

F.No.A-43/4/2021/-Admn.I/(E-19594)
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi – 110001
Dated, the 11th December, 2024

OFFICE MEMORANDUM

Subject: Increasing Efficiency in Decision Making in Government – reg.

The undersigned is directed to refer to D.O. letter No. 502/2/2021-CA.V dated 27.11.2024 regarding the implementation of instruction of channel of submission in the Ministry/Department.

2. In view of the above, all the Divisions/Sections of this Department are requested to provide their channel of submission/ level of disposal for compilation by **20th December 2024**. A copy of channel of submission/ level of disposal of Department of Fisheries is attached herewith for reference.

Encl.: As above.


11/12/2024

(Pankaj Kumar Sinha)
Deputy Secretary to the Govt. of India
23389606

To

1. All the Sections/Divisions of DAHD
2. US(AQCS/CEAH)/US(NLM)/US(C&DD) with a request to follow similar actions in their respective subordinate/attached offices.
3. All the Officers of DAHD-through E-office of DAHD
4. NIC- for uploading on E-office/Website of the Department.

Copy for information to:-

1. Sr. PPS to Secretary, AHD
2. Sr.PPS/PPS to AS(VJ)/AHC/JS(NLM)/JS(LH)/Advisor(Stats.)

CHANNEL OF SUBMISSION AND FINAL LEVEL
OF DISPOSAL IN THE
DEPARTMENT OF FISHERIES

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CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS TYPES OF CASES IN THE DEPARTMENT OF FISHERIES

COMMON/GENERAL CASES

S. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Parliament Questions: i) Starred	US >DS/Dir >JS >Secretary	Minister
	ii) Unstarred	US > DS/Dir >JS>Secretary	Minister
	(iii) Parliament Assurance	US>DS/Dir> JS>Secretary	Minister
2.	Matters under Rule 377/ Special Mention/Calling Attention/Short Notice Questions/Matters raised during zero hour	US >DS/Dir> JS> Secretary	Minister
3.	RTI: Reply:	CPIO (US)	CPIO (US)
	Appeal:	Appellate Authority	Appellate Authority
4.	i. Court Case	SO>US>DS/Dir	JS/Secretary
	ii. Arbitration Case	(SO/US)>DS/Dir>JS	Secretary
	iii. Contempt	(SO/US)> DS/Dir >JS	Secretary
5.	MP/VIP references	US>Dir> JS	Minister
6.	Parliament/PMO/Cabinet Secretariat references	(SO/US)>DS/Dir	JS/Secretary
7.	Parliament Standing Committee matters	(SO/US)>DS/Dir> JS > Secretary	Minister
8.	Audit Para	(SO/US)>DS/Dir>JS	Secretary
9.	Material for Annual Report	US>Director	JS
10	(i) Note for Cabinet	US > DS/Dir>JS > Secretary	Minister
	(ii) Comments on Cabinet notes received from other Ministries/Departments	US > JS >Secretary	Minister
11.	Monthly Returns	SO>US>Director	JS

12	Foreign Visits (i) Minister	(i)SO/US>DS/Dir>JS>AS&FA>Secretary > Minister	PMO
	(ii) AS and above	(ii)SO>US>Dir>JS>AS&FA >Secy	Minister (through Screening Committee)
	(iii) JS	(iii)SO >US >Dir >JS > AS&FA >Secy.	Minister
	(iv) Dir/DS/US	(iv)SO>US>Dir>JS>AS&FA	Secretary
13	Issue of financial sanctions after administrative approval of JS concerned & IFD	SO	US
14.	Foreign visit of Members/officials	(DS/Director) > JS > Secretary	Minister
15.	Laying of Annual Report	SO> DS/Dir > JS> Secretary	Minister
16.	Monthly Report to Cabinet Secretariat	SO>US>DS/Dir	JS
17.	Progress Report on implementation of decisions of the Cabinet	US > JS > Secretary	Minister
18.	Finalizing and laying of Annual Report of the Ministry in the Parliament	US > JS > Secretary	Minister
19.	Quarterly Performance Review Meeting	US > DS >JS	Secretary

ADMINISTRATION DIVISION

ESTABLISHMENT SECTION (ADMN-I)

S. No.	Type of cases	Channel of submission	Level of final disposal
1.	Establishment cases of Gazetted Officers (other than CSSS)		
	i) Committee of the Cabinet	DS/Dir > JS > Secretary	Minister
	ii) Department of Personnel & Training	US > Dir > JS	Secretary
	iii) Departmental Promotion Committee	US > Dir > JS	Secretary
2.	All general Establishment matters relating to Gazetted Officer of Department of Fisheries P&NG	SO > US > DS/Dir	JS
3.	Framing of Recruitment Rules in respect of Gazetted Officers	SO > US > DS/Dir	Secretary
4.	Allocation of work amongst officers in the Department of Fisheries		
	(i) Up to the level of US	SO > US > DS/Dir	JS
	(ii) Above the level of US	Dir > JS	Secretary
5.	Misc. matters in r/o Gazetted officers viz. grant of leave, forwarding of applications to UPSC, verification of character antecedents, medical examinations of the officers appointed through UPSC	SO > US	Dir/DS
6.	References relating to Declaration of Home Town in r/o Gazetted Officers	SO > US > DS/Dir	JS
7.	Work relating to maintenance of service records/fixation of pay	SO > US	US (HOO)
8.	All matters relating to appointment of the following categories of CSSS: i) Senior Principal Private Secretary	US > JS > Secretary	Minister
	ii) Principal Private Secretary	-do-	Minister
	iii) Private Secretary	SO > US > JS	Secretary
	iv) Personal Assistant (PA)	SO > US > Dir	JS

	v) Grade D Steno confirmation and promotion	SO>US	DS/Dir
9.	Matters relating to Assistants-Appointment, confirmation, promotion	SO>US>Dir	JS
10.	Matters relating to UDCs & Technical staff like Investigators etc.-Appointment, confirmation, promotion	SO>US	DS/Dir
11.	Matters relating to LDCs-Appointment, confirmation, promotion	SO>US	DS/Dir
12.	Matters relating to: i) Junior Hindi Translators	SO>US>Dir	JS
	ii)Senior Hindi Translators	SO>US>Dir	JS
	iii) Library Infor. Assistant Appointment, confirmation, promotion	SO >US >Dir	JS
13.	Matters relating to Staff Car Drivers/ Gest. Opt./Record Keeper/Dispatch Rider (Appt., Conf., Prom.)	SO>US>Dir	JS
14.	Posting/Transfer Group C Staff	SO>US	DS/Dir
15.	DPC for Group B & Group C staff	SO>US	DS/Dir
16.	Misc. Establishment matters in respect of non-gazetted staff- forwarding of applications to UPSC/SSC, verification of character antecedents and medical examinations etc.	SO	US
17.	Appointment/Extension of officers under Central Staffing Scheme down to the level of Addl. Secy./Joint Secretary/Director/Deputy Secretary	Dir > JS >Secy.	Minister
18.	Creation/Abolition of posts	DS/Dir> JS>Secretary	Minister
19.	Monitoring of vacancy position of the posts to the level of :		
	i) Deputy Secretary and above	SO>US	DS/Dir
	ii) Upto Under Secretary	SO	US
20.	Continuation of Temporary posts	US > Dir	JS

21.	Disciplinary actions against MTS	US	DS/Dir
22.	Reservations matters for SC/ST/OBC and PH	US	DS/Dir
23.	NOC for private foreign visit in respect of officers down to the level of DS/Dir.	Dir>JS	Secretary
24.	NOC for private foreign visit (other officers/staff)	SO>US>DS/Dir	JS
25.	Intimation of transaction in movable/immovable properties by Class.I/Gr.'A' Officers	SO/US>DS/Dir> JS	Secretary
26.	Intimation of transaction in movable/immovable properties by Class.II/Gr.'B' Officers	SO>US	HOD
27.	Intimation of transaction in movable/immovable properties by Class.III/Gr.'C' Officers	SO	HOO
28.	LTC Adv./Leave Encashment	US	DS/Dir
29.	Vacancy Reporting	US > Dir	JS
30.	Approval of minutes of DPC meetings for promotion/upgradation upto the level of Under Secretary and equivalent	US > Dir	JS
31.	Approval of minutes of DPC meetings for promotion/upgradation above the level of Under Secretary and equivalent	SO >DS/ Dir. > JS	Secretary
32.	Grant of Advances		
	(i) Upto Group B Officers	SO>US	DS/Dir
	(ii) Group A Officers	SO>US>Dir	JS
	(iii) In case of relaxation for advance	SO>DS/Dir>JS	Secretary

GENERAL SECTION

S. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1	Sending of Half Yearly Report in respect of Top Secret Seal to MHA	SO>US>Dir	Secretary
2	Purchase of Laptop	DS/Dir >JS >AS&FA	Secretary
3	Constitution of Purchase Committee to recommend to effect procurement of goods above Rs 15,000/- and upto Rs.1,00,000/- on each occasion.	SO >US > DS/Dir	JS
4	Incurring Contingent Expenditure of Rs.2000/- pm in each case (Recurring) and Rs. 5,000/- in each case (Non-recurring).	SO	US
5	Procurement of Goods and Services upto the value of Rs.15,000/- on each occasion	SO>US	DS/Dir
6	Procurement of Goods and Services above the value of Rs.15,000/- and upto Rs One lacs on each occasion	SO>US	DS/Dir on recommendation of duly constituted Purchase Committee
7	Procurement of Goods and Services above Rs 1,00,000/-	SO>US> DS/Dir	DS/Dir as HOD (in consultation with IFD)
8.	Purchase of Goods on DGS&D rate contract (upto Rs. 2,00,000/-)	SO>US	DS/Dir as HOD (in consultation with IFD)
9	Purchase of Goods on DGS&D rate contract (Above the value of Rs. 2,00,000/-)	SO>US> DS/Dir	DS/Dir as HOD (in consultation with IFD)

10	Purchase of Goods on Annual Rate Contract(ARC)	SO>US	DS/Dir as HOD (after recommendation of ARC rates by duly constituted Tender Evaluation Committee)
11	Hiring of Cars (For Officers of the level of JS & above)	SO>US> DS/Dir	JS after recommendation of the Tender Evaluation Committee > and Concurrence of IFD
12	Canteen Bills	SO >US	DS/Dir
13	(i) Purchase of staff cars/Three wheeler	US>Dir>AS&FA	Secretary
	(ii) Repair/maintenance of Government vehicles	SO>US	DS/Dir
14	(i) Allocation of Residential Telephones to entitled Officer	SO>US	DS/Dir
	(ii) Allocation of Residential Telephones to Non-entitled Officers (under 25% Limit/Quota)	SO>US> DS/Dir	Dir as HOD (in consultation with IFD)
15	Telephone Charges (both Official & Residential)	SO>US	DS/Dir
16	Postal Charges	SO>US	DS/Dir
17	Enter into Annual Maintenance Contract (For Computers/Printers/UPS/AC etc)	SO>US	DS/Dir as HOD (in consultation with IFD)
	Enter into Annual Maintenance Contract (For equipments other than Computers/Printers/UPS/AC etc)	SO>US	DS/Dir as HOD
18	Forwarding of Application for issue of ID Cards (both Temporary & Permanent) to Non-Officials and Officials of other Organization.	SO>US> Dir	JS
	Forwarding of Application for issue of ID Cards (both Temporary & Permanent) to Officers/Officials of the Ministry.	SO	US/ DS/Dir

19	Forwarding of Application for Issue & Renewal of CGHS Card/ Allotment of Government Accommodation	SO	DS/Dir
20	Reimbursement of medical claim upto Rs. 2 Lakh	SO>US	DS/Dir
21	Reimbursement of medical claim above Rs.2 Lakh and upto Rs 5 Lakh	SO>US	DS/Dir with concurrence of IFD
22	Forwarding of medical reimbursement claim to Ministry of Health & Family Welfare for above Rs. 5 Lakh/ Complicate medical reimbursement cases	SO>US> DS/Dir	JS
23	Permission For test/treatment on advice/ reference from CGHS Dispensary/AMA	SO	US
24	Allocation of Rooms	SO>US> Dir	JS
25	Disposal of old stocks	SO>US> Dir	JS
26	Transfer/Posting of Staff Car Drivers	SO	DS/Dir
27	Allocation of Staff Cars	SO >US > Dir	JS

CASH SECTION

S. No.	Type of cases	Chanel of submission	Level of final disposal
1.	Authorization to PAO for release of payment of Bills for Salary, DA Arrear, Leave encashment with LTC, payment of Computer/Motor/Scooter/House Building Advance, Retirement benefits, Honorarium, Medical Reimbursement, OTA claim, e.t.c. and Issue of LPC & Form-16	DDO	DDO
2.	Verification of claim submitted by MEA towards expenditure incurred by the Officers while on foreign tour.	DDO	DDO
3.	GPF Withdrawal/ Advance upto 75% of balance	DDO	DS/Dir
4.	GPF Withdrawal/Advance upto 90% of balance	DDO > DS/Dir > JS	Secretary
5.	Transfer of GPF balance of officer/staff to other Deptt./Ministry	DDO	DS/Dir
6.	Final payment of G.P.F. on retirement	DDO	DS/Dir
7	Settlement of Domestic/ Foreign TA bills.	DDO	DS/Dir
8	Settlement of LTC Claim bills	DDO	DS/Dir
9	Reimbursement of Tuition Fee	DDO	DS/Dir
10	Bills in respect of reimbursement of conveyance charges to officers/staff.	DDO	DS/Dir
11	Payment of Festival Advance to the staff of the Ministry	DDO	DS/Dir
12	Settlement of Audit Paras	DDO	DS/Dir

OFFICIAL LANGUAGE SECTION (Hindi Section)

S.No.	Type of cases	Channel of submission	Level of final disposal
1.	Submission of Quarterly Reports regarding progressive use of Hindi to department of Official Language	DD >JD >JS	JS
2.	Review of Quarterly Reports regarding progressive use of Hindi received from Subordinate offices and sections of Department of Fisheries	DD >JD	JD
3.	Annual Evaluation Report	DD>JD>JS	JS
5.	Meetings of Hindi Advisory Committee of Department of Fisheries	DD>JD>JS>Secretary	Minister
6.	Meetings of Kendriya Hindi Samiti chaired by PM	DD>JD>JS>Secretary	Minister
7.	Meeting of Central Official Language Implementation Committee	DD>JD>JS	JS
9.	Action Taken Report on Assurances given to Committee of Parliament on Official Language	DD>JD>JS	JS
10.	Constitution of Official Language Implementation Committee	DD>JD>JS> Secretary	Secretary
11.	Meetings of Official Language Implementation Committee	DD>JD>JS	JS
12.	Notification of Offices under Rule 10(4) of OL Rules, 1976	DD>JD>JS>Secretary	Secretary
13.	Notification of Officers and staff under Rule 8(4) of OL Rules, 1976	DD>JD>JS	JS
14.	Notification of Sections for doing entire official work in Hindi	DD>JD>JS	JS
15.	Nomination for Hindi Typing, Hindi Shorthand and Hindi Training	DD >JD >JS	JS

16.	Conducting Hindi Workshops	DD >JD >JS	JS
17.	Organisation of Hindi Sammelans	DD>JD>JS	JS
18.	Rajbhasha Shield for promotion of Hindi in subordinate offices	DD>JD>JS	JS
20.	Translation of various documents	AD>DD	DD

VIGILANCE SECTION

S. No.	Type of cases	Channel of submission	Final Disposal
1	Examination and disposal of references received from CBI, CVC, PMO, Presidents Secretariat, Cabinet Secretariat	US > DS > JS SO > US > DS	Secretary JS
2	Forwarding of complaints against the officers of Sub-ordinate offices under Department of Fisheries to CVOs for appropriate action/inquiry and report	SO > US > DS	JS
3	Processing of complaints in respect of staff/officers of Department of Fisheries	SO > US > DS	JS & CVO
4	Disciplinary case against Grade I officers and above	US > DS > JS > Secy.	Minister
5	Disciplinary case against below Grade I officers	SO > US > DS > JS	Secretary
6	Grant of vigilance clearance in respect of staff/officers of Department of Fisheries	SO > US > DS	JS & CVO
7	Grant of vigilance clearance in respect of Board level officers of Sub-ordinate offices under Department of Fisheries	US > DS > JS	Secretary
8	Computer Security/Cyber Security	SO > US > DS	JS & CVO
9	Monthly quarterly/Half yearly and Annual Reports to CVC/DOPT etc.	SO > US > DS	JS & CVO

PARLIAMENT CELL

S. No.	Name of the proposal	Channel of submission	Final approving authority
1.	Inputs to be forwarded to Parliament of Consultative Committees	DS/Dir>JS >Secretary	Minister
2.	Nomination of officers to represent this Ministry in the Parliamentary Committee Meetings for out of Delhi (Study Tour).	SO >DS/Dir > JS	AS
3.	Any other Parliamentary matter in which input is to be forwarded to Parliament (i) When approval from Secretary is required.	(i) SO/US> DS/Dir > JS	Secretary
	(ii) When approval from Minister is required	(ii) DS/Dir > JS >Secretary	Minister

IC SECTION

S. No	Type of Cases	Channel of Submission	Level of final approval
1	Joint Working Group between India and various countries on Fisheries sector	US-DS/Dir-JS	Secretary
2	Inter-Governmental Commission (IGC) meeting between India and various countries	US-DS/Dir-JS	Minister
3	Invitations for the conferences/meetings from various countries relating to Fisheries sector for the rank of AS and above	DS/Dir -JS-AS&FA-Secretary	Minister
4	Constitution of Empowered Committee of Secretaries(ECS)	US-DS/Dir-JS-AS&FA- Secretary	Minister
5	Inputs sought by MEA/other Ministries	US- DS/Dir	JS
6	Reference for nominations of representatives from other Min./Deptt. for participation in various meetings abroad	SO- DS/Dir -JS-AS&FA- Secretary	Minister

FINANCE DIVISION

S. No.	Type of cases	Channel of submission	Level of Disposal
1.	Insofar as advice of IFD is concerned	US >DS/Dir >JS > US(IFD)	AS&FA
2.	Administrative matters	DS/Advisor > AS&FA >Secretary	Minister
3.	All matters	US > DS/Dir	AS&FA

PG & RTI SECTION

Sr. No.	Type of Cases	Channel of submission	Level of final disposal
1	(i) Weekly Monitoring grievances of Public continuously and to review the overall pendency/ progress	SO>US	DS
	(ii) Monthly Monitoring grievances of Public continuously and to review the overall pendency/ progress	SO>US>DS/Dir	JS
	(iii) Quarterly Monitoring grievances of Public continuously and to review the overall pendency/ progress	US>DS/Dir>JS	Secretary
2.	Grievances received through Deptt. of Fisheries	SO >US >DS	JS
3.	Grievances received through Cabinet Secretariat and Deptt. of Public Grievances (DPG)	SO >US >DS	JS
4.	Grievances received through President Secretariat, Prime Minister's Office and Chief Minister Office, Delhi	SO>US>DS	JS
5.	Circulation of all the important instructions/ orders received from various Ministries	SO>US	DS
6.	Grievances through CPGRAMS online from DARPG, DPG, President Sectt. and the Public	SO>US>DS	JS
7.	Monthly Performance Review Meeting	US>DS>JS	Secretary

Reservation cell (Admn-I & V)

Sr. No.	Type of Cases	Channel of submission	Level of final disposal
1	Matters pertaining to the Recommendations made by the Parliamentary Committee on the Welfare of SC, ST & OBC.	US> DS/Dir >JS	Secretary
2.	Matters relating to reservation & recruitment of posts for SC, ST, OBC & PWD in the Department of Fisheries	US> DS/Dir >JS	Secretary
3.	Grievances received from employees belonging to SC, ST, OBC & PWD in the Department of Fisheries	US> DS/Dir >JS	Secretary