

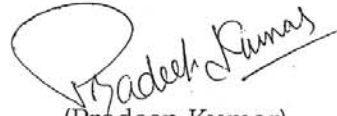
No. H-12017/1/2003-Admn.
Government of India
Ministry of Science & Technology
Department of Scientific & Industrial Research

Technology Bhavan, New Mehrauli Road
New Delhi-110016

23rd June, 2003

Sub: Channel of submission and level of final disposal of different categories of cases

With a view to expedite the decision-making in the Department, the channel of submission of cases and level of final disposal pertaining to Administration Division of the Department has been finalized with the approval of the Minister of Science & Technology. A copy of the same is **enclosed**.


(Pradeep Kumar)
Under Secretary

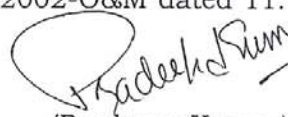
To

1. All officers in the Department
2. Scientist 'F' & Head of Department
3. Under Secretary (GS) & Head of Office
4. Under Secretary (Finance), DSIR
5. Cash Section

Copy for information to:

1. PS to Minister (S&T)
2. PS to Minister of State (S&T)
3. PPS to Secretary, DSIR
4. PS to Joint Secretary, DSIR
5. PS to Financial Adviser, DSIR
6. Adviser & Scientist 'G' (Dr. Lahiri), DSIR
7. Adviser & Scientist 'G' (Shri Jagdish Singh)

Copy for information and record to the Department of Administrative Reforms & Public Grievances [Attn: Shri Shyamalima Banerjee, Director (O&M)], Sardar Patel Bhavan, Sansad Marg, New Delhi-10001 w.r.t. O.M. No. 30012/1/2002-O&M dated 11.12.2002 and 24.2.2002.


(Pradeep Kumar)
Under Secretary

Ministry of Science & Technology
Department of Scientific & Industrial Research

Statement showing levels of disposal of various categories of cases and the channel of submission of such cases

S.No	Category of cases	Level of final decision	Channel of submission
1	Appointment to Group-A posts	MS&T	SO-US-Dir-JS-Secretary-MOS
2	Appointment to Group-B posts - Gazetted - Non-Gazetted	Secretary JS	SO-US-Dir-JS SO-US-Dir
3	Appointment to Group-C posts	Director	SO-US
4	Appointment to Group-D posts	US	SO
5	Postings/transfers of - Group-A Groups-B, C & D	Secretary Director (A)	SO-US-Dir-Adviser-JS SO-US
6	Framing of Recruitment Rules	MOS	SO-US-Dir-JS-Secretary
7	Transaction in movable/ immovable property by - - Group-A - Groups-B, C and D	JS Dir (A)	SO-US-Dir SO-US
8	Grant of leave to Group-A Grant of leave to Group-B Grant of leave to Group-C Grant of leave to Group-D		Sanction is to be issued by SO (Admn.) after leave application is received duly recommended by the Controlling Officer of concerned Division
9	Grant of HBA	Dir (Admn.) as HOD	SO-US
10	Grant of Advances pertaining to Car/Computer Motorcycle/Scooter	Dir (Admn.) as HOD	SO-US
11	Grant of Advances for festival/fan/Cycle	Head of Office	SO
12	Pension cases of Group A, B, C and D	Head of Office	SO
13	TA Advance to - Group-A - Group-B, C and D	Dir (Admn.) as HOD Head of Office	SO-US SO
14	LTC Advance	Head of Office	SO

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S.No	Category of cases	Level of final decision	Channel of submission
15	Advance/withdrawal from GPF	Dir (Admn) as HOD	SO-US
16	Annual Increments	Head of Office	SO
17	Tuition Fee reimbursement/Children's Education Allowance	Head of Office	SO
18	Maintenance of Service Books	Head of Office	SO
19	Reimbursement of Newspaper Bills	Head of Office	SO
20	Festival/Fan Advance	Head of Office	SO
21	Advances for Medical Treatment/Medical Reimbursement Claims	Head of Department	SO-US
22	Foreign Assignment/ Training/Fellowship		
	Below the level of DS	MOS	SO-US-Dir-JS-Secretary
	DS and above	MS&T	SO-US-Dir-JS-Secretary-MOS
23	References to other Ministries/Departments	JS	SO-US-Dir
24	Court cases - Approval to Parawise comments	Dir (Admn.)	SO-US
	Reference to Department of Legal Affairs for vetting of counter reply/affidavit	JS	SO-US-Dir
	Approval to final counter reply/affidavit	Secretary	SO-US-Dir-JS-Law Min.
25	Purchase of - Computers	HOD (upto Rs. 1 lakh)	SO-US
	- Office equipment	HOD	SO-US
26	Maintenance of - Computers	JS	SO-US-Dir
	- Electronic equipment	HOD	SO-US
27	Purchase of furniture	Head of Deptt.	SO-US-Dir
28	Purchase of stationery items, Winter & Summer Uniforms, etc.	Head of Deptt. upto Rs. 40,000/-	SO-US
29	Other items	Head of Deptt.	SO-US

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S.No	Category of cases	Level of final decision	Channel of submission
30	Disposal of obsolete or unserviceable stores	JS	SO-US-Dir
31	Contingent Expenditure		
	Upto Rs. 2,000 (Recurring) and Rs.5,000 (Non-Recurring)	Head of Office	SO
	Upto Rs. 25,000 (Rec.) and Rs. 60,000 (Non-Rec.)	HOD	SO-US
	Above the above ceilings	JS/IFD	SO-US-Dir

✓ Sadeef Simas