

**GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT AND FORESTS**

**COMPENDIUM ON CHENNEL OF  
SUBMISSION AND LEVEL OF  
FINAL DISPOSAL OF CASES**

**INTERNAL WORK STUDY UNIT**

**September - 2009**

**(F.No.1/1/2008-IWSU)**

**F.No. 1/1/2008-IWSU**  
Government of India  
Ministry of Environment and Forests

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CGO Complex, Lodhi Road,  
New Delhi, the 30<sup>th</sup> September, 2009

**Sub.:- The compendium on 'Channel of Submission and Level of Final Disposal of cases' of the Ministry - reg.**

In accordance with the instructions issued by the Department of Administrative Reforms and Public Grievances, the Ministries/ Departments have to prepare a compendium of "Channel of Submission and Level of Final Disposal of Cases". The last such compendium was prepared during August, 1996. Based on the inputs received from the divisions/sections in the Ministry, the compendium has been updated.

2. All the officers concerned, are requested to dispose of the cases on matters concerning their divisions, in accordance with the channel of submission and level of final disposal of cases indicated in this compendium.

3. The compendium is also available on Ministry's web-site i.e. <http://moef.nic.in> → About the Ministry → Divisions → Administration → IWSU → channel of submission and level of final disposal of cases.



(A.K. Goyal)  
Joint Secretary (Administration)

**Distribution:-**

1. PS to MEF
2. PPS to Secy. (E&F)/ DGF & Spl. Secy.
3. Spl. Secy./ Addl Secretaries / Addl DGF & Advisors/ Joint Secretaries/ IGFs
4. All Officers /Sections

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**Animal Welfare Division – (AW Division)**

S. No.	Type of cases	Channel of Submissions	Level of Final Disposal
1.	Matters relating to Animal Welfare Board of India (AWBOI)		
(a)	Approval of Annual Plan & Annual Action Plan	SO/US/Dir	JS
(b)	Sanction & Release of funds	SO/US/Dir/JS	SS/Secy.(E&F)/MEF
(c)	Laying of Annual Report in the Parliament	JS/AS/SS	MEF
(d)	Monthly Performance Report	SO/US/Dir	JS/AS/SS
(e)	Participation in AGM/EC and Sub-committee meetings	SO/US/Dir	JS
(f)	(i) Reconstitution of AWBI  (ii) Formation of Sub-Committees of CPCSEA	SO/US/Dir/JS/ AS US/Dir/JS/AS/ SS	MEF  CPCSEA Chaired by AS/SS
(g)	(i) Appointment of Secretary & Asstt. Secy. of AWBI (ii) Other Esstt. Related matters	SO/US/Dir/JS/ AS/SS SO/US/Dir	MEF  MEF/JS/AS
2.	Matters relating to CPCSEA (Committee for purpose of Control & Supervision of Experiments on Animals)	SO/US/Dir	AS/SS
(a)	Approval of Annual Plan & Annual Action Plan	US/Dir/JS	AS/SS
(b)	Sanction & Release of grants	US/Dir/JS/AS/ SS	AS/Secy.
(c)	Laying of Annual Report in the Parliament	US/Dir.	JS
(d)	Monthly Performance Report	US/Dir.	AS/SS
(e)	Participation in CPCSEA meeting and its Sub-Committee meetings as required	US/Dir/JS/AS	CPCSEA Chaired by AS/SS
(f)	(i)Reconstitution of CPCSEA (ii)Formation of Sub-Committees of CPCSEA	US/Dir/JS/AS/ SS	MEF/ Chairman AS/SS
(g)	(i) Appointment of Consultant  (ii)Other Est. matters	US/Dir/JS  US/Dir.	Chairman, CPCSEA  Chairman, CPCSEA
(h)	Processing of recommendation of sub-committee	US/Dir/JS	Chairman, CPCSEA
3.	Matters relating to formation/amendments/implementation of PCA Act and Rules there under (a) Amendments in Act and framing of Rules *As per specified delegation (b) Matters relating to implementation of PCA Act & Rules there under	US/Dir/JS/AS/ SS  US/Dir.  US/Dir/JS	MEF  MEF  MEF*
4.	Formulation & Implementation of Schemes (a) Formulation /modification  (b) Sanction & Release of funds	SO/US/Dir JS/AS/SS US/Dir.	JS/AS/SS

5.	National Inst. Of Animal		JS/AS/SS
6.	Welfare (NIAW) & its related Matter	SO/US/Dir.	Secy.(E&F)/ MEF*
7.	State Animal Welfare Boards (SAWBs)& Societies for Prevention of Cruelty to Animals (SPCAs)	SO/US/Dir/JS	JS/AS/SS
8.	Court Cases	SO or US/Dir.	JS/AS or SS AS/SS/MEF
9.	VIP references	SO or US/Dir.	JS/AS */ SS/ Secy. (E&F)* MEF
10.	Parliament Questions & Assurances (i) Starred  (ii) Unstarred (iii) Other Matters raised in Parliament (Rules 377 in LS & Spl. mention in RS)	SO or US/Dir/JS -do- -do-	MEF  MEF MEF
11.	Audit Paras	US/Dir.	JS

**Budget And Accounts Section (B&A)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Scrutiny of Budget Proposals (both Plan as well as Non-Plan)	AO/CA/JS & FA	Secretary
2.	Preparation of statement of Budget Estimates depicting Revised Estimates (Plan as well as Non-Plan) for current year and Budget Estimates (Non-Plan only) for the next financial year.	AO/CA	JS&FA
3.	As a follow-up to receipt of Plan figures from the Planning Commission preparation of statement of final Budget Estimates Showing RE (Plan & Non-Plan) for current year and BE (Plan & Non-Plan) for next financial year.	AO/CA/JS & FA	Secretary
4.	Interaction with PC Division regarding Plan Budget.	AO	CA
5.	Scrutiny of proposals for inclusion in batch-I, II and III of the Supplementary Demand for Grants	AO/CA/JS & FA	Secretary
6.	Preparation and subsequent follow-up action on the Supplementary Demand for Grants of the Ministry of Environment & Forests.	-Do-	-Do-
7.	Processing of re-appropriation proposals within the powers of Ministry	-Do-	-Do-
8.	Processing of re-appropriation proposals beyond the powers of the Ministry.	-Do-	-Do-
9.	Preparation and Printing of Demand for Grants	-Do-	-Do-
10.	Submission of ATN's on CAG's paras/Drafts/Audit paras to Audit/Monitoring Cell of the Ministry of Finance/PAC	-Do-	-Do-
11.	Scrutiny and allocation of funds under loans to Government Servants	AO	CA

12	Issue of corrigendum to the Detailed Demand for Grants etc. with the Approval of CGA/Ministry of Finance and other misc. Budget related Matters	AO/CA	JS&FA
13.	Review of Monthly Expenditure of Plan and Non-Plan Scheme	AO/CA/JS & FA	Secretary

**Civil Construction Unit (CCU)**

S. No.	Type of cases	Channel of Submissions	Level of Final Disposal
1.	<b><u>Appointments</u></b> (i) Group 'C' (ii) Group 'D'	SO/ EO (Engineer Officer) SO	SE  EE
2.	Framing/ Amendment of Recruitment Rules of Grp. C&D	SO/EO/SE/CE	Secy. (E&F)/ DOPT
3.	Finalization of the terms of deputation	-do-	-do-
4.	<b><u>Training (In country)</u></b> (i) EE & above (ii) All others	SO/EO/SE SO/EO	CE SE
5.	<b><u>Internal Posting Transfers</u></b> a) Ministerial Staff b) Technical Staff - Gazetted - Non- Gazetted	SO/EO  SO/EO/SE SO/EO	SE  CE SE
6.	Execution of Project:- Preparation of Preliminary Estimate / Detailed Estimates and their approval - As per the power delegated from time to time to the respective officers		
7.	<b>Acceptance of Tender</b> - As per delegated power to respective officers from time to time.		
8.	Payment of contractor Bill	JE/AE/AAO	EE
9.	Annual Action Plan/Budget	EE/SE/Finance Officer	CE
10.	Accounts /Audit	-Do-	-Do-
11.	Technical Examiner/ Technical Examination/ Inspection	EE/SE	CE
12.	Co-ordination & monitoring of with Field Units	AE/EE/SE	CE
13.	Handling of Arbitration cases	EE/SE	CE/Secy.(E&F)



14.	Court Cases	EE/SE	CE/Secy.(E&F)/ MEF
15.	Acceptance of Award (i) Within CE's power (ii) Beyond CE's power	EE/SE EE/SE/CE	CE Secy.(E&F)

**Climate Change Division (CC)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Kyoto Protocol/CDM, Technology Transfer/Energy Efficiency/Asia Pacific Partnership	S.O./ Director /JS/AS	Secy. /MEF
2.	CDM/CDM Project and other related matters	SO./Dir/JS/AS	Secy. /MEF
3.	UNFCCC and related matters	S.O. /Addl./ Director /Director/JS/AS	Secy./MEF
4.	SBSTA and SBI	Dir./JS/AS	Secy./MEF
5.	Sub Groups	Dir./JS/Adviser /AS	Secy. /MEF
6.	IPCC and related matters	Addl. Dir./Adviser/AS	Secy. /MEF
7.	NATCOM Project and related activities	Addl. Dir./Adviser/AS	Secy. /MEF
8.	Cabinet Matter	S.O./Addl. Director/Director/ JS/ Adviser/AS	Secy. /MEF
9.	PMO Reference	S.O./Addl. Director/Director/ JS/ Adviser/AS	Secy. /MEF
10.	Parliament matters Starred Questions & Assurances  Unstarred Questions & Assurances	S.O./Addl. Director/Director/ JS/ Adviser/AS  S.O./Addl. Director/Director/ JS/ Adviser/AS	Secy./MEF  MEF
11.	CSD pertaining matters	Addl. Dir./JS/AS	Secy.
12.	Adaptation	Addl. Dir./JS/AS	Secy./MEF
13.	NAPCC	Addl. Dir./JS/Adviser/ AS	Secy./MEF
14.	Expert Committee	Addl. Dir./JS/AS	Secy./MEF
15.	Bilateral Cooperation	Addl. Dir./Adviser/ AS	Secy./MEF
16.	Indo-UK Projects	Addl. Dir./Adviser/ AS	Secy./MEF

17.	General Coordination	S.O./Addl. Director/Director/ JS/ Adviser/AS	AS
18.	Finance	S.O./Dir./JS/AS	Secy.

**Control of Pollution Division (Air/Water) (CPA/ CPW)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Coordination of Budget and Financial matters.	US/Scientific Dir	JS
2.	Coordination with Central Pollution Control Board (CPCB) and Grant-in-aid.	-Do-	-Do-
3.	Financial Assistance to SPCB/PCC(UTs)	-Do-	-Do-
4.	Vehicular Pollution and Committee on Vehicular Pollution	-Do-	JS/Secy. (E&F)
5.	Reimbursement of cess to State Pollution Control Boards/PCC and CPCB	-Do-	JS
6.	Grant Belt	-Do-	-Do-
7.	Administration matters/Control of CPA and CPW Sections	-Do-	-Do-
8.	Court cases-H.C./S.C	US/Dir or DD/Add. Dir.or SO/Addl. Dir. (case to case basis)	JS/Secy. (E&F)
9.	Parliamentary Committees and Parliament matters.	-Do-	-Do-
10.	Constitution and Administrative activities of CPCB.	US/Dir.	-Do-
11.	Constitution and Administrative activities of CPCB	-Do-	Secy.(E&F)/MEF
12.	Administrative and other matters of National Environment Appellate Authority(NEAA)	SO/Addl. Dir.	-Do-
13.	Administrative and other matters of loss of Ecology (Prevention and Payment of compensation) Authority for T.N.	-Do-	MEF
14.	Awards	-Do-	Secy.(E&F)/MEF
15.	Enforcement and compliance monitoring	Dir.	Secy.(E&F)/MEF
16.	Air Pollution Control Projects	Addl. Dir.	JS

17.	Protection of Taj from Pollution/ Environment	DD or Addl. Dir	JS /Secy.(E&F)
18.	Water Pollution Control Projects.	DD/Addl. Dir/	-Do-
19.	Standards Development	Addl. Dir.	MEF
20.	Compliance of standards in 17 categories of industries	-Do-	Secy.(E&F)/ MEF
21.	Laboratory recognition	-Do-	-Do-
22.	Amendment to Noise Rules	-Do-	MEF
23.	Notification of Standards	-Do-	-Do-
24.	Environmental Health Cell (EHC) including WHO Programmes	DD	JS/ Secy.(E&F)
25.	Coastal Monitoring	Dir./ Addl. Dir.	JS
26.	Commas Efficient treatment Plants (CETPs)	DD/Addl. Dir	JS/ Secy.(E&F)
27.	Critically Polluted Areas.	Addl. Dir.	JS
28.	Environmental Audit	-Do-	-Do-
29.	Env. Statistics & Mapping	-Do-	-Do-
30.	Participation of NGO in Pollution Control	Addl. Dir./ Scientific Dir.	-Do-
31.	Noise Pollution Control	Addl. Dir.	-Do-
32.	Urban Pollution	-Do-	Do-
33.	Appeal under Air Act in respect of UTs	Addl. Dir.	-Do-
34.	Grant-in-Aid to National Environment Appellate Authority (NEAA)	SO/Addl. Dir.	-Do-
35.	Grant in aid to loss of Ecology Authority	-Do-	-Do-

**CONSERVATION & SURVEY DIVISION-I & II**

**(CS Division-I&II)**

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Creation of Posts (Gr. 'A')	SO or DO/JS/ AS/Secy.(E&F)	MEF
2.	Sanctioning of Plan Schemes.	SO or DO/DS or Dir./JS/AS/ Secy.(E&F)	-do-
3.	(a) Deputation abroad	SO or DO/DS or Dir./JS/ Secy. (E&F)	-do-
	(b) Foreign assignment Gp. 'A'	SO or DO/DS or Dir./JS/ Secy. (E&F)	-do-
	Gp. 'B'	SO or DO/DS or Dir./JS	Secy.(E&F)
4.	Framing of Recruitment Rules for 'A' & 'B' Posts (BSI & ZSI)	SO or DO/DS or Dir./JS	Secy.(E&F)→MEF
5.	Framing of Recruitment Rules for Gr.'C' & 'D' Posts(of BSI & ZSI)	SO or DO/DS or Dir	JS→ Secy.(E&F)
6.	Appointment of Group 'A' Posts (BSI & ZSI)	SO or DO/DS or Dir./JS/AS/ Secy.(E&F)	MEF
7.	Approval of budget estimates (i) for BSI ,ZSI &GBPIHED *	SO or DO / DS or Dir. Concerned Scientists or DS or Dir	JS  JS
8.	Visit of foreigners to India	-Do-	-Do-
9.	Award of fellowship under cultural exchange programmes	-Do-	-Do-
10.	Material for annual report/ performance budget	-Do-	-Do-
<b>* GBPIHED – G.B.Pant Institute of Himalayan Environment &amp; Development</b>			
11.	Annual Action Plan for various schemes	-Do-	-Do-
12.	(a) Reply to Starred Parliament Questions/Assurances (i) BSI ,ZSI &GBPIHED	SO or DO/DS or Dir	

	(ii) all other Schemes	Concerned Scientist or DS or Dir.] JS/AS/Secy.	MEF
	(b) Reply to Unstarred Parliament Questions/Assurances		
	(i) BSI, ZSI & GBPIHED	SO or DO/DS or Dir	MEF
	(ii) all other Schemes	Concerned Scientist or] JS	
13.	Court Cases		
	(i) BSI, ZSI & GBPIHED	SO or DO/DS or Dir	Secy.(E&F)
	(ii) All other Schemes	Concerned Scientist or] JS /AS* / Secy. (E&F)*	
14.	Hiring of private accommodation (BSI & ZSI)	SO or DO /DS or Dir	JS
15.	Grant of study leave.(BSI & ZSI)	-Do-	-Do-
16.	Construction projects	-Do-	-Do-
17.	Issue of sanction after approval of competent Scientists authority	SO or DO	DS or DIR or Concerned
18.	Disciplinary cases (BSI & ZSI )	SO or DO/DS or Dir./JS	Secy.(E&F) →MEF
*For approval of affidavit and counter affidavit in cases involving policy matters			
<b><u>Wetlands</u></b>			
1.	Policy issues	Concerned Scientist or DS - 12 -rder./JS/AS	Secy. (E&F)
2.	Approval of Action Plan	-Do-	-Do-
3.	Selection of Wetlands for conservation. Committee /JS	Concerned Scientist or DS - 12 -rder./ National Wetlands Management	AS
4.	Research proposal approval	-Do-	-Do-
<b><u>Mangroves (Project Work)</u></b>			
1.	Policy issues	Concerned Scientist or DS or Dir./JS/AS	Secy. (E&F)
2.	Approval of Action Plan	-Do-	-Do-

3.	Selection of areas for conservation	Concerned Scientist or DS or Dir./ National Mangroves Management Committee / JS	AS
4.	Research proposal approval	-Do-	-Do-
<b><u>Biosphere Reserves</u></b>			
1.	Policy issues	Concerned Scientist or DS or Dir./JS/AS	Secy. (E&F)
2.	Approval of Action Plan	-Do-	-Do-
3.	Declaration of Biosphere Reserves	Concerned Scientist or DS or Dir./ Indian National Man & Biosphere Committee/JS/AS	Secy. (E&F)
4.	Research proposal approval	Concerned Scientist or DS or Dir./ Research Advisory Committee/JS/AS	AS
<b><u>Aicoptax (All India Co-ordinated Project on Taxonomy)</u></b>			
1.	Policy issues	Concerned Scientist or DS or Dir./JS/AS	Secy. (E&F)
2.	Approval of Action Plan	-Do-	-Do-
3.	Declaration of Centres in AICOPTAX	Concerned Scientist or DS or Dir/ Steering Committee/ JS	AS
4.	Research proposal approval & Approval of the Report	-Do-	-Do-
<b><u>Conservation of Medicinal Plants and Externally Aided Project related to Medicinal Plants</u></b>			
1.	Policy issues	Concerned Scientist or DS or Dir./JS/AS	Secy. (E&F)
2.	Approval of Action Plan	-Do-	-Do-
3.	Appraisal of Projects	Concerned Scientist or DS or Dir./ JS	AS
4.	Action Plan & Release of funds	-Do-	-Do-
5.	Steering Committee Meetings & Minutes	Concerned Scientist of DS or Dir./ Steering committee/JS	-Do-
<b><u>Centre of Excellence</u></b>			
1.	Policy issues	Concerned Scientist or DS or Dir./JS/AS	Secy. (E&F)



2.	Selection of Centres of Excellence	Concerned Scientist or DS or Dir./JS/AS	AS
3.	Steering Committee/Monitoring Committee Meetings & Minutes	Concerned Scientist or DS or Dir./Committee/JS	AS
4.	Approval of Action Plan	Concerned Scientist or DS or Dir./JS	AS
5.	Release of Funds *	Concerned Scientist or DS or Dir./JS/AS	Secy. (E&F)
6.	Approval of Progress report	Concerned Scientist or DS or Dir./JS	AS
<b><u>Conservation of Sacred Groves</u></b>			
1.	Policy issues	Concerned Scientist or DS or Dir./JS/AS	Secy. (E&F)
2.	Approval of Proposal	Concerned Scientist or DS or Dir./JS	AS
3.	Action Plan & Release of funds	-Do-	-Do-
4.	Approval of progress report	Concerned Scientist or DS or Dir./JS	-Do-

**Conservation & Survey -III**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Policy issues of NBA/CBD/NBAP	SO or Sc.O/AD/JS/SS	Secy. (E&F)/ MEF
2.	Approval to negotiation briefs	SO or Sc.O/AD/JS/SS/ Secy. (E&F)	MEF
3.	Implementation of Biodiversity Act	SO or Sc.O/AD/JS/SS/ Secy. (E&F)	MEF
4.	Consultative Group on Biodiversity issues	SO or Sc.O/AD/JS	AS/SS
5.	Inputs to IC Division on various issues	SO or Sc.O/AD	JS/AS or SS
6.	Approval for GEAC	SO or RO/Dir./JS	AS or SS
7.	Court Cases	SO or RO/Dir.	JS/AS or SS
8.	Deputation abroad	SO or Sc.O/AD/JS/AS/ or SS or Secy. (SE&F)	MEF
		SO or RO/Dir./JS/AS or SS or Secy. (SE&F)	
9.	Financial Approval	SO or Sc.O/AD	JS/AS or SS/Secy. (E&F) as per DFPR
		SO or RD/Dir.	
10.	Laying of Papers in parliament including Parliament Questions	SO or Sc.O/AD/JS/AS or SS or Secy. (E&F)	MEF
		SO or RO/Dir./JS/AS or SS or Secy. (SE&F)	
11.	Material for Annual Report /Performance Budget and other Misc. Matters	SO or Sc.O/AD	JS
		SO or RO/Dir.	

**Clean Technology Division (CT)**

<b>Sl. No.</b>	<b>Type of case</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1	Development & Promotion of cleaner technologies through region, sector & resources-specific sustainable development strategies & Demonstration Project	SO/DIR/JS	Evaluation and Monitoring Committee on Clean Technology/ Secretary (E&F)
2	Parliament Questions & Assurances (i) Starred questions and Assurances (ii) Unstarred Questions and Assurances (iii) Matters raised in LS (Rule 377) & RS (Spl. Mentioned & others)	SO/DIR/JS/AS  SO/DIR/JS/AS  SO/DIR/JS/AS	MEF  MEF  MEF
3	VIP References	SO/DIR/JS	MEF
4	Audit Paras	SO/DIR	JS
5	Court Cases	SO/DIR/JS	AS/Secretary(E&F)*
6	Interaction & Co-ordination with Industrial Bodies/Institutions	SO/DIR	JS

**Externally Aided Project Division (EAP)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Processing of proposals from State for submission to DEA/ MHA/ MEA/ Planning Commission on the basis of technical viability	To /Asstt. I G (AIG)	IGF
2.	Review of ongoing State level projects	-Do-	-Do-
3.	Overseas visits of State Level Officers: (a) Under State sector EAP (b) Under Central Projects	-Do- AIG/Addl. DGF	-Do- DGF & SS
4.	Overseas visits of Central Officers working under State and Central sector projects	To /AIG/IGF/Addl. DGF/DGF & SS	MEF
5.	Parliament Questions & Assurances: (a) Starred Question & Assurances  (b) Unstarred Question & Assurances  (c) Other matters raised in Parliament (including matters raised under Rule 377 & in RS by way of spl. mentions)	AIG/IGF/Addl. DGF/ DGF & SS / Secy. (E&F)  AIG/ IGF  -Do-	MEF  MEF  -Do-
6.	VIP References	AIG/IGF	MEF

**Environmental Education Division**  
**(EE)**  
**(Including Library)**

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Preparation of Annual Plan (Budget)	JD/Dir.	JS/ Adviser
2.	Preparation of Annual Action Plan	-Do-	-Do-
3.	<b>Sanction &amp; Release of Grants/ Funds</b>		
	(a) Seminars/ Symposia/ Workshops	SO/Addl. Dir.	JS/Adviser/ AS@
	(b) Eco-clubs [(National Green Crops (NGC)]	SO/DS/Dir.	JS/Adviser/AS/Secy.*
	(c) National Env. Awareness Campaign (NEAC)	SO/Addl. Dir. Or DS	JS/AS/Secy.*
	(d) Mass Awareness	SO/DS	JS/AS
	(e) Other Awareness Programmes	SO/Addl. Dir./Dir.	Adviser/AS
	(f)		
4.	<b>Library</b>		
	(a) Annual Subscription of Journals (for Library)	Library Inf. Assistant/Addl.Dir. -Do-	Adviser
	(b) Procurement of books/magazines (for Library)	Addl. Dir.	-Do-  Adviser/AS
	(c) Grants in aid of Professional Societies/Institutions		
5.	Centres of Excellence	Dir.	JS/AS/MEF@
6.	Coordinates Co-ordination matters of EE Division	SO/Addl. Dir. /Dir.	Adviser
7.	Parliamentary Questions & Assurances		
	(i) Stared Question & Assurance	SO/Addl Dir./Dir./ Advisor/ AS/Secy. (E&F)	-
	(ii) Unstared Question &		

	Assurance  (iii) Matters raised in Parliament under Rule 377 in LS, Spl mention in RS & others	SO/Addl. Dir./ Dir. Adviser  -Do-	-  -Do-
8.	VIP references	-Do-	MEF

@ in special cases.

\* as per delegation from time to time.

**Environment Information Division (EI- Division)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Annual Report and publication	RO, Grade-I/ Statistical Adviser	AD Secy /Secy.(E&F)
2.	State of Environment Report	RO	Statistical Adviser
3.	ENVIS	JD/DD/RO (Gr.I),RO	Statistical Adviser
4.	NGO Cell	DS	Statistical Adviser
5.	Statistical Cell	RO	Statistical Adviser
6.	Information facilitation	DS/ Statistical Adviser	Addl. Secy. /Secy (E&F)
7.	Indira Gandhi Paryavaran Puraskar	DS/ Statistical Adviser	-Do-

**Forests Conservation Division (FC)**

<b>Sl. No.</b>	<b>Type of case</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	<p><b><u>Parliament Questions, Assurances and other related matters</u></b></p> <p>(i) Starred questions and Assurances</p> <p>(ii) Unstarred Questions and Assurances</p> <p>(iii) Matters raised in LS (Rule 377) &amp; RS (Spl. Mentioned &amp; others)</p>	<p>Asst. AIG (AIG/IGF/Addl. DGF/DGF &amp;SS/ Secy.(E&amp;F)</p> <p>AIG/IGF Addl.DGF</p> <p>-Do-</p>	<p>MEF</p> <p>MEF</p> <p>-Do-</p>
2.	<p><b><u>Processing of cases under FC Act</u></b></p> <p><b>A. Proposal for diversion of forest land above 40 hectares</b></p> <p>(i) Preliminary examination of proposal/ &amp; reference to the State/ Proposals to be put up before Forest Advisory Committee (FAC)</p> <p>(ii) Proposal to be reopened for putting up before FAC</p> <p>(iii) Final processing of proposals for decisions &amp; for recommendations</p> <p><b>B. <u>Proposals below 40 hectares</u></b></p>	<p>SO/AIG</p> <p>SO/AIG</p> <p>AIG/IGF/Forestry Advisory Committee (FAC) Chaired by DGF&amp;SS/Secy. (E&amp;F)</p> <p>State forestry Advisory Committee, Chaired by Regional Chief Conservator of forests (RCCF)/ Addl.DGF./DGF&amp;SS**</p>	<p>IGF</p> <p>IGF/DGF&amp;SS</p> <p>MEF</p> <p>MEF</p>
3.	VIPO References	AIG/IGF	MEF
4.	Policy guidelines	AIG/IGF/Addl. DGF/DGF&SS/Secy.(E&F)	MEF
5.	Court Cases	AIG/IGF	DGF&SS/Secy.(E&F)@
6.	Work related to Joint Forest Management (JFM) Cell & JFM	AIG/DIG	Addl. DGF/DGF&SS
7.	Air Operation Wing	SO or AIG/DIG/Addl. DGF	DGF



			&SS/Secy.(E&F)/MEF
8.	Sustainable Forest Management	SO or AIG/DIG	Addl. DGF

@ for approval of affidavit and counter affidavit involving policy decisions

\*\*As and when so required or referred by MEF

**FOREST ESTABLISHMENT DIVISION****(FE)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Appointment/confirmation/promotion of Gp.A officers.	SO / DS or Dir./JS/ DGF & SS/ Secy. (E&F)	MEF
2.	Referring of cases to (Admn. Div. i.e. P- III) for filling of Gp. A posts on promotion under the flexible complementary scheme.	SO/US	DS or Dir
3.	Framing of Rectt. Rules for Gps.C & D posts for final approval	SO or US/ DS or Dir	JS
4.	Framing of Rectt. Rules for Gps.A & B posts for final approval.	SO or US/DS or Dir/ JS/DGF&SS/ Secy(E&F)	MEF
5.	Personnel matters relating to ICFRE, FSI, IGNFA, DFE not involving discretion and relaxation of rules i.e. where they are based on clear cut precedents.	SO or US	DS or Dir
6.	Personnel matters relating to ICFRE ,FSI, IGNFA, DFE involving exercise of discretion and/ or Relaxation of rules.	SO/US/DS or Dir/ JS	DGF&SS**/ Secy(E&F) **MEF ** ( ** as the case may
7.	Personnel matters relating to Regional Wildlife offices, NZP and CZA not involving discretion and relaxation of rules i.e. where they are based on clear cut precedents.	SO/US	DS or Dir
8.	Personnel matters relating to Regional Wildlife Offices, NZP and CZA, involving exercise of discretion rule or relaxation of rules.	SO/US/DS or Dir / JS	DGF & SS / Secy(E&F) */MEF * (* as the case may be)
9.	Approval of draft reply statements in court cases	SO/US/DS or Dir	JS /DGF&SS** / Secy(E&F)** /MEF * (** only in policy matters)
10.	VIP References	SO or US /DS or Dir/ JS	MEF
11.	Parliament Questions & Assurances (i) Starred Questions & Assurances	SO or US/DS or Dir/JS/ DGF & SS/Secy(E&F)  SO or US/DS or Dir/JS	MEF  MEF

	<p>(ii) Unstarred Questions &amp; Assurances</p> <p>(iii) Other matters raised in Parliament (including matters raised under Rule 377 &amp; in RS by way of spl. Mentions)</p>	-Do-	-Do-
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**Forest International Co-operation Division**  
**(FIC)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Processing of proposals of Project assistance from donor countries (up to specified limits)	US/DIG/Addl.DGF / DGF & SS	Secy. (E&F)
2.	Meetings involving foreign delegates/donor agencies	-do-	-do-
3.	(a) Screening Committee approvals for overseas visits (b) approval of overseas visits	US  US/DIG/Addl.DGF /DGF/ Secy(E&F)	DIG MEF
4.	VIP references	US/DIG/ DGF & SS/ Secy. (E&F)	MEF
5.	Parliament Questions, Assurances  (i) Starred Questions & Assurances  (ii) Unstarred Questions & Assurances  (iii) Other matters raised in Parliament (including those raised under Rule 377 in LS & by way of spl. mention in RS)	US/DIG/Addl.DGF/D GF&SS/Secy.(E&F)  US/DIG/Addl. DGF  -do-	MEF  MEF  -do-

**FOREST POLICY DIVISION**  
**(FP)**

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Forest Policy	SO or US/ AIG/ DIG/ Addl. DGF/ DGF& SS	Secy. (E&F) MEF**
2.	Tribal Affairs	SO/US/ AIG/ DIG/ Addl.DGF	DGF& SS/ MEF
3.	National Forestry Action Programme: Thrust Areas	SO or US/ AIG/ DIG/ Addl.DGF	MEF**
4.	VIP References	SO or US/ AIG/ DIG/ Addl.DGF	MEF
5.	Parliament Question & Assurances		
	(i) Starred Questions & Assurances	SO or US/ AIG/ DIG/ Addl.DGF/ DGF& SS/ Secy. (E&F)	MEF
	(ii) Unstarred Questions & Assurances	SO or US/ AIG/ DIG/ Addl. DGF	MEF
	(iii) Other matters raised in Parliament (including matter raised under Rule 377 & in RS by way of Spl. Mentions)	-Do-	-Do-
6.	Policy Cell	SO or US/ AIG/ DIG/ Addl.DGF/ DGF& SS	Secy. (E&F)/ MEF**
7.	Foreign Travel	SO or US/ AIG/ DIG/ Addl.DGF/ DGF& SS	Secy. (E&F) MEF
8.	Multilateral cooperation/ International organization like UNDP/FAO, IFF etc.	-Do-	-Do-
9.	Reference from other Ministries/ Deptts.	-Do-	-Do-
10.	International Forest Meetings, International workshop	-Do-	-Do-
11.	Parliament Question	-Do-	-Do-
12.	Any other issues	-Do-	-Do-

\*\* only in policy matters

This issues with the approval of Addle. DGF (FC), MoEF

**FORESTS PROTECTION DIVISION****(FPD)**

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Proposals under CSS: Intensification of Forests Management (IFM)	AIG/DIG/ Screening Committee/IFD	DGF & SS/Secy. (E&F)** MEF**
2.	Routine complaints of illicit felling, encroachment & Forest Fires etc.	Assistant/ SO	AIG
3.	Specific cases	Assistant/ SO/AIG	DIG/Addl. DG
4.	VIP Reference	AIG/DIG/Addl. DG (FC)	MEF
5.	<b>Parliament Question &amp; Assurances</b>		
	(i) Starred Questions & Assurances	SO / AIG/ DIG/ Addl. DGF (FC)/ DGF& SS/ Secy. (E&F)	MEF
	(ii) Unstarred Questions & Assurances	SO / AIG/ DIG/ Addl. DGF (FC)	MEF
	(iii) Assurances	SO / AIG/ DIG/ Addl. DGF (FC)/ DGF& SS	MEF
	(iv) Other matters raised in Parliament (including matter raised under Rule 377 & in RS by way of Spl. Mentions)	SO / AIG/ DIG/ Addl. DGF (FC)	MEF
6.	Court Cases	SO / AIG/ DIG/ Addl. DGF (FC)	DGF & SS/Secy. (E&F)*
7.	Reference received from other Divisions of Ministry	SO/AIG	DIG
8.	Policy Matters	AIG/DIG/Addl. DG (FC)	DGF& SS/Secy. (E&F)
9.	Matters related to JFM	AIG/DIG/IG (NAEB)	DGF& SS
10.	Export & Import of Sandalwood	AIG/DIG/ Addl.DG(FC)	Addl. DG (FC)/ MEF (as required)
11.	Policy matters related to sandalwood	AIG/DIG/ Addl.DG(FC)/ DGF& SS	MEF
12.	Forest & Climate Change	SO/AIG/DIG	ADG (FC)/ DGF & SS

\* For approval of affidavit and counter affidavit involving policy matters

\*\* Depending upon the project cost

\*\*\* Only those cases where there is deviation in cost norms.

**GENERAL ADMINISTRATION SECTION (G.A.)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Maintenance of office building /cleanliness/conservancy/repair/renovation/ furnishing	Caretaker/SO/US	JS/Secy.
2.	(a) Purchase of Staff Cars and other vehicles (b) Maintenance of staff Car	US/DS or DIR/JS SO/ US	Secy. (E&F) DS or DIR (HOD)
3.	Procurement/purchase/ of 1. furniture (b) stationary/ typewriter/office equipments (Acs ,Coolers Photocopiers, Fax Machines ) sundries-Briefcases, etc.	SO/US	DS or Dir/ HOD
4.	Maintenance of air-conditioners/room coolers/heaters.	SO/US	DS or Dir
5.	Procurement and supply of uniform to class IV Staff.	SO/US	DS or Dir
6.	Payment of telephone bills	SO/US	DS or Dir
7.	Operations of Internal Telephone exchange and Duplicating Unit	SO	US

**GENERAL CO-ORDINATION SECTION****G.C.**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	<b>JCM Matters</b>  Departmental Council Meetings - Approval to agenda - Conduct of meeting Secy(E&F) - Preparation/approval of minutes - Follow - up action on the Proceedings	SO or US>DS>JS SO or US/DS/JS SO or US/DS or Dir SO or US SO or US	Secy.(E&F) Secy.(E&F) DS Secy.(E&F) DS
2.	<b>Office Council Meetings</b> - Preparation & approval of agenda - Conduct of meeting - Follow - up action on the proceedings	SO or US SO or US >DS SO or US	DS JS DS
3.	<b>Meeting of Secretary (E&amp;F) with Sr. Officers</b> - Approval to agenda - Issue of meeting notice and agenda items - Conduct of meeting - Approval of minutes	SO or US>DS>JS  SO or US  SO or US >DS SO or US>DS/JS	Secy.(E&F)  Secy.(E&F) DS (GC)  DS (GC) Secy.(E&F)
4.	Monthly D.O. letter to the Cabinet Secretary	SO or US>DS>JS	Secy.(E&F)
5.	Comments on the Cabinet Notes: obtaining from concerned divisions	SO /US/DS/JS	Secy.(E&F)/MEF
6.	Monthly report to Appointment Committee of the Cabinet	SO or US>DS	JS
7.	Report on Reconstruction plan for Jammu & Kashmir	SO or US>DS	JS
8.	Recognition of Service Associations	SO or US>DS>JS	Secy.(E&F)
9.	Awards: - Response to Recommendations for various Awards like Ashok Chakra, Kirti Chakra, Shaurya Chakra for gallantry, Padma Awards etc. to the concerned Ministries.	SO or US>DS>JS	Secy.(E&F)
10.	Logistic support for Audit Inspection of the Ministry	SO or US	DS
11.	Celebration/Observance of important Days like Quami Ekta Week, Armed Forces Flag Day	SO or US>DS	JS
12.	<b>Half- Yearly:</b> • Monitoring of recruitment of	SO or US>DS	JS



	minority of communities in Govt. service		
13.	<b>Annual:</b> <ul style="list-style-type: none"> <li>Monitoring of recruitment of minority of communities in Govt. service</li> </ul>	SO or US>DS	JS
14.	Circulation of important orders/ circulars of general nature received from Cabinet Secretariat/P.M. Office, Ministry of Finance, Home and President Sectt. etc.	SO or US	DS/JS
15.	Coordination in respect of matters of general nature in the MoEF and JS/Secy. (depending upon the nature of report to be furnished furnishing consolidated report to the concerned Ministry	SO or US>DS	JS
16.	<ul style="list-style-type: none"> <li>Welfare activities</li> <li>Farewell parties to the retiring Govt. officials in the Ministry</li> </ul>	SO or US	DS
17	Grant of honorarium to the officials of the Ministry - for upto Rs. 2500/-  - for Rs. 5,000/-	SO or US >DS  SO or US >DS>JS	HOD, Dir. (GA) Secy. (E&F)
18.	<b>Nodal Officers /Nodal Divisions</b> <ul style="list-style-type: none"> <li>Nomination of the Nodal Officers to the all States/ UTs</li> <li>Nomination of the nodal Officers to all the Ministries/ Department</li> </ul>	SO or US >DS>JS  SO or US >DS>JS	Secy. (E&F)  Secy. (E&F)

**HAZARDOUS SUBSTANCES MANAGEMENT DIVISION**  
**( HSMD)**

@ In policy matters

S. No.	Type of cases	Channel of Submissions	Level of Final Disposal
1.	Grants in Aid to various State Governments for creation of structure for Management of Hazardous Substances/Control Room.	SO/Jt..Dir.or Addl.Dir/Dir	JS
2.	Issue of Sanctions.	SO/Jt Dir or Addl.Dir	Dir.
3.	<b>Parliament Questions &amp; Assurances</b> (i) Starred Questions & Assurances  (ii) Unstarred Questions & Assurances  (iii) Matters raised in LS & RS under Rule 377 & by way of Spl. mentions respectively/ other Parliamentary matters	SO/Jt. Dir or Addl. Dir. / Dir./JS/Secy(E &F) SO or Jt. Dir or Addl.Dir / Dir/JS  -Do-	MEF  MEF  -Do-
4.	Oil Slick, Hazardous Wastes, Scientific Commission on Urban Waste, the fly ash, plastic Waste & solid waste	SO/Jt Dir or Addl..Dir / Dir	JS/Secy(E&F)@ MEF@
5.	Crisis Management, on site:, off site plans.	SO/Jt.Dir or Addl.. Dir.	JS
6.	Persistent Organic Pollutants (POPs) ,Prior Informed Consents (PIC) Pesticides, Basel Convention PCLS, London Guidelines Waste Management Council.	SO/Jt.Dir or Addl.Dir	JS/Secy(E&F) / MEF
7.	Persistent Organic Pollutants (POPs) ,Prior Informed Consents (PIC) Pesticides, Basel Convention PCLS, London Guidelines, Waste Management Council.	SO/Jt.Dir or Addl.Dir	JS/Secy(E&F) @/ MEF@
8.	Court Cases	SO/Jt.Dir.or Addl.. Dir/Dir	JS/Secy(E&F) *
9.	VIP References	SO/Jt.Dir. or Addl.Dir./Dir./ JS	Secy.(E&F)/MEF

\*for approval of affidavit and counter affidavit involving policy matters.

**Impact Assessments Section-II (IA-II)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Constitution of State Level Environment Impact Assessment Authorities (SEIAA) and State Expert Appraisal Committee (SEAC)	Director/ Adviser/ AS (JMM)/Secy. (E&F)/ MEF (Env.)/ MEF(PM)	MEF
2.	Notification and their amendments	AD/ Dir./Adviser/ AS (JMM)/ Secy. (E&F) / MEF Env.)/ MEF (PM)	MEF
3.	Category 'A' Projects, EIA, 2006	AD/ Dir./Adviser/ AS (JMM)/ Secy. (E&F) / MEF Env.)	Approval / rejection by MEF
4.	Category 'B' Projects, EIA, 2006	AD/ Dir./Adviser/ AS (JMM)/ MEF Env.)	Approval / rejection by MEF
5.	Clearance under CRZ Notification, 1991	AD/ Adviser (NB)/ AS (JMM)/ Secy. (E&F) / MEF Env.)	Approval / rejection by MEF
6.	Amendments to the environmental clearance letters issued to the projects	(a) AD/ Dir./Adviser/ AS (JMM) (b) AD/ Dir./Adviser/ AS (JMM)/MEF (Env.)	AS (JMM) MEF
7.	Consideration of projects out of turn	(a) AD/ Dir./Adviser/ AS (JMM) (b) AD/ Dir./Adviser/ AS (JMM)// MEF (Env.)	AS (JMM) MEF
8.	Transfer of environmental clearance	AD/ Dir./Adviser/ AS (JMM)	AS (JMM)
9.	Terms of Reference (TOR) for projects	AD/ Dir./Adviser	Adviser
10.	Changes in TOR	AD/ Dir./Adviser	Adviser
11.	De-listing of projects from pendency list due to non-submission of information	AD/ Dir./Adviser/ AS (JMM)	AS (JMM)
12.	Monitoring of approved projects	(a) Director / Adviser (b) Director/ Adviser/AS (JMM)	Adviser AS (JMM)

**IC & SD.I Section**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	<p><b>CSD/Sustainable Development Issues:</b></p> <p>(i) Participation in the Annual Sessions of CSD</p> <p>(ii) Participation in the Intergovernmental Preparatory meetings for CSD preparation</p> <p>(iii) Statement to be delivered in the CSD</p> <p>(iv) Preparation of National Reports for CSD</p> <p>(v) Convening meetings of Consultative Group on Sustainable Development for CSD</p> <p>(vi) Inter-ministerial consultation/coordination on sustainable development issues</p> <p>(vii) New Emerging issues (such as case of Rio+ 20)</p> <p>(viii) New Emerging issues (such as case of Rio +20)</p>	<p>SO-DS-JS-AS-Secy.</p> <p>SO-DS-JS-AS-Secy.</p> <p>SO-DS-JS-AS-Secy.</p> <p>SO-DS-JS-AS</p> <p>SO-DS-JS-AS</p> <p>SO-DS</p> <p>SO-DS-JS</p> <p>SO-DS</p>	<p>MEF</p> <p>MEF</p> <p>MEF</p> <p>Secy. (E&amp;F)</p> <p>Secy. (E&amp;F)</p> <p>JS</p> <p>Secy. (E&amp;F)/ MEF if policy matters involved</p> <p>JS/Secy. (E&amp;F)</p>
2.	<p><b>Sustainable Consumption and Production:</b></p> <p>(i) Participation in the international meeting on SCP organized by UNEP etc</p> <p>(ii) Organization of National/International Conference on SCP</p> <p>(iii) Finalization of Agenda items</p> <p>(iv) Invitations to the line Ministries and other stakeholders</p> <p>(v) Follow up actions</p>	<p>SO-DS-JS-Secy.</p> <p>SO-DS-JS</p> <p>SO-DS-JS</p> <p>SO-DS-JS</p> <p>SO-DS</p>	<p>MEF</p> <p>Secy. (E&amp;F)</p> <p>Secy. (E&amp;F)</p> <p>Secy. (E&amp;F)</p> <p>JS-Secy.(E&amp;F)</p>
3.	<p><b>Matters relating to UNEP:</b></p> <p>(i) Participation in the Annual meeting of the UNEP Governing Council/ Global Ministerial Environment Forum</p>	<p>SO-DS-JS-Secy.</p>	<p>MEF</p>

	<p>(ii) Statement to be delivered in the GC/GMEF</p> <p>(iii) Convening meeting of Consultative Group on Sustainable Development on Governing Council Issues</p> <p>(iv) Annual contribution of GoI to UNEP Environment Fund</p> <p>(v) Inter-ministerial consultation / coordination on UNEP related matters</p> <p>(vi) Follow up actions</p> <p>(vii) New emerging issues</p>	<p>SO-DS-JS</p> <p>SO-DS-JS</p> <p>SO-DS-JS</p> <p>SO-DS</p> <p>SO-DS</p> <p>SO-DS</p>	<p>Secy. (E&amp;F)/ MEF</p> <p>Secy. (E&amp;F)</p> <p>Secy. (E&amp;F)/ MEF</p> <p>JS</p> <p>JS/Secy. (E&amp;F)</p> <p>JS/Secy. (E&amp;F)</p>
4.	<p><b>Matters Relating to other UN and Multilateral bodies:</b></p> <p>(i) Participation in the International meetings</p> <p>(ii) Statement to be delivered</p> <p>(iii) Follow up Actions</p>	<p>SO-DS-JS-Secy. (E&amp;F)</p> <p>SO-DS-JS</p> <p>SO-DS</p>	<p>MEF</p> <p>MEF (E)/Secy. (E&amp;F)</p> <p>JS-Secy. (E&amp;F)</p>
5.	<p><b>All Regional Bodies such as SAARC, SACEP, ADB, World Bank, AECEN etc.</b></p> <p>(i) Participation in the International meetings</p> <p>(ii) Statement to be delivered</p> <p>(iii) Contribution to SACEP</p> <p>(iv) Follow up action</p> <p>(v) New emerging issues</p>	<p>SO-DS-JS-Secy. (E&amp;F)</p> <p>SO-DS-JS</p> <p>SO-DS-JS</p> <p>SO-DS</p> <p>SO-DS</p>	<p>MEF</p> <p>MEF /Secy. (E&amp;F)</p> <p>MEF )/Secy. (E&amp;F)</p> <p>JS/Secy. (E&amp;F)</p> <p>JS/Secy. (E&amp;F)</p>
6.	<p><b>Small Grant Programme (UNDP –GEF-SGP)</b></p> <p>(i) In principle approval to the Programme</p> <p>(ii) Release of funds to NHI under GoI co-financing</p> <p>(iii) Convening meetings of the National Steering Committee</p> <p>(iv) Finalization of minutes of the National Steering Committee</p>	<p>SO-DS-JS</p> <p>SO-DS-JS</p> <p>SO-DS</p> <p>SO-DS</p>	<p>Secy. (E&amp;F)</p> <p>Secy. (E&amp;F)</p> <p>JS</p> <p>JS</p>
7.	<p><b>Parliament Questions and Assurances:</b></p> <p>(i) Starred Question and Assurance</p> <p>(ii) Unstarred Question and Assurance</p> <p>(iii) Matters raised under Rules 377 in LS and by way of Special Mention in RS</p> <p>(iv) Information sought by other Ministry/</p>	<p>SO-DS-JS</p> <p>SO-DS-JS</p> <p>SO-DS-JS</p> <p>SO-DS</p>	<p>MEF /Secy.(E&amp;F)/MEF</p> <p>MEF</p> <p>MEF</p> <p>JS/Secy.</p>

	Department on Parliament matters (v) Furnishing briefing material to LS Secretariat for the use of Parliamentarian Delegations  (vi) Vetting of speeches/statements received from LS Secretariat	SO-DS  SO-DS	JS/Secy.  JS/Secy.
8.	<b>Deputation Abroad:</b>  (i) Nomination of officers of MoEF to attend meetings abroad (ii) Nomination of officers of MoEF to be part of Delegation of other Ministry/ Department (iii) Deputation of State Govt. Officials abroad	SO-DS-JS-Secy. (E&F) SO-DS-JS-Secy. (E&F) SO-DS-JS	MEF MEF Secy. (E&F)
9.	<b>Furnishing comments on Bills/Cabinet Notes etc.</b>	SO-DS-JS	MEF /Secy. (E&F)
10.	<b>RTI matters</b>	SO-DS	JS
11.	<b>Furnishing comments of miscellaneous references received from various Division of MoEF</b>	SO-DS	JS
12.	<b>VIP References</b>	SO-DS-JS	MEF /Secy. (E&F)
13.	<b>Recording/ Reviewing/weeding out of old files</b>	SO-DS	JS

**IC & SD-II- Section**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Bilateral matters- High level bilateral meetings and policy issues covering areas of cooperation, MOUs/ Agreements	US/DS/Dir.	JS/ MEF / Secy. (E&F) /MEF
2.	India Canada Environment Facility (ICEF)	US/DS/Dir.	JS/ MEF / Secy. (E&F)
3.	Processing of proposals for funding projects under bilateral programmers from State Governments/ Autonomous bodies, etc.	US/DS/Dir.	JS/Secy. (E&F)
4.	Inter- Divisional Coordination Committee on Externally Aided Projects of the Ministry, Chaired by SS	SO/DS/Dir./JS	JS/Secy. (E&F)
5.	Overseas training cases	SO/DS/Dir./JS	Secy. (E&F)/MEF/ – in respect of case where and official of MoEF is deputed on training
6.	Clearance from Administrative Ministry angle in respect of visit of Ministers/Officials if State Government	US/DS/Dir.	JS
7.	All other miscellaneous matters relating to budget/Annual Report/Annual Plan etc. of IC Activities	SO/DS/Dir./JS	JS
8.	<b>Parliament Questions &amp; Assurances</b> (a) Starred Question & Assurances  (b) Unstarred Question & Assurances  (c) Other matters raised in Parliament (under Rule 377 in LS & Spl. mentions in RS	SO/US/DS/Dir./JS/Secy. (E&F) SO/US/DS/Dir./JS SO/US/DS/Dir./JS	MEF  MEF  MEF
9.	Bilateral technical / financial assistance projects	SO/US/DS/Dir.	JS/Secy. (E&F)

**INTERGRATED FINANCE DIVISION**  
**(IFD)**

<b>S.No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Scrutiny and release of subsequent installments under the continuing project proposals upto Rs. 5 lakhs (excluding grant in aid) where no relaxation is involved. Such cases where any relaxation is involved should be decided by DS/Dir	Asstt. Or UDC/ SO→US	US
2.	Scrutiny and release of funds (excluding grant in aid) in fresh cases having a financial implication of Rs. 1 lakh where no relaxation is involved. Cases where any relaxation is involved should be decided by JS&FA	Asstt. Or UDC/ SO→US	US
3.	Scrutiny and release of funds in fresh cases (including grant in aid cases), having a financial implication of Rs.25 Lakhs where no relaxation is involved. Cases where any relaxation is involved should be decided by JS&FA	Asstt. Or UDC/ SO→US→DS/ Dir.	DS or Dir
4.	Scrutiny and release of subsequent installments (including grant in aid cases) under the continuing project proposals upto Rs. 50 lakhs where no relaxation is involved. Cases where any relaxation is involved should be decided by JS&FA	Asstt. Or UDC/ SO→US→DS/ Dir.	DS or Dir
5.	All cases other than mentioned in 1-4 above	Asstt. Or UDC/ SO→US→DS/ Dir. →JS&FA	JS&FA
6.	All Deputations/Delegations Abroad	Asstt. Or UDC/ SO→US→DS/ Dir. →JS&FA	JS&FA
7.	Membership contribution of India to International Bodies	Asstt. Or UDC/ SO→US→DS/ Dir. →JS&FA	JS&FA
8.	Creation/continuation of posts	Asstt. Or UDC/ SO→US→DS/ Dir. →JS&FA	JS&FA
9.	Cases involving delegation of financial powers to Subordinate Authorities	Asstt. Or UDC/ SO→US→DS/ Dir. →JS&FA	JS&FA
10.	All cases to be referred to M/o Finance/DOPT or any other Ministry/ Deptt. Of GOI	Asstt. Or UDC/ SO→US→DS/ Dir. →JS&FA	JS&FA
11.	Cases relating to EFC/SFC of Schemes/Projects	Asstt. Or UDC/ SO→US→DS/ Dir. →JS&FA	JS&FA
12.	Any other cases where advice is sought	Asstt. Or UDC/	JS&FA



	<p>1. Where precedents are not available or rules are not clear</p> <p>(b) Where precedents are available and/ or rules are clear.</p>	<p>SO→US→DS/ Dir. →JS&amp;FA</p> <p>Asstt. Or UDC→SO→USDS/Dir.</p>	<p>DS/Dir.</p>
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**Note:-** The channel of submission and level of final disposal would be the same as above for Desks also, except that the cases may get initiated at the level of Desk officer (Forest Finance).

**INDIAN FOREST SERVICE****(IFS DIVISION)****IFS-I**

S. NO.	Type of cases	Channel of Submission	Level of final Disposal
<b>I.</b>	<b><u>Cadre Review</u></b>	SO or US/DS/DIR/JS/ DGF&SS/Secy (E&F)/ Inter Ministerial Cadre Review Committee.	MEF/Minister DOPT
<b>2.</b>	<b><u>Cadre clearance for IFS officer</u></b>		
	a) For Deputation to autonomous bodies within or outside the Ministry under Rule 6(2) of the IFS (Cadre) Rules.	SO or US/DS or DIR/ JS	DGF & SS
	b) For attending training/ seminars/ study tours/workshops where no deviation from Rules is involved	SO or US	DS or DIR
	c) For attending to training/ seminars/study tours/workshop where clearance is 'conditional' or discretion is to be exercised.	SO or US/DS or DIR	JS
	d) N.O.C. for foreign visit on personal ground	SO or US/DS or DIR/JS/ DGF&SS	Secy.(E&F)
	e) Implement of Forestry Experts – forwarding of application to Min. of Agriculture and Ministries who are clear from vigilance	SO/US/DS or DIR	JS
<b>3.</b>	(i) <b><u>Appointment of IFS officers under Central Staffing Scheme</u></b> Appointment of Officers on Central deputation for IGF level and above posts.	SO/US/DS or DIR/JS/ DGF&SS/Secy(E&F)	Spl. Selection Committee/MEF/ACC of CFEB
	ii) Appointment of officers on Central deputation for posts upto DIG level	SO or US/DS or Dir/JS	Central Forestry Establishment Board (CFEB)/MEF
	iii) Central deputation under Central staffing scheme of DOPT drawing of panel	SO or US/DS or Dir	JS
	iv) Extension of deputation tenure.	SO or US /DS or Dir./ JS/DGF & SS/Secy (E&F)	MEF/ACC

	v)	Premature repatriation	SO or US/ Dir/JS/DGF&SS/ Secy. (E&F)	MEF/ Cabinet secy. Or ACC as the case be
	vi)	Pay fixation	SO or US	DS or DIR
<b>4.</b>	<b><i>AGMUT Cadre Management</i></b>			
	a)	Transfers in different constituents of AGMUT cadre from DCF to PCCF	SO/DS or Dir/JS/ DGF/ASS /Secy	MEF
	b)	Attachment IFS Probationers for field Training	SO or US/DS or Dir/ JS	DGF&SS
	c)	Convening of DPC	US/DS/ JS/ DGF & SS	AGMUT Cadre Managing .Committee/ MEF
<b>5.</b>	<b><u>Consultancy / Assignments with:</u></b>			
	i)	National Organisations/ Institutions.	SO or US/DS or Dir/JS	DGF & SS
	ii)	International Organisation/ Institutes	SO or US/ Dir/JS/DGF&SS/ Secy. (E&F	MEF/ Committee chaired b y Cabinet (P) & Secy. Finance as members
	iii)	a) Study Leave for persuing higher studies wuth National Institutions.	SO or US/DS or Dir/ JS	DGF & SS
		b) International Institutions/ Organisations	SO or US/DS or DIR/JS/ DGF & SS	MEF
<b>6.</b>	<b><u>Commercial employment cases of IFS Pensioners :</u></b>			
	a)	DGF & SS equivalent level posts	DS or DIR/JS/DGF & SS	MEF
	b)	All other cases	SO or US/DS or DIR/JS/DGF & SS/Secy(E&F)	MEF
	c)	Policy matters relating to acceptance of commercial employment by All India Service/Pensioners (i.e.IFS)	-do-	-do-

<b>7.</b>	<b><u>Review at the age of 50 years of age of Officers:</u></b>			
	i)	Cases where the State Govt. have recommended retention of the officer in service and it is proposed to accept the same.	SO or US/DS or DIR/ JS/DGF & SS/Secy(E&F)	MEF
	ii)	State Govt. recommended retirement or retention in service but Central Govt. propose to retire the officer.	SO or US/DS or DIR/ JS/DGF & SS/Secy(E&F)	MEF/ACC
<b>8.</b>		Settlement of dues under CGEGIS on retirement etc.	SO or US	DS or DIR
<b>9.</b>	i)	Provident Fund part Advance withdrawals involving no relaxation of Rules	SO or US	DS or DIR
	ii)	Provident Fund Advance	SO/US	DIR
	iii)	Provident Fund part withdrawal involving relaxation of rules.	SO or US/DS or DIR	JS
<b>10.</b>		Sanction of LTC/Leave Salary advances etc.	SO or US	DS or DIR
<b>11.</b>	i)	Earned leave sanction of Concerned Controlling IFS officers of MOEF/ attached offices	SO or US/DS or DIR	Concerned controlling officers of the rank of JS and above
	ii)	Sanction of Terminal Leave	SO or US	DS or Dir
<b>12.</b>	i)	Pay fixation of Officers Central Designation/ AGMUT Cadre	SO or US	DS or Dir
	ii)	Pay Fixation	SO/US	DS or DIR
<b>13.</b>	i)	Communication of adverse remarks	SO or US/DS or DIR	JS
	ii)	Memorials relating to adverse entries in ACRs	SO or US/DS or DIR/ JS/DGF & SS	MEF

<b>14.</b>	<b><u>Permission under AIS Conduct Rules for acquiring movable/immovable property for</u></b>			
	a)	Sr. Scale level	SO/US	DS or Dir.
	b)	Super time Scale level and above	US/DS or Dir	JS
<b>15.</b>		Inter-cadre transfers of officers	SO/US/DS or DIR/JS/DGF & SS/Secy ( E&F)	MEF/ACC
<b>16.</b>		Inter-cadre deputation	US/DS or DIR/ JS/DGF & SS/Sec (E&F)	MEF/ACC



**INDIAN FOREST SERVICE**

**(IFS DIVISION)**

**IFS-II**

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	<b>Direct Recruitment through IFS Examination through UPSC and allied matters for for all cadres, except AGMUT</b>		
	a. Policy matters on IFS recruitment	US/DIR/JS/ DGF & SS	Secy.(E&F)/ MEF
	b. Matters relating to issue of Notification and Rules regarding Examination	SO or US/ DS or Dir	JS
	c. Communicating the tentative number of gross vacancies of UPSC	SO or US/DS or Dir /JS	DGF&SS/ Secy.(E&F)
	d. Recruitment related medical examination Candidates & verifications of character & antecedents candidates	-do-	-do-
	e. Appeal against the Medical Exam Board: Consultation with DGHS	-do-	DS/DIR/DFG & SS/ Secy.
	f. Decision on the findings of Appellate Board	(a) SO or US/ DS or Dir/JS  (b) SO/DS or Dir/JS/ DG&SS	DGF&SS/ Secy(E&F)  MEF, if the Appellate Boad's opinion is to be Rejected
	g. Decision on adverse verification of character and antecedents reports	-do-	-do-
	h. Cancellation of candidature on medical and other grounds	SO/US/DS or DIR/JS/DGF & SS/Secy.(E&F)	MEF
2.	<b><u>Cadre allocation of IFS Direct Recruit</u></b> a. Determination of State wise number of vacancies b. Cadre allocation as per laid down guidelines c. Issue of notification	SO or US/DS or DIR/ JS/ DGF & SS/Secy. -do- SO or US	MEF -do- DS or DIR
3.	<b><u>Preparation of Select List for promotion to IFS by UPSC</u></b> a. Determination of State-wise number of vacancies b. Nomination of Departmental Member on the Selection Committee	SO or US/DS or DIR -do-	JS JS/Secy.

	<p>c. Comments on the minutes of Selection Committee. where there is no divergence of opinion</p> <p>d. Comments on the Minutes of Selection Committee where there is divergence of opinion</p> <p>e. i) Approval to the proposals of promotion received from the State Governments. ii) Issue of notification</p> <p>f. Counting of previous defence service for seniority /pension</p>	<p>SO/US</p> <p>SO or US/DS or DIR</p> <p>SO or US/DS or DIR/ JS/ DG &amp; SS/Secy</p> <p>SO</p> <p>-do-</p>	<p>DS or DIR</p> <p>JS</p> <p>MEF</p> <p>US</p> <p>-do-</p>
4.	<p><b>Fixation of Seniority:</b></p> <p>a. Fixation of seniority in accordance with the rules</p> <p>b. Determination of inter- seniority of direct recruits on the results of Probationers final examination</p> <p>c. Communication of finalised seniority to the State Govts./Ministries/ Deptts.</p> <p>d. Seniority in special cases in relaxation of the rules</p>	<p>SO or US/DS or DIR</p> <p>-do-</p> <p>SO</p> <p>US/DS or DIR/ JS/ DG &amp; SS/Secy.</p>	<p>JS</p> <p>-do-</p> <p>US</p> <p>MEF</p>
5.	<p><b>Re- fixation of seniority in accordance with Rules.</b></p> <p>a. On the basis of factual error / omission</p> <p>b. On the basis of representation / suo-moto</p>	<p>SO or US/DS or DIR</p> <p>-do</p>	<p>JS</p> <p>-do-</p>
6.	<p><b>IFS (Probation) Rules:</b></p> <p>a. Confirmation in clear cases</p> <p>b. Confirmation in other cases</p> <p>c. Extension of period of Probation</p> <p>d. Discharge from service</p> <p>e. Removal from service</p>	<p>SO or US/DS or DIR</p> <p>SO or US/DS or DIR/JS/ DG &amp; SS/Secy.</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>JS</p> <p>MEF</p> <p>-do-</p> <p>-do-</p> <p>MEF</p>
7.	<p><b>Cadre Review</b></p> <p>a. Cadre Review- brief for the Cadre Review Committee</p> <p>b. Approval of Cadre Review Committee's Recommendations &amp; issue of final notification</p> <p>C. Temporary addition to the IFS Cadres</p>	<p>SO or US/DS or DIR/JS/ DG &amp; SS</p> <p>DS or DIR.JS</p> <p>SO or US/DS or DIR/JS</p>	<p>Secy.(E&amp;F)</p> <p>MEF/DOPT</p> <p>DG &amp; SS</p>
8.	Voluntary retirement of IFS officers	SO or US/DS or DIR/ JS/ DG & SS	Secy.(E&F)
9.	Grant of extension of service beyond superannuation re-employment to superannuating IFS officers	SO or US/DS or DIR/JS/DG & DD/Secy.	MEF
10.	Publications of Civil list of IFS	SO or US	DS or DIR



11.	Regulation of Pay of IFS Officers under Rule 9 of Pay Rule	SO or US/DS or DIR	JS	
<b><u>RULES and REGULATIONS Under All India Service AIS Act, 1956</u></b>				
12.	a)	Advice to the State Govts based on existing orders/instructions/precedence/ settled policy not involving any relaxation or exercise of discretion.	SO or US	DS or DIR
	b)	Disposal of cases involving relaxation of rules/ instructions	SO or US/DS or DIR/JS/DGF& SS	Secy(E&F)
	c)	Amendment to the framing of Rules Regulations relating to IFS under AIS Act	DO or US/DS or DIR/JS DG && SS/Secy(E&F)	MEF
13.		All policy matters	-do-	-do-
14.	<b><u>Court Cases</u></b>			
	a)	Decision whether appeal should be filed or not	SO or US/DS or DIR	JS/DGF & SS/Secy* * In cases involving policy major issues.
	b)	Affidavits/ counter affidavits/rejoinder to be filed on behalf of the Union of India.	-do-	JS/DGF&SS */ Secy(E&F) */MEF *
15.	<b><u>Parliament Questions/Assurances</u></b>			
	a)	Starred	US orDO/DS or DIR JS/DG&SS/ Secy.(E&F)	MEF
	b)	Unstarred	SO or US/DS/JS or DIR/JS	MEF
	c)	Other matters raised in Parliament (including matters raised under Rule 377 in RS by way of Spl. mentions	-do-	-do-

**Information Technology Division**

**(IT)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	<b>According administrative and financial approval for</b> (i) Software Development / System Design, Development and Planning  (ii) Development of Computerized data base on environment  (iii) Organisation Training Programmes for Officers of the Ministry	Dir (IT)  -Do-  -Do-	AS/ Secy.(E&F) or AS/MEF (as per specified delegation)  -Do-  -do-
2.	Finalisation of Technical Specification/ Procurement of IT Hardware/ Software	-Do-	IT Committee chaired by JS/AS/Secy. (E&F)
3.	Imparting Technical Support to various Scientists/Officers of the Ministry for automation	-Do-	JS (IT)
4.	Monitoring of VIP references	-Do-	JS(Admn/ Secy. (E&F)

**INTERNAL WORK STUDY UNIT**  
**(I.W.S.U.)**

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Up-dation of Induction Material	Asst/JA/ DS (WS)	JS(Admn)/Secy.
2.	Advice on disputed receipts received from various sections/divisions completing the procedures	JA	DS(WS)
3.	Annual Programme of O&M inspection of various sections/divisions and other offices under the Ministry	Asst/JA/ DS(WS)	JS(Admn.)
4.	Scrutinisation of the Inspection Reports and follow up action. For collection of various O&M returns as prescribed in the Manual of Office Procedure relating to Record Management, checks on delays etc.	Asst/JA/ DS(WS)	JS(Admn)
5.	Issue of compendium on the 'Channel of Submission and level of final disposal of cases	Asst/JA/DS(WS)	JS(Admn.)
6.	Preparation and review of record retention schedules concerning substantive function of the Ministry in consultation with the National Archives of India (NAI)	JA/DS(WS)	JS(Admn)/Secy.
7.	Training of LDCs/UDCs/DEOs under the decentralized scheme	JA/ DS(WS)	JS(Admn)
8.	Responsibilities relating to Departmental Record Room of this Ministry	Records Officer/DS (WS)	Chief Records Officer
9.	Implementation of various schemes introduced by Deptt. Of AR&PG such as Cash Awards for high performance in O&M activities	JA/DS(WS)	JS(Admn.)
10.	<b>Method Studies</b> Work Study for assessing manpower requirement Including Method Studies	JA/ DS(WS)	JS(Adm.)

**NATIONAL AFFORESTATION & ECO DEVELOPMENT BOARD**  
**(NAEB)**

S.No.	Type of Case	Channel of Submission	Level of Disposal
1.	Fixation of targets under Point. No.16 of 20 point programme	SO or US/DS or Asstt.IG(AIG) or Dir./JS/AS	DGF&SS
2.	Preparation of Annual Plan (Budget)	SO / AIG or Dir/JS	-do-
3.	Preparation of Annual Action Plan	-do-	-do-
4.	Sample Check of 50 selected districts/Evaluation & Monitoring	SO or US/AIG or DIR	JS
5.	Work Programme of Regional Centres.	TO/AIG/ IGF or JS	DGF&SS
6.	Board Meetings	AIG/JS/DGF&SS	MEF
7.	<b><u>*Sanction of Projects under GIA Schemes for voluntary Agencies.</u></b>		
a.	Upto Rs.10 Lakhs	TO or SO/AIG	IGF or JS
b.	More than Rs.10 Lakhs	TO or SO or US or AIG/ IGF or JS	DGF&SS
8.	<b><u>Sanctioning of Proposals relating to Schemes/Studies.</u></b>		
a.	Upto Rs.1 Crore Admn.approval.	TO or SO or US/AIG or Dir / IGF	DGF&SS
b.	Above Rs. 1 Crore Admn. Approval  As per the provision of GFR	TO/SO or US/AIG or Dir/ IGF or JS/DGF&SS & the specified delegation from	Secy.(E&F)  time to time
c.	Issue of sanction &	TO or US/Dir or AIG	IGF or JS

	Release of funds		
d.	Evaluation Studies/reports	TO/AIG or DIG	IGF or JS
9.	VIP references	SO or US/Dir/AIG / JS * (* to submit through DGF&SS/Secy(E&F) in case of policy matters)	MEF
10.	Parliament Questions & Assurances (i) Starred Question & Assurances  (ii) Unstarred Question & Assurances  (iii) Others Matters raised in Parliament (Rule 377 in in LS & Spl. mention in RS	SO or US/DS or AIG or Dir/ JS/DGF&SS/ Secy.(E&F)  SO or US/DS or AIG or Dir/JS  -do-	MEF  MEF  -do-
11.	Material for monthly D.O. to Cabinet	SO or US/AIG or Dir	JS
12.	Appointment/ posting of staff.	SO or US/Dir	JS
13.	<b><u>ADVANCES:</u></b>		
a.	GPF –Advance/ Withdrawal	Asstt/SO or US/Dir	HoD
b.	H.B.A.	Asstt/SO or US	HoD
c.	Motor Car/Scooter Advance	Asstt/SO or US	HoD
d.	Other Advances (Cycle/Table Fan)	Asstt/SO or US	HoD
14.	LTC/TA/DA & Festival Advance	Asstt/SO or US	AIG/HoD
15.	Pay Fixation	Asstt/SO or US	AIG or Dir/DIG (in charge of Admin. Division)
16.	House Keeping Activities	Asstt/SO or US	AIG or Dir
17.	General Coordination	SO/US or Dir	AIG or Dir
18.	Urgent Printing/Binding work	Asstt/SO or US	AIG or Dir

19.	Issue of Leave orders/ Entries in Service Books	Asstt	SO or US
20.	Release of periodical increments	Asstt	SO or US
21.	<b><u>Permission/intimation under CCS conduct rules</u></b>		
a.	Cases of Officers of the level of JS & above	SO or US/AIG or Dir/JS/AS	Secy.(E&F)
b.	Other Group 'A' Officers	SO/US/AIG or Dir	JS
c.	Group 'B' Officers	SO or US	HoD
d.	Group C&D Officers	Asstt	SO or US

**NATIONAL MUSEUM OF NATURAL HISTORY (CELL)**  
**(NMNH)**

<b>S.No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Creation of Posts	US/DS/Adviser	Secy.(E&F)
2.	Sanction of Plan Schemes	US/DS/Adviser	-do-
3.	Deputation ( In the country)	-do-	-do-
4.	Deputation of officers outside India	DS/JS/AS/Secy.(E&F)	MEF
5.	Framing RRs for posts in NMNH	US/DS/Adviser	AS Secy.(E&F) MEF
6.	Appointment to GP.'A' posts in NMNH	US/DS/Adviser / Secy.(E&F)	MEF
7.	Approval of budget estimates	SO/US /DS	Adviser
8.	Administrative approval for works	-do-	-do-
9.	Expenditure Sanction for work	SO/US/DS/Adviser	Secy. (E&F)

**NATIONAL RIVER CONSERVATION DIRECTORATE**  
**(NRCD)**

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	<b>A. ADMINISTRATIVE &amp; FINANCIAL MATTERS</b> <b>1. <u>APPOINTMENTS</u></b>  (i) Group 'A'  (ii) Group 'B'(Gazetted)  (iii) Group 'B' (Non-Gazetted)  (iv) Group 'C' (v) Group 'D'	  SO or US/DS or Dir/ JS or Adv/AS/ Secy(E&F). SO or US/DS or Dir/ JS or Adv/AS SO or US/ DS or Dir SO or US SO	  MEF  Secy(E&F).  JS/Adv  DS or Dir US
2.	<b><u>FRAMING OF RECRUITMENTS RULES</u></b> (i) Group 'A'  (ii) Group 'B' Posts  (iii)Groups 'C' & 'D' Posts	DS or Dir/JS or Adv/ AS/Secy(E&F) DS or Dir/JS or Adv/AS SO or US/DS or Dir	MEF  Secy(E&F)  JS or Adv
3.	<b>Pay fixation, Increments, Pension, Issue of Leave orders &amp; Orders of deputation/delegation abroad (after approval of competent authority).</b>	SO	US
4.	<b>TRAINING</b> <b>A) IN INDIA</b>  (i) Group 'A' Officers  (ii) Group 'B' Gazetted  (iii) Group 'B' Non Gazetted, Group 'C' and 'D'  <b>(B) ABROAD</b>  Groups 'A' & 'B' Officers	  DS or Dir/JS or Adv/AS DS or Dir/JS or Adv SO or US  DS or Dir/JS or	  Secy.(E&F)  AS  DS or Dir



		Adv/AS/Secy. (E&F)	MEF  AS/Secy((E&F)
5.	<p><b><u>POSTINGS AND TRANSFERS</u></b></p> <p>(i) Group 'A' (DS/equivalent and above)</p> <p>(ii) Other Group 'A' Officers</p> <p>(iii) Group 'B' Gazetted &amp; other equivalent posts</p> <p>(iv) Groups 'B' (non-Gazetted ) and 'C'</p> <p>(v) Groups 'D'</p>	<p>DS or Dir/JS or Adv/AS</p> <p>DS or Dir/ JS or Adv</p> <p>SO or US/DS or</p> <p>SO or US</p> <p>SO</p>	<p>Secy(E&amp;F)</p> <p>AS</p> <p>JS</p> <p>DS or Dir or JS</p> <p>US</p>
6.	<p><b><u>ITEMS COVERED UNDER GENERAL FINANCIAL RULES, GENERAL PROVIDENT RULES, CONDUCT RULES AND CCS(CLASSIFICATION, CONTROL AND APPEAL) RULES</u></b></p> <p>A. As per delegations prescribed in the said rules and Delegation of Financial Powers Rules 1978 to Heads of Departments and Heads of Offices</p> <p>B. <u>TECHNICAL WORK</u></p>		
7.	<p><b><u>SANCTIONING OF SCHEMES UNDER THE NATIONAL RIVER CONSERVATION PLAN/NATIONAL LAKES CONSERVATION PLAN</u></b></p> <p>(i) Upto Rs.3 Crores.</p> <p>(ii) More than Rs.3 Crores and upto Rs. 10 Crores.</p> <p>(iii) More than 10 Crores</p> <p>(iv) Projects received from state Govts costing up to Rs. 2.5</p>	<p>Concerned Scientist / JS or Adv</p> <p>-Do-</p> <p>Concerned Scientist/JS or Adv./AS / Sub Committee/ Secy.(E&amp;F)</p> <p>Concerned Scientist/ JS or</p>	<p>Addl. Secy. &amp; (Project Director)</p> <p>Sub-Committ.</p> <p>MEF</p> <p>AS</p>

	<p>Lakhs</p> <p>(v) Research Projects received from Universities/Government Institutions costing upto Rs.15 Lakhs.</p> <p>(vi) Projects received from voluntary agencies /NGOs Private Institutions costing Rs.5 Lakhs and above.</p> <p>(vii) Projects received from voluntar agencies /NGOs Private Institutions costing from Rs 1 Lakh to below Rs 5 Lakhs</p> <p>(viii) Projects received from voluntary agencies /NGOs Private Institutions costing less than Rs.1 Lakhs</p>	<p>Adv.</p> <p>Concerned Scientist</p> <p>SO or US /DS or Dir/ JS or Adv/AS/ Secy(E&amp;F)</p> <p>SO or US /DS or Dir / JS or Adv.</p> <p>SO or US /DS or Dir</p>	<p>JS</p> <p>MEF</p> <p>AS</p> <p>JS or Adv</p>
8.	<p><b><u>MONITORING OF PROJECTS UNDER THE NATIONAL RIVER CONSERVATION PLAN AND NATIONAL LAKES CONSERVATION PLAN.</u></b></p> <p>All Schemes</p>	<p>Concerned Scientist/ JS or Adv.</p>	<p>AS</p>
9.	<p><b><u>COURT MATTERS</u></b></p> <p><b>Affidavits/Counter Affidavits relating to Court Cases</b></p> <p>(i) Administrative</p> <p>(ii) Technical Matters</p>	<p>SO or US(Admn)/ DS or Dir</p> <p>SO(Projects)/US/ Concerned Scientist/ JS or Adv</p>	<p>JS or Adv/ Secy(E&amp;F)/MEF</p> <p>JS or Adv/ Secy. (E&amp;F)/MEF</p>
10.	<p><b><u>PARLIAMENT QUESTIONS &amp; ASSURANCES</u></b></p> <p>(i) Starred Questions &amp; Assurances</p> <p>(ii) Unstarred Questions</p> <p>(iii) Matters under Rule 377/ Spl. Mentions Calling Attention</p>	<p>Concerned Scientist/ JS or Adv/AS/Secy(E&amp;F)</p> <p>Concerned Scientist/ JS or Adv</p>	<p>MEF</p> <p>MEF</p>

	Motions/Assurances	-Do-	-Do-
11.	<b>MISC.</b> Institution of awards/medals for outstanding work in environment protection to social workers, researchers, trainees etc. instituted by NRCD	DS or Dir/JS or Adv/ AS/Secy(E&F)	MEF

**North Eastern Cell (NEC)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Permission for establishment of Industrial Estates	To/AIG/IGF/ Addl.DG	DGF & SS
2.	No objection for setting up of Wood-Based Industries	-Do-	-Do-
3.	Permission for transport of timber from North-East to out-side regions	-Do-	-Do-
4.	Issue of NOC for tea cultivation in North-East Regions	-Do-	-Do-
5.	Issue of guidelines for transit passes	-Do-	-Do-
6.	Issue of guidelines for felling of trees from Non-Forest areas	-Do-	-Do-
7.	Issue of guidelines for wood-based industries	-Do-	-Do-
8.	Approval of Working Schemes and working plans	-Do-	-Do-
9.	Reply to Parliamentary Questions and Assurance.  (i) Starred Question & Assurances  (ii) Unstarred Question & Assurances (iii) Other matters raised in Parliament (including those raised under Rul 377 in LS & by way of special mention in RS)	AIG/IGF/Addl.D GF/DGF &SS/Secy. (E&F) AIG/IGF -Do-	MEF   MEF -Do-
10.	Court cases pertain to NER	-Do-	-Do-
11.	VIP references	AIG/IGF	MEF
12.	Review of Action Taken on Hon'ble Supreme Court orders From 12.12.1996 in W.P (Civil) No 202 of 1995 in North -Eastern States-submission of Action Taken Report in respect of North-Eastern States	AIG/IGF	Addl.DFG
13.	Miscellaneous work	-Do-	Addl. D.G.F.

**Official Language Division (OL)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Hindi Translation	AD (OL)	DD (OL)
2.	Hindi (Implementation) (i) Hindi Training (ii) Progressive use of Hindi & Annual Programme (iii) Award Scheme (Original Books in Hindi) (iv) Incentive Schemes (v) Hindi Salahkar Samiti Meeting (vi) Official Language Implementation Committee (vii) Quarterly Progressive Report to Department of Official Language Ministry of Home Affairs	DD/Dir. AD/DD/Dir. -Do- DD/Dir./JS/ Secy. (E&F) AD/DD/Dir. AD/DD/ Dir./JS/ Secy.(E&F) AD/DD/Dir. -Do-	JS -Do- -Do- MEF JS MEF JS JS

## Ozone Cell

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Policy and Compliance with (ODS) Rules	Dir.	JS/AS or Secy. (E&F)/ MEF
2.	Approval of Ozone Depleting Substances Phase out Project	Dir.	JS/AS or Secy. (E&F)
3.	Annual Business Plan	Dir.	JS/AS or Secy. (E&F)
4.	Fiscal Incentives	Dir.	JS/AS or Secy. (E&F)
5.	Licensing for export and import of ODS	Coordinator	Director
6.	Monitoring and Evaluation of ODS Phase out projects	Dir.	JS/AS or Secy. (E&F)
7.	Work relating to Meeting of the parties	Dir.	JS/AS or Secy. (E&F)/ MEF
8.	Work relating to Executive Committee and other meeting on Montreal	Dir.	JS/AS or Secy. (E&F)/ MEF
9.	Reporting of Data under Article 7 of the Montreal Protocol	Dir.	JS/AS or Secy. (E&F)
10.	Follow up action on decision of the Executive Committee and the Meeting of the Parties	Dir.	JS/AS or Secy. (E&F)
11.	Cooperation between Implementing Agencies	Coordinator	Director
12.	Coordination between Implementing Agencies	Coordinator	Director/JS
13.	Project Management Unit for the production sector phase out project	Coordinator	Director/JS
14.	Court Cases	Dir.	JS/AS or Secy. (E&F)
15.	Coordination with CPCB, State Governments (SPCB)	Dir.	JS
16.	Review of Progress of the delayed projects	Coordinator	Director
17.	Information dissemination	Coordinator	Director
18.	Furnishing comments on policy documents project proposals and other documents related to Montreal protocol	Dir.	JS
19.	Awareness	Dir.	JS
20.	Management of Institutional Strengthening Project	Dir.	JS
21.	Parliament Matters/ Parliament Questions	Dir.	Secy. (E&F)/

			MEF
22.	Routine Matters	Coordinator	Dir.

**Public Grievance Cell**  
**(PG)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	All Cases of Public Grievances	Assistant/ Asstt. Grievance Officer(US)/ Dir (A)	JS(A)- Grievance Officer



**PLAN CO-ORDINATION DIVISION****(PC)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Formulation and Review of Plan proposal of the Ministry	Asst./SO/DS/EA/AS	Secy. (E&F)
2.	Preparation of Outcome Budget of Ministry Environment & Forests	Asst./SO/DS/EA/AS	MEF
3.	Formulation and Corrdination of Five Year and Annual Plan	Asst./SO/DS/EA/AS	Secy. (E&F)
4.	Interaction with Planning Commission on Plan Schemes	Asst./SO/DS	EA
5.	Coordination & Monitoring of all Plan Schemes and Projects including Central Sector/ Centrally Sponsored Schemes	Asst./SO/DS/EA	AS
6.	Interaction with the Ministry of Programme Implementation	DS	EA
7.	Furnishing of Quarterly Progress Report on 20-Point Programme Implementation	Asst./SO/DS	EA
8.	Furnishing of Quarterly Progress Report Scheme Implemented by the Ministry in J&K to MHA	Asst./SO/DS	EA
9.	Financial/ Physical Quarterly/ Half Yearly Progress of Plan Schemes	Asst./SO/DS/EA	Secy. (E&F)
10.	Progress of Fortnightly Expenditure	Asst./SO/DS/EA	AS/Secy. (E&F)
11.	Parliament Question & Assurance (i) Starred Question & Assurance (ii) Unstarred Question & Assurance (iii) Matters raised under Rules 377 in LS & by way of Spl. Mention in RS & other Parliamentary matters	Asst./SO/DS/EA Asst./SO/DS/EA Asst./SO/DS/EA	MEF MEF MEF
12	Matters relating to SCP/TSP and Gender Budgeting	Asst./SO/DS/EA	AS/EA

**Project Elephant Division (PE)**

<b>Sl. No.</b>	<b>Type of case</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
1.	Parliament Questions & Assurances (i) Starred Questions & Assurances  (ii) Unstarred Questions & Assurances (iii) Others Matters raised in Parliament (Rule 377 in LS & Spl. mention in RS)	IGF(PE)/ Addl.DG(WL)/ Secy.(E&F) IGF(PE)  -Do-	MEF  MEF  -Do-
2.	Scientific & Technical Matters	(i) IGF(PE)  (ii) IGF(PE)	(i)Addl. DG(WL) -General matters (ii)Addl.DG(WL)/ Secy(E&F) (Policy matters)
3.	Sanction & Release of assistance to various state Govts. under plan schemes.	IGF(PE)	IGF/Addl.DG(WL) */ Secy(E&F) *
4.	Court Cases/ Secy.(E&F)	IGF(PE)	IGF/Addl.DG(WL) DGF&SS
5.	Policy Parameters & Monitoring implementation of Projects	IGF(PE)/Addl.DG(WL)	Steering Committee Chaired by MEF
6.	Annual Plan proposals, Addl.DGF(WL) Budget , Scientific & Technical matters	IGF(PE)	IGF(PE)
7.	VIP references	IGF(PE)	MEF
8.	Audit Paras	IGF(PE)	IGF(PE)
9.	Delegation abroad including training, study tour & assignments etc.	IGF(PE)/Addl.DG(WL)/ DG&SS/Secy(E&F)	MEF

**PERSONNEL- I- SECTIONS (P-I)**

<b>S.No</b>	<b>Type of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	<b>(A) Appointments</b>  (i) Group 'C'  (ii) Group 'D'	SO/US  Asst./SO or US	DS or Dir.  US
2.	<b>(B) Posting and Transfers</b>  (i) US level and above  (ii) SO and equivalent  (iii) Assistant and below (except Group 'D')  (iv) Group 'D'	DS or Dir./ JS  SO /UJS  SO or US  Asst./SO	Secy. (E&F)  JS  DS or Dir.  US
3.	<b>(C) Advances under GPF</b>  (i) Advance permissible under normal limits  (ii) Advances in exceptional cases	Asst./SO  Asst./SO or US	HO/US  DS or Dir
4.	<b>Other Advances under General Financial Rules</b> (A) Sanction of advances for purchases of conveyance:- (i) Bicycle/Fan (ii) Other than Bicycle (Scooter/Motor cycle/Car) (B) Advance of pay & TA Transfer (C) Advance of LTC (D) Advance of TA Tour (E) Festival Advances (F) LTC Grant permission to change declared place of visit after commencement of journey	Asst. Asst.  Asst. Asst. Asst. Asst. Asst./SO or US	HOD HOD  SO or US SO or US SO or US SO or US HOD

5.	<p><b>Withdrawal from GPF</b></p> <p>(i) Final withdrawal from GPF as permissible under rules for all Officers (upto 75% of the balance)</p> <p>(ii) Final withdrawal in excess of 75% upto 90% of balance for all Officers except for H.B.A. for the reasons not specified in the rules.</p> <p>(iii) Conversion of advance into withdrawal:-</p> <p>(a) For Officers of the level of JS and above</p> <p>(b) For other Group 'A' Officers/Group 'B' Officers</p> <p>(c) For Group 'C' &amp; 'D' officers</p>	<p>SO or US</p> <p>SO or US/JS</p> <p>SO or US/JS</p> <p>SO or US</p> <p>SO or US/JS</p>	<p>DS or Dir.</p> <p>Secy. (E&amp;F)</p> <p>Secy. (E&amp;F)</p> <p>JS</p> <p>DS or Dir.</p>
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**PERSONNEL II SECTIONS (P-II)**

<b>S.No</b>	<b>Type of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	<b>(A) Appointments</b>		
	i) Group 'A' (DS & above)	DS or Dir./JS/ Secy. (E&F)	MEF
	ii) Group 'A' (US & below)(Excluding Technical Posts)	DS or Dir/JS	Secy. (E&F)
	iii) Group 'B' (Gazetted)	DS or Dir/JS	Secy. (E&F)
	iv) Group 'B' (Non-Gazetted)	DS or Dir/JS	Secy. (E&F)
	v) Group 'C'	SO/US	DS or Dir.
	vi) Group 'D'	Asstt./SO	US
2.	<b>(B) Posting and Transfers</b>		
	i) JS level and above	DS or Dir./ JS/ Secy. (E&F)	Secy. (E&F)
	ii) Dir. Level	DS or Dir/ JS	Secy. (E&F)
	iii) US Level	DS or Dir/ JS	Addl. Secy.
	iv) SO Level	US / Dir or DS	JS
	v) LDC to Assistant	SO/US	DS or Dir
	vi) Group 'D'	SO	US
3.	<b>Medical Permission/ Reimbursement</b> Medical permission/ reimbursement	SO/US/ Dir or DS	HOD
4.	Transfer posting of Technical Officers	US/DS or Dir./JS	AS
5.	Transfer posting of Scientists	DS or Dir. /JS/ AS/Secy (E&F)	MEF
6.	Clearance for applying for Foreign deputation	DS or Dir./ As	AS

**Personnel –III Section**  
**(P-III)**

<b>S.No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Processing the proposal for promotion under flexible complementing scheme/ Direct Rectt/on deputation	UDC or Asstt/SO/US/DS or Dir.	JS
2.	Screening of applications for recruitment/deputation	SO/US/DS or Dir	JS
3.	Constitution of Departmental Review/ Recruitment Committees (DRC' s) convening its meetings/drafting of minutes etc. (Group A posts)	SO/US/DS or Dir./JS/AS	Secy (E&F)
4.	Seeking approval to the proposals recommended by DRCs/DPRCs	SO/US/DS or Dir./JS/AS/Secy (E&F)	MEF/ACC
5.	Communicating the approvals	UDC or Asstt/SO	US
6.	Framing of / Amendments to the Recruitment Rules	SO/US/DS or Dir./JS/AS	Secy (E&F)/ MEF
7.	Miscellaneous References	UDC or Asstt/SO/US	DS / Dir.

## POLICY AND LAW DIVISION

S.No.	Type of Cases	Channel of Submission	Level of final disposal
1.	Legislative Work pertaining to Environment (Protection) Act, 1986.	Asstt./SO/Director/JS	AS/Secretary(E&F)/MEF
2.	Work relating to National Environment Policy, 2006	Asstt./SO/Director/JS	AS/Secretary(E&F)/MEF
3.	Work relating to National Green Tribunal (NGT)	Asstt./SO/Director/JS	AS/Secretary (E&F)/MEF
4.	Eco Mark Scheme  Policy matters including matters of Steering Committee  Implementation of the Scheme	Asstt./SO/Director/JS/AS  Asstt./SO/Director	Secretary (E&F)/MEF  JS
5.	Collaboration with US Environment Protection Agency.	Asstt./SO/Director/JS/AS	Secretary (E&F)/MEF
6.	Parliament Questions and Assurance  Starred Questions and Assurance  Unstarred Questions and Assurance  Matter raised under Rules 377 in LS and by way of Special Mention in RS and Other Parliament Matters	Asstt./SO/Director/JS/AS/Secretary (E&F)  Asstt./SO/Director/JS  Asstt./SO/Director/JS/AS/Secretary(E&F)	MEF  MEF  MEF
7.	Furnishing comments on Bills/Cabinet Notes/comments from M/o Law and Justice	Asstt./SO/Director/JS	AS/Secretary (E&F)/MEF
8.	RTI Matters	Asstt./SO/Director	JS
9.	Furnishing of comments on miscellaneous references	Asstt./SO/Director	JS

	received from various Divisions in the Ministry		
10.	VIP References	Asstt./SO/Director/JS	Secretary/MEF
11.	Recording/Review/Weeding out of old files	Asstt./SO/Director	JS



**PROTOCOL DIVISION**

S.No.	Type of cases	Channel of submission	Level of final disposal
1	Approved National & International travel bills (Air travel tours of entitled officers- their booking and payment of bills)	UDC/PO/US/DDO	P&AO
2	Bills of VVIPs visits to MEF/MEF's Meetings	UDC/PO/US(Protocol)	Fin./DDO/P&AO
3	Independence/Republic day passes. Correspondence with Ministry of Defence and issue of passes	Asst./PO	-
4	Work relating to Receptions at Rashtrapati Bhavan for VIPs upto Addl. Secy. Levels	Asst./PO	-
5	VIP Lounge/Ceremonial Lounge for VVIPs/Secy/MEF/MEF	UDC/PO	-
6	Information req. Foreign travel for MEF and Officers of Ministry of E&F – submission of their reports	UDC/PO/US/DS	JS(Admin.)
7	Correspondence with MEA & Embassy/High Commissions for Diplomatic/Official Passports and visas	PO	US/DS/JS(Admin)
8	To see off and receive MEF/Secy. for International Tours	PO	-
9	To see off and receive VVIPs who have appointments with MEF/Secretary	UDC/Asst./PO	-
10	Correspondence & follow up actions for setting bills with Air India/Travel agencies	PO/US/DS	JS(Admin)
11	Submission of quarterly report for Hindi Division	UDC/O	-
12	Correspondence with Ministry of Civil Aviation for making arrangements for airport passes/security & immigration	PO	-
13	Correspondence with Travel Agencies like Balmer Lawrie & Co., Ashok Travels and Indian Airlines regarding ticketing/ billing	PO/US/DIR	JS(Admn)

**Environment Research Division (RE)**

S. No.	Type of cases	Channel of Submissions	Level of Final Disposal
1.	<b>Processing &amp; Submission of Integrated research Projects on</b> (i) Eastern Ghats and Western Ghats (ii) Env. Research Programme (ERP) (iii) Ecosystem Research Scheme (ERC) (iv) Socio & Economic Issues (v) NNRMS (vi) Pitambar Pant fellowship Award (vii) B.P. Pal fellow Award in Biodiversity	Asstt./Dir. RO/Dir. Asstt./Dir RO/Dir. AD/Dir. UDC/AD/Dir. -Do-	Adv. -Do- -Do- -Do- -Do- -Do- -Do-
2.	<b>Approval of &amp; Release of funds for the projects</b> (i) For projects after recommendation of Expert Committee (ii) Ongoing Projects	Asstt./RO/AD/Dir. Asstt./RO/Dir.	Adv./AS Adv.
3.	<b>Parliament Questions &amp; Assurances</b> (a) Starred Question & Assurances  (b) Unstarred Question & Assurances (c) Matters raised in LS (under Rule 377 & in RS by way of Spl. mentions) & other matters	RO/Dir./Adv./Secy (E&F) -Do- -Do-	MEF  -Do- -Do-
4.	Co-ordination within the Division	RO/Dir.	Adv.
5.	Court Cases	RO/Dir.	Adv./AS/Secy (E&F) @
6.	VIP References	-Do-	Secy. (E&F)/ MEF
7.	Audit Paras	-Do-	Adv./AS**/Secy. (E&F)**

@ for filing affidavits & counter affidavits & in cases involving policy matters.

\*\* only in important or policy cases.

**REGIONAL OFFICES HEAD QUARTERS DIVISION**  
**RO (HQ)**

S.No.	Type of cases	Channel of submission	Level of final disposal
1	Over all supervision and administration of Regional Offices (R.Os).	Technical Officer/ Director	Addl. DG/DG&SS Secy.(E&F)
2	Follow up action on the evaluation and monitoring of reports received from R.Os under Forests Conservation Act (FCA) & Environment Protection Act(EPA.)	Technical Officer	DIR/Addl. DG
3	Coordination with Regional Offices	-do-	-do-
4	Analysis of Quarterly Projects Reports(QPR) on compensatory afforestation from States/Uts	-do-	-do-
5	Analysis of monthly reports & QPRs received from States UTs. and ROs. under FCA & EPA	-do-	-do-
6	Dealing with cases of violation under FCA and state Government's Working Plans approved by the Central Govt.	TO/DIR	Addl.DG/DGF& SS
7	Budget, Annual Action Plan Annual reports and expenditure reports.	TO/DIR	Addl.DG
8	Forest Land diversion cases (below 40 hctrs)received from Regional Offices	DIR/Addl. DG/DG&SS	MEF
9	<b>Parliament Questions &amp; Assurances</b> (a) Starred Question & Assurances  (b) Unstarred Question & Assurances  (c) Other matters raised in Parliament(including those raised under Rule 377 in LS & by way of spl mention in RS)	TO/DIR/Addl.DG/ DG&SS/Secy(E&F)  TO/DIR/Addl. DG  -do-	MEF  MEF  -do-

10	VIP References	TO/DIR/Addl. DG	Secy.(E&F)/MEF
11	Court Cases	TO/DIR	Addl. DG/DGF&SS/ Secy.(E&F)
12	Strengthening of Forestry Divs. in R.Os	-do-	Addl. DG
13	Audit Paras	-do-	-do-

**RESEARCH & TRAINING DIVISION****(RT Division)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Foreign deputation of IFS and other Officers of MOEF for training/ Workshop etc.	Astt.IG(AIG)/DIG/ Addl.DGF/DGF&SS/ Secy.(E&F)	MEF
2.	Foreign deputation of Forest Officers / Scientific in autonomous Bodies of MoEF under RT-Div.	AIG/DIG/AddL.DGF/ DGF&SS	DGF&SS (Secy.(E&F)*
3.	Budget ,Research etc of Indian Council of Forestry Research and Education (ICFRE) in respect work relating to Budget, Research and other issues	SO or AIG/DIG/Addl. DGF	Secy.(E&F)
4.	Indian Institute of Forest Management, Bhopal	SO or AIG/DIG/AddL. DGF/DGF&SS *	DGF&SS Secy.(E&F) */MEF*
5.	Indian Plywood Industries Research and Training Institute (IPIRTI), Banglore.	SO or AIG/DIG/AddL. DGF/ DGF&SS *	DGF&SS Secy.(E&F) */MEF*
6.	VIP References	SO or AIG/DIG/Addl. DGF	MEF or MEF (as applicable)
7.	State Forest Service (SFS) Colleges, Rangers Colleges & Training Institutes	SO or AIG/DIG/Addl .DGF	DGF & SS
8.	Coordination with Agricultural Universities & other related Scientific bodies.	SO or AIG/DIG/Addl. DGF	DGF & SS
9.	Matters connected with INBAR	AIG/DIG/AddL.DGF	DGF&SS (Secy.(E&F)/ MEF*
10.	Matter connected with ASIA pacific Forest invasive Species Network	AIG/DIG/Adl.DGF	DGF&SS/Secy.(E&F)*
11.	In Service training of IFS Officers	SO or AIG/DIG	Addl. DGF
12.	Policy matters on IFS Training	SO or AIG/DIG/AddL. DGF/ DGF&SS *	Secy(E&F)
13.	Indira Gandhi National Forests Academy (IGNFA)	SO or AIG/DIG/Addl. DGF	DGF & SS

14.	Gregarious flowering of Bamboos	AIG/DIG/Adl.DGF	DGF&SS/Secy.(E&F)*
15.	Parliament Question & Assurance (i) Starred Question & Assurance (ii) Unstarred Question & Assurance (iii) Other matters raised in Parliament (including matters raised under Rules 377 & in RS by way of Spl. Mentions)	AIG/DIG/ Addl.DGF/DGF&SS/ Secy(E&F)  AIG/DIG/ Addl.DGF  -Do-	MEF  MEF  -Do-
16.	Release of funds/grants under approved schemes	SO or AIG/DIG	Addl. DGF
17.	Court Cases	AIG/DIG/ Addl.DGF	DGF&SS/Secy.(E&F)@
18.	Handling of Audit Paras	SO or AIG/DIG/Addl. DGF	DGF&SS
19.	Collection & Compilation of Forest Statistics	AIG/DIG/ Addl.DGF	DGF&SS

\*\* Only in important and policy matters.

@ for approval of affidavit and counter affidavit involving policy matters.

**Survey & Utilisation Division (SU)**

S. No.	Type of cases	Channel of Submissions	Level of Final Disposal
0.	All matters pertaining to Andaman & Nicobar Islands	SO/AIG/DIG/Addl.DGF/DGF & SS/Secy. (E&F)*	MEF*
1.	Forest & Plantation Development Corporation Ltd. All matters (except Establishment matters)	SO or AIG/DIG	Addl DGF/DGF & SS/* Secy. (E&F)* MEF
10.	Court Cases relating to Forest Survey of India, Dehradun	SO/AIG/DIG	Addl. DGF/DG&SS@/ Secy.(E&F)@/
2.	Formulation of National Policy and guidelines for international trade in forest flora and regulation of import and export of timber as per Exim Policy	-Do-	DGF@
3.	Handling matter relating to International Organisation like International Tropical Timber Org. (ITTO), International Labour Organisation (ILO) etc.	-Do-	-Do-
4.	Promotion of wood substitute/ fuel wood conservation	SO or AIG	-Do-
5	Matter related with State Forest Development Corporation	-Do-	DIG (except Policy matters)
6.	VIP References	SO or AIG/Addl. DGF	MEF
7.	Parliament Questions & Assurances		
	(i) Starred Question & Assurances	SO/AIG/DIG/Addl.DGF/ DGF&SS/Secy.(E&F)	MEF
	(ii) Unstarred Question & Assurances	SO/AIG/DIG/Addl.DGF	MEF
	(iii) Other matters raised in Parliament (including matters raised under Rule 377 & in RS by way of Spl. Mentions)	-Do-	-Do-
8.	Advice/ directions to State Govt. on Issues on Minor Forest Produce	SO or AIG/DIG	Addl. DGF

\*\* on policy and major issues.

@ for filling the affidavit and counter affidavit involving policy matter.



**Vigilance Section**

S. No.	Type of cases	Channel of Submissions	Level of Final Disposal
1.	<p><b>Complaints</b></p> <p>(i) Complaints forwarded by PMO/other VIPs</p> <p>(ii) Complaints forwarded by CVC</p> <p>(iii) Complaints from other sources including pseudonymous and anonymous complaints</p> <p>(iv) Appointment of officers for investigation of complaints</p> <p>(a) In respect of officers of the level of JS and above</p> <p>(b) In respect of other officers</p>	<p>SO/Dir/JS &amp;CVO</p> <p>SO/Dir/JS &amp;CVO</p> <p>SO/Dir</p> <p>SO/Dir/JS &amp;CVO</p> <p>SO/Dir</p>	<p>Secy. (E&amp;F)</p> <p>Secy. (E&amp;F)</p> <p>JS &amp; CVO</p> <p>Secy. (E&amp;F)/MEF (where considered necessary)</p> <p>JS &amp; CVO</p>
2.	<p><b>Disciplinary proceedings cases</b></p> <p>(i) Processing of Disciplinary proceedings cases including Appeal/Memorial/Review/ Revision cases of IFS officers.</p> <p>(a) CCF level and above</p> <p>(b) Other Officers</p> <p>(ii) Appointment of Inquiry Officers (IO)/Presenting Officers (PO) in cases of IFS officers of AGMUT cadre.</p> <p>(a) CCF level and above</p> <p>(b) Other Officers</p> <p>(iii) Consultation with UPSC in Disciplinary Proceedings cases</p> <p>(a) Officers of the level of JS/CCF and above</p> <p>(b) Other officers</p>	<p>SO/Dir./JS &amp;CVO/Secy. (E&amp;F)/MEF</p> <p>SO/Dir./JS &amp;CVO/Secy. (E&amp;F)</p> <p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)/MEF</p> <p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)</p> <p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)/MEF</p> <p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)</p> <p>SO/Dir./JS &amp; CVO</p>	<p>MEF</p> <p>MEF</p> <p>MEF</p> <p>MEF</p> <p>MEF</p> <p>MEF</p>

	(iv) Consultation with CVC (a) Group 'A' Officers  (b) Other Officers	SO/Dir.	MEF  Secy (E&F)  JS & CVO
3.	<b>Vigilance Cases</b> (i) Processing of vigilance cases against IFS officers: (a) Officers of the level of CCF and above  (b) Other officers  (ii) Processing of vigilance cases against other officers and staff	SO/Dir./JS & CVO/ Secy. (E&F)/MEF (F & WL) SO/Dir./JS & CVO/ Secy. (E&F) SO/Dir./JS & CVO/ Secy. (E&F)/MEF  SO/Dir./JS & CVO/ Secy. (E&F)  SO/Dir	MEF  MEF  MEF (in the case of officers of the level of JS and above)  MEF (in the case of the other officers where President is the Appointing Authority)  Secy. (E&F) where secy. (E&F) is the Appointing Authority  JS & CVO in other cases
4.	<b>Vigilance Clearance</b> (i) Vigilance Clearance in respect of Secy.(E&F) / DGF&SS (ii) Vigilance clearance in respect of Group 'A' officers of the level of AS and equivalent (iii) Vigilance clearance in respect of other Group 'A' officers (iv) Vigilance clearance in respect of Group 'B', 'C' & 'D' officers/Staff	SO/Dir./JS & CVO SO/Dir./JS & CVO  SO/Dir.  SO	MEF  Secy. (E&F)  JS & CVO  Dir. (Vigilance)
5	<b>Permission/Intimation Cases Under AIS/CCS Conduct Rules for Moveable/ Immovable Property</b> (i) Group 'A' officers (other than IFS officers)		

	<p>of the level of Joint Secy. and above</p> <p>(ii) Group 'A' officers (other than IFS officers) below the level of Joint Secy.</p> <p>(iii) Group 'B', 'C' &amp; 'D' officers</p>	<p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)</p> <p>SO/Dir.</p> <p>SO</p>	<p>MEF</p> <p>JS&amp;CVO</p> <p>Dir. (vigilance)</p>
6.	<p><b>Parliament Questions</b></p> <p>(i) Starred Question</p> <p>(ii) Unstarred Question &amp; Assurance</p> <p>(iii) Matters raised under Rule. 377 in LS and by way of special and other Parliamentary matters</p>	<p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)</p> <p>SO/Dir./JS &amp; CVO</p> <p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)</p>	<p>MEF</p> <p>MEF</p> <p>MEF</p>
7.	<p><b>Prosecution Sanction Cases</b></p> <p>(i) Grant of Prosecution Sanction in respect of:</p> <p>(a) IFS officers of the level of CCF and above and Advisers (Scientific)</p> <p>(b) Other IFS officers/ Scientific officers</p> <p>(ii) Grant of Prosecution Sanction in respect of all other officers</p>	<p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)/MEF</p> <p>SO/Dir./JS &amp; CVO/ Secy. (E&amp;F)</p> <p>SO/Dir./JS &amp; CVO</p>	<p>MEF</p> <p>MEF</p> <p>Secy (E&amp;F)/MEF</p>
8.	<b>Court Cases</b>	SO/Dir.	JS & CVO/ Secy (E&F)* (*in important /contempt cases)
9.	<b>Appointment of CVO/VO in Attached/ Subordinate organisations</b>	SO/Dir/ JS&CVO	Secy.(E&F)

**Wild Life Division (WL)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
1.	Wildlife Institute of India Grant in aid and other related matters	DIG/IGF	Addl. DG/DGF&SS/Secy. (E&F)* (as per specified delegation)
2.	Import/Export of Technical Equipments & accessories & medicines & pharmaceutical Formalities	JD/IGF	Addl. DG (WL)/ Secy. (E&F)
3.	Research Project and Survey: (i) In Country (a) State officers (b) Central Govt.  (ii) Externally Aided under Projects	JD or Dir. Or DIG/IGF -DO-  JD or DIG/IGF/ Addl.DGF/DG F&SS/Secy. (E&F)	IGF Research Committee chaired by Addl. DGF MEF
4.	Follow up action on National Wildlife Action Plan (Specified up to 2002 -2016)	DIG/IGF	Addl.DGF
5.	International Conventions Membership payment	JD r DIG/IGF/Addl .DGF	Secy. (E&F)
6.	Parliament Questions & Assurances (i) Starred Questions & Assurances  (ii) Unstarred Questions & Assurances  (iii) Other Matters raised in Parliament (Riles 377 in LS & Spl. Mention in RS)	JD or Dir. Or DIG/IGF/Addl .DGF/DGF&S S/Secy(E&F) JD or Dir. Or DIG/IGF -Do-	MEF  MEF  -Do-
7.	Wildlife Crime Control Bureau (i) Administrative matters Budget matters	JD/IGF	Addl.DGF (WL)/ DGF &SS
8	(a) Assignment of Foreign Experts  (b) Approval of visit of foreigners to restricted areas  (c) Deputation of officers abroad	JD or Dir. Or DIG/IGF/Addl .DGF DIG  JD or Dir. Or DIG/IGF/Addl .DGF/DGF&S S/Secy.(E&F) -Do-	Secy.(E&F)  IGF  MEF  -Do-

	(d) Cultural and other exchange programmes		
9.	Wildlife week, wildlife Conservation Awareness activities (including Filming etc)	JD or Dir or DIG	IGF
10.	Seminar, workshops, symposia (i) At National Level  (ii) At International Level	JD or Dir or DIG/IGF JD or Dir. Or DIG/IGF/Addl .DGF/DGF&S S/Secy.(E&F)	Addl.DGF  MEF/MEF
11.	Wildlife Advisory Boards for State /Union Territories and related matters	DIG/IGF	Addl. DGF
12.	Coordination with Armed Forces.	DIG/IGF	Addl.DGF
13.	Wildlife (Protection) Act, 1972 -- implementation of the Act and Rules made there under, and Interpretation of the provisions of the Act (b) Amendment of the Provisions of the Act, Rule etc.	-Do-  DIG/IGF/ Addl./ Secy(E&F)	-Do-  MEF
14.	(a) Conduct of meeting of National Wildlife Board (NWB) under the Chairmanship of P.M. & of Standing Committee of NWB under the Chairmanship of MEF (b) Follow up of decision taken in the meeting	DIG/IGF/Addl .DGF&SS/ Secy. (E&F)  DIG/IGF	MEF  Addl. DGF
15.	Import and Export policy in respect of wild animals and the articles/ products therefrom	JD/IGF/Addl. DGF/ DGF&SS/	Secy. (E&F)/MEF
16.	Sanction & Release of funds to Central Sector Scheme & Centrally Sponsored Schemes – ‘Strengthening of Wildlife Divisions; and “Integrated Development of Wildlife Habitats”	JD	IGF/Addl. DGF/DGF &SS/Secy.(E&F)
17.	Reports and returns and coordination with other Divs./other Organisations of the Ministry	JD or Dir. Or DIG	IGF
18.	Fresh Schemes & EFC MeMEF/SFC MeMEF, Budget and related matters	JD or Dir. Or DIG/IGF/Addl . DGF/DGF &SS	Secy. (E&F)
19.	Fellowship and Awards (in country)	Dir./IGF/ Addl. DG/ Secy.(E&F)	MEF
20.	Review of Management Plans Protected Area network and other Wildlife related matters	JD or DIG	IGF

21.	Survey and census of wild animals (except tiger and elephant)	JD or DIG/IGF	Addl. DGF
22.	World Heritage Convention	DIG	IGF
23.	(i) Laying of Annual Reports of various Institutions  (ii) Other administrative matters of various Institutions under WL Divisions	DIG/IGF/ Addl. DG/ Secy.(E&F) DIG	MEF  IGF
24.	Exchange of Animals other than Zoo Animals	JD /DIG	Addl.DGF
25.	Budget and Financial matters of {National Zoological Park (NZN) }	DIG	IGF/Add.DGF (as per specified delegation)
26.	Matters pertaining to NZP	DIG	Addl.DGF * In policy and important matters