

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. SOKHANDA)
JOINT SECRETARY (E)
TELE: 3017553

All JSSs/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.

CHANNEL OF APPEAL AND LEVEL OF FINAL DISPOSAL FOR COMMON ITEMS OF WORK

Annexure - 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.	SO=DO/US/DS/JS/AS/Def. Secy.	RM
	a) Lt. General (and equivalent) and above	SO=DO/US/DS/JS/AS/Def. Secy.	RM
	b) Maj. General (and equivalent) and below	SO=DO/US/DS/JS/AS/Def. Secy.	RRM
2.	Appeal cases of Defence Service Officers.	SO=DO/US/DS/JS/AS/Def. Secy.	RM
	a) Major General (and equivalent) and above	SO=DO/US/DS/JS/AS/Def. Secy.	RM
	b) Brigadier (and equivalent) and below	SO=DO/US/DS/JS/AS/Def. Secy.	RRM
3.	Appeal cases where the President is the appellate authority.	SO=DO/US/DS/JS/AS/Def. Secy./RRM	RM
4.	Foreign Deputation, postings & training of Service Officers with Foreign Govts.	SO=DO/US/DS/JS/Def. Secy.	RM
	a) Maj. General (and equivalent) and above	SO=DO/US/DS/JS/Def. Secy.	RM
	b) Brigadier (and equivalent) and below	SO=DO/US/JS/AS/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.	SO/US/JS/AS/Def. Secy.	RM
	a) Lt. General (and equivalent) and above	SO/US/JS/AS/Def. Secy.	RM
	b) Maj. General (and equivalent) and below	SO/US/JS/AS/Def. Secy.	RRM
6.	Approval of recommendations of the promotion boards of the Defence Services Officers.	SO=US/DS/JS/AS/...	RRM
	a) Maj. General and above	SO=US/DS/JS/AS/...	RRM
	b) Brigadier	SO=US/DS/JS/AS/...	RRM

3

(1)

(2)

(3)

(4)

7.	Disciplinary/Vigilance matters including suspension of Service Officers.		
a)	Maj. General (and equivalent) and above	SO=DO/US/DS/JS/Def. Secy.	RM
b)	Brigadier (and equivalent) and below	SO=DO/US/DS/JS/Def. Secy.	RRM
8.	Detention in military custody beyond 3 months	SO/US/DS/JS/AS/Def. Secy.	RRM
9.	Appeal cases of invalidment on medical grounds of Service Officers.		
a)	Maj. General (and equivalent) and above	SO=DO/US/DS/JS/AS/Def. Secy.	RM
b)	Brigadier (and equivalent)	SO=DO/US/DS/JS/AS/Def. Secy.	RRM
c)	Colonel (and equivalent) and below	SO=DO/US/DS/JS	AS
10.	Grant of substantive rank to Defence Services Personnel.		
a)	Rear Admiral and their equivalent in IAF	DO/DS/JS/AS	Def. Secy.
b)	Commodore and below and the equivalent in IAF.	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		
1)	Lt. General (and equivalent)	SO/US/DS/JS/AS/Def. Secy.	
2)	Brigadier (and equivalent)	SO/US/DS/JS	

Contd...

(1)	(2)	(3)	(4)
15.	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
15.	Appointment of ADCs to President/Governors.	SO=DO/US/DS	JS
16.	Statutory complaints		JS
	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 Service Chiefs from foreign dignitaries	SO/DS/JS/AS	RM
18.	Release of civilian officers selected for training courses abroad.	US/DS/JS/AS/Def. Secy.	RRM
19.	Forwarding of application for training courses abroad - (Civilians).	SO/US/JS	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 Civilians.	SO/US/DS/JS/Def. Secy.	RM
24.	Extension of reputation beyond 3rd year	SO/US/JS/AS	Def. Secy.

(1)	(2)	(3)	(4)
25.	Extention of deputation beyond 4th year	SO/US/JS/AS	RRM
26.	Visit of all Foreign/Indian-VIPs-etc. to all Army training Estts.	DO/DS/JS	AS
27.	Parliamentary matter		
	a) Reply to Parliament Question		
	i) Unstarred Question *	SO/US/DS/JS	RRM
	ii) Starred Question	SO/US/DS/JS/AS/Def. Secy.	RRM
	b) Seeking extention of time for fulfilling Parliamentary Assurances.	SO/US/DS/JS/AS/Secy.	RRM
	c) Forwarding of statement of facts to Parliament Question:-		
	i) Request for disallowance	SO/DO/US/DS/JS/AS	RRM
	ii) Others	SO/DO/US/DS	JS
	d) Call Attention Motion notice	SO/DO/US/DS/AS/Def. Secy.	RRM
	e) Material for special mention in Parliament	SO=DO/US/DS/JS/AS/Def. Secy.	RRM
28.	Acceptance of recommendation on the retention in service of civilian personnel beyond 50 years of age or 30 years of Service where it is decided not to grant extention in service.	SO/US/DS/JS/AS	RRM
29.	Extention of service beyond the age of superannuation, re-employment after retirement in respect of Civilian Officers.		
	a) US to Director	SO/US/DS/JS/Def. Secy.	RRM
	b) Below Under Secretary rank	SO/US/DS/JS/AS	RRM
	c) However, in sensitive/important issues JS will submit the file through AS/Def. Secy.		

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(1)	(2)	(3)	(4)
30.	Posting of Military attaches/Air Attaches/Naval Attaches including Dy./Asstt. attaches in Missions abroad	DO/DS/JS/Def. Secy.	RRM
31.	Draft Paras/Audit Paras	SO/US/DS	JS
32.	MF letters	SO/US/LS/JS	RRM/RR
33.	PMO References:		
	(a) Which are acknowledged by PMO	SO/US/DS/JS	RRM
	(b) Which are not acknowledged by PMO	SO/US/DS	JS
34.	Disposal of Estate of deceased Armed Forces Personnel	SO=DO/US/DS	JS
35.	Material for inclusion in monthly D.O. letter		
	(i) if it is proposed to furnish 'nil' information	SO=DO	US
	(ii) if certain matter is to be furnished for inclusion.	SO=DO/US/DS	JS
36.	Co-ordination work, report & returns and O&M matters	SO=DO/US	DS
37.	Sanction for Air Travel to non-entitled class	SO=DO/US/LS/JS/AS	Def. Secy.
38.	Court cases : implementation of judgement	SO=DO/US/DS	JS
39.	Filing of appeal/SLP in Supreme Court	SO=DO/US/DS/JS	Def. Secy.
40.	Counter Affidavit in Contempt Petition	US/DS/JS/AS	Def. Secy.

(7)

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

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./RRM RM
- (ii) Joint Secretary and equivalent including posts where scale of pay is higher than that of Director. SO/US/DS/JS/AS/Def. Secy. RRM
- (iii) Dy. Directors and equivalent SO/US/DS/JS/AS Def. Secy.
- (iv) Under Secretary and equivalent SO/US/DS/JS AS
- (v) Group 'B' posts (Gazetted and non-gazetted) SO/US/DS JS

42. All disciplinary/vigilance matters including suspension

- (i) JS and above SO/US/DS/JS/AS/Def. Secy. RR
- (ii) Director and below (where President is the appointing authority) SO/US/DS/JS/AS RRM

43. All cases of anti-national activities irrespective of the rank of official (under Article 311(2), c) of the Constitution or Rule 19(iii) of the CCS (Conduct) Rules.

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

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	2.	3.	4.
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 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

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(10)

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

Sl. No. (1)	Subject (2)	Channel of submission (3)	Air-1 Level of final disposal (4)		
			IR (Rs. in lakhs)	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 JS AS	10 40 100 500	310 40 100 100
2.	(i) Write off losses	US/DO/DS-Dir/JS	US/DO DS/Dir JS	Rs. 2 lakhs Rs. 3 lakhs Rs. 5 lakhs	
	(ii) Write off losses not due to theft, fraud or gross neglect	DO/US	JS		
3.	Negotiations		DS/Dir - Below Rs. JS - Rs. 25 crores		25 crores and above.
4.	Defence co-operation with other countries	US/DO/DS-Dir			JS
5.	Courier flights	US/DO/DS-Dir/JS/ Screening Committee			JS
6.	Proposals relating to authorisation of discussion by external agencies their reps., with the reps. of Air HQR relating induction/purchase of equipment.	DO/US			JS

Contd....

(1)	(2)	(3)	(4)																		
<u>Section: D(Air-IV)</u>																					
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	<table border="1"> <thead> <tr> <th></th> <th>IR</th> <th>FE</th> </tr> <tr> <th></th> <th colspan="2">(Rs. in lakhs)</th> </tr> </thead> <tbody> <tr> <td>US/DO</td> <td>10</td> <td>10</td> </tr> <tr> <td>DS/Dir</td> <td>40</td> <td>40</td> </tr> <tr> <td>JS</td> <td>100</td> <td>100</td> </tr> <tr> <td>AS</td> <td>500</td> <td>100</td> </tr> </tbody> </table>		IR	FE		(Rs. in lakhs)		US/DO	10	10	DS/Dir	40	40	JS	100	100	AS	500	100
	IR	FE																			
	(Rs. in lakhs)																				
US/DO	10	10																			
DS/Dir	40	40																			
JS	100	100																			
AS	500	100																			
2.i)	Write off losses	US/DO/DS-Dir/JS	<table border="1"> <tbody> <tr> <td>US/DO</td> <td>Rs. 2 lakhs</td> </tr> <tr> <td>DS/Dir</td> <td>Rs. 3 lakhs</td> </tr> <tr> <td>JS</td> <td>Rs. 5 lakhs</td> </tr> </tbody> </table>	US/DO	Rs. 2 lakhs	DS/Dir	Rs. 3 lakhs	JS	Rs. 5 lakhs												
US/DO	Rs. 2 lakhs																				
DS/Dir	Rs. 3 lakhs																				
JS	Rs. 5 lakhs																				
ii)	Write off losses not due to theft, fraud or gross neglect	DO/US	JS																		
3.	Training of foreign personnel in India	US/DO/Fin Div/MEA	DS/Dir																		
4.	Negotiations		DS/Dir - Below Rs. 25 crores JS - Rs. 25 crores & above.																		
5.	Procurement of office equipment	US/DO/DS-Dir	JS																		
6.	Gifting of IAF equipment/aircraft declared absolute/surplus.	DO/US	JS																		

Contd...

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(1)	(2)	(3)	(4)
<u>Section: D(Air-II)</u>			
(Rs. in crores)			
1.	Air Force Works, Construction of airfields, technical, domestic, admin. accommodation for IAF	US/Dir US/DS-Dir/JS US/DS-Dir/JS/AS US/DS-Dir/JS/AS/ Def.Secy/Secy.(Def/Fin) US/DS-Dir/JS/AS/Def.Secy/ Secy(Def/Fin)/RRM	JS 2 AS 3.5 Def.Secy. 5 RRM 20 RM 20 & above
2.	Aquisition/Purchase of land for Air Force requirements	- do -	- do -
3.	Air lifts provided to VIPs and other Deptts. etc.	SRO/DS-Dir SRO/DS-Dir/JS/AS	On payment - JS/AS Free - RM/RRM
4.	Security clearance to foreign nationals visiting IAF stations	SRO/DS-Dir/JS	AS
5.	Flight Safety - Condolence message	SRO/DS-Dir/JS/AS	RRM
6.	Factual Notes	US-DO/DS-Dir	JS

Contd....

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Air-4

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

wards) Section

AP&W-1

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

(2)

(3)

(4)

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

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

(2)

(3)

(4)

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|-----|--|--|------------|
| 1. | Policy in regard to provision of accommodation for Army personnel including Defence civilians. | DO/DS/JS/AS | Def. Secy. |
| 2. | Fixation of scales of accommodation and furniture for service personnel. | DO/DS/JS/AS/Def. Secy./RRM | RRM |
| 3. | Processing Army works Projects for issue of Administrative approvals:- | | |
| | (i) Upto Rs. 2 crores | (i) upto Rs. 2 crores | DO/DS |
| | (ii) Beyond Rs. 2 crores & upto Rs. 5 crores | (ii) Beyond Rs. 2 crores & upto Rs. 5 crores | JS |
| | (iii) Beyond Rs. 5 crores & upto Rs. 20 crores | (iii) Beyond Rs. 5 crores & upto Rs. 20 crores | AS |
| | (iv) Beyond Rs. 20 crores | (iv) Beyond Rs. 20 crores | Def. Secy. |
| 4. | Matters pertaining to NDA Projects. | DO/DS | RRM |
| 5. | Implementation of decisions of the Inter-Service works priority Committee regarding army projects. | DO/DS | JS |
| 6. | Review of progress of sanctioning New Army Capital works. | DO/DS | JS |
| 7. | Review of progress of implementation of New Army Capital works. | DO/DS/JS | JS/AS |
| 8. | Works Budget for the Army. | DO/DS/JS | AS |
| 9. | Progress of expenditure against allotments. | DO/DS | JS |
| 10. | The work emanating from or pertaining to the Stores and Plant Directorate in the Engineer-in-Chief's Branch except all cases relating to Contracts and administration of that Directorate. | DO/DS | JS |
| 11. | Participation of MOD in various schemes of water supply. | SO/US/DS | JS |
| 12. | Fixation of all India flat rates for Water & electricity in respect of MRS. | SO/US/DS/JS/AS | RRM |

- Matters pertaining to agreement with state Govts. Electricity Boards, etc. for supply of water and electricity and matter relating to the CEB. SO/US/DS JS
- Extension of PE & WE. SO/US US
- Regularisation of losses in respect of MES :-

 - (i) Above Rs. 2 lakhs & upto 3 lakhs SO DS
 - (ii) Above Rs. 3 lakhs & upto Rs. 5 lakhs SO/US JS
 - (iii) Above Rs. 5 lakhs. SO/US/JS RRM
- 16. Regularisation of losses:-

 - (i) Above Rs. 2 lakhs upto Rs. 3 lakhs SO DS
 - (ii) Above Rs. 3 lakhs upto Rs. 5 lakhs SO/US JS
 - (iii) Above Rs. 5 lakhs. SO/US/JS RRM
- 17. 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. SO DS
- 18. Organisation of the Chief Technical Examiner and the examination of his half yearly reports. SO/US/DS JS
- 19. 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. SO/US/DS JS
- 20. Cases relating to recovery of barrack damages in r/o Army accommodation. SO/US/DS JS
- 21. Banning/suspension of business dealings with contractors and removal from approved list of supplier. SO/US/DS JS

(18)

AP&W-5

(2)	(3)	(4)
26. Engagement of lawyers for the conduct of civil cases in r/o MES contracts.	SO/US/DS/JS/AS/Def. Secy.	RRM
27. Grievances of the MES Officers.	SO/US/DS/JS	AS
28. Appeal from contractors for redress of their grievances.	SO/US/DS	JS
29. Contract labour.	SO/US/DS	JS
30. 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/RRM

(19)

Section

- 10 -

AP&W-6

(2)

(3)

(4)

) Hiring of houses (Rental ceiling etc.)	SO/US/DS/SS/AS/Def. Secy/ RRM/RM	Cabinet
) Hiring of houses for the Service personnel under the existing orders/policy.	SO/US	JS
Dehiring of hired houses/accommodation (Policy).	SO/US/DS/JS/AS	RRM/RM
Individual requests for dehiring of houses at places other than Bombay.	SO/US/DS	JS
Individual requests for dehiring of houses according to seniority at Bombay.	SO/US/DS	JS
Individual requests out of turn for dehiring at Bombay.	SO/US/DS/JS/AS	RRM
Requests for retention of residential accommodation of service officers beyond authorised period on compassionate grounds while in service.	SO/US	JS
Sanction for payment of rent without execution of lease agreement or after expiry of the lease period.	SO/US	DS
Cases dealing with rules relating to allotment of accommodation recovery of rent etc. in respect of defence pool accommodation.	SO/US	JS
Cases relating to conservancy services in non-cantt. Military stations.	SO/US	DS
Fixation of rent in respect of cinemas run by AF, Defence cinemas and Military cinemas run by CSE(i) and units.	SO/US	DS
Cases relating to eviction of unauthorised occupants.	SO/US/DS/JS/AS	RRM
Representation against eviction from Govt. accommodation.	SO/US/DS/JS/AS	RRM
Appeals/revision petition of Cantt. Board employees against the decision of GOC-in-C.	SO/US/DS/JS/AS	RRM

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(1)	(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/expansion 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 dates 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 (b) Grant-in-aid to the Cantt. Boards beyond Rs. 5 lakhs	SO SO/US	US
25.	Resumption of old grant properties.	SO/US/DS/JS/AS	RRM

Notes:- (i) There is no level jumping and all important cases are sent to RRM by AS through Defense Secretary.
(ii) Routine cases are, however, marked by AS direct to RRM.

(21)

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.	Apptt./Confirmation/postings of Gp. 'B' Gazetted 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.	RM/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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(1)	(2)	(3)	(4)
8.	Disciplinary cases relating to Gp. 'A' & Gp. 'B' Officers.	SO/US/DS/JS/AS/ Def. Secy.	RM/RRM
9.	Disciplinary cases in respect of Gp. 'C' employees.	SO/US	Dy. Secy.
10.	Issue of leave orders in respect of officers of the level of US & Gp. 'B' employees.	SO	Under Secy.
11.	Reports & returns in respect of disciplinary cases.	SO	Under Secy.
12.	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.
13.	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.
14.	Framing/amendment/revision of Recruitment rules in r/o posts in Gp. 'C' & 'D'.	SO/US	DS
15.	Fixation of Authorised Permanent strength.	SO/US	Dy. Secy.
16.	Obtaining and forwarding of Annual Property Returns of all the gazetted officers to the concerned cadre controlling authorities.	SO	Under Secy.
17.	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.
18.	Initiation/follow-up and maintenance of CRs in r/o all gazetted officers in M/o Defence (except Fin. Division).	PA to US (Confidential Asstt.)	Under Secy.
19.	Reverification of character & antecedents of all gazetted officers.	SO	Under Secy.
20.	Fixation of pay in r/o all employees of MOD except Gp. 'D' & Fin. Division.	SO	Under Secy.

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1)	(2)	(3)	(4)
D(Estt.I/Gp.II)			
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 ISFM 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.

Contd...

(24)

1stt.2/Gen.1

(2)

(3)

(4)

1.	Selection/Confirmation/Promotion/Holding of DPCs/Crossing of E.B. of Group 'D' staff.	SO	US
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
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
14.	Purchase of new telephone connections.	SO/US/DS	JS

(only the cases of DSs are sent to JS)

(Contd....)

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(1)	(2)	(3)	(4)
<u>D(Estt.2/Gen.II)</u>			
1.	Provisioning of stores-stationery, furniture, office equipments, cooling & heating arrangement etc.	SO/US/DS	JS
2.	Financial powers to incur expenditure are:		
	i) Upto Rs. 1,000/-	Under Secretary	Under Secy.
	ii) Rs. 1,000/- to Rs. 20,000/-	DS	DS
	iii) Beyond Rs. 20,000/-	Joint Secy.	JS
<u>D(Welfare)</u>			
1.	Sanction of grants-in-aid from Govt. for amenities.	DA/US/DS	JS
2.	Establishing/assisting Sports Clubs.	DA/US/DS	JS
3.	Organising excursion trips for the benefit of officers & staff.	DA/US/DS	JS
4.	All financial matters involving expenditure from Welfare Fund.	US/JS	Matters of details settled by US(Wel), Funds operated jointly by US(Wel) and JS(E).

Contd....

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(1)	(2)	(3)	(4)
1	Compassionate Appointment to civilians in lower formations.	SO/US	DS
2	Recognition of various Educational Qualifications for recruitment in civil posts in the lower formations under Min. of Defence.	SO	US
3	Classification portion of CCS(CC&A) Rules.	US/DS	JS
4	Discipline:		
	i) General policy and procedure.	US/DS/JS/AS	R&M
	ii) All disciplinary cases against defence civilians employed in lower formation.	SO/US/DS/JS/AS	R&M
	iii) Suspension and subsistence allowance.	SO/US/DS	JS
	iv) Regularisation of period between the initial removal/dismissal etc.	SO/US/DS	JS
5	Retirement/reversion of Defence civilians in Lower formations, rules and instructions thereto.	SO/US	DS
6	Termination of services under JS Rules-General Policy Regarding.	SO/US/DS	JS

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(27)

(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/ Def. Secy.	RRM
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&T, 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/ Def. Secy.	RRM
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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(1)	(2)	(3)	(4)
<u>D(Civ-I)</u>			
1.	Festival advance/early disbursement of salary.	SO/US	IG
2.	House Building Advance.	SO/US	DS
3.	HRA/DS/FSC/Bad Climate and Remote Locality Allowance/ Project Allowance/Hill Composite Allowance.	SO/US	DS
4.	Policy on fixation of pay.	SO/US	DS
5.	Revision of pay scales.	SO/US	IG
6.	Minimum wages.	SO/US	IG
7.	Work relating to Anomalies Committee.	SO/US/DS	Min. of Labour
8.	Waiving of Time Barred claims of Pay & Allowances.	SO/US/DS/AS	DOPT/ Min. of Finance
<u>D(Civ-II)</u>			
1.	Sanction of payment of interest on delayed payment of Gratuity.	SO/US/DS/JS/AS	Def. Secy.
2.	Disciplinary cases under Rule 9 of CCS (Pension) Rules.	SO/US/DS/JS/AS	RRM
3.	Policy regarding recruitment of casual labourers.	SO/US/DS/JS	AS
4.	Policy on payment of O.T.A.	SO/US/DS/JS	AS
5.	Policy on Advances for purchase of Motor Cars/Cycles.	SO/US	DS
6.	Policy on Awards from Compassionate Funds.	SO/US	DS
7.	Policy on Provision of Transport at concessional rates.	SO/US/DS	JS
8.	Policy on conveyance allowance, Daily Allowance, Travelling Allowance, Idle Time Payment.	SO/US	DS

(1)	(2)	(3)	(4)
<u>D(IWS-CUM-O&M UNIT)</u>			
1. <u>Measurement/Method/Work Study:-</u>			
a) Calling preliminary/basic information/ datas in respect of organisation concerned.		Junior Analyst/ Senior Analyst	Sr. Analyst.
b) Receipt/Scrutiny of basic information.		Junior Analyst	Jr. Analyst
c) Conducting Sample Study.		Jr. Analyst	Sr. Analyst
d) Discussions.		Jr. Analyst/Sr. Analyst	Dy. Secy.
e) Preparation of tentative report		Jr. Analyst/Sr. Analyst	Dy. Secy.
f) Approval of tentative report		Jr. Analyst/Sr. Analyst/ Dy. Secy.	JS
g) Discussion of tentative report		Jr. Analyst/Sr. Analyst	Dy. Secy.
h) Issue of final report		Jr. Analyst/Sr. Analyst	Joint Secy.
2. <u>O&M Officers' Meeting:</u>			
a) Preparation and forwarding of background material to DAR&PG		Jr. Analyst/Sr. Analyst/ Dy. Secy.	JS
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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(2)	(3)	(4)
3. Allocation of disputed receipts :-		
a) Perusal of disputed receipts	Jr. Analyst	Jr. Analyst
b) Disposal of receipts of routine nature	Jr. Analyst	Jr. Analyst
c) Consultation/disposal of receipts of complicated nature	Jr. Analyst/Sr. Analyst Deputy Secretary	JS (depending upon nature of cases)
<u>D(CMU)</u> <u>Receipt, Registration & Transmission of Court Notices/Summons received from various Courts/Tribunals :-</u>		
a) Receipt of notices/summons		
b) Perusal and marking of notices/summons	RO	RO
c) Registration & transmission of notices/summons	RO	RO
d) Transmission of Notices/Summons in respect of court cases where contempt of court is involved	RO	RO
e) Disposal of Notices/Summons where the particulars of the petitioners are not indicated.	RO	Dy. Secy.
f) Watching the disposal of notices, etc. received from the courts, etc.	RO	Dy. Secy.

(1)	(2)	(3)	(4)
	<u>AAP for implementation of Point 20 of IPP-1986</u>		
	a) Calling for material from various Joint Secretaries' Wings for preparation of AAP	Jr. Analyst/Sr. Analyst Dy. Secy.	JS
	b) Preparation and circulation of tentative AAP on the basis of material received.	Jr. Analyst/Sr. Analyst Dy. Secy.	JS
	c) Monitoring of the progress of AAP quarterly.	Jr. Analyst/Sr. Analyst Dy. Secy.	DS
	d) Preparation of consolidated quarterly progress report and furnishing the same to DAR&PG.	Jr. Analyst/Sr. Analyst	DS
5.	<u>Submission of monthly report showing the progress of one month old cases in various Sections.</u>		
	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/ Deputy Secy.	JS
	d) Circulation of the pendency position to all Joint Secretaries & others.	Jr. Analyst/Sr. Analyst/ Deputy Secy.	JS
6.	<u>Submission of monthly Report indicating the receipt and disposal of MPs' letters.</u>		
	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

(1)	(2)	(3)	(4)
	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.	<u>Submission of monthly report on the progress of receipt and disposal of references received from PM's Office :-</u>		
	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/Sr. Analyst	Dy. Secy.
8.	<u>Annual Review of Reports>Returns as prescribed in the Manual of Office Procedure:</u>		
	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.

(1)	(2)	(3)	(4)
9. <u>Monitoring of the progress of Review of Rules and regulations administered by various Sections of the Ministry annually (as provided in the MOP)</u>			
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. <u>Monitoring of progress of compilation/consolidation of orders/instructions issued by various Sections of the Ministry.</u>			
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. <u>O&M Inspection of various Sections (as provided in the Manual of Office Procedure)</u>			
a) Drawing up of an annual programme of inspections of Sections.	Jr. Analyst	Sr. Analyst	

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- | (1) | (2) | (3) | (4) |
|-----|--|---|-------------|
| | 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/
Dy. Secy./Jt. Secy. | 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/
Dy. Secy. | Jt. Secy. |
| 12. | Preparation of Organisation Chart of the Ministry. | Jr. Analyst/Sr. Analyst
Deputy Secy. | Jt. Secy. |
| 13. | Inspection of Sections to be carried out by the concerned Director/Deputy Secretary | | |
| | a) Issue of instructions on this subject. | Jr. Analyst/Sr. Analyst/
Deputy Secy. | Jt. Secy. |
| | b) Issue of reminders/D.O. reminders. | Jr. Analyst/Sr. Analyst | Dy. Secy. |

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(1)	(2)	(3)	(4)
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 Dy. Secy./Joint Secy.	Addl. Secy.	
14. <u>Submission of progress reports on recording, review, indexing and weeding out of files</u>			
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. <u>Annual Action Plan on O&M matters</u>			
a) Preparation of Annual Action Plan on O&M matters.	Jr. Analyst/Sr. Analyst/ Dy. Secy./Jt. Secy	Addl. Secy.	
b) Reviewing the progress of its implementation - quarterly.	Jr. Analyst/Sr. Analyst/ Dy. Secy./Jt. Secy.	Addl. Secy.	
16. <u>Administration of Departmental Record Room of the Ministry</u>			
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

Sl. 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.	DO-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)

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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 or 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 IIIrd/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
(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 - Other issues	SO/US/DS/JS/AS/Def.Secy. SO/US/DS	RRM/RM JS

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(1)	(2)	(3)	(4)
10.	Extension of tenure of SSC Officers.	SO/US/DS/JS	AS
11.	Notification in the Gazette of India of appointment/ promotion to JCOs rank.	SO	DS
12.	Appointment of JCO, ADC with the President.	SO/US/DS	JS
13.	Pre-independent Army Awards		
	- Policy	- do -	
	- Other issues.		RM/RRM
14.	Grant of Hon. Commission/Ranks to JCOs/NCOs.	SO/US/DS	JS
15.	Matters concerning Children Education Allowances to Army Officers.	SO/US/DS/JS	AS
16.	Army Bands - Procurement & maintenance.	SO/US	DS/JS
17.	Matters concerning Army Messes	SO/US/DS	JS
18.	Geneva Convention 1949 - matters relating to war casualties, prisoners of war and missing personnel.	- do -	JS
19.	Army Act and Rules - Policy, Legislation & amend- ments.	SO/US/DS/JS/AS/Def.Secy.	RRM/RM
	- implementation/administration		RM/RRM
20.	Recovery of Govt. dues from Army Personnel	SO/US/DS	JS
21.	Litigation cases pertaining to Court Martial Trials.	SO/US/DS	JS
22.	Administrative termination of service under the Army Act.	SO/US/DS	JS
23.	Policy and individual cases relating to dresses, badges and ribbons for the Army.	Asstt./US/DS/JS/AS/Def.Secy.	RM/RRM
		SO/US/DS/JS/AS/Def.Secy.	JS/RM

(4)

	(2)	(3)	(4)
24. Policy and individual cases pertaining to grant of Furlough, Pay Roll and pre-mature release of military prisoners.	<ul style="list-style-type: none"> - Policy - Individual cases { (a) furlough (b) Pay roll } - Pre-mature release 	<ul style="list-style-type: none"> SO/DS/JS/AS SO/US SO/US/DS 	<ul style="list-style-type: none"> RRM/RM DS JS
25. Coordination of common issues with Navy & Air Force.		SO/US/DS	JS
26. Approval/issue of Army Orders/Instructions and SROs amendments, Regulations on the above subjects.		- do -	JS
27. Residual work of POWs		- do -	DS/JS
28. Approval for acceptance of gifts		SO/US/DS	JS
29. Policy matters of opening of BROs		SO/US/DS/JS/AS/Def.Secy.	JS
30. Compassionate appointments of NOKs Infantry and Armoured Corps.		SO/DS	RM/RRM
31. Forefeiture of medals/stars/clasps		SO/US	JS
32. Matters relating to violation of Human Rights including court cases arising out of such incidents and correspondance with National Human Rights Commission.		SO/DS	DS

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

S.No.	Item of work	Channel of submission	Level of disposal
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, CILQ, 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	SO/US/DS	JS
6.	DSOP/AFPP Fund, Group Insurance Schemes, Regimental Funds and other Public Funds, Army welfare Housing Scheme	SO/US/DS	JS
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
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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(1) D(Pens/Ser)	(2) JS(ESW)	(3)	P&W-6	(4)
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.		DO/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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13 (ESW)

P&W-7

(1)	(2)	(3)	(4)
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	EO/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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(1)	Description	(2)	(3)	(4)
1.	First Appeals regarding Disability Pension from Defence Personnel & Officers of three Services against the decision of the pension sanctioning authority.		SO/IS/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

(57)

1.	2.	3.	4.
1.	Policy questions relating to Disability and Special Family Pensionary awards in respect of service personnel incl. pensionary award in regard to battle casualties.	SO/US	DS/JS/AS depending upon the nature of issued involved.
2.	Disability pension-Entitlement Question in respect of Commissioned Officers of the three services.	SO	US
3.	Spl. Family/Dependant's Pension-entitlement question in respect of Commissioned Officers of three Services.	SO	US
4.	Education allowance in respect of children of officers of the three services.	SO	US
5.	Clarification sought by CDA(P) on Disability/Spl. family Pension claims of JCO/ORS.	SO	US
6.	Ex-gratia awards from Compassionate Gratuity Fund (Def. Service) personnel for JCOs and Ors. etc.	SO/US/DS/JS	Def. Secy.
7.	Amendment to 'Medical Guide' Entitlement Rules.	SO/US	DS

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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
<u>US(RES)</u>			
1.	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.	ERM/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
<u>US(WE)</u>			
5.	Constitution of Kendriya Sainik Boards	US/DS/JS	RRM/RM
6.	Establishment/maintenance of RSBs/ZSBs	US/DS/JS/AS	Addl.Secy./ Def.(Fin)
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 Reforms 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.

(49)

P&W-11

1.	2.	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.
12.	General Welfare of ex-Servicemen/Serving personnel.	US/DS	DS
<u>DO-II</u>			
13.	Financial assistance to ex-Servicemen/Dependents from RMDP.	DO/DS/JS/AS	Adtl. Secy.
14.	National War Memorial & Museum	DO/DS/JS/AS/Def. Secy.	RRM/RM.
15.	Commonwealth War Graves Commission	DO/DS/JS	JS
<u>DO-I and Miscellaneous</u>			
16.	Budget of DGE/KSB	DS/JS	JS

Channel of submission & Levels of authority in respect of
JOINT SECY. (G)'s Wing.

D(GS-I) Section

G-1

Sl.No.	Item of work	Channel of Submission	Level of final disposal
(1)	(2)	(3)	(4)
1.	Composition of regular Army.	DO/DS	DS
2.	General raisings/re-organisations/disbandment in the Army.	DO/DS	JS
3.	Matters relating to Peace Establishments War Establishments of HQ Commands Formation HQ.	DC	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 b) Financial Planning. c) MO Dte including GSGS (Military Survey) d) Army Standing Establishments Committee Sectt. 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	DO/DS	DS/JS
10.	Protection of vulnerable areas/vulnerable points.	DO/DS	JS

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(1)	(2)	(3)	(4)
11.	Army assistance to State Govts. and other civil authorities.	DO/DS	DS/JS
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/DS	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.	Procediment of Ta personnel under Rule 33 of T. 1978.	- do -	- do -

(52)

G-3

(2)

(3)

(4)

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

SO/DS/JS/AS

RRM/RM

- do -

RRM/RM

- do -

RRM/RM

SO/DS

JS

SO

DS

SO

DS

SO

DS

SO/DS

JS

D(CS-III) Section

- 1. Map Restriction Policy
- 2. Security clearance for foreign sponsored projects
- 3. Grant of PEL/Mining lease.
- 4. Matters concerning NRSA.
- 5. Security aspects of supply of strategic information.
- 6. Inner Line Policy.
- 7. Clearance of Aerial Photography.
- 8. Clearance for supply of Aerial Photography.
- 9. Clearance for publication of maps.
- 10. Clearance for publication of Restricted Grids maps.

DO/DS/JS/RM

JS/RRM

DO/DS

DS

DO/DS

DS

DO/DS/JS

JS

DO/DS

DS

DO/DS/JS

JS

DA/DO/DS

DO/DS

DA/DO/DS

DO/DS

DA/DO/DS

DO/DS

DA/DO/DS

DO/DS

(1)	(2)	(3)	(4)
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.Segy.	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 (in consul- tation
18.	Purchase/replacement of a) Curtain b) Carpet c) Crockery Set.	DO/DS	DO/DS (with MEA.
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 ii) for employment abroad. iii) Acceptance of foreign hospitality. iv) Marriage. v) Letting out accommodation.	DO/DS DO/DS DO/DS DO/DS DO/DS	JS DO/DS JS JS
22.	Policy matters pertaining to verification of character & antecedents of new recruits.	DO/DS	DS JS

G-4

(54)

G-5

(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 MI/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/Def. Secy.
27.	Cases relating to grant of visa to Pakistani nationals of pre-reference category.	DO/DS/JS	JS/Def. 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 communi- including Border Roads.	DO/DS	JS

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(1)	(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 Defence Drains/Ditches-com-bunds.	DO/DS/JS	JS/Def.Secy.
7.	Matters connected with the administration of the section.	DO/DS	DS
8.	O&M returns.	DO/DS	DS

D (MS) Section

1.	Deputations to other organisations.	US/Dir/JS/Def.Secy.	RRM
2.	Extension/Exemption 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

(1)

(2)

(3)

(4)

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.

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

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

F.M./President

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

do

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

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

RRM/RM

(57)

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

D(N-1) Section

Sl.No. (1)	Subject (2)	Channel of Submission (3)	N-1 Level of final disposal (4)
1.	Procurement of all equipments, arms and ammunition and other stores.	SO/US/DS/JS/AS/Def. Secy./Secy.(Def/Fin)	*JS/AS/Def.Secy./RRM/RM
2.	Agreements and Supplementary Agreements with the USSR relating to Procurement of stores and payment of invoices after approval of competent Authority.	- do -	- do -
3.	All foreign Contracts and Contracts for indigenous Construction for Navy.	- do -	- do -
4.	Procurement of Petrol, Oil & Lubricants.	- do -	- do -
5.	Miscellaneous matters relating to acquisition/procurement of ships, aircraft and stores.	SO/US/DS/JS/AS/Def. Secy.	*JS/AS/Def.Secy./RRM/RM
6.	Procurement of Books and foreign publications.	SO/US/DS/JS/AS/Def. Secy.	*JS/AS/Def.Secy./RRM/RM
7.	Regularisation/Writing off losses of stores, ships equipments etc.	- do -	- do -
8.	Disposal of ships/Aircraft, stores and equipment.	- do -	- do -
9.	Ship Building Projects of the Navy.	- do -	- do -
10.	Clothing and Victualling.	- do -	- do -
11.	Requirement of Transport.	- do -	- do -
12.	Repair & Refit of Ships.	- do -	- do -

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(1)

(2)

(3)

(4)

D(N-II) Section -DC(Pers)

1. Matters relating to Service conditions of civilians in the Navy.
2. War Book
3. Act, Statutory Rules
4. Non-statutory rules/issue of NIS

DO

US

DO/DS

JS

DO/DS/JS/AS/Def. Secy.

RRM

DO

US/DS

D(N-III) Section

1. Cases relating to Naval Projects (Land acquisition Sanctioning of Civil works, Procurement of equipments, installation).
2. Civil Works other than project work (Married accommodation, OTM, FC cases).
3. Land acquisition cases other than project (Eastern, Southern and Western command).
4. Payment of rent to various Port Trusts.
5. Cases relating to foreign payment.
6. Work connected with Naval Armament Depots.
7. Retention of accommodation, Hiring of accommodation for naval attaches posted abroad.

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

*JS/AS/Def. Secy./
RRM/RM

- do -

- do -

SO/US/DS/JS

JS

- do -

- do -

- do -

- do -

- do -

- do -

- do -

- do -

D(N-II) - DC(Training)

1. Goodwill Visits of Ships Abroad (Allocation of Budget).
2. Annual individual visits of IN sh...

DO/DS/JS/AS/Def. Secy.

RRM

(57)

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

(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./RRM/RM/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	DO
14.	Security, Intelligence in respect of Navy.	DO/DS	JS
15.	International Treaties and conventions on sea matters and sea communications.	- do -	JS
<u>D(N-III)/DO(Manpower)</u>		DO/DS	JS/AS
1.	Manpower sanction for the ships/establishments of the Navy.	DO/DS/JS/AS/Def.Secy.	RRM/RM
2.	Extension of sanctions for the Naval estts.	DO	DS
3.	Recruitment Policy/Intake Schemes in the Navy.	DO/DS/JS/AS/Def.Secy.	RRM
4.	Matters relating to NSEC.	- do -	JS/Def.Secy./RRM
5.	Matters relating to Project Seabird.	- do -	- do -
<u>UE(CG)</u>		DO/DS/JS/AS/Def.Secy.	*JS, AS/Def.Secy., RRM
1.	Acquisition of land/buildings.	- do -	- do -
2.	Works	- do -	- do -
3.	Procurement of B&D sp...	- do -	- do -

(5)

(1)	(2)	(3)	(4)
4. Hiring/de-hiring of accommodation.	DO/DS	JS	
5. Acquisition of vessels/crafts.	DO/DS/JS/AS/Def.Secy.	RRM/CCPA	
6. Refit/repairs.	DO/DS	JS	
7. Naming of vessels.	DO/DS/JS/AS/Def.Secy./RRM/RM	President	
8. Complement cases.	DC/DS/JS/AS/Def.Secy.	RRM/RM	
9. Dereservation of vacancies reserved for S/C & S/T candidates.	DO/DS	JS	
10. Training	DO/DS	JS	
11. Framing of amendment to Service rules.	DO/DS/JS/AS/Def.Secy.	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) D(Med-I) and D(Med-II)

(2)

(3)

- 1. Recommendations of S.B. for promotion to the rank of Lt. Gen. and equivalent. SO/US/JS/AS/Def. Secy./RRM RM
- 2. (i) Promotion/posting upto the rank of Col. and below. SO/US/JS AS
- (ii) Promotion/posting to the rank of Brig. and equivalent. SO/US/JS AS
- (iii) Promotion/posting to the rank of Maj. Gen. and equivalent. SO/US/JS/AS RRM
- (iv) Promotion/posting to the rank of Lt. Gen. and equivalent. 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

O - I

Section: D(Mov)

Sl. No. (1)	Nature of proposal (2)	Channel of Submission (3)	Level of final decision (4)
1.	Policy matters of CSD which are considered by the Executive Committee and the Board of Control Canteen Services.	SO/US/Dir/JS/AS/Def. Secy.	RRM/RM
2.	Appointment of Gp. 'A' Officers, initiation/imposition of Penalty Gp. 'A' officers.	SO/US/Dir/JS/AS	RRM/RM
3.	Reimbursement of medical claims for private treatment.	SO	US
4.	Sanction of Advance in foreign exchange for the purchase of Motor Car - Officers posted abroad.	SO	US
5.	Reimbursement of transportation charges of personal car.	SO	US
6.	Repatriation of sale proceeds of Motor Car to India.	SO	US
7.	Release of free Foreign Exchange from own funds of officers posted abroad.	SO/US	Dir
8.	Relaxation of pay-limit for Motor Car Advance on compassionate grounds.	SO/US/Dir/JS/AS	Def. Secy.
9.	Writting off/dropping claims by Embarkation Headquarters for Shipping losses: Upto 6 lakhs Beyond 6 lakhs	SO/US	Dir
10.	Administrative matters of Embarkation HQrs.	SO/US/Dir	JS
11.	Relaxation of Rules & Regulations.	SO/US/Dir	Dir/JS
12.	Review of PEs	SO/US/Dir	

SO/US/DIR

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(1)	(2)	(3)	(4)
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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D(QS) Section

(1)	(2)	(3)	(4)
1. Demand, distribution & provisioning of POL & ration articles; and conclusion of contracts for ASC fresh items:			
i) Upto Rs. 2 crores		SO/US	DS
ii) Above Rs. 2 crores and upto 10 crores		SO/US/DS	JS
iii) Above Rs. 10 crores and upto Rs. 25 crores		SO/US/DS/JS	Addl. Secy.
iv) Above Rs. 25 crores.		SO/US/DS/JS/AS	Defence Secy.
2. Ration scale, specification for fresh supplies:			
i) Policy matters		SO/US/DS/JS/AS/Secy.	RRM/RM
ii) General matters		SO/US/DS	JS
3. Questions relating to demand, stocking:			
i) Policy matters		SO/US/DS/JS/AS/Secy.	RRM/RM
ii) General matters.		SO/US/DS	JS
4. Breeding of horses & mules in the Army:			
i) Policy matters		SO/US/DS/JS/AS	RRM/RM
ii) General matters		SO/US/DS	JS
5. Provision, supply of veterinary stores equipments and veterinary care of animals:			
i) Policy matters		SO/US/DS/JS/AS/Secy.	RRM/RM
ii) General matters.		SO/US/DS	JS
6. Sale of horses to other user Govt. Deptt.		SO/US/DS	JS
7. Procurement/replacement condemnation of plant and machinery.		SO/US	DS
8. Sanction of Army transport for amenity purposes.		SO/US/DS	JS
9. Losses on account of MF accident.		US	US/D

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(1)	(2)	(3)	(4)
10. Setting up & running of Military Farms:	i) Policy matters ii) General matters.	US/DS/JS/AS/Secy. US/DS	RRM/RM JS
11. Air maintenance of forward posts of Army and Civil administration:	i) Policy matters ii) General matters.	US/DS/JS/AS/Secy. US/DS	RRM/RM JS
12. DGN on promotions/transfers/appointment of various Dtes. 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 QMG 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.(0-I)

(1)	(2)	(3)	(4)
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
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(0)'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 DO/DS	DS (upto Rs. 2 crores) JS (upto Rs. 10 crores) AS (upto Rs. 25 crores)

*Cases relating to policy matters are put up to the level of Def.Secy./RRM.

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(1)	(2)	(3)	(4)
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, discard 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(O-I).	SO	US
15.	Coordination work in respect of JS(O)'s Wing & DS(O)'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(O-I) including proper maintenance of records and submission of periodical reports in this regard to US(O-I).	SO	US

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Section D(O-II)

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0 - 7

(1)	(2)	(3)	(4)
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./RRM
5.	Complaints/irregularities in Auction	SO/US	DS
6.	Compassionate Appointment (age relaxation) less than 5 years old.	SO/US/DS	JS
7.	Compassionate a.p.t. (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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|-----|---|-----------------|---------------|
| (1) | (2) | (3) | (4) |
| 17. | Inventory management Modernisation of ordnance/
Ammunition Depots including construction of new
warehouse. | US/DS/JS/AS | Def. Secy./RR |
| 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/ Ammu-
nition Depots. | US/DS/JS | AS/Def. Secy. |
| 20. | Railway claims - Maintaining liaison with Railways
for early settlement of claims lodged by Ordnance
unit for logs of Ordnance store during transit. | SO/AS/DS/J/ASec | USA |
| 21. | Annual Report | SO/US/DS | JS |
| 22. | Regularisation 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 |

(7)

STANDING ORDER FOR DISPOSAL OF CASES IN D(GS-IV)

10 + 9

Sl. No. (1)	Nature of Proposal (2)	Channel of Submission (3)	Level of final decision (4)
1.	Procurement of weapons relating to infantry small arms; Rifles, Pistols, Grenades, LMGs/MMGs/HMGs, Mortar etc. Related ammunition.	DO/Dir/JS/AddlSecy.	Def. Secy./RRM
2.	Procurement for the Army Aviation Corps.	DO/Dir/JS/AS	Def. Secy./RRM
3.	Parachutes, Passive Night vision Devices/Procurement of stores for MO Dte	DO/Dir	Joint Secy.
4.	Exports to foreign countries/Defence Cooperation with foreign countries. (Procurement for the Army with countries other than East European countries).	DO/Dir	Joint Secy.
5.	All aspects relating to philosophy, introduction, induction, de-induction, scales and reserves proc. and indigenous development, maintenance including medium repair and overhaul, spares procurement life retention and discard and management in respect of weapon, equipment ammunition and other stores required by infantry and Army aviation corps, loan issue of stores.	DO/Dir	Joint Secy.
6.	Renting of telecommunication circuits for Defence from P&T, Policy regarding short and long term P&T line requirements of the Army Policy and individual cases from Army HQrs/comments regarding installation of office/residential telephones, DGQA references reg. introduction obsolete obsolescence, Record of issue etc.	DO/Dir	Joint Secy.
7.	All matters relating to Joint communication electronics Committee of Cabinet Sectt.	DO/Dir	Joint Secy.
8.	Central Monitoring Organisation - all matters relating to policy and planning including Establishments.	DO/Dir	Joint Secy.

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(1)	(2)	(3)	0 - 10	(4)
9.	(a) Procurement of Artillery guns, field guns towed/self propelled/Light field guns/related ammunition.	SO/US/Dir/JS/AS		Def. Secy./RPM
	(b) Air defence guns/related amn.	- do -		- do -
10.	Engineers Stores - Mines and explosives.	- do -		- do -
11.	NBC Equipment.	- do -		- do -
12.	Missile systems	- do -		- do -
13.	Signal Equipment/electronic equipments; Radio sets Telephones, batteries, wireless sets.	- do -		- do -
14.	All aspects relating to philosophy, introduction induction; deinduction, scales and reserves, maintenance including medium repairs and overhaul spares procurement, life retention and discard and management in respect of procurement and indigenous development of weapons, equipment, ammn. and other stores required by the Artillery, Signals and Engineers; loan issues of above equipment stores.	SO/US/Dir		Joint Secy.
15.	Issue of stores to Civil Users.	SO/US/Dir		Joint Secy.
16.	Matters relating to formulation and monitoring of Army's Plan in so far as DS(O)'s group is concerned. Matters related to Budget which will also include general matters related to allotment of foreign exchange with which Dir(O)'s group is concerned.	SO/US/Dir		Joint Secy.
17.	Cases pertaining to discrepancies, settlement of disputes and regularisation.	SO/US/Dir		Joint Secy

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D(Proc)

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0 - 11

Sl. No.	Nature of proposal	Channel of Submission (3)	Level of final decision (4)
(1)	(2)		
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-import of major equipment in respect of the Directorates 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.	RRM/RR
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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|-----|---|-----------------|-------------------|
| (1) | (2) | (3) | (4) |
| 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./RRM |
| 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. | SO/US/Dir/JS/AS | - do - |
| 19. | Project AREN, ASCON. | US/Dir/JS | - do - |
| 20. | Development of MBT Arjun. | US/Dir/JS/AS | AS/Def. Secy. |
| | | | Def. Secy./RRM/DM |

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

D(Coord) Section JS(P&C)

S.NO.	Item of work	Channel of submission	Final Disposal
1.	<u>PREPARATION OF ANNUAL REPORT</u>		
	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) Compilation and finalisation of material	SO/US/DS	JS

	1.	2.	3.	4.
4.	Policy matters involving the three services		SO/US/DS/JS/AS.	Def. Sec
5.	Preparation of Monthly Summary for the Cabinet:			
	i) Editing of information received from various wings		SO/US	DS
	ii) Finalisation of Monthly Summary		US/DS	JS
6.	Preparation of monthly D.O. Letter from Defence Secretary to Cabinet Secretary.		SO/DS/JS/AS	Def. Sec
7.	Defence Secretary's Staff Meeting:			
	i) 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:			
	i) Furnishing of factual information in response to notices of Std/Unstd questions and notices of motions.		US/DS	JS
	ii) Questions/discussions/Motions where it is proposed to request Lok Sabha/Rajya Sabha Sectt. for disallowance.		DS/JS/AS/Def, Secy.	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 members			

	2.	3	4.
	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.	US/DS	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

(1)

(2)

(3)

(4)

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

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

ii) Finalisation of 'Talking Points' for Prime Minister.

SO/US

DS

DS/JS

AS/Def.Se

(17)

JS(P&C)

SYSTEMS GROUP

P&C - 5

S.No.	Item of work	Channel of submission	Final Disposal
1.	2.	3.	4.
1.	Procurement cases for Services Modernisation Programmes Covering Radars, Communications, EW and Satellite applications.		
	(a) <u>Deficiency acceptance</u>		
	(i) Indigenous Eqpt.	PO	Dir
	(ii) Imported Eqpt.	PO/Dir/JS	AS
	(b) <u>Generation of offers</u>	Dir	Dir
	(c) <u>Commercial negotiations</u>		
	(i) Indigenous Eqpt	Dir	Dir
	(ii) Imported Eqpt	PO/Dir	JS
	(d) <u>Contractual negotiations</u>	PC	Dir
	(e) <u>Finalisation of</u>		
	(i) Contracts ex-imports	PO/Dir	JS
	(ii) Contracts/POs/Ex-indigenous	PO	Dir
	(f) <u>All post contract actions for DOD</u>	PO	Dir
	(g) <u>Monitoring Progress</u>	PO/Dir	JS
2:	<u>Administrative matters of Project Management Organisations</u>	PO/Dir	JS
4.	<u>Bilateral defence cooperation with USSR, USA and France</u>		
	(i) Routine references/reminders	US	US
	(ii) Policy references	US/Dir/JS/AS	Def.Secy
	(iii) <u>Coverage of meetings</u> **		
	Upto AS level	US	Dir
	Upto Def.Secy. level	Dir	JS
	Upto RRM,FM level	Dir/JS/AS	Def.Secy
	(iv) Monitoring		JS
	Monitoring finalisation of minutes etc.		

JS(P&C)

PO(Defence)

(CO)

F&C - 6

S.No.

Item of work

Channel of submission

Final

Policy issues

- | S.No. | Item of work | Channel of submission | Final |
|-------|--|-----------------------|-----------------|
| 1. | Processing of Defence plans (for Army, Navy, Air Force DRDO, & IP&S Deptt. and then Integrated Defence Plan) | PO/JS/AS | RRM/RM
Def.S |
| 2. | To obtain approval of CDP of Defence Plan | PO/JS/AS/Def.Secy. | CDP |
| 3. | To obtain approval of CGPA for Defence Plan | PO/JS/AS/Def.Secy. | RRM/RM/ |
| 4. | Processing of 15 years perspective Plan | PO/JS/AS/Def.Secy. | RRM/RM |
| 5. | Matters relating to Economy Measures | PO/JS/AS | Def. Sec |
| 6. | Matters relating to Budget activities | PO/JS | AS |
| 7. | Placemert of orders by DOD on Defence Production Units | PO/JS/AS | Def.Secy |
| 8. | Policy/Important References from PMO | PO/JS/AS | Def. Sec |
| 9. | Press interviews of RM/RRM/Def. Secy. (whenever work assigned to P&C Wing). | PO/JS | Def. Secy |
| 10. | COS(Papers) - Comments of MOD | PO/JS | Def. Sec |
| 11. | General issues pertaining to Economic Ministries | PO/JS | Def. Secy |
| | (a) Policy issues | PO | JS |
| | (b) Other issues | PO/JS | AS |
| 12. | Matter relating to Def. Plg. Staff | PO/JS | AS |
| | <u>ESTABLISHMENT/O&M MATTERS</u> | | |
| 13. | Various O&M reports and returns | PO | JS |

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(8)

INTERNATIONAL COOPERATION GROUP

D(IC)
(1)

(2)

(3)

(4)

1. 'IN' and 'OUT' visits of Defence Ministers

Item of work

- (i) Approval /clearance of the visit by Foreign Defence Ministers and their delegations DS/JS/AS/Def. Secy.
 - a) RM in case of Cabinet Ministers.
 - b) RRM in case of other delegations.
 - c) Def. Secy. in case of officials delegations.
- (ii) Finalisation of programme DS/JS AS
- (iii) Issue of letters, telegrams to various authorities, State Governments etc. in connection with the visit. US DS
- (iv) Proposals regarding meetings of foreign dignitaries with
 - a) RM DS/JS Def. Secy/RRM
 - b) with other officers DS/JS AS
- (v) Preparation of Briefs for discussions to be held with the foreign delegations US/DS JS/AS
- (vi) Issue of Government sanction for expenditure US DS

(82)

(7) 2. 'IN' and 'OUT' visits by Service Chiefs

Item of work	US/DS/JS/AS	RRM/RM
i) Finalisation of annual programme		
ii) Additional proposals regarding 'IN' and 'OUT' visits received during the year from Services Hqrs, MEA or Cabinet Sectt. (Military Wing)	US/DS/JS/AS	RRM/RM
iii) Issue of Sanctions in respect of incoming and outgoing visits by Service Chiefs.	US	DS
iv) Preparation of briefs on Defence cooperation required during the discussions with foreign service chiefs and during the visits of our service chiefs to various countries.	US/DS	JS

3. 'IN' and 'OUT' visits of inter-service defence delegations below the level of service Chiefs (if specially assigned)

Item of work	SO/US/DS/JS	RRM
i) Obtaining approval for the visit		
ii) issue of Government sanction	SO/US	DS
iii) Arranging Meetings with Defence Ministry officials and preparation of briefs for the purpose.	SO/US/DS	JS/AS
4. Finalisation of the courses to be availed under USIMETP and UKMTAS.	US/DS/JS/AS	RRM
5. (a) Important amendments to Union War Book involving policy issues.	DS/JS/AS/Def. Secy.	RRM/RM
(b) Important amendments to Defence War Book involving policy issues.	DS/JS/AS	

(82)

(1)	(2)	(3)	(4)
6.	Routine amendments to Union War Book (MOD War Book)	ES/JS	AS
7.	Matters relating to defence and development of Andaman and Nicobar Islands.	ISO/DS	JS
8.	O&M Matters/weeding and recording of files/sending of various reports. <u>US (Planning)</u>	SO/US	DS
9.	Indo-Bulgarian & Indo-Yugoslav Defence cooperation <u>Item of work</u>		
	(i) Preparation of programme and making various arrangements.	US/DS	JS
	(ii) Brief-preparation of	US/DS	JS
	(iii) Routine correspondence not involving policy	US	DS
	(iv) Preparation of folders for discussions	US	DS
	(v) Arrangements for discussions	US	DS
	(vi) Keeping records of discussions	US/DS	JS
10.	<u>Institute for Defence Studies & Analyses (IDSA)</u>		
	(i) Finalisation of IDSA Budget	US/DS	JS
	(ii) Release of instalments of grants to IDSA	US	US
	(iii) All routine queries and correspondence.	US	DS
	(iv) Processing of important cases (example allotment of accommodation to IDSA, Revision of pay scales etc.)	US/DS/JS	AS
	<u>D(Protocol)</u>		
1.	Finalisation of programme of visit of foreign defence delegation	DS	JS/Def. Sec
2.	Visit of Indian defence delegation:	JS	

1. S.No.	2. Item of work handled	3. Channel of submission	4. Level of disposal
(84) FRG - 1			
<u>US/D(GS.II)</u>			
1.	Departmental examinations etc of the Army Officers	US/Dir	JS
2.	Proposals relating to adventurous activities, i.e. mountaineering, Car rallies, hang gliding, sky diving, water rafting, rock climbing, trekking etc.	US	Dir
3.	Promotion from NCOs to JCOs (AEC&APTC)	US	Dir
4.	Cases involving creation or upgradation of posts in MT Dte. or training establishments other than those given to Desk Officers.	US/Dir/JS/AS	RRM
5.	Language award schemes	US/Dir	Dir
6.	Kendriya Vidyalayas/Sainik Schools in Defence Sector	US/Dir	JS
7.	Grant of pensionary award to Armed Forces personnel who sustain injury while taking part in expeditionary duty	US/Dir	JS
<u>DC(S)/D(GS.II)</u>			
1.	Training of foreign Army personnel in India	DO/Dir	JS
2.	Administrative matters of IMA, NDA, OTA & ACC etc.	DO	JS
3.	Cases of withdrawal of cadets from NDA/IMA/OTA etc.	DO/Dir/JS	Dir
4.	Defence Co-operation with foreign countries in the field of training.	DO/Dir/JS	AS
5.	Revision of PE of IMA/NDA/OTC etc.	DO/Dir	AS
<u>DO(D)/D(GS.II)</u>			
1.	All proposals for local training, such as training of para-military personnel and State Govt. police etc.	DO	JS

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(1)	(2)	(3)	(4)
2.	Practice Scales of ammunition	DO	Dir
3.	Printing of training publication	DO	Dir
4.	Attachment of IAS/IFS/IPS probationer with Army units	DO	Dir
5.	Selection of candidates for training for the course of National Defence College.	DO/Dir/JS/AS	Def. Secy.
6.	Selection of civilian candidates for training for the course of Defence Services Staff College, Wellington	DO/Dir/JS/AS	Def. Secy.
6(a)	Selection of service officers for training at DSSC	DO/Dir	JS
7.	Foreign countries tour by the team of NDC	DO/Dir/JS/AS	RRM
8.	Revision of PE of DSSC/NDC/RIMC/Mily Schools	DO/Dir	JS/RRM
9.	Field Firing Ranges	DO/Dir/JS	AS/Def. Secy.
10.	Administrative matters of DSSC/NDC/RIMC/Military Schools.	DO	Dir/JS

STATEMENT OF ITEMS OF WORK OF D(GS.VI) SECTION PERTAINING TO NCC, HISTORY DIVISION AND SERVICES SPORTS CONTROL BOARD AND THE CHANNEL OF SUBMISSION PROPOSED

1.	Policy matters regarding NCC, writing of war Histories and Services Sports Control Board.	US/Dir/JS	AS
<u>Rules - NCC Rules</u>			
2.	Amendment/revision of NCC Rules	US/Dir/JS/AS	RRM
3.	Relaxation of NCC Rules in individual case	US/Dir/JS/AS	RRM
<u>Complaints/Representations</u>			
4.	Routine complaints on service matters in respect of NCC SO Officers and personnel.	US	AS

1. _____
2. _____
3. _____
4. _____
5. Complaints regarding corruption charges, embezzlement and other fraudulent activities against the NCC Officers and employees. SO/US/Dir
6. Financial sanctions
Examination of proposals relating to all routine expenditure on various items of NCC as per the approved Government Policy and issue of Government sanctions after consulting Finance Division. SO
7. Examination of all the proposals involving policy issues on service matters/administrative matters in respect of NCC officers and personnel and issue of Government sanctions. SO/US/Dir
8. Administration
Promotion/grant of permanent commission to part-time/whole-time NCC officers. SO/US/Dir/JS/AS
9. Cadre Review in respect of Group 'A' posts SO/US/Dir/JS/AS
10. Cadre Review in respect of Group 'B' 'C' & 'D' Posts SO/US/Dir
11. Creation of posts SO/US/Dir/JS/AS/Def.Secy.
12. Extension of tenure of whole-time NCC Officers not granted permanent commission. SO/US/Dir
13. Establishment matters of whole-time NCC officers (excluding disciplinary cases) JS
14. Disciplinary cases against NCC officers SO/US/Dir

US/Dir/JS/AS

Def

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1.	2.	3.	4.
<u>Expedition/Delegation</u>			
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
<u>Procurement of Stores</u>			
18.	Examination of proposals relating to the procurement of stores, equipments and other necessaries involving financial implications beyond Rs. 50 Lakhs required for NCC organisations.	US/Dir	JS/AS/De Secy.
<u>Inter- Service Organisations</u>			
19.	Matters relating to History Division	SO/US/Dir	JS
20.	Routine matters relating to SSCB	SO/US	Dir/JS

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

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TRG - 5

S.No.	Item of work handled	Channel of submission.	Level Dispc
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 GPF to Sainik School employees	SO/US	DS
8.	Retention of accommodation by Sainik School employees	SO/US	DS
9.	Selection, 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

1.	2.	3.	4.
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 Hqrs., ISOs/Defence PSUs.	AD/DD	Dir
4.	Implementation of Official Language Policy in the three Deptts. and their attached and subordinate offices,	For DOD: DD(OL) Dir(OL)/JS/AS	JS/AS
		For DP&S: DD(OL) JS(OE)/Secy(DP)	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(OE)/ Secy.(DP)	JS/AS JS(OE) Secy(DP)

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

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1.	2.	3.	4.
9.	<u>Transfer on deputation</u>		TRG - 8
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.	<u>Promotion/Removal from Probation/confirmation/ crossing ED/Resignation</u>		
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.	<u>Transfer to other Ministry and Department - Group 'A' posts carrying pay scales above Rs. 4500-5700</u>	SAO/Dy CAO/JS(Trg)	Addl. Secy.
12.	<u>Review under FR 56(j) - Group 'A' posts and Group 'B' Gazetted posts.</u>	SAO/Dy CAO/JS-Min of Education/ JS(Trg)	Addl. Secy. (cases where the committee recommends premature retirement approval of RRM/RM is required).

1.	2.	3.	4.
13.	Officiating arrangements in the Grade of ACSOs and CSOs.	SAO/Dy. CAO/Dir/JS(Trg)	Addl. Secy.
14.	<u>Appeal cases</u>		
a.	Where Appellate Authority is President	AO/SAO/Dir/JS(Trg)/AS	RRM/RM
b.	Where Appellate Authority is Addl. Secy.	AO/SAO/Dir/JS(Trg)	Addl. Secy.
15.	Revision and Review cases	AO/SAO/Dir/JS(Trg)/AS	RRM/RM
16.	Grant of permission for retention of Defence pool accommodation by retired officers beyond the authorised period of three months.	AO/SAO/Dy. CAO/JS(Trg)	Addl. Secy.
17.	Study Leave	AO/SAO/Dy CAO/Dir/JS(Trg)/Addl. Secy.	Def. Secy
18.	<u>Parliament Questions</u>		
a.	Unstarred (notes will be initiated at the level of Dy CAO/Dir.	AO/SAO/Dy CAO/Dir/JS(Trg)	RRM
b.	Starred.	AO/SAO/Dy CAO/Dir/JS(Trg)/Addl. Secy./Def. Secy.	RRM
19.	<u>Voluntary retirements</u>		
a.	Group 'A' posts varying pay scales above Rs. 3000-4500.	AO/SAO/Dir/JS(Trg).	RRM/RM
b.	Group 'A' posts carrying pay scales upto and including Rs. 3000-4500 and Group 'B' Gazetted posts.	AO/SAO/Dir/JS(Trg)	Addl. Secy.

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CAO's Office - Non-Gazetted post.

Sl. No.	Item of work	Proposed channel of submission	Level of final disposal
1.	Appointment to Group 'B' (Non-Gazetted) post.	AO/SAO/Dir	JS(Trg)
2.	Appointment to Group 'C' post	AO/SAO	Dy CAO
3.	Appointment to Group 'D'	AO	SAO
4.	Cases relating to compassionate appointment to Group 'C' and 'D' posts.	AO/SAO/Dir	JS(Trg)
5.	<u>Framing/revision/amendments of recruitment rules</u>		
a.	Group 'D' posts	AO/SAO	Dy CAO
b.	Group 'C', 'B' & 'A' posts carrying pay scale upto Rs. 4500-5700.	AO/SAO/Dy CAO/Dir	JS(Trg)
6.	<u>Transfer on deputation</u>		
a.	Group 'B' (Non-Gazetted) posts	AO/SAO/Dy CAO/Dir	JS(Trg)
b.	Group 'C' posts	AO/SAO	Dy CAO
c.	Group 'D' posts	AO	SAO

1.	2.	3.	4.
7.	<u>Promotion/Removal from Probation/Confirmation/ Crossing of EB/Resignation</u>		
a.	Group 'B' Non-Gazetted posts	SAO/Dir.	JS(Trg)
b.	Group 'C' posts	AO	Dy CAO
c.	Group 'D' posts	AO	SAO
8.	<u>Transfer to other Ministry and Department</u>		
a.	Group 'A' posts carrying pay scales of (Rs. 3700-5000 and Rs. 4500 - 5700)	AO/SAO/Dir	JS(Trg)
b.	All other Group 'A' posts and Group 'B' posts (Both) gazetted and non-gazetted)	AO/SAO	Dy CAO
c.	Group 'C' and 'D' posts	AO	SAO
9.	Review under FR 56(j) - Group 'B' non- gazetted and Group 'C' posts.	SAO/DS(CP)	JS(Trg)
10.	Appeal cases where Appellate authority in JS(Trg) & CAO.	AO/SAO/Dir	JS(Trg)

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1.	2.	3.	4.
11.	Acquisition, hiring/dehiring of houses sponsored by service officers.	AO/SAO	Dy. CAO
12.	Premature dehiring of house	AO/SAO/Dy CAO	JS(Trg)
13.	Fixation of rent and maintenance of hired houses.	AO/SAO	Dy CAO
14.	Inclusion of new areas in hiring zone	AO/SAO/Dy CAO/Dir.	JS(Trg)
15.	Allotment of married accommodation to Service Officers.	AO/SAO/Dir.	Dy CAO
16.	Out of turn allotment of two roomed hostel accn/hired houses on medical grounds.	AO/SAO/Dy CAO	JS(Trg)
17.	<u>Retention of accommodation beyond normal period</u>		
a.	On children education grounds	AO/SAO	Dy CAO
b.	On NAC upto a maximum period of one year	AO/SAO/Dy CAO	JS(Trg)
18.	Eviction of unauthorised occupants	AO/SAO	Dy CAO/JS(Trg)
19.	Allotment of office accommodation	AO/SAO/Dy CAO/Dir	JS(Trg)
20.	Grant/renewal of licences to fruit vendors, contractors, cycles/scooter stands.	AO/SAO	Dy CAO
21.	Works costing upto Rs. 5,000/- to be carried out in Defence Buildings without reference to Min. of Def(Fin/Works).	AO/Dy CAO/Dir	JS(Trg)

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1.	2.	3.	4.
22.	<u>Procurement of Livery, General Stores items, Books Periodicals, Stationery, Office Equipments, Furniture etc.</u>		
a.	Work value from Rs. 35001 to Rs. 50,000	AO/SAO/Dy CAO/Dir	JS(Trg)
b.	Work value from Rs. 20,001 to Rs. 35,000/-	AO/SAO/Dy CAO	Dir.
c.	Work value from Rs. 2001 to Rs. 20,000/-	AO/SAO	Dy CAO
d.	Work value upto Rs. 2,000/-	AO	SAO
23.	Annual training programme of DHTI, selection of guest speakers and payment of honorarium to them, selection of nominations for courses abroad and long duration courses.	AO/SAO/Dy CAO/Dir	JS(Trg)
24.	Conduct of courses in DHTI and detailment of participants on short duration courses run by DHTI, IST & M etc.	AO/SAO	Dy CAO
25.	Review of progress made in use of Hindi	AO/SAO/Dy CAO/Dir	JS(Trg)
26.	Matters pertaining to departmental canteens	AO/SAO/Dy CAO	Dir.
27.	Financial assistance from Ministry of Defence/ AFHQ Welfare and Amenities Fund.	AO/SAO	Dy CAO
28.	Sports matters and welfare matters	AO/SAO/Dy CAO	Dir.
29.	Review of important aspects like Parliament Assurances, PMO references, MPs letters, Court cases, Audit Paras, Draft Audit Paras and pending important cases.	AO/SAO/Dy CAO/Dir	JS(Trg)

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1.	2.	3.	4.
30.	Office Council (JCM) matters	AO/SAO/Dy CAO/Dir	JS(Trg)
31.	<u>Voluntary Retirement</u>		
a.	In respect of Group 'B' (Non-Gazetted posts)	AO/SAO/Dy CAO/Dir	JS(Trg)
b.	In respect of Group 'C' & 'D' posts	AO/SAO	Dy CAO
32.	<u>Leave</u>		
a.	All leaves except Special casual leave & Study leave, which have been recommended by the user Orgns and to be granted within India, in respect of all officers.	AO/SAO/Dy CAO/Dir	Dy CAO Dir(Upto basic pay of Rs.3,700/-)
b.	Leaves which have not been recommended by the user Orgns but proposed to be granted by this office, within India.	AO/SAO/Dy CAO	Dir.
c.	Leaves recommended by the user Orgns. but not proposed to be granted in India.	AO/SAO/Dy CAO	Dir.
d.	Study Leave	AO/SAO/Dy CAO/Dir/JS(Trg).	Addl. Secy./ Def. Secy.
e.	Special Casual leave	AO/SAO	Head of Office (Dy CAO/Dir.)

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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.	<u>Advances</u>		
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