

File No. 25025/1/2018-OM&C  
 Government of India  
 NITI Aayog  
 (OM&C Section)  
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NITI Bhawan, New Delhi  
 Dated: 23<sup>rd</sup> May 2018

**OFFICE MEMORANDUM**

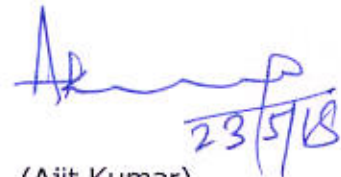
Subject: Channel of Submission of Final Level of Disposal of papers in NITI Aayog – regd.

Please find enclosed a copy of the guidelines on '**Channel of Submission and Final Level of Disposal**' of various subject matters, being handled by all verticals in NITI Aayog. All Verticals/Divisions area requested to follow the same while dealing with subject-matters under them. This supersede all previous orders in this regard.

2. This issues with the approval of Vice Chairman, NITI Aayog.

Encl.: As above.

o/c

  
23/5/18

(Ajit Kumar)  
 Deputy Secretary(OM&C)  
[kumar.ajit@nic.in](mailto:kumar.ajit@nic.in)

To,

[niti@ismgr.nic.in](mailto:niti@ismgr.nic.in) - Email sent 23/5/18

Copy for information to:

1. PS to VC. — 128 23/5/18
  2. Ps TO MOS (Planning). — 2102 23/5/18
  3. PS to Member (BD)/PS to Member (VKS)/PS to Member (RC)/PS to Member (VKP). — 108 23/5/18
  4. Sr. PPS to (CEO). — 240 114
  5. PS to AS(YM)/ PS to AS(RPG). — 230A 137
  6. PS to Adviser (Admn.). — 203 23/5/18
- 269 23/5/18

Sh. Ajit Kumar, DS — 458

Sh. A.K. Nema, Director — 220A

Sh. Shashi Pal, DS — 407

Sh. N.K. Arora, US — 405

**CHANNEL OF SUBMISSION AND FINAL LEVEL OF DISPOSAL IN NITI AAYOG****I. POLICY/MISCELLANEOUS MATTERS PERTAINING TO SUBJECT MATTER DIVISIONS/VERTICALS**

Sl. No.	ITEMS OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Policy matters	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO-Member (as per work allocation)	Vice Chairman
2.	State issues – preparation of notes on State Government and UTs programme	- EO/RO/SRO-Deputy Adviser/Joint Adviser	Adviser/AS
3.	EFC/SFC/PIB	- EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS	CEO
4.	Note for Cabinet/CCEA/CoS/Comments on Cabinet Notes of Other Ministries	- EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO-Member(as per work allocation)	Vice Chairman
5.	I. Overseas Engagements (Dialogues/SOI/SOP).  II. SOI/SOPs with domestic institutions	- EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO  - EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS	CEO (without financial implications) VC (with financial implications)  CEO
6.	Proposal for externally-aided projects	- EO/RO/SRO-Deputy Adviser/ Joint Adviser – Adviser-AS	CEO
7.	Examination of proposals and recommendations for release of Central Assistance to States through special assistance	- EO/RO/SRO-Deputy Adviser/ Joint Adviser - Adviser-AS	CEO
8.	Appraisal of policies/programmes and review of guidelines	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO-Member(as per work allocation)	Vice Chairman
9.	VIP References	- EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser	To whom the reference was addressed
10.	Preparation of briefs, papers, background notes, Comments, materials etc. for various reports, Public representations etc.	- EO/RO/SRO-Deputy Adviser/Joint Adviser	Adviser
11.	Organizing National level Conference/Workshop/Meeting/Interaction with State Governments/Union Ministries	- EO/RO/SRO-Deputy Adviser/ Joint Adviser – Adviser-AS	CEO
12.	i. Draft Audit Paras and Budget Queries  ii. Final Audit Paras	- EO/RO/SRO-Deputy Adviser/Joint Adviser  - EO/RO/SRO-Deputy Adviser/ Joint Adviser –	Adviser  CEO

		Adviser-AS	
13.	Annual Action Plan/ Strategic document/ Vision document/Annual Report	- EO/RO/SRO-Deputy Adviser/ Joint Adviser – Adviser-AS-CEO	Vice Chairman
14.	Conducting policy/research study through multi-lateral funding institutions like World Bank, ADB, JICA etc.	- EO/RO/SRO-Deputy Adviser/Joint Adviser- Adviser-AS-CEO	Vice Chairman

## II. PARLIAMENT

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Starred Questions	- EO/RO/SRO-Deputy Adviser/Joint Adviser- Adviser-AS-CEO	MoS
2.	Unstarred Questions	- EO/RO/SRO- Deputy Adviser/Joint Adviser	MoS
3.	Furnishing of information to other Divisions within NITI Aayog as well as outside NITI Aayog	- EO/RO/SRO	Deputy Adviser/ Joint Adviser
4.	Replies to the questionnaire for Parliamentary Committee and preparation of action taken notes	- EO/RO/SRO- Deputy Adviser/Joint Adviser-AS	CEO
5.	Transfer/acceptance of Parliament Question from/to other Ministry	- EO/RO/SRO- Deputy Adviser/Joint Adviser	Adviser/AS
6.	Laying of Papers	- EO/RO/SRO- Deputy Adviser/Joint Adviser- Adviser-AS-CEO	MoS

## III. ADMINISTRATION

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Appointments – i. Gr.'A' ii. Gr.'B' iii. Gr.'C'	SO/US-DS/DIR- Adviser(Admn.)-AS-CEO SO/US-DS/DIR- Adviser(Admn.)-AS SO/US	MoS/Delegated Authority CEO DS/DIR (Adm.)
2.	Transfers/Postings i. Gr.'A' a. Adviser & above b. Upto Dir./Jt. Adviser ii. Gr.'B' iii. Gr.'C'	SO/US-DS/DIR-Adviser(Admn.)-AS SO/US-DS/DIR-Adviser(Admn.) SO/US-DS/DIR SO/US	CEO AS (i/c of Administration) Adviser(Adm.) DS/DIR (Adm.)

3.	Recruitment Rules		
	i. Gr. 'A'	SO/US-DS/DIR- Adviser(Adm.)-AS-CEO	MoS(IC)
	ii. Gr. 'B' (Gazetted/Non-Gazetted)	SO/US-DS/DIR-Adviser(Adm.)-AS	CEO
	iii. Gr. 'C'	SO/US-DS/DIR	Adviser(Adm.)
4.	Creation/Abolition of posts		
	i. Sr. Adviser, Advisers and equivalent	SO/US-DS/DIR-Adviser(Adm.)-AS-CEO-MoS	Deptt. of Expenditure/Cabinet
	ii. other posts	SO/US-DS/DIR-Adviser(Adm.)-AS-CEO-MoS	Deptt. of Expenditure
5.	Engagement of Individual Consultants on Contract basis	SO/US-DS/DIR-Adviser(Adm.)-IFD-AS	CEO
6.	Leave		
	i. Ex-India Leave/Study leave	Controlling Officer-	Adviser (Adm.)
	ii. All other Leave (CL, EL, EoI)	SO/US-DS/DIR Controlling Officer* (for details leave rules may be referred)	SO/US(Admn.)
7.	APAR	SO/US-DS/DIR	Adviser(Admn.)
	i. Issue of forms/ online-offline	--	SO
	ii. Issue of NRC	SO	US
8.	No Objection Certificate for Private Passport	SO/US-DS/DIR	Adviser(Adm.)
9.	Permission/Intimation for transaction in Movable/Immovable property/Acceptance of gifts		
	i. Gr. 'A'&'B'	SO/US-DS/DIR	Adviser (Admn.)
	ii. Gr. 'C'	SO/US	DS/DIR (Admn.)
10.	Medical		
	i. Reimbursement of Medical Claims	SO/US	DS/DIR (Adm.)
	ii. Permission/ex-post-facto approval for medical treatment/ undergoing various tests from CGHS empanelled hospitals/ Labs/Diagnostic Centers	SO/US-DS/DIR(Adm.)	HoD
11.	Allocation of Work		
	i. Adviser and above	SO/US-DS/DIR-Adviser(Adm.)-AS	CEO
	ii. Group 'A' upto Director rank/equivalent	SO/US-DS/DIR-Adviser(Adm.)	AS
	iii. Group 'B' & 'C'	SO/US-DS/DIR	Adviser(Adm.)
12.	Court Cases	SO/US-DS/DIR-Adviser(Adm.)-AS	CEO

**MISCELLANEOUS**

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	CGHS Cards/Govt. Accommodation/ Pay Fixation/Addition or deletion names of family members/CGEGIS/entry into service records/leave encashment/ service verification/verification of character antecedents and medical examination of staff	SO	US
2.	Circulation of vacancies/forwarding of applications received from other Department	SO/US	DS/DIR
3.	Forwarding of applications outside NITI Aayog i. Group 'A' ii. Group 'B' & 'C'	SO/US-DS/DIR-Adviser(Adm.)-AS SO/US-DS/DIR	CEO Adviser(Adm.)
4.	Pension cases	ASO/SO(Pension)	HoO
5.	Allowing reimbursement of telephone expenses upto a maximum of 25% of the sanctioned strength of Group 'A' Officers, below D.S level	SO/US-DS/HoD	Adviser (GA)
6.	Allowing reimbursement of telephone expenses to non entitled Officers / Officials, below D.S level	SO/US-DS/DIR- Adviser(GA)-IFD AS(GA)	CEO

**IV. CAREER MANAGEMENT**

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Foreign Visits i. Vice Chairman ii. Members iii. AS/Sr. Adviser/CEO iv. Adviser/JS v. Upto Director level	SO/US-DS/DIR-Adviser(Adm) SO/US-DS/DIR-Adviser(Adm)-VCH SO/US-DS/DIR-Adviser(Adm)-VCH SO/US-DS/DIR-Adviser(Adm)-CEO SO/US-DS/DIR- Adviser(Adm) <b>(Financial concurrence of FA is invariably obtained in all cases)</b>	PMO PMO SCoS Vice Chairman CEO
2.	Foreign Trainings i. AS/Sr. Adviser/Adviser/JS ii. Upto Director Level	SO/US-DS/DIR-Adviser(Adm)-CEO SO/US-DS/DIR- Adviser(Adm) <b>(Financial concurrence of FA is invariably obtained in all cases)</b>	VCH/DoPT/DFA etc. CEO/DoPT/DEA etc.
3.	Domestic Trainings i. AS/Sr. Adviser ii. Adviser/JS iii. Upto Director Level	SO/US-DS/DIR-Adviser(Adm)-CEO SO/US-DS/DIR-Adviser(Adm) SO/US-DS/DIR <b>(Financial concurrence of IFD is obtained when the total expenditure under OAE exceeds Rs. 10 lakh. For expenditure upto 10 Lakh, powers have been delegated to HoD)</b>	Vice Chairman CEO Adviser (Adm)

**V. VIGILANCE**

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Disciplinary cases	- US-CVO-CEO	As per Standard procedures (latest circular/guidelines issued by DoPT and CVC may also be referred/followed)

**VI. ACCOUNTS**

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	GPF withdrawal/advance i. Group 'A'  ii. Group 'B' & 'C'	SO-US/HoO-DS/DIR  SO	HoD  US/HoO
2.	Sanction of LTC advance/settlement of LTC claim/bills	SO	US (Accts.)
3.	TA bills of non-officials attending meetings of various Working Groups/Task force/Advisory Committee/Steering Committee etc.	SO	US (Accts.)/HoD
4.	Sanction of CGEGIS & GPF and preparation of bills thereof in r/o Gazetted Officers on their retirement/death/resignation	SO	US (Accts.)/DDO
5.	Re-imbusement of Tuition Fee/Children Education Allowance	SO	US (Accts.)/DDO
6.	Computer Advance-Processing of cases and preparation of bills	SO-US(Accts.)	Dy. Secy.(Accts.)/HoD
7.	Issue of LPC	SO	DDO
8.	Grant of HBA	SO/US-DS/DIR	Adviser(Adm)

**VII. GENERAL ADMINISTRATION**

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Procurement/Repairs/Maintenance of goods and services i. Within the power of HoD  ii. Beyond the power of HoD	SO/US-DS/DIR  SO/US-DS/DIR-Adviser-AS (concurrence of IFD will be obtained)	HoD  CEO
2.	<b>Condemnation of goods</b> i. Premature vehicle  ii. Outlived vehicle  iii. Office furniture/ other items	SO/US-DS/DIR.- Adviser -IFD-AS-CEO SO/US-DS/DIR.- Adviser -IFD-AS SO/US-DS/DIR	M/o Finance  CEO  HOD
3.	<b>Hospitality</b> i. Within ceilings fixed by the D/o Expenditure	US-DS/DIR	HOD

	ii. Within Rs. 10.00 lakhs	US-DS/DIR.- Adviser(GA)-IFD-AS	CEO
	iii. More than Rs.10.00 lakhs	US-DS/DIR.-Adviser(GA)-IFD/CEO	D/o. Expenditure
	iv. During International Meetings, conferences, Seminars etc involving expenditure more than Rs.10.00 lakhs.	US-DS/DIR.-Adviser(GA)-IFD/CEO (Political clearance from MEA, FCRA from MHA will be obtained if required).	D/o. Expenditure and Cabinet Secretary.
4.	Allotment and shifting of rooms/seats Section/Officers/Staff	SO/US-DS/DIR- Adviser(GA)	AS (GA)

## VIII. OM&amp;C

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Delegation of Financial and Administrative Powers in NITI Aayog/Channel of Submission/Reference Material/Co-ordination of 'Padma awards'	SO/US-DS/DIR- Adviser-AS	CEO
2.	Identity cards i. Permanent ii. Temporary(online submission by applicant) iii. Open passes for non-entitled officials.	SO/US Nodal Officer SO/US-DS/DIR-Adviser	MHA Zonal Officer(MHA) MHA
3.	Authorized Medical Attendant	SO/US-DS/DIR	DS/Director/HoD
4.	Deployment of polling personnel and related liaison work for General and Bye Election to the Lok Sabha/Legislative Assembly of NCT of Delhi.	SO	US
5.	Public Grievances Disposal	--	Nodal Officer/Adviser

1. As far as possible only 3 level of Officers/equivalent may be used for submission of files as enumerated below:

Sl. No.	Subject matter Divisions	Administration Divisions
1	EO/RO/SRO	ASO/SO/US
2	Dy. Adviser/Jt. Adviser	DS/Director
3	Adviser/Sr. Adviser	Jt. Secretary/ Addl. Secretary

2. The Central Secretariat Manual of Office Procedure (CSMOP) [14<sup>th</sup> Edition – 2015] vide para 14 (ii) provides that the number of levels through which a file passes for a decision shall not exceed four. It also provides that wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over, who in suitable cases could resubmit the cases for reconsideration.