

## CONSERVATION & SURVEY DIVISION-II (CS-II)

S. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Creation of Posts (Gr. 'A') (BSI & ZSI)	SO -> DD/US ->DS/ Dir -> JS/Adv. -> AS -> Secy. (E&F)	MEF
2.	Sanctioning of Plan Schemes	SO -> DD/US ->DS/ Dir -> JS/Adv. -> AS -> Secy. (E&F)	MEF
3.	Deputation abroad/ Foreign assignment a) Officer drawing Grade Pay 10000 & above  b) Officer drawing Grade Pay below 10000	SO -> DD/US ->DS/ Dir -> JS/Adv. -> AS -> Secy. (E&F)  SO -> DD/US ->DS/ Dir -> JS/Adv.-> AS	MEF  Secy. (E &F)
4.	Framing of Recruitment Rules for 'A' & 'B' Posts (BSI & ZSI)	SO -> DD/US ->DS/ Dir -> JS/Adv. -> AS	Secy. (E &F)*
5.	Framing of Recruitment Rules for Gr. 'C' Posts (BSI & ZSI)	SO -> DD/US ->DS/ Dir	JS/Adv.*
6.	Appointment to Group 'A' Posts (BSI & ZSI)	SO -> DD/US ->DS/ Dir -> JS/Adv. -> AS -> Secy. (E&F)	MEF
7.	Approval of budget estimates (BSI & ZSI)	SO -> DD/US ->DS/ Dir	JS/Adv.
8.	Material for annual report/ performance budget	SO -> DD/US ->DS/ Dir	JS/Adv.
9.	Annual Action Plan for BSI & ZSI	SO -> DD/US ->DS/ Dir	JS/Adv.
10.	a) Reply to Starred Parliament Questions/ Assurances (BSI & ZSI)  b) Reply to Unstarred Parliament Questions/Assurances (BSI &ZSI)	SO -> DD/US ->DS/ Dir -> JS/Adv. -> AS -> Secy. (E&F)  SO -> DD/US ->DS/ Dir -> JS/Adv.	MEF  MEF
11.	Court Cases (BSI &ZSI)	SO -> DD/US ->DS/ Dir -> JS/Adv. -> AS	Secy. (E &F)

12.	Hiring of private accommodation (BSI & ZSI)	SO -> DD/US -> DS/ Dir	JS/Adv.
13.	Grant of study leave (BSI & ZSI)	SO -> DD/US -> DS/ Dir	JS/Adv.
14.	Capital works/ Minor works	SO -> DD/US -> DS/ Dir	JS/Adv.
15.	Issue of sanction after approval of competent authority	SO	DD/US
16.	Disciplinary Cases (BSI & ZSI) (Gr. A Officers only)	SO -> DD/US -> DS/ Dir -> JS/Adv. -> AS -> Secy. (E&F)	MEF

*\*Powers of MEF delegated to Secy. (E & F) & JS/Adv.*