A-43/4/2021-Admin.1/(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 3rd March, 2026

OFFICE MEMORANDUM

Subject: Adherence to the Approved 4-Level Channel of Submission – reg.

In accordance with the instructions of DARPG and the provisions contained in the Central Secretariat Manual of Office Procedure (CSMOP), 2022, the Channel of Submission and Level of Disposal for the Department was finalized and circulated vide Office Memorandum dated 25.11.2025(Copy enclosed). The same was also uploaded on the E-Office Notice Board of the Department for information and strict compliance by all concerned.

2. It has, however, been observed that the Channel of submission prescribed in the circular dated 25.11.2025 is not being adhered to, leading to defeat the objective of streamlining decision-making and ensuring uniformity in file movement as envisaged in the approved framework.

3. All Divisions are, therefore, once again requested to ensure strict compliance with the notified 4-Level Channel of Submission in all cases.

This issues with the approval of the Competent Authority.

Encl: As above

3/3/26

(Vikash Kumar Vikrosy)
Under Secretary to the Government of India
Tel: 011-23382779

To

All the Section/Divisions of the Department for strict adherence to the Channel of Submission.

Copy for information to:-

1. Sr.PPS to Secretary, AHD
2. Sr.PPS/PPS to AS(C&DD)/AS(LH/Admin)/AHC/JS(NLM)/Advisor(Stats.)

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

Krishi Bhawan, New Delhi – 110001
Dated, the 25th November, 2025

OFFICE MEMORANDUM

Subject: Uploading of the Channel of Submission and Level of Disposal – reg.

In accordance with the instructions issued by the Department of Administrative Reforms & Public Grievances (DARPG) and the provisions of the Central Secretariat Manual of Office Procedure (CSMOP), 2022, the *Channel of Submission and Level of Disposal* for the Department of Animal Husbandry & Dairying has been finalized.

2. Accordingly, the approved *Channel of Submission and Level of Disposal (as enclosed)* shall be uploaded on the Department's website and the e-Office Notice Board for information and strict compliance by all Divisions/Sections.

This issues with the approval of the Hon'ble Minister, MFAHD.

Encl.: As above.

25/11/25

(Vikash Kumar Vikrosy)
Under Secretary to the Govt. of India
011-23382779

To

NIC for uploading on the website and the E-office Notice Board of the Department

Copy to:-

All the Sections/Divisions of DAHD through E-office Notice Board.

Common Administrative Matters among all the Divisions of DAHD related to field offices

S.No.	Type of Cases	Channel of Submission (Level-wise)	Level of Final disposal
1	Misc. matters in r/o Gazetted officers viz., verification of character antecedents, medical examinations of the officers appointed through UPSC.	ASO→SO→US	Dir/DS
2	References relating to Change of Home Town	ASO→SO→US	DS(HOD)
3	Work relating fixation of pay	ASO→SO→US	HoD
4	Reservations matters for SC/ST/ OBC and PH	ASO→SO→US	DS/Dir
5	Intimation of transaction in movable/immovable	ASO→SO→US	DS/Dir
6	LTC Adv./Leave Encashment	ASO→SO→US	HoD
7	Vacancy Reporting i) Group A	SO/US→DS/Dir→JS/AS	Secretary
	ii) Group B	ASO/SO→US→DS/Dir	JS/AS
	iii) Group C	ASO→SO→US	DS/Dir
8	Approval of minutes of DPC meetings for promotion/upgradation for upto the level of Group B	SO/US→DS/Dir→JS/AS	Secretary
9	Approval of minutes of DPC meetings for Group C staff	ASO/SO→US→DS/Dir	JS/AS
10	Grant of House Building Advances to staff/officers	ASO/SO→US→DS/Dir	HoD
11	Matters pertaining to the Recommendations made by the Parliamentary Committee on the Welfare of SC, ST & OBC.	SO/US→DS/Dir→JS/AS	Secretary
12	Matters relating to reservation & recruitment of posts for SC, ST, OBC & PWD in the Department of Animal Husbandry and Dairying	SO/US→DS/Dir→JS/AS	Secretary
13	Grievances received from employees belonging to SC, ST, OBC & PWD in the Department of Animal Husbandry and Dairying	SO/US→DS/Dir→JS/AS	Secretary
14	Filling up of posts by deputation/DR/promotion through		MOS→ Minister

25/11/25

	UPSC/SSC - Group A	DS/Director → JS/AS → Secretary	
	-Group B	SO/US → DS/Director → JS/AS	Secretary
	-Group C	ASO→SO→US/AC	DS/Director
	-Group C (Compassionate Appointment)	SO/US→ DS/Director	JS/AS
15	Grant of MACP and confirmation or probation - Group A	DS/Director → JS/AS → Secretary	MOS→ Minister
	-Group B	SO/US → DS/Director → JS/AS	Secretary
	-Group C	ASO/SO→US→DS/Director	JS/AS
16	Pay fixation and increments in field offices -Group A	SO/US→DS/Director	JS/AS
	-Group B & C	ASO→SO→US	DS/Director
17	Framing/amendment of RRs of Group A Officers	DS/Director →JS/AS → Secretary	MOS→ Minister
18	Framing/amendment of RRs of Group B Officers and Group C officials (if deviation from model DOPT RRs)	SO/US → DS/Director → JS/AS	Secretary
19	Framing/amendment of RRs of Group C officials (if no deviation from model DOPT RRs)	SO/US→DS/Director	JS/AS
20	Transfer/postings in field offices -Group A officers	SO/US → DS/Director → JS/AS	Secretary
	-Group B	SO/US→DS/Director	JS/AS
21	Engagement of consultants/outsourcing through GeM/nomination	SO/US → DS/Director → JS/AS	Secretary
22	Grant of NoC for passports/pursuing higher studies	SO/US→DS/Director	JS/AS
23	Forwarding of applications to Recruitment Agencies -Group A and B Officers	SO/US → DS/Director → JS/AS	Secretary
	-Group C officials	SO/US→DS/Director	JS/AS
24	Audit / Financial Matters: - CAG Audit paras - Internal Audit objections	SO→US→DS/Director	JS/AS

	- Settlement of Audit issues - DFPR/GFR compliance		
25	NOC for private foreign visits to all staffs except Secretary	SO/US → DS/Director → JS/AS	Secretary
26	Purchase of Laptop	SOUS→ DS/Director→JS/AS	Secretary
27	Constitution of Purchase Committee to recommend to effect procurement of goods above Rs. 50000/- and upto Rs.5,00,000/- on each occasion.	ASO/SO→US→DS/Director	JS / AS
28	Hiring of Cars (For Officers of the level of JS & above)	ASO/SO→US→DS/Director	JS/AS
29	Canteen Bills	ASO→SO→US	DS/Director/HOD
30	Purchase of staff cars/Three wheeler	SO/US→DS/Director→ JS/AS	Secretary
31	Repair/maintenance of Government vehicles	ASO→SO→US	DS/Director/HOD
	(i) Allocation of Residential Telephones to entitled Officer	ASO→SO→US	DS/Director/HOD
	(ii) Allocation of Residential Telephones to Non-entitled Officers (under 25% Limit/Quota)	ASO/SO→US→DS/Director	JS/AS
32	Telephone Charges (both Official & Residential)	ASO→SO→US	DS/Director/HOD
33	Postal Charges	ASO→SO→US	DS/Director/HOD
34	Enter into Annual Maintenance Contract (For Computers/Printers/UPS/AC etc)	ASO→SO→US	DS/Director/HOD
35	Enter into Annual Maintenance Contract (For equipments other than Computers/Printers/UPS/AC etc)	ASO→SO→US	DS/Director/HOD
36	Enter into contract for hiring of manpower	ASO/SO→US→DS/Director	JS/AS
37	Disposal of old stocks	ASO→SO→US	DS/Director/HOD

COMMON SUBJECT MATTERS AMONG ALL THE DIVISIONS (EXCEPT ADMINISTRATIVE MATTERS OF FIELD OFFICES) IN DAHD

S.No.	Subject	Channel of Submission (Level – wise)	Final Level of Disposal
1	Parliament Related Matters:	DS/Director → JS/AS → Secretary	
	- Starred		MOS→ Minister
	-Unstarred Questions		MOS
	- Parliament Assurances		MOS
	- Standing / Consultative Committee		MOS→ Minister
	- Laying of Papers		MOS
2	PMO / President Sectt./ Cabinet Secretariat References: - PMO directives - President's Secretariat communications - Inputs to Cabinet Secretariat	DS/Director → JS/AS → Secretary	Secretary
3	Court / Legal Matters: - Replies on court cases - Contempt cases - Arbitration matters - Nomination of nodal officers / counsels	SO/US →DS/Director → JS/AS	Secretary
4	Budget & Grants: - Release of Grants-in-Aid - BE/RE/Surrender/Re-appropriation - Administrative approvals - GST related queries	SO/US →DS/Director → JS/AS	Secretary
5	EFC/DIB/CCEA/Cabinet notes of DAHD	DS/Director → JS/AS → Secretary	MOS→ Minister
6.	Inputs by Division on Reports / Monitoring / Portal-Based Tasks generally asked for coordination purpose: - Monthly/Quarterly/Annual reports - e-Samiksha updates - Inputs to other Ministries - Portal-based reporting (PRAGATI, SCDPM, CPGRAMS) -other matters such as EFC, DIB, Cabinet Notes etc of other ministry -Parliament Questions	ASO/SO→US→ DS/Director	JS/AS

Leave Matters, Weeding out, VIP References, RTI, PG, Disciplinary proceedings, CVC complaints, Tour of officers, medical bills, creation of posts will be dealt as per extant rules/guidelines such as RTI Act, 2005; CSMOP, 2022; Record Retention Schedule,; DFPR and other guidelines of M/o Finance and DOPT etc.

NDDB Section

Sl. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Constitution of Search Cum Selection Committee for appointment of Chairman, NDDB	SO/US/DS→JS/AS→Secretary	MoS →Minister
2.	Appointment of Board Members of NDDB	SO/US/DS→JS/AS→Secretary	MoS →Minister
3.	Complaints on NDDB and its subsidiaries	SO→US→DS	JS/AS
4.	Formation of companies by NDDB	SO/US/DS→JS/AS→Secretary	MoS →Minister
5.	Appointment of Auditors for NDDB	ASO/SO→US/DS→JS/AS	Secretary (FAHD)
6.	Foreign visits of chairman/members of NDDB	SO/US/DS→JS/AS→Secretary	MoS →Minister

CATTLE SECTION

Sl. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Transfer requests from staffs of subordinate offices/ Complains	ASO/SO→US→DS	JS/AS
2.	Complains related to subordinate offices	ASO/SO→US→DS	JS/AS
3.	Reservation Rosters/ Filling of live-vacant post/ Reporting to SSC	ASO/SO→US→DS	JS/AS
4.	Other miscellaneous matter in which consultation from other Ministry/Department is required.	ASO/SO→US→DS	JS/AS

CATTLE DIVISION (Technical)

Sl. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Action Plan/Roadmap for policy framework for Rashtriya Gokul Mission and stake holders' consultation.	LO/AC→JC	JS/AS
2.	Issuance of operational guidelines of new Scheme	AC/JC→JS/AS→Secretary	MoS → Minister
3.	Issuance of Administrative approval of ongoing scheme.	LO/AC→JC→JS/AS	Secretary
4.	Issuance of Minimum Standard Protocols (MSP) and Standard Operating Procedure (SoP) w.r.t. Bovine Breeding including Semen Production, Artificial Insemination & IVF	AC/JC→JS/AS	Secretary
5.	Appraisal of proposals received from State/ Implementing Agencies.	LO/AC→JC	JS/AS

Sl. No.	Type of Cases	Channel of Submission	Level of Final Disposal
6.	Submission of file for Sanctioning of Project Proposal to National Steering Committee (NSC)	LO/AC→JC	JS/AS
7.	Release of funds under Rashtriya Gokul Mission	LO/AC→JC	JS/AS
8.	Monitoring of progress of Schemes/Projects.	LO/AC→JC	JS/AS
9.	Coordination in implementation of PT/PS, Semen Station Strengthening, ETT/IVF projects, Establishment of MAITRI, Sex Sorted Semen, Genomic Selection, Breed Multiplication Farms, ,Heifer Rearing Centers under RGM scheme	LO/AC→JC	JS/AS
10.	Coordination to organize review meetings of RGM scheme.	LO/AC→JC	JS/AS
11.	Compilation of AI data & Bovine Semen production data	AC/LO→JC	JS/AS
12.	Organizing Stakeholder Consultations including LDBs, NDDB and Universities for implementation of RGM	LO/AC→JC→JS/AS	Secretary
13.	National Gopal Ratna Awards		
	Screening of applications	LO/AC→JC	JS/AS
	Proposal for Selection of Winners to be submitted to related Committee	LO/AC→JC	JS/AS
14.	Trade & IC related matters pertaining to RGM scheme	AC→JC	JS/AS
15.	Files related to technical matters of CCBFs and CHRS	AC→JC	JS/AS
16.	Files related to concurrence under various activities of BIIs (Financial powers delegated to HoD)	AC→JC	JS/AS
17.	Files related to concurrence under various activities of BIIs (Financial powers not delegated to HoD)	AC→JC	JS/AS

AQCS/CEAH

S. No.	Type of Cases	Channel of submission	Level of Final Disposal
1.	Administrative approval on Financial proposals within the powers of HoD	SO→US	DS/Dir
2.	Administrative approval on Financial proposals beyond the powers of HoD	SO/US→DS/Dir→JS/AS	Secretary
3.	Administrative matters of group A officers	SO→US→DS/Dir	JS/AS
4.	Administrative matters of group B and C officers	SO→US	DS/Dir

CE&P SECTION

S. No.	Type of Cases	Channel of submission	Level of final disposal
1	Extension Activities		
	I) Activities in which Hon'ble Minister participates	AC/DC/JC→JS/AS→Secretary	MoS→Minister
	ii) Activities in which Secretary participates	SO/LO/AC→DC/JC→JS/AS	Secretary
	iii) Other Extension activities	LO/SO→AC/DC→JC	JS/AS
2	Publicity Activities	LO/SO→AC/DC→JC	JS/AS
3	Social Media and PIB related Activities	LO/SO→AC/DC→JC	JS/AS
4	Event and Exhibition Activities		
	i) Events in which Hon'ble Minister participates	AC/DC/JC→JS/AS→Secretary	MoS→Minister
	ii) Events in which Secretary participates	SO/LO/AC→DC/JC→JS/AS	Secretary
	iii) Other Events and Exhibitions	LO/SO→AC/DC→JC	JS/AS
5	Financial Matter		
	i) Financial Matter i.r.o. publicity/advertisement for expenditure upto 10 Lakhs per annum	LO/SO→AC/DC→JC	JS/AS
	ii) Financial Matter i.r.o. publicity/advertisement for expenditure above 10 Lakhs	SO/LO/AC→DC/JC→JS/AS	Secretary

General Coordination Section

S. NO.	Subjects	Channel of Submission	Level of Final Disposal
1	-Budget Announcement -Matter related to PM ref Portal -Matter related to Poorvottar Sampark/vikas setu portal -Monthly DO -PRAGATI Portal - Consolidated inputs to Cabinet Secretariat/PMO/President Secretariat	SO/US→Dir/DS→AS/JS	Secretary
2	- Flagship Schemes Reports - Atma Nirbhar Report - Special campaign/SCDPM Report - CPGRAMS Portal - Swachhta Action Plan Portal - PM Suryaghar Portal - Inputs on 10% GBS Portal/NER/Tribal Affairs - Monitoring of pending VIP References - References received from other Departments /Ministries - Other Misc. Matters	SO/ ASO→US→Dir/DS	AS/JS

DAIRY DIVISION

S. NO.	Subjects	Channel of Submission	Level of Final Disposal
1.	Issuance of operational guidelines of new Scheme	AC/DC→JS/AS→Secretary	MoS → Minister
2.	Issuance of Administrative approval of ongoing scheme.	STA/TO→AC/DC	JS/AS
3.	Release of funds to State/Implementing agencies	AC/DC→JS/AS	Secretary
4.	National Gopal Ratna Awards -Issuance of guidelines -Selection of Winners	AC/DC→JS/AS→Secretary	MoS → Minister
5.	Smart India Hackathon of D/o Education for DAHD	STA/TO→AC/DC	JS/AS
8.	-Identifying of Problem Statements -Finalizing of Problem Statements -Decision of further development/implementation of winning solutions Technical and scientific work for preparation of Standards for milk,	STA/TO→AC/DC	JS/AS

S. NO.	Subjects	Channel of Submission	Level of Final Disposal
	milk products and Dairy Equipment with Bureau of Indian Standards (BIS).		
9	Coordination of technical work with Food Safety Standards Authority of India (FSSAI), Food Safety Emergency Response (FSER) system, and other such regulatory organizations on behalf of Government of India.	STA/TO→AC/DC	JS/AS
10	Works related to International Cooperation in Dairy sector.	STA/TO→AC/DC	JS/AS
11.	Works related to International Scientific bodies/Institutions like Food and agriculture Organization (FAO) on policy, WTO/Technical barrier to trade (TBT), Codex Alimentarius Commission and, in the matters of milk and milk products.	STA/TO→AC/DC	JS/AS
12.	Work related to Indian National Committee (INC) of International Dairy Federation (IDF) etc.	AC/DC→JS/AS	Secretary
13.	Examination of applications received for import of milk and milk products for issuing Sanitary Import Permit under Livestock importation Act 1998 and S.P.S Measures.	STA/TO→AC/DC	JS/AS
14.	Integration of assets with PM Gati Shakti NMP and related works.	STA/TO→AC/DC	JS/AS
15.	Coordination matter with PM Dhan Dhaanya Krishi Scheme	STA/TO→AC/DC	JS/AS
16.	Budget proposals, GST related works related to dairy sector	STA/TO→AC/DC	JS/AS

Abbreviations: STA-Senior Technical Assistant (2), TO- Technical Officer-Dairy Development (3), Assistant Commissioner-Dairy Development (2) and Deputy Commissioner-Dairy Development (2)

Trade Division

S.No	Type of cases	Channel of Submission	Level of Final Disposal
1	• Matter related to DGFT	LO→AC→DC	AS
2	• Regulation of Live-stock Importation Act, 1898 • Risk analysis for issuance of Sanitary Import Permits • Technical coordination with AQCSs • Grievance Matters related to imported consignments • Matters raised by various associations • Official Language	AC/DC	AS
3	• Drafting Export Promotion Strategies / matters • Export dossiers for market access and its follow up • Bilateral sanitary issues and alignment • Import / Export matters related to FSSAI, BIS, Codex etc. • Matter related to Import / Export of Animal Feed additives	AC→DC	AS
4	• Co-ordination with Export Promotion Agencies like APEDA, EIC, CAPXCIL, CLE etc. • Inputs for matter with D/o Commerce / other Departments / other Division in DAHD, related to Sanitary and Phyto sanitary matters • To provide technical inputs related to export, to import cell within Division, for GC/PC Divisions matters • To provide technical inputs for matters related to bilateral trade/ JWG including group of countries • Maintaining of Countries profile related to import, export, SPS issues etc. • Inputs for matter with D/o Commerce / other Departments / other Division in DAHD, related to; 1) Free Trade Agreements 2) Foreign Investment 3) Any other policy matters.	AD→AC→DC	AS
5.	On all the policy related matters of Trade	DC/JC→JS/AS→Secretary	MoS → Minister

PARLIAMENT SECTION

S.No.	Name of the Proposal	Channel of Submission	Level of final disposal
1.	Matters under Rule 377/ Special Mention/Calling Attention/Short Notice Questions/Matters raised during zero hour	DS/Director→JS/AS→ Secretary	MoS →Minister
2.	Nomination of Officers to represent this Ministry in the Parliamentary Committee Meetings for out of Delhi (Study Tour)	SO/US→ DS/Director→JS/AS	Secretary
3.	Any other Parliamentary matter in which inputs is to be forwarded to Parliament (i) when approval from Secretary is required	SOUS→ DS/Director→JS/AS	Secretary
	(ii) When approval from Minister is required	DS/Director→JS/AS→ Secretary	MoS →Minister
4.	Inputs to Parliament of other Ministries	DS/Director→JS/AS→ Secretary	MOS

LEGAL CELL

S.No.	Type of Cases	Channel of Submission	Level of final disposal
1.	Forwarding of Court Cases	ASO→SO→US	DC/JC/DS/Director
2.	Training on LIMBS portal	ASO/SO→US→DS/Director	JS/AS
3.	Arbitration Case	ASO/SO→US→DS/Director	JS/AS
4.	Contempt	SO/US→ DS/Director→JS/AS	Secretary
5.	Nominating of Nodal Officer on Limbs Portal	ASO/LO→US→DS/Director	JS/AS

CASH SECTION

S.No.	Type of Cases	Channel of Submission	Level of final disposal
1.	Salary Bill and DA Arear, Leave Encashment on LTC, Honorarium, Bonus etc.	ASO/Dealing Hand	DDO
2.	Bills in r/o reimbursement of Conveyance charges to Officers/Staff	ASO/Dealing Hand→DDO	HoO (US)
3.	Bills in r/o Retirement Benefits (Gratuity, Commutation of Pension, CGEGIS and Leave Encashment)	ASO/Dealing Hand	DDO
4.	Interest Calculation(HBA, Computer)	ASO/Dealing Hand→DDO→HoO (US)	HoD
5.	Form-16(Income Tax)	ASO/Dealing Hand	DDO
6.	Entries of Cash Book	ASO/Dealing Hand→DDO	HoO/US
7.	GPF Transfer, Final Payment of GPF	ASO/Dealing Hand→DDO→HoO (US)	HoD
8.	GPF Advance, withdrawal	ASO/Dealing Hand→DDO	HoO (US)
9.	Reimbursement of CEA	ASO/Dealing Hand→DDO→HoO (US)	HoD
10	Computer Advance	ASO/Dealing Hand→DDO→HoO (US)	HoD
11	Relaxation on submission of the TA claim after prescribed time limit	DDO→HoO (US)	HoD
12	Relaxation on lumpsum recovery of overpayment of Pay & Allowances	SO/LO/US→ DC/JC/DS/Director→JS/AS	Secretary
13	Relaxation on Air Travel performed by other than authorized Agent.	SOUS→DS/Director→JS/AS	Secretary
14	Relaxation on submission of the LTC/TA on Transfer claims after Prescribed time limit.	SO/LO/US→DS/Director→ JS/AS	Secretary
15	Settlement of Audit paras related to Cash Section.	DDO→HoO (US)	HoD

PLAN COORDINATION UNIT

S.No.	Type of Cases	Channel of Submission	Level of final disposal
1.	-Laying of Annual Report of DAHD - Consolidated Comments of DAHD on the Draft Cabinet Notes of Other Ministries/ Departments	*DS/Director→JS/AS→Secretary	MoS →Minister

.2.	Consolidated Inputs/updation on portal for: -Updation on E-Samiksha Portal -Output Outcome Monitoring Framework (OOMF) portal -Consolidated inputs for Economic Survey to Do EA, -Coordination with NITI Ayog/Other Matters of NITI Ayog -Annual Action Plan of DAHD -Regional Review Meeting -Consolidated inputs to Parliament Questions of Other Ministries/Departments	*SSO/US→ DS/Director→JS/AS	Secretary
3.	Inputs to other Ministries/Departments: -EFC Memo/DIB Memo -PM Package for Bihar -Purvodaya Plan -Consolidated inputs to D/o Agri&FW/MoSPI/M/o RD/any other Ministry/Department -Disha Dashboard -Darpan Portal -Other Misc. matters	Dealing Hand/SSO→US→ DS/Director	JS/AS

[Note-1. * File will be submitted by the Dealing Hand/SSO of PC Unit,

2. Other issues will be dealt in terms of Channel of Submission issued by Estt HQ.]

GENERAL ADMINISTRATION

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→ DS/Director→JS/AS	Secretary
2	Purchase of Laptop	SOUS→ DS/Director→JS/AS	Secretary
3	Constitution of Purchase Committee to recommend to effect procurement of goods above Rs. 50000/- and upto Rs.5,00,000/- on each occasion.	ASO/SO→US→DS/Director	JS / AS
4	Incurring Contingent Expenditure of Rs.2000/- pm in each case (Recurring) and Rs. 5,000- in each case (Non-recurring).	ASO→SO	US
5	Procurement of Goods and Services	ASO→SO→US	DS/Director/HOD

6	Purchase of Goods on Annual Rate Contract(ARC)	ASO→SO→US	DS/Director/HOD
7	Hiring of Cars (For Officers of the level of JS & above)	ASO/SO→US→DS/Director	JS/AS
8	Canteen Bills	ASO→SO→US	DS/Director/HOD
9.	(i) Purchase of staff cars/Three wheeler	SO/US→ DS/Director→JS/AS	Secretary
	(ii) Repair/maintenance of Government vehicles	ASO→SO→US	DS/Director/HOD
10	(i) Allocation of Residential Telephones to entitled Officer	ASO→SO→US	DS/Director/HOD
	(ii) Allocation of Residential Telephones to Non-entitled Officers (under 25% Limit/Quota)	ASO/SO→US→DS/Director	JS/AS
11	Telephone Charges (both Official & Residential)	ASO→SO→US	DS/Director/HOD
12	Postal Charges	ASO→SO→US	DS/Director/HOD
13	Enter into Annual Maintenance Contract (For Computers/Printers/UPS/AC etc)	ASO→SO→US	DS/Director/HOD
	Enter into Annual Maintenance Contract (For equipments other than Computers/Printers/UPS/AC etc)	ASO→SO→US	DS/Director/HOD
14	Enter into contract for hiring of manpower	ASO/SO→US→DS/Director	JS/AS
15	Allocation of Rooms	ASO→SO→US	DS/Director/HOD
16	Disposal of old stocks	ASO→SO→US	DS/Director/HOD
17	Transfer/Posting of Staff Car Drivers	ASO→SO→US	DS/Director/HOD
18	Allocation of Staff Cars	ASO→SO→US	DS/Director/HOD

RTI SECTION

Sr. No.	Type of Cases	Channel of Submission	Level of Final disposal
1	Third Party Audit Suo-motu disclosure under Section 4 of RTI Act, 2005	SOUS→DS/Director→JS/AS	Secretary
2.	Nomination of CPIO and Appellate Authorities to deal with the RTI application in DADF (HQ)	SO/US→DS/Director→JS/AS	Secretary

3.	Monitoring of Pending RTI applications and appeals	ASO/SO→US→DS/Director	JS/AS
4.	Forwarding of Hearing Notice of CIC	ASO→SO→US	DS/Dir.
5.	Transfer to RTI application to Other Ministry	ASO→SO→US	DS/Dir.
6.	Quarterly Return is uploaded on online CIC portal	ASO→SO→US	DS/Dir.
7.	RTI application return to applicant	ASO→SO	US
8.	Physical RTI applications are uploaded on RTI portal	ASO→SO	US
9	Online RTI applications are forwarded to online concerned CPIOs and FAAs	ASO→SO	US

ESTABLISHMENT SECTION (ADMN-I)

S.No.	Type of Cases	Channel of Submission	Level of Final disposal
1.	Establishment matters of Gazetted Officers (other than CSSS) to be taken up with: i)Committee of the Cabinet	DS/Dir→JS/AS→Secretary	MoS →Minister
	ii)Department of Personnel &Training	SO/US→DS/Dir→JS/AS	Secretary
	iii)Departmental Promotion Committee	SO/US→DS/Dir→JS/AS	Secretary
2.	All general Establishment matters relating to Gazetted Officer of Department of Animal Husbandry & Dairying	ASO/SO→US→DS/Dir	JS/AS
3.	Framing/amendment of RRs Group A Officers	DS/Director →JS/AS → Secretary	MOS→ Minister
	Framing/amendment of RRs Group B Officers and Group C officials (if deviation from model DOPT RRs)	SO/US → DS/Director → JS/AS	Secretary
	Framing/amendment of RRs Group C officials (if no deviation from model DOPT RRs)	SO/US→DS/Director	JS/AS

4.	Allocation of work amongst officers in the Department of Animal Husbandry and Dairying (i) Group A/B Gazetted Officers	SO/US→DS/Dir→JS/AS	Secretary
	(ii) Group B Non Gazetted Officers	ASO/SO→US→DS/Dir	JS/AS
	(iii) Group C Non-Gazetted	ASO→SO→US	Dir/DS
5.	Misc. matters in r/o Gazetted officers viz., verification of character antecedents, medical examinations of the officers appointed through UPSC.	ASO→SO→US	Dir/DS
6.	References relating to Declaration of Home Town	ASO→SO	US(HOO)
7.	References relating to Change of Home Town	ASO→SO→US	DS(HOD)
8.	Work relating to maintenance of service records	ASO→SO	US (HOO)
9.	Work relating fixation of pay	ASO→SO→US	HoD
10.	All matters relating to appointment of the following categories of CSSS: i)Senior Principal Private Secretary	DS/Dir→JS/AS→Secretary	MoS →Minister
	ii)Principal Private Secretary	DS/Dir→JS/AS→Secretary	MoS →Minister
	iii) Private Secretary	SO/US→DS/Dir→JS/AS	Secretary
	iv)Personal Assistant(PA)	ASO/SO→US→DS/Dir	JS/AS
	v)Grade D Steno confirmation and promotion	ASO→SO→US	Dir/DS
11.	Matters relating to Assistants-Appointment, confirmation, promotion	ASO/SO→US→DS/Dir	JS/AS
12.	Matters relating to: i) Junior Hindi Translators	ASO/SO→US→DS/Dir	JS/AS
	ii)Senior Hindi Translators	ASO/SO→US→DS/Dir	JS/AS
	iii)Assistant Director	SO/US→DS/Dir→JS/AS	Secretary
13.	Posting/Transfer Group C Staff	ASO→SO→US	DS/Dir
14.	Misc. Establishment matters in respect of non- gazetted staff- verification of character antecedents and medical examinations etc.	ASO→SO	US
15.	Appointment/Extension of officers under Central Staffing Scheme down to the level of Addl. Secy./Joint Secretary/Director/Deputy Secretary	DS/Dir→JS/AS→Secretary	MoS →Minister
16.	Reservations matters for SC/ST/ OBC and PH	ASO→SO→US	DS/Dir
17.	NOC for private foreign visit in respect of Secretary	DS/Dir→JS/AS→Secretary	MoS →Minister

18.	NOC for private foreign visit in respect of Officials other than Secretary	SO/US→DS/Dir→JS/AS	Secretary
19.	Intimation of transaction in movable/immovable	ASO→SO→US	DS/Dir
20.	LTC Adv./Leave Encashment	ASO→SO→US	HoD
21.	Vacancy Reporting i) Group A	SO/US→DS/Dir→JS/AS	Secretary
22.	ii) Group B	ASO/SO→US→DS/Dir	JS/AS
23.	iii) Group C	ASO→SO→US	DS/Dir
24.	Approval of minutes of DPC meetings for promotion/upgradation for upto the level of Group B	SO/US→DS/Dir→JS/AS	Secretary
25.	Approval of minutes of DPC meetings for Group C staff	ASO/SO→US→DS/Dir	JS/AS
26.	Approval of minutes of DPC Meetings in respect of promotion of Veterinarians	DS/Dir→JS/AS→Secretary	MoS →Minister
27.	Grant of House Building Advances to staff/officers	ASO/SO→US→DS/Dir	HoD
28.	Matters pertaining to the Recommendations made by the Parliamentary Committee on the Welfare of SC, ST & OBC.	SO/US→DS/Dir→JS/AS	Secretary
29.	Matters relating to reservation & recruitment of posts for SC, ST, OBC & PWD in the Department of Animal Husbandry and Dairying	SO/US→DS/Dir→JS/AS	Secretary
30.	Grievances received from employees belonging to SC, ST, OBC & PWD in the Department of Animal Husbandry and Dairying	SO/US→DS/Dir→JS/AS	Secretary
31.	All the matters related to recruitment (DR/Deputation) of Veterinarians	DS/Dir→JS/AS→Secretary	MoS →Minister

Note: All the subordinate officers/officials will provide assistance in preparing draft notes & communications.

राजभाषा अनुभाग

क्र.सं.	कार्य	प्रस्तुतीकरण का माध्यम	अनुमोदन का स्तर
1.	संयुक्त हिंदी सलाहकार समिति	निदेशक (रा.भा.) → संयुक्त सचिव (रा.भा.) → सचिव	राज्य मंत्री (MOS) → मंत्री (MOFAHD) महोदय

2.	संसदीय राजभाषा समिति	उप-निदेशक (रा.भा.) → निदेशक (रा.भा.) → संयुक्त सचिव (रा.भा.)	सचिव
3.	विभागीय राजभाषा कार्यान्वयन समिति	उप-निदेशक (रा.भा.) → निदेशक (रा.भा.)	संयुक्त सचिव (रा.भा.)
4.	कार्यशाला का आयोजन	उप-निदेशक (रा.भा.) → निदेशक (रा.भा.)	संयुक्त सचिव (रा.भा.)
5.	हिंदी पखवाड़े का आयोजन	उप-निदेशक (रा.भा.) → निदेशक (रा.भा.) → संयुक्त सचिव (रा.भा.)	सचिव
6.	राजभाषा पत्रिका 'सुरभि' का प्रकाशन	उप-निदेशक (रा.भा.) → निदेशक (रा.भा.) → संयुक्त सचिव (रा.भा.)	सचिव
7.	माननीय मंत्री महोदय और राज्य मंत्री महोदय द्वारा दिए जाने वाले संदेशों की फाइल	निदेशक (रा.भा.) → संयुक्त सचिव (रा.भा.) → सचिव	राज्य मंत्री (MOS) → मंत्री (MOFAHD) महोदय

NLM DIVISION (TECHNICAL)

S. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1	Technical matters of RFS regarding crop, seed variety, action plan etc.	Fodder Agronomist→AC/DC→JC	JS/AS
2	Procurement through GeM/ Proposals of RFSs/CPDOs/CSBF	FA/US→DS→JS/AS	JS/AS/Secretary As per DFPR
3	Budget of SLI & NLM	FA→US→DS/Director	JS/AS
4	Matters related to pastrolism, Equine, Trade matters	LO→AC→JC	JS/AS
5	NLM-EDP - File submission for approval of projects for PAC	AC→DC→JC	JS/AS
6	NLM-EDP- File submission for Amendment in guidelines to EC	AC→DC→JC	JS/AS
7	AHIDF - File submission for Project Approval for approval of Project Cost below Rs.50.00 Cr	AC→DC→JC	JS/AS
8	AHIDF - File sub submission for Project Aproval of Project Cost above Rs.50.00 Cr	AC→DC→JC	JS/AS
9	Livestock Insurance	LO→AC→JC	JS/AS
10	Poultry Development matters	AC→DC→JC	JS/AS
11	Dharti Abha	AC→DC→JC	JS/AS

12	All Technical matters related to Feed and Fodder;	Fodder Agronomist→AC/DC→JC	JS/AS
13	Animal Nutrition;	Fodder Agronomist→AC/DC→JC	JS/AS
14	Trade matters of all animals covered under NLM	LO→AC→JC	JS/AS
15	Matters related Horse, Donkey, Mule, sheep and goat including breed improvement	LO→AC→JC	JS/AS
16	BIS standards in respect of feed and fodder;	Fodder Agronomist→AC/DC→JC	JS/AS
17	Research and Innovations	LO→AC→JC	JS/AS
18	All Technical matters CSBF	Fodder Agronomist→AC/DC→JC	JS/AS
19	Poultry Development, All Technical matters of CPDOs & CPPTC	AC→DC→JC	JS/AS
20	Matters related to Pig and Camel including breed improvement	LO→AC→JC	JS/AS
21	Development, Organic Certification of Livestock products and Coordination with APEDA	Director/AC→JC→JS/AS	Secretary
22	Investment related matters (FDI matters)	Fodder Agronomist→AC/DC→JC	JS/AS
23	Matter related to Meat and Meat products	AC→DC→JC	JS/AS
24	BIS Standards for Meat and Meat products	AC→DC→JC	JS/AS
25	Slaughter Houses	LO→AC→JC	JS/AS
26	Matters related to FPOs	LO/AC→DC→JC	JS/AS
27	Coordination with all the States including maintenance of State Profile, MIS related to NLM Scheme/State proposals	SSO→LO/AC→DS	JS/AS

NLM DIVISION (ADMIN)

S.No.	Item	Channel of Submission	Level of Disposal
1	Matters related to AWBI and CCSEA	SO→US→DS/Director	JS
2	References related to PCA Act, 1960 including its amendment	Director→JS→Secretary	MoS→Minister
3	References related to PCA Act, 1960 received from Ministry of Home Affairs	SO/US→DS/Director→JS	Secretary
4	Framing/amending of Rules under PCA, Act including its notification in the Gazette of India	DS/Director→JS/AS→Secretary	MoS→Minister

ANIMAL WELFARE DIVISION

S.No.	Item	Channel of Submission	Level of Disposal
1	Matters related to AWBI and CCSEA	SO→US→Director	JS
2	References related to PCA Act, 1960 including its amendment	Director→JS→Secretary	MoS→Minister
3	References related to PCA Act, 1960 received from Ministry of Home Affairs	SO/US→Director→JS	Secretary
4	Framing/amending of Rules under PCA, Act including its notification in the Gazette of India	Director→JS/AS→Secretary	MoS→Minister

LH Division

S.No	Type of cases	Channel of Submission	Level of Final Disposal
	VCI Matter		
1.	Routine time bound forwarding of Application	ASO/LO/SO/AC→US/DC/DS	Director/JC
2.	All LoI/ LoP/Recognition of Degree	Director/JC→JS/AS→Secretary	MoS → Minister
3.	Amendment of Act/Rule/ Regulation	Director/JC→JS/AS→Secretary	MoS → Minister
4.	New Rule/ Regulation	Director/JC→JS/AS→Secretary	MoS → Minister
5.	Financial Matter (*depending upon DFPR/GFR and delegation*)	Director/JC→JS/AS→Secretary	MoS → Minister
		DC/US→Director/JC→JS/AS	Secretary
		ASO/SO/LO/AC→DC/US→Director/DC	JS/AS
		ASO/LO/SO/AC→DC/US	Director/JC
6.	Clarification to/from VCI	US/DC/DS→Director/JC→JS/AS	Secretary
	CCSNIAH Matter		
7.	Financial Matter (Depending on DFPR/GFR and delegation)	Director/JC→JS/AS→Secretary	MoS → Minister
		DC/US→Director/JC→JS/AS	Secretary
		ASO/LO/SO/AC→DC/US→Director/DC	JS/AS
		ASO/LO/SO/AC→DC/US	Director/JC
8.	Technical Matter of CCSNIAH		
	Policy matter	Director/DC → JS/AS → Secretary	MoS → Minister
	Preparatory action for Policy Matter	DC/US→Director/JC→JS/AS	Secretary
	Decision on Technical Matter (Non-Policy)	DC/US→Director/JC→JS/AS	Secretary
	Technical Matter (Non-policy/ Routine/ Coordination/ Monitoring)	ASO/SO/AC/LO→US/DC/DS→ Director/JC	JS/AS
9.	Clarification to/from CCSNIAH	ASO/SO/AC/LO→US/DC/DS→ Director/JC	JS/AS
	Livestock Health		
10.	Interdepartmental reference to collect / comment/ furnish information	US/DC/DS→Director/JC→JS/AS	Secretary

11	All Matter with financial implications (depending upon DFPR/GFR Delegation)	DS/Director/DC/JC→JS/AS→Secretary	MoS → Minister
		DC/US→Director/JC→JS/AS	Secretary
		AC→DC/US→Director/DC	JS/AS
		LO/SO→AC→DC/US	Director/DC
12.	Policy Matter relating LHDCP/ other Livestock Health matter Depending upon the delegation made through the operational guidelines / Cabinet Decision otherwise at Minister Level	Director/JC→JS/AS→Secretary	MoS → Minister
		DC/US→Director/JC→JS/AS	Secretary
		ASO/LO/SO/AC→DC/US→Director/JC	JS/AS
13.	Preparatory action for Policy Matter relating LHDCP/ other Livestock Health matter Depending upon the delegation made through the operational guidelines / Cabinet Decision/ otherwise at Secretary Level	DC/US→Director/JC→JS/AS	Secretary
		ASO/LO/SO/AC→DC/US→Director/JC	JS/AS
14.	Inter-departmental Consultation Relating LHDCP / Livestock Health (Routine/Non Routine)	ASO/LO/SO/AC→DC/US→Director/JC	JS/AS
15.	Work Allocation within the Division	ASO/SO/AC/LO→US/DC/DS→ Director/JC	JS/AS
16.	Finalization of Technical / General Parameters/ Specifications for Tendering/ Testing or any other similar nature of work (non-routine)	US/DC/DS→Director/JC→ JS/AS	Secretary
17.	Finalization of Technical/ General Parameters/Specifications for Tendering/ Testing or any other similar nature of work (routine matters)	ASO/SO/AC/LO→US/DC/DS→ Director/JC	JS/AS
18.	IGoM	US/DC/DS→Director/JC→ JS/AS	Secretary
19.	Pandemic Fund related implementation decisions	US/DC/DS→Director/JC→ JS/AS	Secretary
20.	Pandemic Fund related Monitoring	ASO/SO/AC/LO→US/DC/DS→ Director/JC	JS/AS
21.	Issue of AMR/ One Health/Disaster related/ other Livestock disease / Health related Policy Decision	DS/Director/DC/JC→JS/AS→Secretary	MoS → Minister

22.	Issue of AMR/ One Health/ Disaster/ Other Livestock Disease/ Health related interdepartmental matter/ Implementation Decision/ Preparatory Action decision for Policy Decision	US/DC/DS→Director/JC→ JS/AS	Secretary
23	Issue of AMR/ One Health/Disaster/ Other Livestock Disease/Health related routine coordination/ collection of report from the state/ICAR and other institution etc.	ASO/SO/AC/LO→US/DC/DS→ Director/JC	JS/AS
24	Any other unforeseen matter (Policy Matter)	DS/Director/DC/JC→JS/AS→Secretary	MoS →Minister
25	Any other unforeseen matter (Non Policy Matter/ preparatory action for decision)	US/DC/DS→Director/JC→ JS/AS	Secretary
26	Any other unforeseen matter and Non Policy Matter – for execution, Coordination and Supervision	ASO/SO/AC/LO→US/DC/DS→ Director/JC	JS/AS

AHC Cell

S.No	Type of cases	Channel of Submission	Level of Final Disposal
1.	ECAH committee matter	LO/AC →DC →AHC	Secretary
2.	ECAH subcommittee matters	LO/AC →DC	AHC
3.	WOAH/FAO related matters	LO/AC →DC →AHC	Secretary
4.	Avian Influenza/ Compartmentalization	LO/AC →DC →AHC	Secretary
5	Emergent and Exotic disease related issues	LO/AC →DC→AHC	Secretary
6	One Health/AMR	LO/AC→DC	AHC
7.	RDDLs/CDDL	LO/AC →DC	AHC
8.	All the matter related to policy decision (action plan/guidelines etc)	AC/DC→AHC→Secretary	MoS → Minister

AHS DIVISION

S.No	Type of cases	Channel of Submission	Level of Final Disposal
1.	Livestock Census & Integrated Sample Survey Related (Technical Matters)	AD/DD→Director→Advisor	Secretary
2.	National Level Monitors	AD/DD→Director→Advisor	Secretary
3.	Admin / Estt. Related (All the Schemes)	AD/DD→Director→Advisor	Secretary
4.	Financial related matters (All the Schemes)	SSO/DD→Director→Advisor	Secretary

- In case of policy decision, the file may go upto Hon'ble MoS/ Hon'ble Minister.

Note: All the subordinate officers/officials will provide assistance in preparing draft notes & communications.

VIGILANCE SECTION

S.No	Type of cases	Channel of Submission	Level of Final Disposal
1	Forwarding of complaints against the officers of Sub-ordinate/ Attached offices under Department of Animal Husbandry & Dairying	ASO/SO→US →DS	CVO

2.	Processing of complaints in respect of staff/officers of Department of Animal Husbandry & Dairying	ASO/SO→US →DS	CVO
3	Vigilance case against Grade-I officers and above including Gr. B CSS officers of DAHD	US/DS→CVO→Secretary	MoS →Minister
4	Vigilance case against below Grade I officers of DAHD (Hqrs.)	SO/US→DS→CVO	Secretary
5	Grant of vigilance clearance in respect of staff/officers posted Department of Animal Husbandry (Hqrs.)	ASO/SO→US →DS	CVO
6	Grant of vigilance clearance in respect of Group A officers of Sub-ordinate/attached offices under Department of Animal Husbandry & Dairying	ASO/SO→US →DS	CVO
7	Monthly quarterly/Half yearly and Annual Reports. to CVC/DOPT etc.	ASO/SO→US →DS	CVO

IC SECTION

S.No	Type of cases	Channel of Submission	Level of Final Disposal
1.	Signing of MoU/Agreements/Treaties with Foreign Countries	SO→DS/Director→Secretary	MoS → Minister
2.	Foreign Deputation of Joint Secretary and above to participate in the international conference, workshop, JWG meeting etc.	SO→DS/Director→Secretary	MoS → Minister
3.	Foreign Deputation of DAHD officers below Joint Secretary level to participate in the International conference, workshop, JWG meeting etc.	ASO→SO→DS/Director	Secretary
4.	Processing proposals for SCoS in connection with foreign deputation including IFD's concurrence.	SO→DS/Director	Secretary
5.	Furnishing comments to the stakeholders in connection with JWG meetings and other incoming VVIP Visits.	ASO→SO→DS/Director	Secretary

6.	Holding of JWG meetings with foreign countries and processing suitable nominations	ASO→SO→DS/Director	Secretary
7.	Payment of claims raised by MEA in connection with foreign visits of DAHD officers. Air travel bills raised by travel agencies.	ASO→SO→DS/Director	Secretary
8.	Processing of Annual contribution to International bodies i.e WOAH, IDF, APHCA etc.	SO→DS/Director	Secretary
9.	Preparation of brief talking points and speeches for Hon'ble Minister, Secretary etc for meetings with foreign delegates.	SO	Director
10.	Coordination with concerned line units for providing comments on various international matters received from other Ministries	SO→DS/Director	Secretary

Budget / IFD Division

S.No	Type of cases	Channel of Submission	Level of Final Disposal
1.	Files related to concurrence under various schemes of department	JSO/ASO→SO/US→DS/Director	AS&FA
2.	Examination of EFC/CCEA Concept notes/IFD comments on Agenda for Committee meetings under various scheme.	SO→US→DS/Director	AS&FA
3.	Files related to Admin matters	JSO/ASO/SO→US→DS/Director	AS&FA
4.	Finalisation of BE/RE/Re-appropriation/surrender of funds.	SO/US→DS/Director→AS&FA	Secretary