) acceptance of foreign hospitality. DO/DS JS
 - iv) Marriage. DO/DS JS
 - v) Letting out accommodation. DO/DS DS
- 22. Policy matters pertaining to verification of character & antecedents of recruits. DO/DS JS

(1) (2) (3) (4)

23. Special verification of character & antecedents of Army Personnel/recruits belonging to the States of Kerala, West Bengal & Tripura who are adversely reported by the IB. DO/DS JS

24. Security clearance of Mountaineering/expeditions/trekking expedition, publicity material books, periodicals, films & visits to inner line/restricted/protected areas. DO/DS DO/DS

25. Establishment matters MT/SI Dtes., pertaining to imports of stores, release of foreign exchange & creation of posts. DO/DS JS

26. Policy matters relating to grant of visas to Pakistani nationals of pre-reference category. DO/DS/JS JS/Det. Secy.

27. Cases relating to grant of visas to Pakistani nationals of pre-reference category. DO/DS/JS JS/Det. Secy.

28. All matters relating to Goodwill visits to and from abroad in respect of dignitaries (Below the level of chief) on GS side including annual visit of MDC teams from other countries. (on rotational basis). DO/DS DS

D(GS-V) Section

NOTE: In view of the nature of subjects dealt with in D(GS-V), it is not possible to lay down the level of final disposal of cases. The level will depend on the specific aspect dealt with in each particular case. Only in respect of the following cases, the channel of submission and level of final disposal of cases will be as follows:-

1. Matters relating to development of communications in Nepal in so far as security aspect is concerned. DO/DS JS
2. Cases relating to development of strategic communication to development of strategic communication according to Jordan Roads. DO/DS JS

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	(2)	(3)	(4)
3.	Cases relating to development of strategic communications in Bhutan.	DO/DS	JS
4.	Matters connected with maintenance of strategic and Border Roads.	DO/DS	DS
5.	Matters related to Security instructions on construction activities/other activities in border areas/other areas.	DO/DS	JS
6.	Matters related to Operational works in Punjab/J&K including Jefence Drains/Ditches-com- bunds.	DO/BS/JS	JS/Def.Secy.
	Matters connected with the administration of the section.	DO/DS	DS
8.	O&M returns.	DO/DS	DS

(MS) Section

1.	Deputations to other organisations.	US/Dir/JS/Def.Secy.	RRM
2.	Extension/Exempti on from passing promotion Exams and compulsory retirement for not passing promotion exam.	US/Dir/JS/Def.Secy.	RRM
3.	Regularisation of leave (Individual cases)	US/Dir/JS	JS

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G-7

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D(Ceremonial)

1. Arrangements in connection with Republic Day Parade, Beating Retreat Ceremony, Martyrs' Day and Independence Day.
2. Institution and Grant of awards to the service personnel.
3. Adoption and presentation of Regimental Standards/Colours/Guidons/Battle Honours.
4. Guard of Honours, State funerals, National Flag, National Emblem, National Anthem, Gun salute.
5. Amendments to Central Table of Precedence.

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The arrangements are generally finalized at inter-departmental meetings taken by Dir (MS)/JS/AS/Def. Secy.

F.M./President

SO/US/Dir (MS)/JS/AS/Def. Secy./RRM

- do -

SO/US/Dir (MS)/JS/AS/Def. Secy./RRM

Instructions on these subjects have been codified in a book for compliance by all concerned.

RRM/RRM

SO/US/Dir/JS/AS/Def. Secy.

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(1) _____ (2) _____ (3) _____ (4) _____

- 3. Training load of II Training Estts. DO DS
 - 4. Release of FE for officers & sailors going abroad on deputation or posting (on the basis of Govt. letters). DO/DS JS
 - 5. Conclusion of SAs regarding training in USSR. DO/DS JS
 - 6. Repatriation of personnel from abroad (on various grounds). DO DS
 - 7. Review of procedures regarding training. DO/DS JS
 - 8. Fixation of training charges in IN Estts. - do - JS
 - 9. Terms & conditions of deputation. - do - JS
- D(N-II) - DO(Ops.)
- 1. All matters relating to sailors. DO/DS JS
 - 2. Representations from sailors and civilians in Navy. DO/DS DO, DS, JS (depending on the importance of the issue).
 - 3. Assistance by Navy to other agencies. DO/DS JS
 - 4. MT cases/compensation. DO DS
 - 5. Training grants, education grants. DO DS
 - 6. Security clearance for visit of foreign ships to Indian Ports. DO DS
 - 7. Custom clearance. DO DS
 - 8. Provision of air-craft to VIPs. DO/DS/JS/AS/Def.Secy. RRM/RM
 - 9. Deputation of foreign specialists to India. DO JS

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(1) (2) (3) (4)

- 10. International Law of the sea and matters concerning sea-bed and sea boundaries etc. DO/DS JS
- 11. Naming of ships and badges to the ships. DO/DS/JS/AS/Def. Secy./RMM/RW/President. President.
- 12. Hydrographic survey Committee and matters relating to Ports and Harbours. DO/DS JS
- 13. Ocean, Science and Technology and Oceanography work. DO/DS DO JS
- 14. Security, Intelligence in respect of Navy. - do - JS
- 15. International Treaties and conventions on sea matters and sea communications. DO/DS JS/AS

D(N-III)/DO(Manpower)

- 1. Manpower sanction for the ships/establishments of the Navy. DO/DS/JS/AS/Def. Secy. RMM/RW
- 2. Extension of sanctions for the Naval estts. DO DS
- 3. Recruitment Policy/Irtake Schemes in the Navy. DO/DS/JS/AS/Def. Secy. RMM
- 4. Matters relating to MSEC. do JS/Def. Secy./RMM
- 5. Matters relating to Project Seabird. - do - - do -

UE(CG)

- 1. Acquisition of land/buildings. DO/DU/JS/AS/Def. Secy. *JS/AS/Def. Secy./RMM
- 2. Works. - do -

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(1) (2) (3) (4)

- 4. Hiring/de-hiring of accommodation. JS
- 5. Acquisition of vessels/crafts. RRM/CCPA
- 6. Refit/repairs. JS
- 7. Naming of vessels. President
- 8. Complement cases. RRM/RM
- 9. Dereservation of vacancies reserved for S/C & S/T candidates. JS
- 10. Training. JS
- 11. Framing of amendment to Service rules. RRM

* Financial powers to be exercised as prescribed in Office Order No. 4/Def.Secy./93 (No. 34(25)/90-O&M), dated 16th November, 1993.

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(1) (2) (3) (4)
D(Med-I) and D(Med-II)

- 1. Recommendations of S.B. for promotion to the rank of Lt. Gen. and equivalent. SO/US/JS/AS/Def. Secy./RRM RM
- 2. (1) Promotion/posting upto the rank of Col. SO/US/JS AS
- (ii) Promotion/posting to the rank of Brig. SO/US/JS AS
- (iii) Promotion/posting to the rank of Maj. Gen. SO/US/JS/AS RRM
- (iv) Promotion/posting to the rank of Lt. Gen. SO/US/JS/AS/Def. Secy./RRM RM
- 3. Regularisation of losses. SO/US JS
- 4. Medical treatment of foreign nationals. SO/US JS
- 5. Training of foreign nationals in medical institutions. SO/US/JS/AS/Def. Secy. RRM
- 6. Consultative Committee of Members of Parliament for the MOD. SO/US JS

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STANDING ORDER FOR DISPOSAL OF CASES IN JS(O)'S GROUP

Level of final decis. (4)

Channel of Submission (3)

RRM/RM

SO/US/Dir/JS/AS/Def. Secy.

RRM/RM

SO/US/Dir/JS/AS

US

US

US

US

Dir

Def. Secy.

Dir JS

Dir/JS

Section: D(Mov) Nature of proposal

Sl. No. (1)

(2)

1. Policy matters of CSD which are considered by the Executive Committee and the Board of Control Canteen Services.

2. Appointment of Gp. 14 Officers, initiation/ imposition of Penalty Gp. 14 officers.

3. Reimbursement of medical claims for private treatment.

4. Sanction of Advance in foreign exchange for the purchase of Motor Car - Officers posted abroad.

5. Reimbursement of transportation charges of Motor Car to personal car.

6. Repatriation of sale proceeds of Motor Car to India.

7. Release of free Foreign Exchange from own funds of officers posted abroad.

8. Relaxation of pay-limit for Motor Car Advance on compassionate grounds.

9. Writting off/dropping claims by Embarkation Headquarters for shipping losses: Upto 6 lakhs Beyond 6 lakhs

10. Administrative matters of Embarkation HQs.

11. Relaxation of Rules & Regulations.

SO/US

SO/US/Dir

SO/US/Dir

SO/US/Dir

SO/US

SO/US/Dir/JS/AS

SO/US

SO/US/Dir

SO/US/Dir

SO/US/Dir

Sl. No. (1)

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- 13. Creation of new rail facilities manufacture of specialised defence wagons. SO/US/Dir/JS/AS/Def. Secy. C RRM/RM
- 14. All Policy matters and terms and conditions of service of Army Postal Service personnel. SO/US/Dir JS
- 15. Policy matters - Travel Regulations. SO/US/Dir JS
- 16. Routine matters like clarification etc. SO/US US/Dir
- 17. Ex-post-facto sanction of air move by non-entitled categories. US/Dir/JS/AS Def. Secy.
- 18. Approval of ATN of Draft Para/Audit Para SO/US/Dir JS
- 19. Liaison with Fire Adviser SO US
- 20. Draft Gazette Notification SO US
- 21. Establishment & other administrative matters of WE Dte. & DSC. SO/US/DS DS/JS

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- 10. Setting up & running of Military Farms:
 - i) Policy matters US/DS/JS/AS/Secy. PRM/RM
 - ii) General matters US/DS JS
- 11. Air maintenance of forward posts of Army and Civil administration:
 - i) Policy matters US/DS/JS/AS/Secy. PRM/RM
 - ii) General matters. US/DS JS
- 12. DGN on promotions/transfers/appointment of various Dfes. Regularisation of infructuous payment made to personnel. SO US
- 13. Review of PEs collection of air maintenance data before the allotment meeting. SO US
- 14. Regularisation of loss upto Rs. 2 lakhs SO US
- 15. Regularisation of loss upto Rs. 3 lakhs SO/US DS
- 16. Regularisation of loss upto Rs. 5 lakhs SO/US/DS JS
- 17. Regularisation of loss cases beyond Rs. 5 lakhs. SO/US/JS/AS RRM
- 18. Delegation of financial powers to OMCG functionaries. SO/US/DS/JS/AS Def. Secy.
- 19. Establishment & other administrative matters of Artillery & Signals Dte. SO/US/DS DS/JS

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Section D(O-I)

(1) (2) (3) (4) 0 - 5

- 1. Cases relating to policy on procurement of Defence stores for the Indian Army. US/DS/JS/AS Defence Secy.
- 2. Cases relating to philosophy, introduction, induction, de-induction, scale & reserves, procurement, indigenous development, maintenance including repairs and overhaul, spares procurement, life and retention and discard, and management in respect of 'B' vehicles including provisioning and reserves for the units of all arms of the services. US/DS/JS/AS Defence Secy.
- 3. Cases relating to delegation of powers to Ordnance functionaries & functionaries in MGO's Branch. US/DS/JS/Def.(Fin) JS
- 4. Establishment and other related matters of Defence procurement and disposal Liaison Cell. US/DS JS
- 5. Matters relating to India Supply Wing, London and Washington.* US/DS/JS JS
*Cases relating to policy matters are put up to the level of Def.Secy./RRM.
- 6. Cases pertaining to discrepancies, settlement of dispute and regularisation of losses pertaining to above matters. US/Def.(Fin) US
- 7. Coordination in respect of JS(O)'s Wing. US/DS DS
- 8. Cases relating to philosophy, introduction, induction, de-induction, scales and reserves, procurement, indigenous development, life and retention, discard and life scale management in respect of General Stores and clothing for the Army. DO/DS JS
- 9. Annual provision Review cases relating to General stores & clothing. DO DS (upto Rs. 2 crores)
DO/DS JS (upto Rs. 10 crores)
AS (upto Rs. 25 crores)

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- 10. Monitoring and review of supply position of clothing and general stores items. DO DS
- 11. Cases pertaining to discrepancies settlement of disputes and regularisation of losses pertaining to above matters. DO DS
- 12. Cases relating to philosophy, introduction, induction, de-induction, scales and reserves, procurement, indigenous development, maintenance life and retention, de-starc and management in respect of Engineering Stores required by EME. SO/US/DS DS/JS
- 13. Cases pertaining to discrepancies settlement of disputes and regularisation of losses pertaining to above mentioned stores. SO/US DS
- 14. Compilation & submission of reports and returns pertaining to Section D(0-I). SO US
- 15. Coordination work in respect of JS(0)'s Wing & DS(0)'s Group. SO/US/DS JS
- 16. Supervision of recording/weeding out of files. SO US
- 17. Supervision of the work of the staff in Section D(0-I) including proper maintenance of records and submission of periodical reports in this regard to US (0-I). SO US

Section D(0-II)

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0-7

(1) (2) (3) (4)

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|--|-------------------|----------------|
| 1. Estt. matters - Extension cases of PE/WE | SO | US |
| 2. Creation of posts. | US/DS/JS/AS/Secy. | RM |
| 3. Accommodation cases. | SO/US | DS |
| 4. Disposal of stores - policy | US/DS/JS/AS | Def. Secy./RHM |
| 5. Complaints/irregularities in Auction | SO/US | DS |
| 6. Compassionate Appointment (age relaxation) less than 5 years old. | SO/US/DS | JS |
| 7. Compassionate apt. (more than 5 years old). | SO/US/DS | JS/Def. Secy. |
| 8. Release of vehicles to MPs/MLAs (Maximum - 3) | SO | US |
| 9. Release of Ambassador Cars to MPs - Class V
Class VI | SO | US |
| 10. Issue of stores/vehicles to Charitable/welfare organisations (covered under the rule). | SO | US |
| 11. Issue of stores/vehicles to Charitable/Welfare organisations (not covered under the rule). | SO/US | DS |
| 12. Regularisation of loss cases upto Rs. 3 lakhs | SO/US/DS/JS/AS | RRM |
| 13. Regularisation of loss cases upto Rs. 5 lakhs | SO/US | DS |
| 14. Regularisation of loss cases beyond Rs. 5 lakhs | SO/US/DS | JS |
| 15. Delegation of financial powers to EME/Ord functionaries. | SO/US/DS/JS/AS | RRM |
| 16. Draft Gazette Notification - forwarding to D(Coord) for publication. | SO/US/DS/JS/AS | Def. Secy. |
| | SO | US |

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- 17. Inventory management - Modernisation of ordnance/ Ammunition Depots including construction of new warehouse. US/DS/JS/AS Def. Secy./RRM
- 18. Court of Inquiry. SO/US/DS/JS AS/Def. Secy.
- 19. Security of Defence Arms & Ammunition - policy relating to movement and storage of arms and ammunition in and from Ordnance Depots/ Ammunition Depots. US/DS/JS AS/Def. Secy.
- 20. Railway claims - Maintaining liaison with Railways for early settlement of claims lodged by Ordnance units for loss of Ordnance store during transit. SO/US/JS/AS RRM
- 21. Annual Report SO/US/DS JS
- 22. Regulation of leave/pay & allowances etc. of OS & EME civilian employees including court cases thereon. SO/US DS
- 23. Establishment & administrative matters of Infantry Dte. including Naval & Air Segments. SO/US/DS DS/JS

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(Proc) Nature of proposal Channel of Submission Level of final decision
 0 - 11
 16
 64
 (2) (3) (4)

1. All aspects relating to philosophy, induction de-induction, scales, procurement, reserves, indigenous development, life and retention/discard in respect of weapons and equipments required by the Mechanised Forces i.e. the Armoured Corp and Mechanised Infantry. US/Dir/JS AS/Def. Secy.
2. Procurement ex-imp ort of major equipment in respect of the Directorate referred to above. US/Dir/JS/AS Def. Secy./RRM/R
3. Modernisation proposals relating to the Dtes referred to above. US/Dir/JS/AS/Def. Secy. RRRM/RM
4. Coordination of matters relating to Defence co-operation with USSR and other East European countries. US/Dir/JS/AS Def. Secy.
5. Procurement of ammunition, accessories and connected items for the Armoured Corps, Mechanised Infantry. SO/US/Dir/JS/AS Def. Secy./RRM
6. Project Red Rose & White Lily. US/Dir/JS AS/Def. Secy.
7. All proposals relating to procurement of spares for main equipment. DO/Dir/JS/AS Def. Secy.
8. Establishment and other administrative matters of Mechanised Forces i.e. Armoured Corp and Mechanised Infantry and other co-related matters such as training etc. DO/Dir Joint Secy.
9. Maintenance of equipment including Medium repairs and overhaul of the weapons & equipment of the Mechanised Forces. DO/Dir/JS/AS Def. Secy./RRM
10. Project Gulmohar. - do - Def. Secy.

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- 11. Cases pertaining to discrepancies, settlement of disputes and regularisation of losses pertaining to procurement matters with which the Section is concerned. DO/Dir
Joint Secy.
- 12. Follow up action relating to Defence Cooperation between India and Russia & Other CIS Countries, Poland, Czech, Slovak, GDR, Hungary, Bulgaria, Romania & Yugoslavia. SO/US/Dir
Joint Secy.
- 13. Security clearance in connection with the visit of foreign nationals to Defence installations. SO/US/Dir
Joint Secy.
- 14. Prithvi & Trishul Missile System. US/Dir/JS/AS
Def. Secy./RPM
- 15. Procurement of Remotely Piloted Vehicle. US/Dir/JS/AS
- do -
- 16. Procurement of simulators (Tank Gunnery and Tank Driving etc.) for training purposes. - do -
- do -
- 17. Procurement of HRVs/ARVs. - do -
- do -
- 18. Procurement of 'A' type vehicles and mounted equipments. US/Dir/JS/AS
AS/Def. Secy.
- 19. Project AREN, ASCON. SO/US/Dir/JS/AS
- do -
- 20. Development of MBT (T-72). US/Dir/JS/AS
Def. Secy./RPM/RM

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STATEMENT SHOWING CHANNELS OF SUBMISSION & LEVELS OF FINAL DISPOSAL OF WORK DEALT WITH IN JS(P&C)'S WING

D(Coordy) Section JS(P&C)

S.NO. Item of work Channel of submis-Final Disposal sion

1. PREPARATION OF ANNUAL REPORT

- i) Calling for material from various Wings of MOD SO/US/DS JS
- ii) Preliminary Examination and Editing of material received. SO/US DS
- iii) Editing and finalisation of individual chapters of Annual Report SO/US/DS JS
- iv) a. Finalisation of manuscript of Annual Report (other than chapter on National Security Environment) DS/JS Secy./RRM
- b. Chapter on National Security Environment JS/AS Def.Secy/Minister
- v) Printing of Annual Report SO/US DS
- vi) Distribution to Lok Sabha/Rajya Sabha Sectt. and other Govt. agencies and Institutions. SO/US DS
- vii) Distribution to other individuals SO US

2. Publication of Book on service conditions of Armed Forces personnel and civilians in Defence Establishment.

- SO/DS JS

3. Finalisation of Defence portion of Reference Annual published by Ministry of I & B:

- i) Calling for material SO/US DS
- ii) Scrutinising and Editing SO/US/DS JS
- iii) Completion and finalisation of material SO/US/DS JS

4. Policy matters involving the three services 50/US/DS/JS/AS Def. Secy.,

5. Preparation of Monthly Summary for the Cabinet: 50/US DS

i) Editing of information received from various wings US/DS JS

ii) Finalisation of Monthly Summary

6. Preparation of monthly D.O. Letter from Defence Secretary to Cabinet Secretary 50/DS/JS/AS Def. Secy.

7. Defence Secretary's Staff Meeting: 1) Issue of notice for the meeting US DS

ii) Calling for agenda items US DS

iii) Finalisation of agenda items DS JS

iv) Issue of Gist of decisions DS/JS AS

v) Monitoring of implementation of decisions taken during Defence Secretary's Staff Meetings. US/DS JS

8. Matters relating to Defence portion of Government of India (Transaction of Business) and (Allocation of Business) Rules. US/DS/JS/AS Def. Secy./

9. Parliament Matters: 1) Furnishing of factual information in response to notices US/DS JS

of Std/Unstd questions and notices of motions.

ii) Questions/discussions/Motions where it is proposed to request Lok Sabha/Rajya Sabha Sectt. for disallowance. DS/JS/AS/Def, RRM/RM

iii) Statements for discussions/motions etc. which have been admitted. DS/JS/AS/Def. Secy RRM/RM

iv) Notes for Cabinet Committee on Parliamentary Affairs on the Govt. stand + response to Private JS/Def. Secy. RRM/RM

Members Bills and Rules

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- v) Replies to Special mention in Rajya Sabha and matters raised under Rule 377 in Lok Sabha. US/DS/JS/AS Secy.
- vi) Preparation of Briefs for use by Minister and Senior Officers in the Ministry during discussions on the Motion of Thanks to the President's address to Parliament and demands for Grants of MOD. JS
10. Finalisation of procedure regarding security clearance of foreign nationals visiting Defence installations. US/JS AS/Def.Secy/
RM
11. Annual Action Plan SO/US/DS JS
12. Circulation of references received from Cabinet Secretariat regarding procedures for preparation of notes for Cabinet/Cabinet Committees. SO/US DS
13. Compilation of Defence portion of Gazette of India:
i) Finalisation of procedure for compilation SO/US DS
ii) Actual compilation SO/US
14. References from various Ministries/Departments of the Govt. of India calling for views of Ministry of Defence/Department of Defence on various issues. SO/US/DS JS
15. References from various Ministries/Departments of the Government of India calling for factual data pertaining to Ministry of Defence/Department of Defence on various matters. SO/US/DS JS
16. Individual cases regarding acceptance of gifts:
i) Service officers except chiefs SO/US/DS JS
ii) Defence Sectt. Officers SO/US/DS AS

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P&C - 4

17. Preparation of 'Talking Points' for Prime Minister for Inaugural address of Combined Commanders Conference.

i) Scrutiny and preliminary editing of material received SO/US from various wings of MOD.

ii) Finalisation of 'Talking Points' for Prime Minister. DS/JS

AS/Def. Secy.

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Expedition/Delegation

15. Mountaineering/Trekking expeditions SO/US Dir

16. NCC Delegations - foreign visits SO/US/Dir/JS AS

17. Visits of foreign countries - decision on Directorate - wise slots for Youth Exchange Programmes. US/Dir/JS AS

Procurement of Stores

18. Examination of proposals relating to the procurement of stores, equipments and other necessities involving financial implications beyond Rs. 50 Lakhs required for NCC organisations. US/Dir JS/AS/ Secy.

Inter-Service Organisations

19. Matters relating to History Division SO/US/Dir JS

20. Routine matters relating to SSCB SO/US Dir/JS

JS (TRG) & CAO
S.No.

STATEMENT SHOWING THE ITEMS OF WORK BEING HANDLED IN
SECTION D (SSC) OF TRAINING DIVISION AND THEIR LEVEL OF DISPOSAL

TRG - 5

79
88

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Item of work handled

Channel of submission, Level of Disposal

1.	2.	3.	4.
1.	All policy matters relating to appointments, promotion, leave, pay and allowances and pensionary benefits.	SO/US	DS
2.	All administrative matters of Academic staff and Employees of Sainik Schools.	SO/US/IOS	DS
3.	Grant of Scholarships	SO	US
4.	Inter-school transfer of Cadets	SO/US	DS
5.	Conduct of Sainik School Examinations	SO/US/IOS	DS
6.	Opening of New Sainik Schools	SO/US	DS
7.	Grant of Advance from GFP to Sainik School employees	SO/US	DS
8.	Retention of accommodation by Sainik School employees	SO/US	DS
9.	Selectich, posting and transfer of Service Officers	SO/IOS	DS
10.	All matters relating to Inspection of Schools	SO/IOS	DS
11.	All matters pertaining to performance of Sainik Schools in CBSE and NDA Entrance Examinations.	SO/IOS	DS

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Director (OL)'s Division

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TRG - 6

1.	2.	3.	4.
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|----|---|--|-------------------------------|
| 1. | All matters relating to implementation of Official Language Policy in whole of the Defence Organisation. | AD/DD | Dir/JS |
| 2. | Translation of material covering the Ministry of Defence | AD/DD | Dir |
| 3. | Monitoring of programme of progressive use of Hindi in the Ministry of Defence compiling/reviewing quarterly progressive reports in respect of all sections of the Ministry, Service Hqs., / ISOs/Defence PSUs. | AD/DD | Dir |
| 4. | Implementation of Official Language Policy in the three Deptts. and their attached end subordinate offices, | For DOD: DD(OL)/
Dir(OL)/JS/AS
For DP&S: DD(OL)/
JS(OFF)/Secy(DP) | JS/AS
Secy(DP) |
| 5. | All matters relating to Hindi Salahakar Samities & Official Language Implementation Committees in the Ministry. | For DOD: DD(OL)
Dir(OL)/JS(E)/
For DP&S: DD(OL)
Dir(OL)/JS(OFF)/
Secy.(DP) | JS/AS
JS(OFF)/
Secy(DP) |

SI. No. Item of work. Canceled Post.

1-51

(990)

TRG ND 27/11/07

21

- | Sl. No. | Item of work | Proposed channel of submission | Level of final disposal |
|---------|---|---------------------------------------|-------------------------|
| 1. | Appointment of Group 'A' posts carrying pay scales of Rs. 3700-5000 and above. | | |
| 2. | Appointment of Group 'A' posts carrying pay scales upto Rs. 3000-4500 and Group 'B' (Canceled). | SAO/Dir/JS/JS | RPM/RM |
| 3. | Cases relating to extension of deputation pay scale for the 4th year in all the Groups. | AO/SAO/DY.CAO/JS(Trg) & CAO | Addl. Secy. |
| 4. | Cases relating to extension of deputation pay scale period for 5th year. | AO/SAO/DY.CAO/JS(Trg)&CAO | Def. Secy. |
| 5. | Framing/revision/amendments of recruitment rules
(a) Group 'A' posts carrying pay scales upto Rs. 4500-5700.
(b) Posts of Heads of Department and Organised services. | AO/SAO/DY.CAO/JS(ad)&CAO/Def. Secy. | RPM/RM |
| 6. | Cases for grant of permission to retired Group 'A' officers for availing commercial employment. | SAO/DY.CAO/Dir/JS(Trg)&CAO/Def. Secy. | Addl. Secy./Def. Secy. |
| 7. | Cases of extension of service beyond the age of superannuation. | AO/SAO/Dir./JS(Trg)&CAO | RPM/RM |
| 8. | Cases of re-employment of retired officers | SAO/Dir/JS(Trg)&CAO/Def. Secy. | RPM/RM |
| | | DY.CAO/Dir/JS(Trg) & CAO/Def. Secy. | RPM/RM |

(91)
C's. OFFICE

Sl. No. Item of work
Cazetted Post.

- TRG MD EVM
7
- (91) - 81
1. Appointment of Group 'A' posts carrying pay scales of Rs. 3700-5000 and above. Proposed channel of submission Level of final disposal
 2. Appointment of Group 'B' posts carrying pay scales upto Rs. 3000-4500 and Group 'B' (Cazetted). SAO/Dir/JS/AS
 3. Cases relating to extension of deputation period for 4th year in all the Groups AO/SAO/Dy. CAO/ JS(Trg) & CAO
 4. Framing/revision/amendments of deputation Group 'A' posts carrying pay scale Rs. 4500-5700. AO/SAO/Dy. CAO/ JS(Trg) & CAO
 5. Posts of Heads of Department and Organised services. AO/SAO/Dy. CAO/ JS(Ad) & CAO/Def. Secy. RRM/RM
 6. Cases for grant of permission to retired Group 'A' officers for accepting commercial employment. Addl. Secy. / Def. Secy. RRM/RM
 7. Cases of extension of service beyond the age of superannuation. SAO/Dy. CAO/Dir/ JS(Trg) & CAO/ Addl. Secy. RRM/RM
 8. Cases of re-employment of retired officers. AO/SAO/Dir/ JS(Trg) & CAO RRM/RM
- Dy. CAO/Dir/JS(Trg) & CAO/Def. Secy. RRM/RM
- Dy. CAO/Dir/JS(Trg) & CAO/Def. Secy. RRM/RM

(92)

1. _____ 2. _____ 3. _____ 4. _____

9. Transfer on deputation

a. Group 'A' posts carrying pay scales above Rs. 3000-4500 SAO/Dir/JS(Trg) / Addl. Secy. RRM/RM

b. Group 'A' posts upto pay scale of Rs. 3000-4500 and group 'B' (Gazetted). SAO/Dir/JS(Trg) Addl. Secy.

10. Promotion/Removal from Probation/confirmation/ crossing ED/Resignation

a. Group 'A' posts carrying pay scale of Rs. 3700-5000 and above. SAO/Dir/JS(Trg) RRM/RM

b. Group 'A' posts carrying pay scale upto Rs. 3000-4500 and Group 'B' Gazetted posts. SAO/Dir Addl. Secy.

11. Transfer to other Ministry and Department - SAO/Dy CAO/JS(Trg) Addl. Secy.
Group 'A' posts carrying pay scales above Rs. 4500-5700 Addl. Secy.

12. Review under FR 56(j) - Group 'A' posts SAO/Dy CAO/JS-Min Addl. Secy.
and Group 'B' Gazetted posts. of Education/ JS(Trg) (cases where the committee recommends premature retirement approval of RRM/RM is required).

77

99

- 89 -

TRG - 15

- 1.
- 2.
- 3.
- 4.

33. Issue of NOC for proceeding abroad and sanction of ex-India-Leave.

- a. Posts carrying pay scale above Rs. 3700-5000 AO/SAO/Dy CAO/Dir. JS(Trg)
- b. Posts carrying pay scale upto Rs. 3700-5000 AO/SAO/Dy CAO

Dir. (Wherever it is proposed to deny NOC the cases will be submitted to JS(Trg) & CAO for approval.

34. Advances

- a. Car/Scooter advances (excepting out of turn) AO/SAO/Dy CAO/Dir. JS(Trg)
- b. Cycle advance AO/SAO Head of Office

35. Issue/Cancellation of various types of identity documents.

Asstt. Security Officer/Security Officer/SCSO

Chief Security Officer

36. Implementation of Security Instructions

ASO/Security Officer/SCSO

Chief Security Officer

37. Entry/Regulation of Foreign visitors

Security Officer/SCSO

Chief Security Officer

100

1000
1000
1000

10.

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