OFFICE MEMORANDUM

Subject:- ‘Channel of Submission’ and ‘Level of Disposal’ in various Sections/Divisions in Ministry of Culture-regarding.

As per the guidelines issued by Cabinet Secretariat on increasing Efficiency in Decision Making in Government vide its D.O. No. 502/2/2021-CA-V dated 15.03.2021 and by Department of Administrative Reforms & Public Grievances vide its O.M. No. 30011/12/2015-O&M-PI(6452) dated 12.03.2021 & in Manual of Office Procedure, the channel of submission and levels of disposal shall not exceed four level. Accordingly, all categories/levels of officers and staff in this Ministry, for the purpose of channel of submission & level of disposal have been broadly categorised.

2. All the Divisions/Sections of this Ministry were requested to propose the ‘Channel of Submission’ and ‘Level of Disposal’ in respect of various items of work being dealt by them ensuring four level of submission. Divisions/Sections of this Ministry have submitted their proposals and the same is annexed herewith.

3. All Officers in Ministry of Culture are advised to follow the channel of submission strictly as per annexure for the disposal of work. All cases requiring concurrence of IFD, approval/consultation with other Ministries/Departments or approval of Cabinet etc. shall be so routed from the appropriate level before final disposal.

4. This channel of submission and level of disposal is within Ministry of Culture. Approval of other Ministries/Departments such as DoP&T/MoF/DoE etc. would need to be taken, wherever necessary as per the instructions of Government of India.

5. As per the direction of Hon’ble Minister for Culture, those files wherein level of Disposal is HCM, must be routed through the concerned Hon’ble MoS as per official work allocation to them vide this Division’s order No. H-13011/1/2021-Estt. dated 15.07.2021.

6. The Secretarial assistance for submission of files shall be provided by ASO/SO at Section Level.

Encls: As above.

(Sushil Kumar Tripathi)
Deputy Secretary (Admn.)
Tel. No. 011-23381208

To

1. All Bureau Heads.
2. All Divisional Heads.
3. PS to HCM/PS to MoSs.

Contd....
4. PPS to Secretary(C).
5. All Sections.
6. NIC for uploading on website of Ministry of Culture.

Copy for information to:-

Department of Administrative Reforms and Public Grievances [Under Secretary(O&M)], Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.
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# ESTABLISHMENT SECTION

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<td>Relieving of Joint Secretary above level officers</td>
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<td></td>
<td>Relieving of US &amp; DS/Director level Officers</td>
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<td>Relieving of Group ‘B’ &amp; ‘C’ Officers</td>
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<td>Appointment of Personal Staff in Office of Minister</td>
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<td></td>
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<td>2.</td>
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<td>Fixation of Pay of Group ‘A’ &amp; ‘B’ Officers &amp; NFSG to Group ‘B’ Officers/ Stepping Up of Cases</td>
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<tr>
<td></td>
<td>Fixation of Pay of Group B &amp; C/ Granting of NFSG</td>
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<td></td>
<td>Pay fixation/Granting of NFSG to Gr. C Officials</td>
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<td>3.</td>
<td>Internal posting/Transfer /Allocation of work among officers</td>
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<td>AS/JS</td>
<td>DS/Dir. → JS → Secretary</td>
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<td>DS/Director/Under Secretary/Assistant Secretary</td>
<td>US → DS/Dir. → JS</td>
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<td>SSA/ASO/ SO &amp; Equivalent</td>
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<td>US → DS/Dir. → JS</td>
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<td>DS/Dir. → JS → Secretary</td>
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<tr>
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<td><strong>7. Confirmation of Group ‘B’ and Group ‘C’</strong></td>
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### Advances and Allowances
- **HBA & Computer Advances**
  - Authority: JS
- **LTC Encashment**
  - Authority: JS
- **GPF withdrawal /GPF Advance**
  - Authority: JS
- **Children Education Allowances**
  - Authority: JS
- **Night Duty Allowance**
  - Authority: JS

### Administrative matters of relating to CSS/CSSS/CSCS/Gen. Civil Services
- **Group ‘A’ officers**
  - Process: DS/Dir. → JS → Secretary
  - Authority: Minister
- **Group ‘B’ officers**
  - Process: US → DS/Dir. → JS
  - Authority: Secretary
- **Group ‘C’ officials**
  - Authority: JS

### Issuing of No Objection for foreign visit
- **JS & Above level officers**
  - Process: DS/Dir. → JS → Secretary
  - Authority: Minister
- **US/DS/Director & equivalent**
  - Process: US → DS/Dir. → JS
  - Authority: Secretary
- **Up to SO level & equivalent**
  - Authority: JS

### Training related matters
- **Mid Career Training Programme of IAS Officer**
  - Process: DS/Dir. → JS → Secretary
  - Authority: Minister
- **Domestic Funding of Foreign Training**
  - Process: DS/Dir. → JS → Secretary
  - Authority: Minister
- **Nomination for training/seminar/symposium/deputation abroad**
  - Process: DS/Dir. → JS → Secretary
  - Authority: Minister
- **Nomination for training/seminar/symposium/deputation Domestic**
  - Process: US → DS/Dir. → JS
  - Authority: Secretary
- **JSA/SSA/ASO/US/DS/Director Level Officer (Mandatory training) for which nomination is made by DoP&T**
  - Authority: JS
- **Forwarding of application to NIFM**
  - Process: US → DS/Dir. → JS
  - Authority: Secretary

### Generation of APARs online/Issuing of ‘No Report Certificate/Representation/Closure of APARs etc.
- **APAR of US and above level officers**
  - Authority: JS
- **Upto the level of Section Officer & equivalent**
  - Process: ASO → SO → US
  - Authority: DS/Dir.

### NOC for acquiring Higher Education/Qualification
- **From US level & above**
  - Process: US → DS/Dir. → JS
  - Authority: Secretary
- **Upto SO level or equivalent**
  - Authority: JS

### Swachh Bharat Mission
- **Formulation/implementation of Swachhta Action Plan(SAP)**
  - Process: US → DS/Dir. → JS
  - Authority: Secretary
- **Celebration of Swachhta Pakhwada**
  - Process: US → DS/Dir. → JS
  - Authority: Secretary
- **Procurement of Items related to Swachhta**
  - Authority: JS

### Miscellaneous Items
- **Appointment of Consultants/Young Professionals**
  - Process: US → DS/Dir. → JS
  - Authority: Secretary
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<td>NOC/Permission for competitive Examination by ASO/SO &amp; eqv.</td>
<td>SO → US → DS/Dir.</td>
<td>JS</td>
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</table>
All representation from officers to DoP&T | US → DS/Dir. → JS | Secretary
---|---|---
Report/request of Vacancies to DoP&T/SSC/Cadre Controlling Authorities | SO → US → DS/Dir. | JS
Creation/Merger of Cell/Section | US → DS/Dir. → JS | Secretary
Distribution/re-distribution of work among Divisions/Bureau | US → DS/Dir. → JS | Secretary

**Note:** The subject matter where file is to be initiated at the level of US/DS/Director, the secretarial assistance will be provided by the Section.
### GA Section

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<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
<th>Level of disposal</th>
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<td>1</td>
<td>Files involve expenditure below Rs. 2000 in RE and Rs 5000 in Non-RE</td>
<td>ASO -&gt; SO</td>
<td>US</td>
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<tr>
<td>2</td>
<td>Files involve expenditure upto 2.5 Lakhs</td>
<td>ASO -&gt; SO -&gt; US</td>
<td>DS/Dir.</td>
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<td>3</td>
<td>File involve expenditure beyond Rs 2.5 Lakhs but less than Rs 10 lakhs</td>
<td>SO -&gt; US -&gt; DS/Dir.</td>
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<td>4</td>
<td>File involve expenditure beyond Rs 10 lakhs</td>
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<td>Secretary</td>
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<td>5</td>
<td>File involve monthly expenditure beyond Rs 10 lakhs but less than Rs 20 lakhs i.r.o. already approved annual tender</td>
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<td>JS</td>
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<td>6</td>
<td>File Involve monthly expenditure beyond Rs 20 lakhs i.r.o. already approved annual tender</td>
<td>US -&gt; DS/Dir. -&gt; JS</td>
<td>Secretary</td>
</tr>
<tr>
<td>7</td>
<td>Purchase of new laptops/notebooks etc. for entitled officers</td>
<td>US -&gt; DS/Dir. -&gt; JS</td>
<td>Secretary</td>
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<td>8</td>
<td>Tendering for Hiring of vehicles for entitled officers</td>
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<td>9</td>
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<td>NoC to retired/ transferred Employees</td>
<td>ASO -&gt; SO</td>
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<td>ID Cards to employees of other offices of Ministry</td>
<td>SO -&gt; US -&gt; DS/Dir.</td>
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<td>Forwarding of E-Awas/CGHS Cards requests</td>
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<td>Any New proposal (first time) for hiring of services/ procurement/ facilitation to staff</td>
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<td>PG/Direct Grievances</td>
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<td>Condemnation/Auction of staff car, IT items and other Scrap items</td>
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<td>Reimbursement claim i.r.o Hospitality Bills/ Newspaper bills/ Briefcase Bills/ Telephone bills/ Contingency Bills</td>
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<td>Transfer and Entry of New Employees in PFMS</td>
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<td>Pay Bills of Gazetted Officer</td>
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<td>Pay Bills of ASO/HT/SCD/JSA</td>
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<td>Pay Bills of SSA/Steno/MTS</td>
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<td>Preparing of Tuitions Fee Bills</td>
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<td>Preparing bills of Bonus</td>
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<td>Preparing bills of Honorarium</td>
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<td>Issue of LPC (Last Pay Certificate)</td>
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<td>Bill related to Pensions (retired/death/VRS cases)</td>
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<td>Bill related to Festival Advance</td>
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<td><strong>Income Tax, GST and TDS Related Matter</strong></td>
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<td>Income Tax/GST/TDS by the Charted Accountant</td>
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<td>Income tax Calculation</td>
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<td>Calculation of TDS/C-Tax/P-Tax</td>
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<td>Maintaining of TA and LTC Register</td>
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<td>Maintaining of Salary Register</td>
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<td>Maintaining of Expenditure Control Register</td>
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<td><strong>Other/Misc. Bills</strong></td>
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<td>Preparing of Contingency Bills (Purchase/Services/Advance/Settlement)</td>
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<td>Preparing of Medical Reimbursement bills</td>
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<td>Outward Claims Bills/Air Fare bills (Domestic and International)/Sanctions</td>
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<td>TA/DA Bills</td>
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<td>LTC (Advance and Settlement) Bills</td>
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<td>Advance bills (HBA/Scooter/Computer etc.)</td>
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<td>DDO</td>
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<td>Preparing Salary bills of Contract Employees of this Ministry</td>
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<td>Conveyance Charges (Sanctions/Bills)</td>
<td>ASO → SO → US</td>
<td>DS</td>
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<td>MMIS (Manpower Monitoring Information System)</td>
<td>ASO → SO → US</td>
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<td>RTI Matter (RTI/First Appeal)</td>
<td>ASO → SO → US</td>
<td>US(CPIO)/DS(FAA)</td>
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<td>Re-appropriation of budget/fund</td>
<td>ASO → SO → US</td>
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<td>Reply of Audit Para</td>
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<td>Cashier</td>
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<td>Remittance of Cash/Cheque into account</td>
<td>Cashier</td>
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<tr>
<td>Preparation out remittance of income tax challan amount into the bank under respective IT Head.</td>
<td>Cashier</td>
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<tr>
<td>Reconciliation of receipt and expenditure with Pay and Account Office.</td>
<td>Cashier</td>
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<tr>
<td>Electronic crediting of salaries of officers and staff of the Ministry of Culture</td>
<td>Cashier</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Items of work</td>
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<tr>
<td>1.</td>
<td>Vigilance Clearance in respect of an officer</td>
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<tr>
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<td>(i) upto the level of Director/DS and equivalent</td>
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<td></td>
<td>(ii) in level of Joint Secretary, Additional Secretary and equivalent</td>
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<tr>
<td></td>
<td>(iii) for Secretary</td>
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<tr>
<td>2.</td>
<td>Intimation under rule 13, 18 of CCS(Conduct) Rules for an officer</td>
</tr>
<tr>
<td></td>
<td>(i) upto the level of Director and equivalent</td>
</tr>
<tr>
<td></td>
<td>(ii) in level of Joint Secretary, Additional Secretary and equivalent</td>
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<tr>
<td></td>
<td>(iii) for Secretary</td>
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<tr>
<td>3.</td>
<td>Examination/Forwarding of receipts/complaints</td>
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<td>4.</td>
<td>Proposal for obtaining CVC Ist Stage advice in case of Disciplinary Authority is</td>
</tr>
<tr>
<td></td>
<td>(i) Secretary</td>
</tr>
<tr>
<td></td>
<td>(ii) Hon’ble Minister</td>
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<td></td>
<td>(iii) other than mentioned at sl. no. 4(i) and 4 (ii).</td>
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<tr>
<td>5.</td>
<td>Consideration of 1st stage advice received from CVC in case of disciplinary authority is</td>
</tr>
<tr>
<td></td>
<td>(i) upto the level of Secretary</td>
</tr>
<tr>
<td></td>
<td>(ii) Hon’ble Minister</td>
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<td></td>
<td>(iii) other than mentioned at Sl. no. 5(i) and (ii)</td>
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### 6. Initiating Disciplinary proceeding in a case having vigilance angle in respect of an Officer of

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<thead>
<tr>
<th>Description</th>
<th>Process</th>
<th>Authority</th>
</tr>
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<tbody>
<tr>
<td>(i) Main Secretariat of this Ministry and its attached and subordinate organisation whose disciplinary authority is Secretary</td>
<td>SO → US → CVO</td>
<td>Secretary</td>
</tr>
<tr>
<td>(ii) Officer of Main Secretariat of this Ministry and its attached and subordinate organisation whose disciplinary authority is Hon'ble Minister</td>
<td>DS/Dir. → CVO→ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>(iii) Main Secretariat whose disciplinary authority is other than mentioned at sl. no. 6(i) and 6(ii).</td>
<td>ASO → SO → US</td>
<td>DS/Dir. (Disciplinary Authority)</td>
</tr>
<tr>
<td>(iv) Officer of its organization whose disciplinary authority is other than mentioned at sl. no.6(i) and (ii)</td>
<td>SO → US → DS/Dir.</td>
<td>CVO</td>
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</table>

### 7. Decision on Report/Complaint for Initiating Disciplinary Proceeding in a case having non vigilance angle

- Authority: CVO

### 8. For proposal for CVC IInd Stage Advice after obtaining the views of disciplinary authority.

- Authority: CVO

### 9. Proposal for reconsideration of CVC's advice after obtaining the views of Disciplinary Authority

- Authority: CVO

### 10. The matter pertaining to UPSC advice

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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>(i) For referring the matter to UPSC for deciding quantum of penalty</td>
<td>DS/Dir. → CVO→ Secretary</td>
<td>Minister</td>
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<tr>
<td>(ii) Referring proposal to Disciplinary Authority after UPSC's advice/recommendation and</td>
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For consideration of appeal on imposing penalties in case of appellate authority is

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<td>11.</td>
<td>For consideration of appeal on imposing penalties in case of appellate authority is</td>
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<tr>
<td></td>
<td>(i) Secretary</td>
<td>SO → US → CVO</td>
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<td></td>
<td>(ii) Hon’ble Minister</td>
<td>DS/Dir. → CVO → Secretary</td>
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<td>(iii) other than mentioned at Sl. no. 11(i) and (ii)</td>
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<td>Referring the matter to CBI for Preliminary Enquiry</td>
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<td>13.</td>
<td>Information furnishing under RTI Act, 2005</td>
<td>ASO → SO</td>
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<td>17.</td>
<td>Annual Return of Complaint/Cases furnished to CVC</td>
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<td>(i) The matter pertaining to an officer in which sanction for prosecution is required to be accorded in the name of the President.</td>
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<td>(ii) The matter pertaining to an officer in which an authority other than the President is competent to sanction prosecution</td>
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<td>Administrative matters of ASI viz. RRs, Appointment to the post of Director &amp; above level officers, Vigilance matters etc. received in the Ministry with the approval of DG, ASI</td>
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<td>Public Grievances/representation/ petition/ letters received from general public and through PMO, President Secretariat, Cabinet Secretariat etc.</td>
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<td>प्रस्तुत करने का माध्यम</td>
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<tr>
<td>1.</td>
<td>संस्कृति मंगालय की हिंदी संवाहन समिति की बैठक से संबंधित कार्य।</td>
<td>निदेशक→संयुक्त सचिव→सचिव</td>
</tr>
<tr>
<td>2.</td>
<td>राजभाषा विभाग, गृह मंगालय द्वारा प्राप्त आदेशों/निर्देशों के संबंध में।</td>
<td>उप निदेशक→निदेशक</td>
</tr>
<tr>
<td>3.</td>
<td>राजभाषा कार्यवाचन समिति की बैठक से संबंधित कार्य।</td>
<td>उप निदेशक→निदेशक</td>
</tr>
<tr>
<td>4.</td>
<td>संस्कृति मंगालय में हिंदी दिवस/सप्ताह/पंडित पांडेय के माह के आयोजन के संबंध में।</td>
<td>उप निदेशक→निदेशक</td>
</tr>
<tr>
<td>5.</td>
<td>सरकारी कामनाकाज मूल रूप से हिंदी में करने के लिए प्रोत्साहन योजना के संबंध से संबंधित कार्य।</td>
<td>उप निदेशक→निदेशक</td>
</tr>
<tr>
<td>6.</td>
<td>संस्कृति मंगालय और नियंत्रणाधीन कार्यवाचनों में राजभाषा कार्यालय / संगोष्टि के आयोजन के संबंध में।</td>
<td>उप निदेशक→निदेशक</td>
</tr>
<tr>
<td>7.</td>
<td>संस्कृति विषयक मौलिक हिंदी पुस्तक लेखन पुरस्कार योजना के संबंध में।</td>
<td>उप निदेशक→निदेशक</td>
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<td>8.</td>
<td>मंगालय के नियंत्रणाधीन कार्यवाचनों में राजभाषा के मानक पदों के रूप में सुरक्षा।</td>
<td>उप निदेशक→निदेशक</td>
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<td>9.</td>
<td>संस्कृति पत्रिका का प्रकाशन और उससे संबंधित पत्रिकाओं।</td>
<td>उप निदेशक→निदेशक</td>
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<td>10.</td>
<td>संसदीय राजभाषा संस्थित से संबंधित पत्रिकाएं।</td>
<td>सहायक निदेशक→उप निदेशक</td>
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<td>11.</td>
<td>संसदीय राजभाषा संस्थित की पहली उप संस्थित द्वारा संस्कृति मंगालय के नियंत्रणाधीन कार्यवाचनों के निरीक्षण और अनुवादी कार्यवाही से संबंधित कार्य।</td>
<td>उप निदेशक→निदेशक</td>
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<td>12.</td>
<td>प्रधानमंत्री जी की अध्यक्षता में गठित केंद्रीय हिंदी संस्थित की बैठक से संबंधित कार्य।</td>
<td>उप निदेशक→निदेशक</td>
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<td>13.</td>
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<td>उप निदेशक→निदेशक</td>
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<td>विषय</td>
<td>क्रिया की सार्थकता</td>
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<td>14.</td>
<td>विश्व हिंदी सम्मेलन की सिफारिशों से संबंधित पत्राचार</td>
<td>सहायक निदेशक → उप निदेशक → निदेशक</td>
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<td>15.</td>
<td>राजभाषा सम्मेलन एवं प्रशिक्षण शिविरों में भाग लेने के संबंध में।</td>
<td>सहायक निदेशक → उप निदेशक → निदेशक</td>
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<td>16.</td>
<td>राजभाषा अधिनियम 1976 के नियम 8(4) के अंतर्गत व्यक्तियों: आदेश जारी करने के संबंध में।</td>
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<td>अनुवाद अधिकारी → सहायक निदेशक → उप निदेशक</td>
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<td>19.</td>
<td>मंत्रालय की हिंदी लिपिविद्या प्रगति रिपोर्ट के संबंध में।</td>
<td>सहायक निदेशक → उप निदेशक</td>
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<td>20.</td>
<td>संस्कृत रूप से मंत्रालय के नियंत्रणाधीन कार्यालयों में राजभाषा नीति के कार्यान्वयन के नीतियों के संबंध में।</td>
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<td>21.</td>
<td>राजभाषा बिविभाग, गृह मंत्रालय द्वारा चलाए जा रहे प्रशिक्षण कार्यक्रमों के संबंध में।</td>
<td>सहायक निदेशक → उप निदेशक</td>
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<td>22.</td>
<td>सूचना का अधिकार अधिनियम 2005 के अंतर्गत जानकारी प्राप्त करने के संबंध में।</td>
<td>सहायक निदेशक → उप निदेशक</td>
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<td>23.</td>
<td>संस्कृत रूप से मंत्रालय के नियंत्रणाधीन सभी कार्यालयों में राजभाषा नीति के कार्यान्वयन और राजभाषा हिंदी के प्रगतिकी प्रयोग से संबंधित लिपिविद्या प्रगति रिपोर्ट की समीक्षा के संबंध में।</td>
<td>अनुवाद अधिकारी → सहायक निदेशक → उप निदेशक</td>
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<td>24.</td>
<td>राजभाषा बिविभाग द्वारा जारी वार्षिक कार्यक्रम पर कार्यवाही और जाप बिन्दु स्थापित करने के संबंध में।</td>
<td>अनुवाद अधिकारी → सहायक निदेशक → उप निदेशक</td>
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<td>25.</td>
<td>विषय संदेश भेजे जाने के संबंध में।</td>
<td>सहायक निदेशक → उप निदेशक</td>
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<td>26.</td>
<td>राजभाषा हिंदी के कार्यान्वयन से संबंधित वार्षिक सूचना कास्ट पत्रों तैयार करने के संबंध में।</td>
<td>अनुवाद अधिकारी → सहायक निदेशक → उप निदेशक</td>
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<tr>
<td></td>
<td>अनुवाद कार्य और राजभाषा कार्यान्वयन से संबंधित कार्यों के लिए परम्परागत प्रथाओं का संवर्धन के लिए सहायक निदेशक-उप निदेशक</td>
<td>निदेशक</td>
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<td>27.</td>
<td>अनुवाद अधिकारी</td>
<td>सहायक निदेशक-उप निदेशक</td>
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<td>28.</td>
<td>हिंदी अनुवाद आउटसोर्स कराने के संबंध में।</td>
<td>अनुवाद अधिकारी-सहायक निदेशक-उप निदेशक</td>
</tr>
<tr>
<td>29.</td>
<td>राजभाषा नीति के उल्लंघन के संबंध में।</td>
<td>सहायक निदेशक-उप निदेशक</td>
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# AKADEMI DIVISION

## A. Administrative Matters

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<td>1.</td>
<td>MoU between Ministry and Akademi Division's organisations</td>
<td>US→DS/Dir.→JS</td>
<td>Secretary</td>
</tr>
<tr>
<td>2.</td>
<td>Court Cases/Writ Petitions</td>
<td>US→DS/Dir.→JS</td>
<td>Secretary</td>
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<tr>
<td>3.</td>
<td>Audit Para</td>
<td>US→DS/Dir.→JS</td>
<td>Secretary</td>
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<tr>
<td>4.</td>
<td>Approval of Minutes of various Meetings held in organisations</td>
<td>US→DS/Dir.→JS</td>
<td>Senior most Ministry's representative</td>
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<tr>
<td>5.</td>
<td>Nomination of outside experts in various expert committees of organisations</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
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<tr>
<td>6.</td>
<td>Amendments of RRs</td>
<td>DS/Dir.→JS→Secretary</td>
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<td>7.</td>
<td>Amendment of bye law/MoAs</td>
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## B. Financial Matters

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<tbody>
<tr>
<td>1.</td>
<td>Release of Grants for Autonomous Bodies</td>
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<td>JS</td>
</tr>
<tr>
<td>2.</td>
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<tbody>
<tr>
<td>1.</td>
<td>Project upto Rs. 500 Crore</td>
<td>DS/Dir.→JS→Secretary</td>
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<td>2.</td>
<td>Project upto Rs. 100 Crore</td>
<td>US→DS/Dir.→JS</td>
<td>Secretary</td>
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<tbody>
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<td>1.</td>
<td>Parliament Question (Starred)</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
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<tr>
<td>2.</td>
<td>Parliament Question (Unstarred)</td>
<td>US→DS/Dir.→JS</td>
<td>Minister</td>
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<tr>
<td>3.</td>
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<td>4.</td>
<td>Lok Sabha/Rajya Sabha Parliamentary Assurances Matters</td>
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<td>5.</td>
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<td>DS/Dir.→JS→Secretary</td>
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<tr>
<td>2.</td>
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<td>US→DS/Dir.→JS</td>
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<tr>
<td>1.</td>
<td>Monthly D.O.</td>
<td>SO→US→DS/Dir.</td>
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<td>3.</td>
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<td>4.</td>
<td>MPs/VIPs references</td>
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<td>6.</td>
<td>Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns</td>
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### Museum Division

#### A. Administrative matters

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<td>3</td>
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### A. Administrative Matters

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<td>2</td>
<td>Approval of the Minutes of the NCF Council</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3</td>
<td>Constitution/Re-constitution of Executive Committee</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>4</td>
<td>Approval of the Minutes of the Executive Committee</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>5</td>
<td>Nomination of members to the NCF Council and Executive Committee</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>6</td>
<td>Appointment of Chairperson of NMA</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>7</td>
<td>Appointment of Whole Time Members and Part Time Members of NMA</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
</tbody>
</table>

### B. New Schemes/Projects

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project upto Rs. 500 Crore</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2</td>
<td>Project upto Rs. 100 Crore</td>
<td>US → DS/Dir. → JS</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

### C. Parliamentary Matters

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parliament Question relating to NMA and NCF</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2</td>
<td>Laying of Annual Report of NCF</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3</td>
<td>Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
</tbody>
</table>

### D. Complaints received through CVC

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complaints/ Public Grievances/ Court Cases</td>
<td>US → DS/Dir. → JS</td>
<td>Secretary</td>
</tr>
</tbody>
</table>
### Miscellaneous

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monthly D.O, AVMS, e-Samiksha</td>
<td>SO→US→DS/Dir.</td>
<td>JS</td>
</tr>
<tr>
<td>2</td>
<td>RTI</td>
<td>ASO→SO</td>
<td>US (CPIO)</td>
</tr>
<tr>
<td>3</td>
<td>RTI (1st Appeal)</td>
<td>ASO→SO</td>
<td>DS/Dir.(FAA)</td>
</tr>
<tr>
<td>4</td>
<td>MPs/ VIPs References</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>5</td>
<td>CAG Audit Reports/ Other Audit Reports/ Paras</td>
<td>US→DS/Dir.→JS</td>
<td>Secretary</td>
</tr>
<tr>
<td>6</td>
<td>Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns</td>
<td>SO→US→DS/Dir.</td>
<td>JS</td>
</tr>
</tbody>
</table>

**Note:** The subject matter where file is to be initiated at the level of US/DS/Director, the secretariat assistance will be provided by the Section.
## A&A Section

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of Work</th>
<th>Channel of Submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Financial Matters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Release of Grant to Autonomous Bodies/Grantee Bodies</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td></td>
<td>Budgetary proposals related to RE/Supplementary Grant/Budget Circular etc.</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Administrative Matters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signing of MoU between M/o Culture and Autonomous Organizations</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td></td>
<td>Appointment of Head of organization</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td></td>
<td>Framing/amendment of Recruitment Rules</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td></td>
<td>Constitution/Re-constitution of Committees/Boards/Council/Society</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3.</td>
<td><strong>New Schemes/Projects</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upto Rs.100 crore</td>
<td>US→DS/Dir.→JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>From Rs.100 crore to Rs.500 crore</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Parliamentary Matters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parliament Questions/Parliamentary Assurances/ Matters for Parliamentary Standing Committee/Laying of Annual Reports</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Complaints received through CVC</strong></td>
<td>US→DS/Dir.→JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Miscellaneous</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly D.O /CAG/PAC Audit Paras</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td></td>
<td>RTI Application</td>
<td>ASO→SO</td>
<td>US(CPIO)</td>
</tr>
<tr>
<td></td>
<td>RTI (1st Appeal)</td>
<td>ASO→SO</td>
<td>DS/Dir.(FAA)</td>
</tr>
<tr>
<td></td>
<td>VIP References</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
</tbody>
</table>

**Note:** The subject matter where file is to be initiated at the level of US/DS/Director, the secretarial assistance will be provided by the Section.
**Library Division**

### A. Administrative matters

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of work</th>
<th>Channel of Submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Framing/Amendment of RRs i.r.o Autonomous Organization of Library Section</td>
<td>DS/Dir. → JS/AS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2.</td>
<td>Appointment to the post of HoDs (Except Central Secretariat Library and Central Reference Library)</td>
<td>DS/Dir. → JS/AS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3.</td>
<td>MoU signed b/w Ministry and Autonomous Organization</td>
<td>US → DS/Dir. → JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>4.</td>
<td>Framing/Amendment of MoA, By-laws, Rules &amp; Regulations</td>
<td>DS/Dir. → JS/AS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>5.</td>
<td>Forwarding proposal to SSC/UPSC for direct recruitment or promotion</td>
<td>SO → US → DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>6.</td>
<td>Accepting the recommendation of DPC for promotion or appointment through Direct Recruitment in Group A post, General Central Service</td>
<td>DS/Dir. → JS/AS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>7.</td>
<td>Accepting the recommendation of DPC for promotion or appointment through Direct Recruitment in Group B post, General Central Service</td>
<td>US → DS/Dir. → JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>8.</td>
<td>Accepting the recommendation of DPC for promotion or appointment through Direct Recruitment in Group C post, General Central Service</td>
<td>ASO → SO → US</td>
<td>DS/Dir.</td>
</tr>
<tr>
<td>9.</td>
<td>Advertisement for filling up the post on deputation (including short term contract) basis</td>
<td>SO → US → DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>10.</td>
<td>Forwarding of Applications of employee in deputation case</td>
<td>SO → US → DS/Dir.</td>
<td>JS/AS</td>
</tr>
</tbody>
</table>

### B. Financial Matters

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of work</th>
<th>Channel of Submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Concurrence for releasing of grants</td>
<td>SO → US → DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Item of work</td>
<td>Channel of Submission</td>
<td>Level of disposal</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>2.</strong></td>
<td>Grant of financial upgradation under MACPs to employees of CSL</td>
<td>US→DS/Dir.→JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Pay Fixation on Promotion/MACP</td>
<td>ASO→SO</td>
<td>US</td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>Reimbursement of Medical Claims and Children Education Allowances of employees of CSL</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>Processing of pensionary benefits (through Bhavishya Portal)</td>
<td>ASO→SO</td>
<td>US</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Grant of Annual Increment to CSL Employees</td>
<td>ASO→SO</td>
<td>US</td>
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</tbody>
</table>

### C. New Schemes/Matters

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of work</th>
<th>Channel of Submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Upto Rs.100 crore</td>
<td>US→DS/Dir.→JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>From Rs.100 crore to Rs.500 crores (after obtaining the approval of MoF)</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
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</tbody>
</table>

### D. Parliamentary Matters

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of work</th>
<th>Channel of Submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Laying of Annual Reports in the both the houses of Parliament</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>Parliament Assurance Extension of time</td>
<td>US→DS/Dir.→JS/AS</td>
<td>Minister</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Reply to Parliament Question</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
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</tbody>
</table>

### E. Complaints received through CVC

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of work</th>
<th>Channel of Submission</th>
<th>Level of disposal</th>
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</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Complaints received through CVC</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
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### F. Miscellaneous

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item of work</th>
<th>Channel of Submission</th>
<th>Level of disposal</th>
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</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Monthly D.O/CAG/PAC Audit Paras</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>RTI Application (For furnishing information or transferring application)</td>
<td>ASO→SO</td>
<td>US(CPIO)</td>
</tr>
<tr>
<td></td>
<td>RTI Appeal</td>
<td></td>
<td>DS/Dir. (FAA)</td>
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</tr>
<tr>
<td>3</td>
<td></td>
<td>ASO→SO</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>VIP References (Acknowledgement)</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>5</td>
<td>Public Grievances (for transferring to organization concerned for taking necessary action)</td>
<td>ASO→SO</td>
<td>US</td>
</tr>
<tr>
<td>S. No.</td>
<td>Items of work</td>
<td>Channel of submission</td>
<td>Level of disposal</td>
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<tr>
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</tr>
<tr>
<td>1</td>
<td>Monitoring of Pending Assurances</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>2</td>
<td>Legislative Proposals during Session</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3</td>
<td>Important issues during Sessions</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>4</td>
<td>Matters raised under Rule 377 in Lok Sabha</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
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<tr>
<td>5</td>
<td>Matters raised as Special Mention in Rajya Sabha</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>6</td>
<td>Consultative Committee Meetings</td>
<td>DS/Dir.→JS/AS→Secretary</td>
<td>Minister</td>
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<tr>
<td>7</td>
<td>Matters raised during Zero Hour in Lok Sabha/Rajya Sabha</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>8</td>
<td>Issue of Passes for Session and meetings of the Committees</td>
<td>ASO→SO→US</td>
<td>DS/Dir.</td>
</tr>
<tr>
<td>9</td>
<td>Circulation of guidelines received from Lok Sabha/Rajya Sabha and Ministry of Parliamentary Affairs</td>
<td>ASO→SO</td>
<td>US</td>
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### CDN Section

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<th>Subject</th>
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<th>Level of Disposal</th>
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</thead>
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<td>1</td>
<td>Coordination work for the Ministry of Culture</td>
<td>ASO→SO→US</td>
<td>DS/Dir.</td>
</tr>
<tr>
<td>2</td>
<td>Monthly D.O for Cabinet Secretary (except e-Samiksha)</td>
<td>US→DS/Dir→JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>3</td>
<td>Cabinet matters (except e-Samiksha)</td>
<td>DS/Dir→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>4</td>
<td>Training of Officers/Officials of organizations of MoC (Other than Secretariat/ proper)</td>
<td>ASO→SO→US</td>
<td>DS/Dir.</td>
</tr>
<tr>
<td>5 *</td>
<td>Padma Awards/ Other Awards</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>6</td>
<td>Annual Reports/ Samarthan</td>
<td>US→DS/Dir→JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>7</td>
<td>Coordination work of Memorandum of Understanding</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>8</td>
<td>Optimization of Direct recruitment to civilian posts</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>9</td>
<td>Central Advisory Board on Culture</td>
<td>DS/Dir→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>10</td>
<td>National Culture Policy</td>
<td>DS/Dir→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>11</td>
<td>Allocation of Business Rules</td>
<td>ASO→SO</td>
<td>US</td>
</tr>
<tr>
<td>12</td>
<td>PM’s 15 point programme on recruitment of Minorities</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>13</td>
<td>Representation of SC/ST/OBC</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>14</td>
<td>Coordination work of RRs and vacancy position of organizations / Monitoring of vacancies of Head of Organizations under MoC (except through AVMS)</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>15</td>
<td>Compilation of data on all matters for Ministry of Culture (including attached/ subordinate/ autonomous Organizations) and also for various Ministries/Departments.</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>16</td>
<td>Coordination of SFC/EFC/Cabinet Notes received from other Ministries.</td>
<td>DS/Dir→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>17</td>
<td>Parliamentary Standing Committee Reports pertaining to more than two divisions</td>
<td>DS/Dir→JS/AS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>18</td>
<td>Implementation/monitoring of Cabinet Decisions.</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td></td>
<td>Maintenance of List of Organizations under MoC and publication of diary of addresses of various organizations under MoC</td>
<td>JSA/ASO→SO</td>
<td>US</td>
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</tr>
<tr>
<td>20</td>
<td>Coordination of Court Cases of MoC and its organizations except monitoring through LIMBS</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>21</td>
<td>My Gov matters</td>
<td>SO→US</td>
<td>DS</td>
</tr>
<tr>
<td>22</td>
<td>VIP Reference Monitoring System</td>
<td>ASO→SO→US</td>
<td>DS</td>
</tr>
<tr>
<td>23</td>
<td>VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to CDN Section</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>24</td>
<td>Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
</tbody>
</table>

* Padma Awards will be dealt by the Award cell. CDN section will compile the list of nominations for the Padma award and forward it to the Award cell for further necessary action at their end.

**Note:** The subject matter where file is to be initiated at the level of US/DS, the secretarial assistance will be provided by the Section.
### GHSM Section:–

#### A. Administrative matters

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
<th>Level of disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Payment to Hiring of Vehicle, monthly basis</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>2</td>
<td>Tender for Hiring of Vehicle</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>3</td>
<td>Payment to Hiring of outsourcing staff, monthly basis</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>4</td>
<td>Tender for Hiring of manpower through GeM</td>
<td>US→DS/Dir. → JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>5</td>
<td>Payment to MTNL</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
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<tr>
<td>6</td>
<td>Payment to Charted Accountant</td>
<td>ASO→SO</td>
<td>US</td>
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#### B. Financial Matters

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Matters related to Budget</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
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<tr>
<td>2</td>
<td>Payment to Gandhi Smriti and Darshan Samiti (GSDS)</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>3</td>
<td>Fund release for execution of various projects through GHSM</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>4</td>
<td>As per delegation of financial powers approved by AS &amp; FA (Culture) and Hon’ble Minister of State (Independent charge) vide Order No. 17-4/2018-1FD dated 07.06.2018, the Joint Secretary, MoC can incur an expenditure of Rs. 10.00 lakh for Contingent expenditure.</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
</tr>
<tr>
<td>5</td>
<td>As per Schedule – V of D.F.P.R., Under Secretary in the Department of the Central Government declared as Head of Office (HOO) can incur an expenditure of Rs.2000/- per month in each of recurring expenditure and Rs. 5000/- in each case on non-recurring.</td>
<td>ASO→SO</td>
<td>US</td>
</tr>
</tbody>
</table>

#### C. New Schemes / Projects

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<tbody>
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<td>Project related to Gandhi Heritage Sites Mission</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS</td>
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### D. Parliamentary matters

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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Matters related to Parliament starred question</td>
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<td>Minister</td>
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### E. Miscellaneous

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<tbody>
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<td>1.</td>
<td>Miscellaneous matters related to GHSM Section</td>
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<td>JS/AS</td>
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<tr>
<td>2.</td>
<td>Miscellaneous matters related to GHSM Section received from CDN Section</td>
<td>ASO → SO → US</td>
<td>DS/Dir.</td>
</tr>
<tr>
<td>3.</td>
<td>RTI matter related to GHSM Section</td>
<td>ASO → SO</td>
<td>US(CPIO)</td>
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<tr>
<td>4.</td>
<td>1st Appeal of RTI matter related to GHSM Section</td>
<td>ASO → SO → US</td>
<td>DS/Dir.</td>
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<tr>
<td>5.</td>
<td>Any reference received from CIC related to GHSM Section</td>
<td>ASO → SO → US</td>
<td>DS/Dir.</td>
</tr>
<tr>
<td>6.</td>
<td>Court Case related to GHSM Section</td>
<td>SO → US → DS/Dir.</td>
<td>JS/AS</td>
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### F. Any other Items

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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Calling of Nomination Gandhi Peace Prize &amp; Tagore Award for Cultural Harmony</td>
<td>DS/Dir. → JS/AS → Secretary</td>
<td>Minister</td>
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## AR&IT Section

<table>
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<th>S. No.</th>
<th>Subject matter</th>
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<tbody>
<tr>
<td>1</td>
<td>Matters related to IT and e-Governance</td>
<td>SO→US→DS/Dir.</td>
<td>JS/AS*</td>
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<td>2</td>
<td>Citizens Charter related matter</td>
<td>US→DS/Dir.→JS/AS</td>
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<td>3</td>
<td>Public Grievances (PG) related matter</td>
<td>ASO→SO→US</td>
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<tr>
<td>4</td>
<td>RTI matters</td>
<td>ASO→SO</td>
<td>US(CPIO)</td>
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<tr>
<td></td>
<td>I. RTI applications</td>
<td>ASO→SO</td>
<td>DS/Dir.(FAA)</td>
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<tr>
<td></td>
<td>II. RTI Appeals</td>
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</table>

Note: * Depending on the importance of work, approval of Secretary (C) will also be sought whenever required.
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<tr>
<th>Sl. No.</th>
<th>Subject matter/Item of work</th>
<th>Channel of submission</th>
<th>Level of Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cultural Agreements/ Cultural Exchange Programmes</td>
<td>DS/Dir. → JS/AS → Secretary</td>
<td>Minister</td>
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<tr>
<td>2.</td>
<td>Grant-in-Aid to Indo foreign Friendship Societies</td>
<td>US → DS/Dir. → JS/AS</td>
<td>Minister</td>
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<tr>
<td>3.</td>
<td>Festival of India Abroad</td>
<td>DS/Dir. → JS/AS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>4.</td>
<td>Inter-Ministerial Consultations/Inter Governmental Commissions</td>
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<td>Minister</td>
</tr>
<tr>
<td>5.</td>
<td>Multilateral Forums BRICS/G-20/SCO etc.</td>
<td>DS/Dir. → JS/AS → Secretary</td>
<td>Minister</td>
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### Performing Arts Section

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<th>Present/Proposed items of work</th>
<th>Revised channel of submission</th>
<th>Level of Disposal</th>
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<td>1.</td>
<td>Parliament Question</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2.</td>
<td>Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3.</td>
<td>Matters relating to Parliamentary Standing Committee</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>4.</td>
<td>MPs/VIPS References</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>5.</td>
<td>CAG Audit Report/ Other Audit Report/ Paras</td>
<td>SO→US→DS/Dir.</td>
<td>JS</td>
</tr>
<tr>
<td>6.</td>
<td>Court Cases</td>
<td>US→DS/Dir.→JS</td>
<td>Secretary</td>
</tr>
<tr>
<td>7.</td>
<td>Release of Grant/ Scholarship Fellowship</td>
<td>SO→US→DS/Dir.</td>
<td>JS</td>
</tr>
</tbody>
</table>
### B. Administrative Matters

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Constitution/Re-constitution of Expert Advisory Committee of Himalayan Scheme</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2</td>
<td>Approval of the Minutes of the Expert Advisory Committee of Himalayan Schemes</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3</td>
<td>Constitution/Re-constitution of Expert Advisory Committee of Buddhist Scheme.</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>4</td>
<td>Approval of the Minutes of the Expert Advisory Committee of Buddhist Scheme.</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>5</td>
<td>Appointment of Vice-Chancellor/Director of Autonomous Bodies under BTI of the three names shortlisted by the Search-cum-Selection Committee</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>6</td>
<td>Assignment/Extension of Additional Charge of Vice-Chancellor/Director in Autonomous Bodies.</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>7</td>
<td>Formulation of Recruitment Rules of the Vice-Chancellor/Director in Autonomous Bodies.</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>8</td>
<td>Nomination of Experts as Members to the Boards/Societies of the Autonomous Bodies</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>9</td>
<td>Nomination of official members to the Governing Bodies like Board, Society, FC etc. of Autonomous Bodies.</td>
<td>DS/Dir. ➔ JS ➔ Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>10</td>
<td>Fixing the Meeting and approval of the Minutes of the Meetings of Society of Autonomous Bodies</td>
<td>US ➔ DS/Dir. ➔ JS</td>
<td>Secretary</td>
</tr>
<tr>
<td>11</td>
<td>Signing of MoU between M/o Culture and Autonomous Organizations</td>
<td>ASO ➔ SO ➔ US</td>
<td>DS/Dir.</td>
</tr>
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</table>

### B. Financial Matters

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<tr>
<th>Sl. No.</th>
<th>Items of work</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RE/BE/ Outcome Budget/Supplementary Demand</td>
<td>SO ➔ US ➔ DS/Dir.</td>
<td>JS</td>
</tr>
</tbody>
</table>
### C. New Schemes/Projects

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<th>Items of work</th>
<th>Channel of submission</th>
<th>Level of disposal</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Project upto Rs. 500 Crore</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2</td>
<td>Project upto Rs. 100 Crore</td>
<td>US → DS/Dir. → JS</td>
<td>Secretary</td>
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### D. Parliamentary Matters.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
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<tbody>
<tr>
<td>1</td>
<td>Parliament Question</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2</td>
<td>Laying of Annual Report of Autonomous Bodies/Grantee Bodies</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3</td>
<td>Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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### E. Complaints received through CVC

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<tr>
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<th>Channel of submission</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Complaints/ Public Grievances/ Court Cases</td>
<td>US → DS/Dir. → JS</td>
<td>Secretary</td>
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</table>

### F. Miscellaneous

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items of work</th>
<th>Channel of submission</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Monthly D.O, AVMS, e-Samiksha</td>
<td>SO → US → DS/Dir.</td>
<td>JS</td>
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<tr>
<td>2</td>
<td>RTI</td>
<td>ASO → SO</td>
<td>US (CPIO)</td>
</tr>
<tr>
<td>3</td>
<td>RTI (1st Appeal)</td>
<td>ASO → SO</td>
<td>DS/Dir. (FAA)</td>
</tr>
<tr>
<td>4</td>
<td>MPVs/ VIPs References</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>5</td>
<td>CAG Audit Reports/ Other Audit Reports/ Paras</td>
<td>SO → US → DS/Dir.</td>
<td>JS</td>
</tr>
<tr>
<td>6</td>
<td>Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns</td>
<td>SO → US → DS/Dir.</td>
<td>JS</td>
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### ZCC Section

#### A. Administrative Matters

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<tbody>
<tr>
<td>1.</td>
<td>Appointment of Director Zonal Cultural Centre (ZCCs).</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2.</td>
<td>Nominations of Private Members in the Board of Governors / Governing Body of ZCCs</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>3.</td>
<td>Framing of RRs for the post of Director, ZCCs</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>4.</td>
<td>Revision of Memorandum of Association in r/o ZCCs</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>5.</td>
<td>Meeting of Board of Governors / Governing Body of ZCCs</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>6.</td>
<td>Meeting of Executive Board / Finance Committee/ Programme Committee of ZCCs</td>
<td>SO → US → DS/Dir.</td>
<td>JS</td>
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<tr>
<td>7.</td>
<td>Review of activities of ZCC/ Review Committee Reports</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>8.</td>
<td>Setting up of Shilpgram of ZCCs</td>
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<td>Minister</td>
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<tr>
<td>9.</td>
<td>Administrative matters relating to ZCCs</td>
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<td>Secretary</td>
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</tbody>
</table>

#### B. Financial Matters

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</thead>
<tbody>
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<tr>
<td>2.</td>
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<td>Secretary</td>
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<tr>
<td>3.</td>
<td>Organization of Rashtriya Sanskriti Mahotsava</td>
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<td>Minister</td>
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<tr>
<td>4.</td>
<td>Proposal for increasing Honorarium of Artistes</td>
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<tr>
<td>5.</td>
<td>Annual Plan Proposal of ZCCs</td>
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<td>6.</td>
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<td>JS</td>
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<tr>
<td>7.</td>
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#### C. New Schemes/Projects

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</thead>
<tbody>
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### D. Parliamentary Matters

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<tbody>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<td>5.</td>
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### E. Complaints received through CVC

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<td>US→DS/Dir.→JS</td>
<td>Secretary</td>
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### F. Miscellaneous

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<tbody>
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<td>2.</td>
<td>Participation of Tableau of ZCCs in the Republic Day Parade Festival</td>
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<td>Minister</td>
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<tr>
<td>3.</td>
<td>MPs/ VIPs References</td>
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<td>Minister</td>
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<tr>
<td>4.</td>
<td>Requests for participation in Festivals/ Fairs</td>
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<td>JS</td>
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<tr>
<td>5.</td>
<td>CAG Audit Reports/ Other Audit Reports/ Paras</td>
<td>SO→US→DS/Dir.</td>
<td>JS</td>
</tr>
<tr>
<td>6.</td>
<td>Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns</td>
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<td>JS</td>
</tr>
<tr>
<td>7.</td>
<td>All RTI Matters</td>
<td>ASO→SO</td>
<td>US</td>
</tr>
<tr>
<td>8.</td>
<td>RTI (1st Appeal)</td>
<td>ASO→SO</td>
<td>DS/Dir.(FAA)</td>
</tr>
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<td>-----------------------------</td>
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</tr>
<tr>
<td>1.</td>
<td>Parliament Questions (Unstarred/Starred)</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>2.</td>
<td>Lok Sabha / Rajya Sabha Parliamentary Matters for Parliamentary Standing Committee</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>3.</td>
<td>Matters relating to Parliamentary Committee</td>
<td>DS/Dir.→JS→Secretary</td>
<td>Minister</td>
</tr>
<tr>
<td>4.</td>
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<tr>
<td>5.</td>
<td>CAG Audit Reports/ Other Audit Reports/ Paras</td>
<td>SO→US→DS/Dir.</td>
<td>JS</td>
</tr>
<tr>
<td>6.</td>
<td>Court Cases</td>
<td>US→DS/Dir.→JS</td>
<td>Secretary</td>
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</table>
## SPECIAL CELL/C&M SECTION

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Constitution of National Committee/ High Level Committee/Executive Committee for Commemoration (referred to PMO with the approval of Minister).</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>2</td>
<td>Constitution of National Implementation Committee for Commemoration (referred to PMO with the approval of Minister).</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>3</td>
<td>Approval of Minutes of NIC meeting.</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>4</td>
<td>Approval of minutes of NC/HLC/EC meetings (referred to PMO with the approval of Minister).</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>5</td>
<td>Proposals for sanction of Grant for commemorations approved by NIC</td>
<td>US → DS/Dir. → AS(Com.)</td>
<td>Secretary</td>
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<tr>
<td>6</td>
<td>Release of Grant for Grantee Institutions.</td>
<td>US → DS/Dir. → AS(Com.)</td>
<td>Secretary</td>
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<tr>
<td>7</td>
<td>Appointment of contractual staff.</td>
<td>US → DS/Dir. → JS</td>
<td>Secretary</td>
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<tr>
<td>8</td>
<td>Contingent Expenditure with in power of HOD</td>
<td>Section &gt; Under Secretary &gt; Director &gt; AS(com)</td>
<td>AS</td>
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<tr>
<td>9</td>
<td>Contingent Expenditure beyond power of HOD (with the concurrence of FA)</td>
<td>Section &gt; Under Secretary &gt; Director &gt; AS(com) &gt; FA</td>
<td>FA</td>
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<tr>
<td>10</td>
<td>Fixing the Meeting and approval of the Minutes of the Meetings of Society of Autonomous Bodies</td>
<td>US → DS/Dir. → AS(Com.)</td>
<td>Secretary</td>
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<tr>
<td>11</td>
<td>Outcome Budget/Supplementary Demand</td>
<td>SO → US → DS/Dir.</td>
<td>AS</td>
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<tr>
<td>12</td>
<td>Parliament Question</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>13</td>
<td>Lok Sabha / Rajya Sabha Parliamentary Assurances/ Matters for Parliamentary Standing Committee</td>
<td>DS/Dir. → JS → Secretary</td>
<td>Minister</td>
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<tr>
<td>14</td>
<td>Annual Reports of the Ministry of Culture</td>
<td>SO → US → DS/Dir.</td>
<td>AS</td>
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<td>15</td>
<td>Complaints/ Public Grievances</td>
<td>ASO → SO → US</td>
<td>DS/Dir.</td>
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<td>16</td>
<td>Court Cases</td>
<td>SO → US → DS/Dir.</td>
<td>AS</td>
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<td>17</td>
<td>Monthly D.O, AVMS, e-Samiksha</td>
<td>SO → US → DS/Dir.</td>
<td>AS</td>
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<td>18</td>
<td>RTI</td>
<td>ASO → SO</td>
<td>US(CPIO)</td>
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<td></td>
<td>ASO→SO</td>
<td>DS/Dir.(FA A)</td>
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<td>19.</td>
<td>RTI (1st Appeal)</td>
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<td>20.</td>
<td>MPs/ VIPs References</td>
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<td>21.</td>
<td>CAG Audit Reports/ Other Audit Reports/ Paras</td>
<td>SO→US→DS/Dir.</td>
<td>AS</td>
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<tr>
<td>22.</td>
<td>Misc. References from CDN Section/ Other Sections/ Various Reports/ Returns</td>
<td>ASO→SO→US</td>
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## Budget Section

### A. Administrative matters

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<tbody>
<tr>
<td>1</td>
<td>1. RTI&lt;br&gt;2. Grievances/Complaints&lt;br&gt;3. Other Daily and Weekly Routine matters of Division</td>
<td>ASO→SO</td>
<td>Deputy Director</td>
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<tr>
<td>2</td>
<td>RTI First Appeal</td>
<td>ASO→SO</td>
<td>DS/Dir.</td>
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<td>3</td>
<td>1. Coordination of Audit Matters and CAG/PAC Paras</td>
<td>ASO→SO→DD</td>
<td>DS/Dir.</td>
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### B. Financial Matters

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<tr>
<td>1</td>
<td>1. Budget Announcements monitoring&lt;br&gt;2. SC, ST &amp; NER Budget matters&lt;br&gt;3. Child &amp; Gender Budgeting matters&lt;br&gt;4. Output Outcome Monitoring Framework (OOMF) of NITI Aayog&lt;br&gt;5. Any information sought by MoF, MoSJE and MoTA</td>
<td>DD→DS/Dir.→JS&amp;FA</td>
<td>Secretary</td>
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### C. Parliamentary Matters

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<tr>
<td>1</td>
<td>1. Reports of PSC&lt;br&gt;2. PSC Meetings&lt;br&gt;3. Parliament Questions &amp; assurances&lt;br&gt;4. Any Meeting or Review of Budget by Minister</td>
<td>DS/Dir.→JS&amp;FA→Secretary</td>
<td>Minister</td>
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### D. Miscellaneous Matters

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<td>1</td>
<td>Any other matter</td>
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### Integrated Finance Division (IFD)

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<tr>
<td>1.</td>
<td>All matters pertaining to IFD</td>
<td>US → DS/Dir.</td>
<td>JS&amp;FA</td>
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