

Establishment-I (AYUSH physicians and NMPB Staff)				Remarks
Sl. No.	Classes of cases/ subjects(in brief)	Channel of Submission/ Authority for Final		
		Channel of submission	Level of Final Disposal	
1.	Appointments/ Confirmation/ Promotion/ Resignation, etc.			
	• Group 'A'	ASO/SO – DS/ Dir – JS - Secretary	MoS(IC)	
	• Group 'B' (Gazetted/ Non-Gazetted)	ASO/SO – US - JS	Secretary	
	• Group 'C'	ASO – SO-US	Joint Secretary	
2.	Voluntary retirement scheme	ASO/SO – DS/Dir – JS - Secretary	MOS(IC)	In Consultant with IFD/Ministry of Finance wherever required
3.	Proposal for Recruitment/Promotion of Group 'A' to UPSC under Single Window System	ASO/SO – US - DS/Dir	Joint Secretary	
4.	Financial Upgradations under MACP/DACP Scheme(s)			
	• Group 'A'	ASO/SO – US- DS/Dir - JS	Secretary	
	• Group 'B' (Gazetted/ Non-Gazetted)	ASO – SO – US - DS/Dir	Joint Secretary	
	• Group 'C'	ASO – SO – US - DS/Dir	Joint Secretary	
5.	Creation of Posts	US -DS/Dir – JS - Secy.	MoS(IC)	
6.	Recruitment Rules			
	(a) Framing of Recruitment Rules	ASO/SO – DS/Dir – JS - Secy.	MoS(IC)	
	(b) Amendment of Recruitment Rules:			
	• Group 'A'	ASO/SO – DS/Dir – JS - AS	MoS(IC)	
	• Group 'B' (Gazetted/ Non-Gazetted)	ASO/SO – US - JS	Secretary	
	• Group 'C'	ASO – SO – US - DS/Dir	Joint Secretary	
7.	Forwarding of application for training/deputation etc.			
	• Group 'A'	ASO/SO – DS/Dir-JS	Secretary	
	• Group 'B' (Gazetted/ Non-Gazetted)	ASO – SO – US - DS/Dir	Joint Secretary	
	• Group 'C' and others	ASO – SO - US	DS/Dir	
8.	All matters relating to Training/Fellowship in India and abroad			
	• Group 'A' [JS level and above]	ASO/SO – DS/Dir – JS - Secy.	MoS(IC)	

	<ul style="list-style-type: none"> Group 'A' [other] 	ASO/SO – US – DS/Dir-JS	Secretary	
	<ul style="list-style-type: none"> Group 'B' & 'C' 	ASO/SO - US	Joint Secretary	
9.	All cases of foreign assignment	ASO/SO –US- DS/Dir – JS - Secy.	MoS(IC)	
10.	NOC for private foreign visit			
	<ul style="list-style-type: none"> Group 'A' (JS level and above) 	ASO/SO – DS/Dir – JS - Secy.	MoS(IC)	
	<ul style="list-style-type: none"> Group 'A' [other] 	SO – US - DS/Dir - JS	Secretary	
	<ul style="list-style-type: none"> Group 'B' & 'C' 	ASO/SO - US	Joint Secretary	
11.	No Objection for deputation/extension of deputation of Officers to other cadres	ASO/SO – US - DS/Dir - JS	Secretary	
12.	Administrative matter concerning Union Territories	ASO – SO – US - DS/Dir	Joint Secretary	
13.	Expansion of CGHS Dispensaries	ASO – SO – US - DS/Dir	Joint Secretary	
14.	Preparation of Seniority lists, compilation & circulation	ASO – SO – US - DS/Dir	Joint Secretary	
15.	Identification and maintenance of Roasters, vacancies, calculation of vacancies and intimation to DOP&T in respect of Group 'B' & Group 'C' posts	ASO – SO - US	DS/Dir	
16.	Continuation of posts	ASO – SO – US - DS/Dir	Joint Secretary	
17.	Conversion of temporary posts into permanent	ASO – SO – US - DS/Dir	Joint Secretary	
18.	Revival of abolished posts	ASO – SO – US - DS/Dir	Joint Secretary	
19.	Appointment of Authorized Medical Attendant for Non-CGHS areas	ASO – SO - US(A) - DS/Dir	Joint Secretary	
20.	Posting/Transfer/Work Allocation			
	<ul style="list-style-type: none"> Group 'A' 	SO – DS/Dir - JS	Secretary	
	<ul style="list-style-type: none"> Group 'B' & Group 'C' 	ASO – SO – US - DS/Dir	Joint Secretary	
21.	Pay Fixation and other related matters	ASO – SO – US - DS/Dir	Joint Secretary	
22.	Release of annual increments	ASO – SO – US - DS/Dir	Joint Secretary	
23.	Preparation of pension papers, calculation of pensioners benefits, final withdrawal of GPF, Insurance sanction, encashment of leave etc.	ASO – SO – US - DS/Dir	Joint Secretary	
24.	Issue of retirement orders	ASO – SO – US - DS/Dir	Joint Secretary	
25.	Verification of services/certificate after 18 years of service	ASO - SO	Under Secretary	
26.	Matters related to Pensioner's	ASO – SO – US -	Joint	

	grievances received through CPENGRAMS/ other means of communication	DS/Dir	Secretary	
27.	Issue of No Objection Certificate "NOC" for matters like Passport, writing of exams, further studies			
	DS level and above	ASO – SO – US - DS/Dir	Joint Secretary	
	Others	ASO – SO - US	DS/Dir	
28.	Intimation/sanction under conduct rules regarding transaction of movable/immovable property			
	• Group 'A'	ASO/SO – DS/Dir – JS - Secy.	MoS(IC)	
	• Group 'B'	ASO – SO - US	Joint Secretary	
	• Group 'C'	ASO - SO	US	
29.	Grants of Advances			
	• Grants of GPF Advance/Withdrawals	ASO – SO – US - DS/Dir	Joint Secretary	
	• Grants of House Building Allowance	ASO – SO – US - DS/Dir	Joint Secretary	
	• Grant of Computer Advance	ASO – SO – US - DS/Dir	Joint Secretary	
	• LTC and Leave encashment	ASO – SO - US	DS/Dir	
30.	Reports & Returns – for Section/Cells	ASO – SO - US	DS/Dir	
31.	Tuition Fee Reimbursement	ASO - SO	H.O.O./US*	
32.	Medical Reimbursement			
	• Upto Rs.50,000/-	ASO/SO	H.O.O./US*	
	• Above Rs. 50,000/-	ASO/SO – US - DS/Dir	H.O.D./JS*	
33.	Issue of Order for sanction of leave			
34.	Group 'A'	SO - US	DS/Dir	Leave will be sanctioned by the Establishment-I Section on the recommendations of immediate superior Officer and where considered necessary immediate supervisory Officer may obtain the orders of next higher Officer.
35.	Others	SO	US	
36.	Matters relating to Government accommodation/ CGHS/ Photo ID cards of DHI employees	SO	US	

37.	Circulation of training programmes/Seminars etc. (Domestic & Foreign)	SO	US	
38.	Medical Advance	ASO – US - DS/Dir	Joint Secretary	
39.	Permission for tests (wherever required)	ASO - SO	Under Secretary	
40.	Issuance or renewal of CGHS cards.	ASO - SO	Under Secretary	
41.	Acceptance of nomination in GPF etc	SO	US	
42.	Maintenance of Service Books and attestation of entries therein	-	SO	
43.	Change of home town	SO – US - DS/Dir	JS	
44.	Matters related to Women at Work Place	ASO/SO – US – JS - Secy.	MoS(IC)	
45.	All Matters relating to SCS/STs	SO - US/Dir – JS - Secy.	Joint Secretary	
46.	VIP references	US - DS/Dir – JS - Secy.	MoS(IC)	
47.	Conduct Rules			
	Employment of family members in private firm	ASO – SO – US - DS/Dir	Joint Secretary	
	Family members in politics			
	• Group ‘A’ officers	US - DS/Dir – JS - Secy.	MoS(IC)	
	• Group ‘B’ & Group ‘C’ posts	ASO/SO – US - JS	Secretary	
	Participation in radio broadcast etc.	SO – US – DS/Dir - JS	Secretary	
	Evidence before Committees etc	ASO – SO – US - DS/Dir	Joint Secretary	
	Acceptance of gifts	ASO – SO – US - DS/Dir	Joint Secretary	
	Demonstrations by Govt. Servants	ASO – SO – US - DS/Dir	Joint Secretary	
	Private trade etc.	ASO – SO – US - DS/Dir	Joint Secretary	
	Acceptance of Fee	ASO – SO – US - DS/Dir	Joint Secretary	
48.	Engagement and continuation of Consultant on contract basis	SO – US - DS/Dir - JS(in C/W IFD)	Secretary	
49.	Cancellation of offer of appointment	ASO – SO – US - DS/Dir	Joint Secretary	
50.	Revival of offer of appointment	ASO – SO – US - DS/Dir	Joint Secretary	
51.	Complaints received against Officers	ASO – SO – US - DS/Dir	Joint Secretary	
52.	Extensions of time to direct recruits recommended by UPSC to join the posts • Upto 3 months • Beyond 3 month & upto 6 month	• SO – US - DS/Dir - JS • US - DS/Dir – JS - Secy.	Secretary MoS(IC)	

53.	RTI Matters:-			
54.	Application under RTI	SO	US/CPIO	
55.	1 ST APPEAL TO Appellate Authority	US/CPIO	DS/Dir/ Appellate Authority	
56.	2 nd Appeal to CIC	US/CPIO - DS/Dir	Joint Secretary	
57.	Parliamentary Matters:-			
	• Reply to Starred Questions	ASO/SO-US-DS/Dir – JS -Secy.	MoS(IC)	
	• Reply to un-starred Questions	ASO/SO – US - DS/Dir-JS	Secretary	
	• Reply to VIP letter/references	US - DS/Dir - JS-Secy.	MoS(IC)	
58.	Matters related to APAR of AYUSH Doctors (Group 'A')	SO - US - DS/Dir - JS	Secretary	
Establishment – II				Remarks
Sl. No.	Classes of cases/subjects (in brief)	Channel of Submission/Authority for Final Disposal		
		Channel of Submission	Level of Final Disposal	
59.	Appointments/Confirmation/ etc.			
	•Appointment of Junior Translation Officer, Group B (Non- Gazetted)(on the recommendation of Official Language Department)	ASO/SO – US - JS	Secretary	
	•Confirmation of Assistant Section Officers, Group B (Non- Gazetted)	ASO - SO - US	Joint Secretary	
60	Voluntary retirement scheme	ASO/SO – DS/Dir – JS - Secretary	MOS(IC)	In consultation with IFD/Ministry of Finance/DoPT wherever required
61.	Financial Upgradations under MACP/NFU, NFSG Scheme(s)			
	•Group 'A'	ASO/SO – DS/Dir - JS	Secretary	
	•Group 'B' (Gazetted/ Non-Gazetted)	ASO – SO – US - DS/Dir	Joint Secretary	
	•Group 'C'	ASO – SO – US - DS/Dir	Joint Secretary	
62.	Forwarding of applications for training/deputation etc.			
	•Group 'A'	ASO/SO – US -DS/Dir - JS	Secretary	
	•Group 'B' (Gazetted/ Non-Gazetted)	ASO – SO – US - DS/Dir	Joint Secretary	

	• Group 'C' and others	ASO – SO - US	DS/Dir	
	All matters relating to Training/Fellowship in India and abroad			
	•Group 'A'[JS level and above]	ASO/SO – DS/ Dir – JS - Secy.	MOS(IC)	
	•Group 'A'[other]	ASO/SO - US - JS	Secretary	
	•Group 'B' & 'C'	ASO/SO - US	Joint Secretary	
63.	All cases of foreign assignment	ASO/SO – US-DS/Dir – JS - Secy	MOS(IC)	
64.	NOC for private foreign visit			
	•Group 'A' (JS level and above)	ASO/SO – DS/Dir – JS - Secy	MOS(IC)	
	•Group 'A' (other)	SO – US - DS/ Dir - JS	Secretary	
	•Group 'B' & 'C'	ASO/SO - US	Joint Secretary	
65.	No Objection for deputation/extension of deputation of Officers to other cadres	ASO/SO – US- DS/Dir - JS	Secretary	
66.	Administrative matters concerning Union Territories	ASO – SO – US - DS/Dir	Joint Secretary	
67.	Preparation of Seniority lists, compilation & circulation	ASO – SO – US - DS/Dir	Joint Secretary	
68.	Identification and maintenance of Rosters, vacancies, calculation of vacancies and intimation to DOP&T in respect of Group 'B' & Group 'C' posts	ASO – SO - US	DS/Dir	
69.	Appointment of Authorized Medical Attendant for Non - CGHS areas	ASO – SO - US(A) - DS/Dir	Joint Secretary	
70.	Posting / Transfer/Work Allocation			
	•Group 'A'	SO – US - DS/Dir - JS	Secretary	
	•Group 'B' & Group 'C'	ASO – SO – US - DS/Dir	Joint Secretary	
71.	Pay Fixation and other related matters	ASO – SO – US - DS/Dir	Joint Secretary	
72.	Release of annual increments	ASO – SO – US - DS/Dir	Joint Secretary	
73.	Preparation of pension papers, calculation of pensioners benefits, final withdrawal of GPF, Insurance sanction, encashment of leave etc.	ASO – SO – US - DS/Dir	Joint Secretary	
74.	Issue of retirement orders	ASO – SO – US - DS/Dir	Joint Secretary	
75.	Verification of services/certificate after 18 years of service.	ASO - SO	Under Secretary	
76.	Matters related to Pensioner's grievances received through CPENGRAMS/other means of communication	ASO – SO – US - DS/Dir	Joint Secretary	

77.	Issue of No Objection Certificate “NOC” for matters like Passport, writing of exams, further studies			
	DS level and above	ASO – SO – US - DS/Dir	Joint Secretary	
	Others	ASO – SO - US	DS/Dir	
78.	Intimation/sanction under conduct rules regarding transaction of movable/immovable property			
	Group ‘A’	ASO/SO - DS/Dir - JS - Secy.	MoS(IC)	
	Group ‘B’	ASO – SO - US	Joint Secretary	
	Group ‘C’	ASO - SO	US	
79.	Grant of Advances			
	•Grant of GPF Advance/Withdrawals	ASO – SO – US - DS/Dir	Joint Secretary	
	•Grant of House Building Allowance	ASO – SO – US - DS/Dir	Joint Secretary	
	•Grant of Computer Advance	ASO – SO – US - DS/Dir	Joint Secretary	
	•LTC and Leave encashment	ASO – SO - US	DS/Dir	
80	Reports & Returns - for Sections/Cells	ASO - SO - US	DS/Dir	
81.	Tuition Fee Reimbursement	ASO - SO	H.O.O./US*	
82.	Medical Reimbursement			
	•Upto Rs.50,000/-	ASO - SO	H.O.O./US*	
	•Above Rs.50,000/-	ASO – SO – US - DS/Dir	Joint Secretary	
	R&I Speed Post Charges			
	•Upto 1 lakh	ASO/SO	H.O.O./US*	
	•Beyond 1 Lakh	ASO/SO – US - DS/Dir	H.O.D/J S	
83.	Issue of Orders for sanction of leave			
84.	Group ‘A’	SO - US	DS/Dir	Leave will be sanctioned by the Establishment-Ii Section on the recommendations of immediate superior Officer and where considered necessary immediate supervisory Officer may obtain the orders of next higher Officer.
85.	Others	SO	US	
86.	Matters relating to Government accommodation/CGHS/Photo ID	SO	US	

	cards of DHI employees			
87.	Circulation of training programmes/Seminars etc.(Domestic & Foreign)	SO	US	
88.	Medical Advance	ASO – US - DS/Dir	Joint Secretary	
89.	Permission for tests (wherever required)	ASO - SO	Under Secretary	
90.	Acceptance of nomination in GPF etc.	SO	US	
91.	Maintenance of Service Books and attestation of entries therein	-	SO	
92.	Change of home town	SO – US - DS/DIR	JS	
93.	Matters related to Women at Work Place	ASO/SO – US – JS - Secy.	MOS(IC)	
94.	All matters relating to SCs/STs	SO – US - DS/ Dir	Joint Secretary	
95.	VIP references	ASO/SO – US – JS - Secy.	MOS(IC)	
96.	Conduct Rules			
	Employment of family members in private firms (Rule 4(2A))	ASO – SO – US - DS/Dir	Joint Secretary	
	Family members in politics (Rule 5(2))			
	• Group ‘A’ officers	US - DS/Dir – JS - Secy.	MOS(IC)	
	• Group ‘B’ & Group ‘C’ posts	ASO/SO – US - JS	Secretary	
	Participation in radio broadcasts etc. (Rule 8)	SO - US - DS/Dir - JS	Secretary	
	Evidence before Committees etc.(Rule 10)	ASO – SO – US - DS/Dir	Joint Secretary	
	Acceptance of gifts	ASO – SO – US - DS/Dir	Joint Secretary	
	Demonstrations by Govt. Servants (Rule 14)	ASO – SO – US - DS/Dir	Joint Secretary	
	Private trade etc.(Rule 15)	ASO – SO – US - DS/Dir	Joint Secretary	
	Acceptance of Fee (Rule 15)	• ASO – SO – US - DS/Dir	Joint Secretary	
	• Upto Rs.3000/- in a year	• SO – US - DS/Dir - JS	Secretary	
	• Beyond Rs.3000/-			
97.	Engagement and continuation of Consultants on contract basis	SO - US - DS/Dir - JS(in c/w IFD)	Secretary	
98.	Cancellation of offer of appointment	ASO-SO-US-DS/Dir	Joint Secretary	
99.	Complaints received against Officers	ASO – SO – US - DS/Dir	Joint Secretary	
100.	RTI matters:-			
101	Application under RTI	SO	US/CPIO	
102	1st Appeal to Appellate Authority	US/CPIO	DS/DIR/ Appellate Authority	
103	2nd Appeal to CIC	US/CPIO - DS/DIR	Joint Secretary	

104	Parliamentary Matters:-		
	• Reply to Starred Questions	ASO/SO – US-DS/Dir – JS - Secy.	MOS(IC)
	• Reply to un-starred Questions	ASO/SO – US-DS/Dir - JS	Secretary
	• Reply to VIP letter/references	US - DS/Dir – JS - Secy.	MOS(IC)
General Administration section and R &I Section			
Sl. No	Description of subject matters	Channel of Submission	Level of Final Disposal
105.	Matters relating to hospitality		
	Cases where prescribed ceiling under hospitality rules exceeds for lunch and dinner	ASO – SO – US - DS/Dir	H.O.D/JS*
	Other cases, Canteen bills etc. regarding serving of tea etc. in Ministry's meeting with ceiling of Rs.5/- per head	ASO - SO	H.O.O/US*
	Canteen bills, Coffee house bills where ceiling of Rs.5/- is exceeded	ASO – SO – US - DS/Dir	H.O.D/JS*
106	Purchase of Newspapers, reference Books and Magazines, etc.		
	UptoRs.50,000/-	ASO - SO	H.O.O/US*
	AboveRs.50,000/-	ASO – SO – US - DS/Dir	H.O.D/JS*
107	Payment of entertainment bills in respect of Ministries/ officials of the Ministry		
	UptoRs.50,000/-	ASO - SO	H.O.O/US*
	AboveRs.50,000/-	ASO – SO – US - DS/Dir	H.O.D/JS*
108	Record Room of the Main Sectt.	ASO – SO - US	DS/Dir
109	VIP References	SO – US - DS/Dir – JS - Secy	MoS(IC)
110	Award of AMCs for FAX/RAX Machines/ Elect/ Manual Typewriter/ Hot & cold arrangement, Photocopiers electronic duplicating machines and other office equipment, computer / printer/ UPS	ASO – SO – US - DS/Dir	H.O.D/JS*
111	Purchase of furniture/ fixture of office equipment like Computers/ Printers/ UPS, Photocopier, Franking machine, fax machine, Elect. Duplicating Machine, Shredders KTS systems etc. bicycle, staff cars. Purchase of sundry items, stationary, printing material, officer stamps and		

	expenditure related to laundry.		
	UptoRs.50,000/-	ASO - SO	H.O.O/US*
	AboveRs.50,000/- up to Rs.20,00,000/-	ASO - SO - US - DS/Dir	H.O.D/JS*
	Above Rs.20,00,000/-	SO - US - DS/Dir - JS	Secretary
112	Identity Cards to Employees/ Consultants/ Pensioners	ASO - SO - US - DS/Dir	H.O.D/JS*
113	All general arrangements in connection with the proper maintenance of office, care taking arrangements, general cleanliness in Main Sectt	ASO - SO - US - DS/Dir	H.O.D/JS*
114	General Staff Welfare	ASO - SO - US - DS/Dir	H.O.D/JS*

PHI SCHEME

SL. NO	Classes of cases/subjects(in brief)	Channel of Submission/Authority for final Disposal	
		Channel of Submission	Level of Final Disposal
115	Processing of new/ fresh proposal /receipts/letter/ progress reports of ongoing projects etc.	RO/Consultant - US - Advisor	Joint Secretary
116	Appraisal of fresh project/appraisal of Progress report of ongoing project Minutes of the Project Appraisal Committee (PAC) meeting	RO/Consultant - Director - Advisor	Joint Secretary
117	Final Approval/ Sanction of fresh project approval for release of next instalment for ongoing project/ Minutes of the Project Sanctioning Committee (PSC) meeting	RO/Consultant - US - Director - Advisor/Joint Secretary	Secretary
118	Any Amendment in the Scheme	RO/Consultant - US - Director - Advisor/Joint Secretary	Secretary
119	Matter referred to IFD	RO/Consultant - Director - Advisor	Joint Secretary

RTI Related Matters

120	Replay of RTI under RTI Act, 2005	RO/Consultant	Under Secretary
121	Replay of Appeal under RTI Act, 2005	RO/Consultant	Director

Budget/audit Related Matters

122	Preparation of BE/RE proposals at Division level	RO/Consultant - Director-Advisor	Joint Secretary
123	Approval of the material for Annual Report/ Annual Plan/OOMF /Outcome Budget	RO/Consultant - Director-Advisor	Joint Secretary
124	Progress Monthly/ Quarterly Report of Annual target /OOMF	RO/Consultant	US
125	Action Taken Notes (ATN) on recommendations contained in the Reports of the Parliamentary Committees/ Demand for Grants pertaining to the Ministry	RO/Consultant - US - Director - advisor - Joint Secretary	Secretary

126.	Replies/ATN of Audit Paras	RO/Consultant – director - Advisor	Secretary
Miscellaneous Correspondence			
127	Misc. Correspondence and General References within Ministry of AYUSH	RO/Consultant – US - Advisor	Joint Secretary
128	Engagement of Consultant under the Scheme	RO/Director - Advisor	Joint Secretary
129.	Extension of Contract Staff of the Scheme	RO – US - Advisor	Joint Secretary
130	Quarterly Report of Hindi	RO/Consultant	US
131	Reply of Misc. Receipt to the Applicants/org.	RO/Consultant	US
Examination of Utilization Certificates			
132	Upto Rs.25.00 lakhs	RO/Consultant	Under Secretary
133	Upto Rs.50.00 lakhs	RO/Consultant	Director
134	Above Rs.50.00 lakhs	RO/Consultant – Director - Advisor	Joint Secretary
Homeopathy section			
Sl. No.	Classes of cases/subjects (in brief)	Channel of Submission	Level of Final Disposal
135	Laying of Annual Report of NIH, Kolkata and CCRH, New Delhi in both the House of Parliament.	Deputy Adviser(H) – Adviser (H) – JS - Secy.	MOS (IC)
136	Parliament Questions (Starred)	Deputy Adviser(H) – Adviser (H) - JS - Secy	MOS (IC)
137	Amendment of Recruitment Rules of NIH & CCRH	Deputy Adviser(H) – Adviser (H) - JS - Secy.	MOS (IC)
138	Filling up of Director/Director General of NIH & CCRH	Deputy Adviser(H) – Adviser (H) - JS - Secy.	MOS (IC)
139	Filling up of Gr-A post of NIH & CCRH	Deputy Adviser(H) – Adviser (H) - JS - Secy.	MOS (IC)
140	Creation of posts	Deputy Adviser(H) – Adviser (H) – JS – Secy.	MOS (IC)
141	Initiation of disciplinary proceedings against offending Gr-A officers of NIH and CCRH.	Deputy Adviser(H) – Adviser (H) – JS – Secy.	MOS (IC)
142	Parliament Questions (un starred)	Astt. Adviser - Deputy Adviser (H) - Adviser – JS	MOS (IC)
143	Amendment of bye-laws of	Deputy Adviser – Adviser – Joint Secretary - Secretary	Amendment of bye-laws of
144	DPC/DACP/MACP i/r of GR-A officers of NIH & CCRH	Asst. Adviser - Deputy Adviser	Secretary
145	Filling up of Gr-B post in NIH & CCRH	Asst. Adviser - Deputy Adviser	Secretary
146	Time-bound references received from PMO/Cabinet Secretariat	Asst. Adviser - Deputy Adviser	Secretary
147	Up-gradation of APAR of the Gr-A officers of NIH & CCRH	Asst. Adviser - Deputy Adviser	Secretary
148	Quarterly release of grant in aid	Asst. Adviser - Deputy	Joint Secretary

	to NIH & CCRH	Adviser (H) – Adviser (H)	
AD Section			
Sl. No.	Classes of cases/ subjects (in brief)	Channel of submission	Level of Final Disposal
149	RTI Matter	Consultant	CPIO
150	RTI appeal matters	Consultant→ CPIO	Appellate Authority
151	Parliament Assurance	RO/Asstt.Adv→DS/Dir → Adv.	Spl. Secretary
152	References received from VIPs	RO/Asstt.Adv→DS/Dir →Adv.	Spl. Secretary
153	Time-bound references received from PMO/Cabinet Secretariat	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
154	Reference received from various Ministries/ Departments/Lok Sabha/Rajya Sabha on deferent issues	RO/Asstt.Adv→DS/Dir → Adv.	Spl. Secretary
155	Matters relating to Public Grievances	Consultant/RO→Asstt. Adv→DS/Dir	Advisor
156	Para-wise comments/Counter Affidavit on court cases	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
157	Decision to file an appeal against a Court decision	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
158	Decision to implement Court decisions	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
159	Proposals for requesting the agency concerned to defend the court cases on behalf of UoI	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
160	Comments on Cabinet Notes of other Ministries/ Departments	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
161	ATN on recommendations contained in the Reports of the Parliamentary Committees/Demands for Grants pertaining to the Scheme	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
162	Replies/ATN of Audit Para	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
163	Preparation of BE/RE proposals at Division level	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
164	E-Samiksha/VLMS	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
165	Approval of the material for Annual Report/Annual Plan/Outcome Budget/Agenda Notes for various Conferences and meetings	Consultant/RO→Asstt. Adv→DS/Dir	Advisor
166	Comments on proposal from other Divisions	Consultant/RO→Asstt. Adv→DS/Dir	Advisor
167	Sending files to OL Wing, legislative Department for Hindi Translation	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary

168	Making reference to the other Departments including Legislative Department etc.	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
169	Making reference to IFD for concurrence on financial proposals	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
170	Weeding out of files and records	Consultant/RO→Asstt. Adv→DS/Dir	Advisor
171	Quarterly Hindi Report	Consultant/RO→Asstt. Adv	DS/Dir
172	Action taken report in made by the Working Group of Ministers(WGoM)/Sectoral Group of Secretaries-4 (SGoS)etc.	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
173	Matter related to National Health Policy, 2017	RO/Asstt.Adv→DS/Dir → Adv	Spl. Secretary
174	Matter related to Integration of Ayush in other Ministries	RO/Asstt.Adv→DS/Dir → Adv→ Spl. Secretary	Secretary
175	Matter related to Invest Indiat	RO/Asstt.Adv→DS/Dir → Adv→ Spl. Secretary	Secretary
176	Champion Service Section Scheme(CSSS) for Medical Value Travel	RO/Asstt.Adv→DS/Dir → Adv.	Special Secretary/Secretary
177	Parliament Questions(Starred)	RO/Asstt.Adv→DS/Dir -Adv → Spl Secy	MOS(IC)
178	Parliament Questions(UnStarred)	RO/Asstt.Adv→DS/Dir → Adv →Spl. Secy.	MOS(IC)
Y & N Section			
		Channel of Submission	Disposing Authority
179	Parliamentary Matters		
	Parliament Questions (Unstarred)	ASO/DD – Dir - JS	MOS(IC)
	Parliament Questions (Starred)	ASO/DD - Dir - JS	MOS(IC)
	Assurances	ASO/DD – Dir - JS	MOS(IC)
	Matters raised under Rule 377	ASO/DD - Dir - JS	MOS(IC)
	Inputs for Parliament Question	ASO – DD - Dir	Inputs for Parliament Question
180	VIP references		
	Letters of CMs/MPs or MLAs addressed to MOS(IC)	ASO/CONSUL. – Dir - JS	MOS(IC)
	Letters of MPs or MLAs addressed to Secretary	ASO/CONSUL – Dir - JS	Secretary
	Letters of Ex- MPs or Ex- CMs	ASO/CONSUL – Dir – JS	Secretary
	Others	ASO – DD - Dir	Joint Secretary
181	References from P.M.O. or Cab. Sectt.		
	Having policy implications	DD – Dir - JS	Secretary
	Other routine references	ASO - DD - Dir	Joint Secretary
182	Other miscellaneous references received from Loksabha /	ASO – DD - Dir	Joint Secretary

	Rajyasabha Sectt., SC/ST Commission, NHR Commission, etc.		
183.	RTI Matters	ASO/CONSUL.	DD
184	Public Grievances	ASO/CONSUL - DD	Dir
185	Court Cases	ASO/DD - Dir - JS	Secretary
MATTERS OF NATIONAL INSTITUTES & RESEARCH COUNCIL (MDNIY, NIN & CCRYN)			
186	Appointment of Directors	DD/Dir - JS - Secy	MOS(IC)
187	Processing proposals for release of Grant in Aid	ASO - DD	Joint Secretary
188	Creation of posts	DD/Dir - JS - Secy.	MOS(IC)
189	Recruitment Rules	DD/Dir - JS - Secy.	MOS(IC)
190	Service Conditions and Service Rules	DD/Dir - JS - Secy.	MOS(IC)
191	Policy Matters	DD/Dir - JS - Secy.	MOS(IC)
192	Technical Matters	DD/Dir - JS - Secy.	MOS(IC)
193	Matters of Yoga Certification Board	CONSUL./DD - Dir - JS	Secy.
194	Matters of National/International Yogasana Sports Federation	CONSUL./DD - Dir - JS	Secy.
195	International Day of Yoga (IDY)		
196	All the matters related to observation of International Day of Yoga	ASO/DD/Dir - JS - Secy.	MOS(IC)
NAM Section			
Sl no.	Classes of cases/ subjects in brief	Channel of submission/ Authority for final Disposal	
		Channel of submission	Level of Disposal
197	Appraisal Committee Meeting for State Annual Action Plan (SAAP) under National AYUSH Mission(NAM)	CPMU Staff and R.O. - Dy. Adv.(Ay) - Joint Adv. (Ay)	Joint Secretary
198	Mission Directorate Meeting for State Annual Action Plan(SAAP) under National AYUSH Mission (NAM)	CPMU Staff and R.O. - Dy. Adv.(Ay) - Joint Adv. (Ay) - Joint Secretary	Secretary
199	Releases to State/UT Governments against the Submitted state Annual Action Plans (SAAPs)	CPMU Staff and R.O. - Dy. Adv.(Ay) - Joint Adv. (Ay)	Joint Secretary
200	Utilization Certificate	CPMU Staff - Dy. Adv. (Ay.) - Joint Advisor (Ay.)	Joint Secretary
201 RTI Applications			
A	Application under RTI	ASO/RO - CPIO	CPIO
B	1st Appeal to Appellate Authority	ASO/RO - CPIO	Joint Adv. (Ay.)/Appellate Authority
C	2nd appeal to CIC	ASO/RO - CPIO - Appellate Authority	Joint Secretary
202 Parliament matter			
A	Reply to starred questions	CPMU Staff & RO - Dy.Adv. (Ay) - Joint Adv. (Ay) - Joint Secretary - Secretary	MoS (IC) AYUSH

B	Reply to unstarred questions	CPMU Staff & RO - Dy. Adv.(Ay) - Joint Adv. (Ay) - Joint Secretary	MoS (IC)
C	Reply to VIP letter/ references	RO - Dy. Adv.(Ay) - Joint Adv. (Ay) - Joint Secretary - Secretary	MoS (IC)

Siddha and Unani Section

Sl. No.	Classes of cases/subjects (in brief)	Channel of Submission/Authority for Final Disposal		Remarks
		Channel of Submission		
203	Administrative matters of autonomous bodies (NIS & CCRS)	ASO – RO - DS	Special Secretary/ Secretary	*Approval of MOS (IC) wherever required
204	Technical matters of autonomous bodies (NIS & CCRS)	ASO - RO - DS	Special Secretary/ Secretary	
205	Financial matters of autonomous bodies (NIS & CCRS)	ASO – RO - DS	Special Secretary/ Secretary	In consultation with IFD/Ministry of Finance wherever required
206	Technical/ Policy related matters of Siddha other than autonomous bodies (NIS & CCRS)	ASO – RO - DS	Special Secretary/ Secretary	*Approval of MOS (IC) wherever required
207	RTI matters:-			
	a. Application under RTI	ASO	RO / CPIO	
	b. 1st Appeal to Appellate Authority	RO / CPIO	DS /	
	c. 2nd Appeal to CIC	RO / CPIO - DS	Appellate Authority	
208	Parliamentary Matters:-			
	a. Reply to Starred Questions	ASO – RO – DS – SS - Secy.	MOS(IC)	
	b. Reply to un-starred Questions	ASO – RO – DS - SS	MOS(IC)	
	c. Reply to VIP letter/references	ASO - RO - DS - SS - Secy.	MOS(IC)	
209	Matters related to APAR of Director, NIS / DG, CCRS (Group 'A')	ASO – RO – DS - SS	Secretary	

Cash Section

Sl. NO	Subjects (in brief)	Channel of Submission	Level of Final Disposal
210	All matter of Cash Section	DDO - US	JS

AYUSH Grid

Sl. No	Classes of cases/subjects (in brief)	Channel of Submission/Authority for Final Disposal		Remarks
		Channel of Submission	Level of	

			Final Disposal	
211	Core-IT/Health matters related work			
	• Approval of proposal including financial concurrence	Consultant/ASO - AD/RO – OSD - JS	Secretary	With due approval of IFD
	• Other routine matters	Consultant/ASO - AD/RO - OSD(AG)	Joint Secretary	
212	PMU and PMC related work			
	• General staff related work	ASO - AD	OSD(AG)/Joint Secretary	As per the matter
	• Technical work	Consultant – AD - OSD	Joint Secretary	
213.	Champion Services Sector Scheme (CSSS) related work			
	• Financial matter, all non-IT aspects of CSSS component of AG and co-ordination with Autonomous Bodies	Consultant/ASO – RO - Dir (VS)	Joint Secretary	With due approval of IFD
	• Technical work	Consultant – AD - OSD	Joint Secretary	
214.	RTI/CPGRAM /other reports			
	• RTI	ASO - RO	OSD(AG)	
	• CPGRAM & other reports	ASO – RO - OSD	Joint Secretary	
215.	All financial sanction related work	ASO - AD/RO - Dir(VS)	Joint Secretary	With due approval of IFD *Files related to financial sanctions are atleast submitted to US(KBS) for issuing the sanction order.

IEC Section

Sl. No	Classes of cases/ subjects (in brief)	Channel of submission	Level of Final Disposal
216	National Level Arogya Fairs organized by Ministry of AYUSH, Government of India (Project Approval Committee chaired by Secretary)	ASO/Consultant – DS – JS - Secretary(A)	Secretary(A)
217	State Level Arogya Fairs organized by State Govts. (Project Approval Committee chaired by Secretary)	ASO/Consultant – US – JS - Secretary(A)	Secretary(A)
218	Participation in Fairs Melas organized by Govt./ reputed organizations. (Project Approval Committee chaired by Secretary)	ASO/Consultant – DS – JS - Secretary(A)	Secretary(A)
219	Multimedia campaigns for popularizing AYUSH System	ASO/Consultant – US - JS - Secretary(A)	Secretary(A)

	(Project Approval Committee chaired by Secretary)		
220	Assistance for organizing Seminars/Workshops/Meeting by reputed organizations on AYUSH System (Project Approval Committee chaired by Secretary)	ASO/Consultant – DS - JS - Secretary(A)	Secretary(A)
221	Preparation and distribution of publicity material	ASO/Consultant – US – JS - Secretary(A)	Secretary(A)
222	Incentive to AYUSH Industry for participating in the Fairs/Melas organized by Central/State Govt. & other reputed organizations.	ASO/Consultant – DS – JS - Secretary(A)	Secretary(A)
223	RTI Related Matters		
	Reply of RTI under RTI Act, 2005	ASO/Consultant	Under Secretary
	Reply of Appeal under RTI Act, 2005	ASO/Consultant - US	DS
224	PMO/Cabinet Secretariat and VIPs Reference		
	References received from VIPs	ASO/Consultant – US – JS - Secretary(A)	Secretary/MoS (IC)
	Brief activities, achievements and New Initiatives of the Scheme	ASO/Consultant – US - DS.	JS/Equivalent Officer
	Time-bound references received from PMO/Cabinet Secretariat	ASO/ Consultant – US - JS / Equivalent Officer	Secretary
	Other Routine references	ASO/Consultant – US - DS.	JS/Equivalent Officer
	Letters of CMs/MPs or MLAs addressed to MOS (IC)	ASO/Consultant – US - JS/Equivalent Officer	MoS (IC)
	Letters of MPs or MLAs addressed to Secretary	ASO/Consultant – DS - JS /Equivalent Officer	Secretary
	Letters of Ex- MPs or Ex- CMs	ASO/Consultant - US/DS.	JS/ Equivalent Officer
	Others	ASO/Consultant - US/DS.	JS/ Equivalent Officer
225	Parliamentary Matters		
	Parliament Questions (Unstarred)	ASO/Consultant - US/DS - JS	MoS (IC)
	Parliament Questions (Starred)	ASO/Consultant – US - JS / Equivalent Officer - Secretary	MoS (IC)
	Assurances		
	Inputs for Parliament Question	ASO/Consultant - US/DS.	JS/ Equivalent Officer
226	Budget/Audit Related Matters		
	Preparation of BE/RE proposals at Division level	ASO/Consultant – US - DS.	JS/Equivalent Officer
	Approval of the material for Annual Report/Annual Plan/OOMF /Outcome Budget/ Agenda Notes for various conferences and meetings	ASO/Consultant – US - DS.	JS/Equivalent Officer
	Progress Monthly/Quarterly	ASO/Consultant - US	DS

	Report of Annual Target/OOMF		
	Action Taken Notes (ATN) on recommendations contained in the Reports of the Parliamentary Committees/ Demands for Grants pertaining to the Ministry	ASO/Consultant – US - JS/Equivalent Officer	Secretary
	Replies/ATN of Audit Paras	ASO/Consultant – US - DS.	JS/Equivalent Officer
227	Examination of Utilization Certificates		
	Upto Rs.25.00 lakhs	ASO/Consultant	Under Secretary
	Upto Rs.50.00 lakhs	ASO/Consultant - US	DS
	Above Rs.50.00 lakhs	ASO/Consultant – US - DS.	Joint Secretary
P & E DIVISION			
Sl. No	Classes of cases/ subjects (in brief)	Channel of submission	Level of Final Disposal
Annual Publication of AYUSH In India			
228	Collection of information in the prescribed proforma from State Boards/Councils, Colleges and other departments for annual publication of AYUSH In INDIA	SSO – AD - DD	Director
229	Compilation of information received from State Boards/Councils, Colleges and other Departments	JSO/SSO - AD	DD
230	Analysis of Chapter based on the information received from States Boards/Councils, Colleges and other Departments	JSO/SSO - AD	DD
231	Write up of Chapter based on the information received from States Boards/Councils, Colleges and other Departments	SSO - AD - DD	Director
232	Approval of final publication of AYUSH in INDIA	DD -Director - JS	Secretary
Parliamentary Matters			
233	Reply to Parliament Questions (Un-stared Question)	AD – DD – Director -	Joint Secretary
234	Reply to Parliament Questions /Assurances (Stared Question)	AD – DD – Director - Joint Secretary - Secretary	MOS(IC)
235	Inputs for Parliament Question	SSO/AD - DD - Director	Joint Secretary
RTI Related Matters			
236	Reply of RTI under RTI Act, 2005	JSO	SSO
237	Reply of Appeal under RTI Act, 2005	SSO	DD
Evaluation and Monitoring of various schemes and programmes			
238	Monitoring of SCSP and TSP	JSO/SSO - AD/DD -	Joint Secretary

		Director	
239	Monitoring of Output Outcome Monitoring Framework (OOMF)	JSO/SSO - AD/DD - Director	Joint Secretary
240	Conducting third party independent evaluation of selected Schemes on demand of Programme Officers	JSO/SSO - AD/DD - Director	Joint Secretary
241	Other routine matters	JSO/SSO/ - AD	DD/Director
IMPCL Desk			
Sl. No	Subject	Channel of Submission	Final Disposal
242	Selection for the post of Managing Director, IMPCL	US - Dir SS - Secretary	Mos(IC)
243	Appointment of non-official Directors on the Board of Directors of IMPCL	US - Dir SS - Secretary	Mos(IC)
244	Constitution of Board of Directors in IMPCL	DH/SO - Dir - SS - Secretary	Mos(IC)
245	Transfer of Shares in respect of IMPCL	DH/US - Dir - SS - Secretary	Mos(IC)
246	Laying of annual Reports in Parliament	DH/SO - Dir - SS - Secretary	Mos(IC)
247	Parliament Questions	DH/SO - Dir - SS - Secretary	Mos(IC)
248	VIP/MP Reference	DH/US - Dir - SS - Secretary	Mos(IC)
249	Pay revision of Board level and below board level executives of IMPCL	DH/US - Dir - SS - Secretary	Mos(IC)
250	Holding of Annual General Meeting	DH/SO - US - Dir - SS	Secretary
251	Submission of MoU to DPE	DH/SO - US - Dir - SS	Secretary
252	Meeting regarding Strategic disinvestment of IMPCL	DH/SO - US - Dir - SS	Secretary
253	Routine matters received from DIPAM regarding disinvestment of IMPCL	DH/SO - US - Dir	Spl. Secretary
254	Draft CCEA Note received from various Ministries/ Deptt for M/o AYUSH comments	DH/SO - US - Dir - SS	Secretary
255	Board meeting of IMPCL	DH/SO - US	Dir
256	Submission of Quarterly Corporate Governance Report to DPE	DH/SO - US	Dir
257	Submission of Annual Corporate Governance Report to DEP	DH/SO - US	Dir
258	References received from Department of Public Enterprises/MSMEs	DH/SO - US	Dir
259	Effective implementation of Public Procurement Policy for MSMEs	DH/SO - US - Dir	Spl. Secretary
260	Court cases	DH/SO - US - Dir	Spl. Secretary

261	Misc. Issues of IMPCL- Review meeting of IMPCL	DH/SO – US - Dir	Spl. Secretary
262	RTI matters (for issue of reply by CPO)	DH/SO	US & CPIO
263	RTI matters (for issues of reply by Appellate Authority)	DH/SO-US	Dir
264	References received from PMO	DH/SO – US - Dir	Spl. Secretary
265	Outcome budget (Monthly Return)	DH/SO - US	Dir
266	Vetting of prices of Ayurvedic/ Unani Medicines supplied by IMPCL	DH/SO - US	Dir
267	Action Plans by CPSEs on “DRISHTI” Dashbord	DH/SO - US	Dir
268	Printing of Annual Report of IMPCL	DH/SO - US	Dir

NMPB

Sl. No.	Classes of cases/subjects (in brief)	Channel of Submission/Authority for Final Disposal	
		Channel of Submission	Level of Final Disposal
269	Processing of fresh proposal / receipts / letter / progress reports of ongoing projects etc.	RO/CONSULTANT - AA/MM/FAO/DD - DY CEO	CEO
270	Appraisal of fresh project / appraisal of Progress report of ongoing project / Minutes of the Project Screening Committee (PSC) meeting	RO/CONSULTANT - AA/MM/FAO/DD - DY CEO	CEO
271	Final Approval / Sanction of fresh project / approval for release of next installment for ongoing project / Minutes of the Standing Finance Committee (SFC) meeting	RO/CONSULTANT - AA/MM/FAO/DD - DY CEO-CEO	Secretary
272	Framing of new scheme/continuation of the existing Scheme/any amendment in the existing Scheme	RO/CONSULTANT - AA/MM/FAO/DD - DY CEO - CEO	Secretary
273	Matters to be referred to IFD	RO/CONSULTANT- AA/MM/FAO/DD - DY CEO	CEO
274	Reply of RTI under RTI Act, 2005	RO/Consultant	AA/MM/FAO/DD
275	Reply of Appeal under RTI Act, 2005	RO/Consultant	Dy. CEO
276	Preparation of BE/RE proposals	ASO – FAO - DY CEO	CEO
277	Approval of the material for Annual Report/Annual Plan/OOMF /Outcome Budget	ASO - FAO - DY CEO	CEO
278	Progress Monthly/Quarterly Report of Annual Target/OOMF	RO/CONSULTANT - AA/MM/DD	Dy. CEO
279	Action Taken Notes (ATN) on recommendations contained in the Reports of the Parliamentary Committees/ Demands for Grants pertaining to the Ministry	ASO – FAO - DY CEO	CEO

280	Replies/ATN of Audit Paras	ASO - FAO - Dy CEO	CEO
281	Misc. correspondence and General References within Ministry of AYUSH	RO/CONSULTANT - AA/MM/FAO/DD - DY CEO	CEO
282	Engagement of Consultants	FAO - Dy. CEO - CEO	Secretary
283	Extension of Contract Staff of the Scheme	ASO - FAO - Dy. CEO	CEO
284	Quarterly Report of Hindi	ASO - FAO	DY. CEO
285	Reply of Misc. receipt to the Applicants/Org.	RO/CONSULTANT - AA/MM/FAO/DD	Dy. CEO
286	Examination of Utilization Certificates	RO/CONSULTANT - AA/MM/FAO/DD - Dy. CEO	CEO
287	Matters relating to appointments/Confirmation/Promotion/ Resignation, etc.	ASO - FAO - Dy. CEO	CEO
289	Proposal for Recruitment/Promotion under Single Window System	ASO - FAO - Dy. CEO	CEO
290	Creation of Posts	Consultant - FAO - Dy. CEO	CEO
291	Framing and amendment of Recruitment Rules	Consultant - FAO - Dy. CEO	CEO
292	Parliamentary Matters:-		
	Reply to Starred Questions	AA/MM/FAO/DD - Dy. CEO - CEO - Secy.	MOS(IC)
	Reply to un-starred Questions	AA/MM/FAO/DD - Dy. CEO - CEO	MOS(IC)
	Reply to references received from Member of Parliament	AA/MM/FAO/DD - Dy. CEO - CEO - Secy.	MOS(IC)
293	Matters relating to financial sanctions	ASO - FAO - DY.CEO	CEO
294	Matters which require the approval of Cabinet	DD/Dy. CEO	CEO

Hindi Section

Sl. No	Classes of cases/ Subject (in brief)	Channel of submission/ Authority for Final Disposal		Remarks
		Channel of Submission	Level of Final Disposal	
295	Parliamentary Inspections, Meetings / Pakhwada/ Conferences/Seminars	AD - DS - JS	Secretary	*Approval of MOS(IC) wherever required
296	Quarterly Meeting/Workshops, Various Reports	AD - DS	JS	
297	Incentive Schemes, Administrative Correspondence	AD - DS	JS	
298	Inspections by Ministry of AYUSH	AD - DS	JS	
299	Hindi Teaching Schemes	AD - DS	JS	

Budget Section

Sl.No	Subjects(in brief)	Channel of Submission	Level of Final Disposal
300	Preparation of Budget & Detailed Demands for Grants.	SO – US - JS	Secretary
301	Replay to CA&AG Paras	SO - US - JS	Secretary
302	Replay to PAC Paras	SO – US - JS	Secretary
303	Re-appropriation cases	SO – US - JS	Secretary
304	Parliamentary Standing Committee Questionnaire	SO - US - JS	Secretary
305	Outcome Budget	SO – US - JS	Secretary

IC Section

S.No	Classes of cases/ subjects (In brief)	Channel of Submission/ Authority for Final Disposal		Remarks
		Channel submission	Level of final Disposal	
a.	Matter under the Components of IC Scheme of Ministry of AYUSH			
306	Deputation of experts and officers to and from India for participation in regional or international meetings, conferences, training programmes, seminars etc. a. Experts/officials upto the level of JS b. Experts/officials of the level of JS and above	US - Adv(MN) - Spl. Secretary US - Adv(MN) - Spl. Secretary - Secretary	Secretary MoS	
307	Presentation of AYUSH related scientific research papers in international conferences, workshops, seminar etc.: After having prior approval of the Department of AYUSH	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
308	Incentive to drug manufacturers, entrepreneurs, AYUSH institutions etc. for participation in international exhibitions, trade fairs, road shows etc:	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
309	Market Authorization/ registration of AYUSH products:	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
310	International market-development related surveys & studies, data procurement and hiring of services of international consultants to be undertaken by Dept of AYUSH/ Pharmexcil/ FICCI/ CII/ ASSOCHAM, etc.	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
311	Sponsoring of AYUSH research & development/ teaching and other collaborations with reputed institutions/ universities in foreign countries and International agencies like WHO	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed

	through Indian Missions.			
312	Setting up of AYUSH Academic Chair(s) with reputed institutions/ universities abroad.	US - Adv(MN) - Spl. Secretary - Secretary	MoS	Approval of PAC is needed
313	Participation/ organization of International exhibitions/ conferences/ workshops/ seminars/ road shows/ trade fora, etc. in India and abroad by the Department of AYUSH/ CII/ FICCI/ ITPO/ ASSOCHAM/ Pharmexcil, etc.	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
314	International AYUSH conferences/ workshops/ seminars, etc. organized in India by State Governments/ Universities/ eminent institutions or organizations.	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
315	Support for fulfillment of international commitments for transfer and networking of AYUSH technology/ regulatory information, etc.	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
316	Supply of AYUSH literature/ books, publicity materials etc to foreign universities/ R&D institutions/ other organizations on recommendation from Indian Mission.	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
317	Translation and publication of AYUSH literature/ books etc. in foreign languages.	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
318	Establishment of AYUSH Information Cells.	US - Adv(MN) - Spl. Secretary -	Secretary	Approval of PAC is needed
319	International Fellowship/Scholarship Programme for foreign nationals for undertaking AYUSH courses in premier institutions in India.	US - Adv(MN) - Spl. Secretary	Secretary	Approval of PAC is needed
B	Matter outside the Scheme			
320	Signing of MoUs – Country level, Institute level (Academic/Research/Chair)	US - Adv(MN) - Spl. Secretary - Secretary	MoS (IC)	Cabinet approval is also required for country level MoU
321	Participation in inter ministerial meetings	US - Adv(MN)	Spl. Secretary	
322	Participation in JWG /JTEC/JCM etc. with the involvement of foreign participants virtually /physically	US - Adv(MN) - Spl. Secretary	Secretary	
323	Participation in	US - Adv(MN) - Spl.	Secretary	

	seminar/workshops organized virtually a. Experts/officials upto the level of JS b. Experts/officials of the level of JS and above	Secretary US - Adv(MN) - Spl. Secretary - Secretary	MoS	
324	Parliament Question – Lok sabha/ Rajya sabha	US - Adv(MN) - Spl. Secretary - Secretary	MoS	
325	RTI and Appeal	US	Adv(MN)	
326	Organization of IDY	US - Adv(MN) - Spl. Secretary - Secretary	Secretary	
327	Providing inputs related to Ministry of AYUSH to other Ministries/Departments i.e., M/o Commerce, M/o H& FW, MEA, CSIR etc.	US - Adv(MN)	Secretary/	
328	Providing inputs related to Ministry of AYUSH in International forums like UNESCO, WHO, WIPO etc.	US - Adv(MN) - Spl. Secretary	Spl. Secretary	
329	Matter related with QCI and Yoga	US - Adv(MN) - Spl. Secretary	Secretary	
330	Monthly DO	US - Adv(MN)	Spl. Secretary	
331	E samiksha	US - Adv(MN)	Spl. Secretary	
332	Inputs for Cabinet /Parliament	US - Adv(MN)	Spl. Secretary	
333	Budget matters/ DBT matters/ financial matters	US - Adv(MN)	Secretary/ Spl. Secretary	
334	Formation of AYUSH export promotion council	US - Adv(MN) - Spl. Secretary	Secretary MoS	

L & P Section

Sl.No	Subjects(in brief)	Channel of Submission	Level of Final Disposal
335	Appointment of Director/ Joint Director of Pharmacopoeia Commission of Indian Medicine and homoeopathy (PCIM&H)	RO – US - CEO (NMPB) - Addl. Secretary - Secretary	MOS(IC)
336	Processing proposals for release of Grant in Aid to PCIM&H	RO – US - CEO (NMPB) - Addl. Secretary	IFD
337	Processing of Appointment to Class-I and Class-II posts in PCIM&H	RO – US - CEO (NMPB) - Addl. Secretary	Secretary
338	Creation of Posts in PCIM&H	RO – US - CEO (NMPB) - Addl. Secretary - Secretary	MOS(IC)
339	Service Condition and Service Rules of PCIM&H	RO – US - CEO (NMPB) - Addl. Secretary - Secretary	MOS(IC)
340	D.O Format Material/ FA'S	RO - US - CEO (NMPB)	Addl. Secretary

	conference material/ Monthly Summary to the Cabinet			
341	Quartely Hindi Return	RO - US	CEO(NMPB)	
342	Replies to Questionnaires of Parliamentary Standing Committee	RO – US - CEO (NMPB)	Addl. Secretary	
343	Replies to Un-starred Parliament Question	RO – US - CEO (NMPB) - Addl. Secretary - Secretary	MOS(IC)	
344	Replies to Starred Parliament Questions	RO - US - CEO (NMPB) - Addl. Secretary - Secretary	MOS(IC)	
345	VIP References	RO – US - CEO (NMPB) - Addl. Secretary - Secretary	MOS(IC)	
346	Information sought under RTI act, 2005	RO	CPIO	
347	Appeal under RTI Act	RO - CPIO	Appellate Authority	
348	Disposal of Grievances uploaded on CPGRAM portal	RO – US - CEO(NMPB)	Addl. Secretary	
DPS				
S.No	Classes of cases/subjects(in brief)	Channel of submission/Authority for Final Disposal		Remarks
		Channel of Submission	Level of Final Disposal	
349	AYUSH Oushadhi Gunvatta Evam Uttapadan Samvardhan Yojana (AOGUSY)/any other Scheme pertaining to AYUSH Drugs	ASO/RO - US/AA - Adv.	Special Secretary/Secretary	
350	Court cases pertaining to ASU&H Drugs	Cons. - US/AA/DA - Adv.	Special Secretary/Secretary	
351	Technical/Policy matters of AYUSH Drugs and Industry	RO - AA/DA - Adv.	Special Secretary/Secretary	*approval of MoS (I/C) wherever required
352	Regulatory matters/Amendments in the Drugs and Cosmetic Act and Rules	AA/DA - Adv. - SS/Secy.	MoS(I/C)	
353	Two Statutory Bodies ASUDTAB/ASUDCC	ASO/RO - US/AA - Adv	Special Secretary/Secretary	*approval of DGHS/DCG I
354	Administrative and Financial matters, release of grants under the all components of scheme	ASO/RO/Cons. – US - Adv.	Special Secretary/Secretary	*in consultation with IFD/Ministry of Finance wherever required
355	Parliamentary Matters related to Drug Policy Section and Parliamentary Standing Committee related to Budget and UCs of the Scheme			
	A.Parliament Questions related to	Cons./RO - US/AA -	MoS(I/C)	

	Rajya Sabha and Lok Sabha B. Preparation of Cabinet Note Pertains to Drug Policy related Matters C. Pending Assurances	Adv. - SS/Secy.		
356	RTI/Public Grievances			
	A. Application under RTI	ASO/Cons.	RO/CPIO	
	B. 1st Appeal to Appellate Authority	RO/CPIO	DA/ Appellate Authority	
	C. 2nd Appeal to CIC	RO/CPIO - DA	Special Secretary	
AEP I				
Sl.	Classes of cases/subjects (in brief)	Channel of Submission/Authority for Final Disposal		
		Channel of Submission	Level of Final Disposal	
357	Matters relating to approval of Hearing notices to ASU&SR colleges	RO – US – Dir - SS	Special Secretary	
358	Matter relating to 2nd Appeal regarding granting Permission to ASU&SR colleges	RO - US/Dir - SS - Secy	MOS (IC)	
359	Matter relating to 2nd Appeal regarding	RO - US/Dir – SS - Secy	MOS (IC)	
360	Parliament Questions (Starred)	RO - US/Dir – SS - Secy	MOS (IC)	
361	Parliament Assurances	RO - US/Dir – SS - Secy	MOS (IC)	
362	Parliament Questions (Unstarred)	RO - US/Dir – SS - Secy	MOS (IC)	
363	References received from VIPs.	RO - US/Dir – SS - Secy	MOS (IC)	
364	Time-bound references received from PMO/Cabinet Secretariat	RO – US – Dir - SS	Secretary	
365	All matters relating to Cabinet including Monthly DO Summary	RO - US - Dir - SS	Secretary	
366	Matters relating to Public Grievances.	RO – US – Dir - SS	Special Secretary/Secretary	
367	Dealing with RTI Appeals	RO - US - Dir	Dir	
368	Dealing with RTI applications	RO - US	us	
AEP II				
Sl.No	Classes of cases/Subjects (in brief)	Channel of Submission/Authority for Final Disposal		
		Channel of Submission	Level of Final Disposal	
369	Matters relating to approval of hearing notices to Homoeopathy colleges.	RO/AA - Dir	Special Secretary	
370	Matter relating to 2nd appeal regarding granting Permission to Homoeopathy colleges	RO/AA – Dir – SS - S	MOS(IC)	
371	Matter relating to 2nd Appeal regarding Second Schedule inclusion of Homoeopathy colleges	RO/AA – Dir - SS - S	MOS(IC)	

372	Parliament Question (Starred)	RO/AA – Dir – SS - S	MOS(IC)
373	Parliament Assurances	RO/AA – Dir – SS - S	MOS(IC)
374	Parliament Question (Unstarred)	RO/AA – Dir - SS - S	MOS(IC)
373	References received from VIPs	RO/AA – Dir – SS - S	MOS(IC)
374	Time-bound references received from PMO/Cabinet Secretariat	RO/AA – Dir - SS	Secretary
375	All matter relating to Cabinet including Monthly DO Summary	RO/AA – Dir - SS	Secretary
376	Matter relating to public Grievances	RO/AA – Dir - SS	Secretary
377	Dealing with RTI Appeals	RO/AA	Die/2nd Appellant authority
378	Dealing with RTI applications	RO/AA	CPIO
AEP III			
S.No	Subject Matter	Channel of submission/ Authority for Final Disposal	
		Channel of submission	Level of final Disposal
379	Advertisement for various post in NCISM & NCH	RO/ASO - DyAdv(H)/Dir - SS	Secretary
380	Constitution of Search Committee in NCISM & NCH	RO/ASO - DyAdv(H)/Dir - SS	Secretary
381	Constitution of Advisory Council in NCISM & NCH	RO/ASO - DyAdv(H)/Dir - SS	Secretary
382	Framing of rules/regulations for NCH/NCISM	RO/ASO - DyAdv(H)/Dir - SS	Secretary
383	Central Government Nomination for ASU&H for Post-graduate Courses	RO/ASO - DyAdv(H)/Dir - SS	Secretary
384	Central Government Nomination for ASU&H for Under-graduate Courses	RO/ASO - DyAdv(H)/Dir - SS	Secretary
385	Parliament Questions/ Parliament Assurances	RO/ASO - DyAdv(H)/Dir – SS - Secretary	MOS(IC)
386	Grant-in-Aid of CCH/CCIM, Supplementary demands and other budget matters	RO/ASO - DyAdv(H) – Dir	Special Secretary
387	Laying of annual report of CCIM&CCH.	RO/ASO - DyAdv(H)/Dir – SS - Secretary	MOS(IC)
388	Liquidation of UCs of CCIM&CCH.	RO/ASO - DyAdv(H) - Dir	Special Secretary
389	Liquidation of UCs of Elections of CCIM&CCH	RO/ASO - DyAdv(H) - Dir	Special Secretary
390	Legal fee bill and other bills related to the section.	RO/ASO - DyAdv(H) - Dir	Special Secretary
391	RTI applications	RO/ASO - DyAdv(H)	DyAdv(H)
392	RTI Appeals	RO/ASO - Dir	Director
393	Public Grievances	RO/ASO - DyAdv(H)/Dir - SS	Secretary
	VIP references	RO/ASO - DyAdv(H)/Dir – SS - Secretary	MOS(IC)
	Miscellaneous information of e-	RO/ASO - DyAdv(H) -	Special Secretary

	samiksha, parliamentary business etc	Dir	
	Miscellaneous matters and complaints related to CCIM/CCH	RO/ASO - DyAdv(H)/Dir - SS	Secretary
Vigilance Section			
S No	Classes of cases/subjects	Channel of Submission/Authority for Final Disposal	
		Channel of Submission	Level of Final Disposal
394	Complaints referred to CVC for 1st stage advice for officers of –		
	Group 'A'	ASO/SO – US – SplSecy - Secy	MOS(IC)
	Group 'B' (Gazetted)	ASO/SO – US - SplSecy - Secy	MOS(IC)
	Group 'B' (Non-Gazetted)	ASO/SO – US – SplSecy - Secy	MOS(IC)
	Group 'C'	ASO/SO - US	Special Secretary
395	Finalization of Disciplinary proceedings in respect of officers of –		
	Group 'A'	ASO/SO – US – SplSecy - Secy	MOS(IC)
	Group 'B' (Gazetted)	ASO/SO – US – SplSecy - Secy	MOS(IC)
	Group 'B' (Non-Gazetted)	ASO/SO – US – SplSecy - Secy	MOS(IC)
	Group 'C'	ASO/SO - US	Special Secretary
396	Issue of Charge-sheet to Charged Officer of –		
	Group 'A'	ASO/SO – US – SplSecy - Secy	MOS(IC)
	Group 'B' (Gazetted)	ASO/SO – US – SplSecy - Secy	MOS(IC)
	Group 'B' (Non-Gazetted)	ASO/SO – US – SplSecy - Secy	MOS(IC)
	Group 'C'	ASO/SO - US	Special Secretary
397	Appointment of Inquiry Officer and Presenting Officer	ASO/SO – US – SplSecy - Secy	MOS(IC)
398	Appointment of part time CVOs	ASO/SO - US	Special Secretary
399	Complaints not required to refer to CVC	ASO/SO - US	Special Secretary
400	Anonymous/pseudonymous complaints	ASO/SO - US	Special Secretary
401	Vigilance Clearance in r/o employees of Ministry of AYUSH	ASO/SO - US	Special Secretary
402	Misc. Reports/returns etc.	ASO/SO - US	Special Secretary
403	Finalization of RTI applications	ASO/SO - US	US
404	Finalization of Appeals under RTI Act, 2005.	ASO/SO - US	Director
CP & RTI			
Sl. No	Classes of cases / subjects (in brief)	Channel of Submission/Authority for Final Disposal	
		Existing Channel of Submission	Level of Final Disposal
405	Annual Report of the Ministry of AYUSH	SO -US/DS/Dir – JS - Secy	MOS (IC)
406	Parliament Questions (Starred)	SO -US/DS/Dir – JS	MOS (IC)

		- Secy	
407	Parliament Questions (Unstarred)	SO -US/DS/Dir – JS - Secy	MOS (IC)
408	Parliament Assurances	SO -US/DS/Dir - JS - Secy	MOS (IC)
409	Draft Bills	SO -US/DS/Dir – JS - Secy	MOS (IC)
410	Prime Minister's 15 points programme	SO – US -DS/Dir – JS - Secy	MOS (IC)
411	References received from VIPs.	SO -US/DS/Dir - JS-Secy	MOS (IC)
412	Report to the People (PMO). (Yearly)	SO -US/DS/Dir – JS - Secy	MOS (IC)
413	Action Plan	US - DS/Dir - JS	Secretary
414	All matters relating to Cabinet including MonthlyDO Summary	SO -US/DS/Dir – JS - Secy	Secretary
415	Brief activities, achievements	SO -US/DS/Dir – JS - Secy	Secretary
416	Time-bound references received from PMO/Cabinet Secretariat	SO -US/DS/Dir – JS - Secy	Secretary
417	Padma Awards, Ashok Chakra and other awards.	SO - US/DS/Dir – JS - Secy	Secretary
418	PIB Issues	SO -US/DS/Dir – JS - Secy	Secretary
419	Economic Survey (Yearly).	SO -US/DS/Dir – JS -Secy	Secretary
420	President's Address (Yearly).	SO - US/DS/Dir – JS - Secy	Secretary
421	Finance Minister's Budget Speech (Yearly)	SO – US -DS/Dir - JS	Secretary
422	Clearance of proposed names under the Emblems & Names (Prevention of improper use) Act 1950	SO - US-DS/Dir - JS	Secretary
423	PRAGATI	SO – US -DS/Dir	Jt. Secy.
424	(Pro-Active Governance and Timely Implementation)	SO – US -DS/Dir	Jt. Secy.
425	References received from various Ministries/Departments on different issues.	SO – US -DS/Dir	Jt. Secy.
426	Matters relating to Public Grievances.	SO - US	DS/Dir (PGO)
427	Matters relating to Appeal preferred for Public Grievances.	SO – US -DS/Dir	Jt. Secy. (NAA)
428	Matters relating to Independence Day and Republic Day passes.	SO - US	DS/Dir
429	RFD (Result Framework Document)		
430	Citizens/Clients' Charter	SO -US/DS/Dir – JS - Secy	Secretary
431	Mid-term and Final Achievements of the targets set out against RFD	SO – US - DS/Dir	Jt. Secy.
432	RFD of the Responsibility Centres (NIs, RCs, etc.)	SO – US -DS/Dir	Jt. Secy.

433	Dealing with RTI applications & Appeals including online RTI applications.	SO - US	DS/Dir
434	Uploading of Quarterly report of RTI cases on the website of CIC.	SO – US - DS/Dir	Jt. Secy.
435	Matters relating to implementation of Section 4 of	SO – US -DS/Dir	Jt. Secy.
436	Senior Officers' Meeting	SO-US/DS/Dir - JS	Secretary
437	Miscellaneous Information to be furnished to President Sectt/	SO – US -DS/Dir - JS	Secretary

Ayurveda Section

S.No	Subject	Channels	Decision making authority
438	Recruitment Rules		
	For the post of Head of Organization	SO/RO → DS/Dir→ JS/AS/SS →Secy.	MOS (IC)
	Gp. 'A' and 'B' posts except for head of organization	SO/RO → US → JS/AS/SS	Secretary
	Gp. 'C'	SO/RO → US → DS/Dir	JS/ AS/ SS
439	Creation of Post in organizations	SO/RO → DS/Dir →JS/AS/S S→ Secy.	MOS (IC)
440	Matters concerning MOA		
	Amendment to MOAs	SO/RO →DS/Dir →JS/AS/S S→ Secy.	MOS (IC)
	Matters requiring approval of President (GB) for Councils	SO/RO→ US→ JS/AS/SS →Secy.	MOS (IC)
	Matters requiring approval of Chairman, Executive Committee in CCRS	SO/RO→ US→ JS/AS/SS	Secretary
	Matters requiring approval of Chairman (SFC)	SO/RO→ US→ DS/ Dir	JS/ AS/ SS
441	Permission to travel by air for non-entitled categories / pvt. persons/experts	SO/RO→ US→ JS/AS/SS	Secretary
442	Promotion in Gp. 'A' post exceeding GP of Rs. 5400/-	SO/RO→ DS/Dir→J S/AS/SS →Secy.	MOS (IC)
	Promotion in Gp. 'B' and 'C' post	SO/RO→	Secretary

		US→ JS/AS/SS	
443	Administrative Matters	SO/RO→ US→ DS/ Dir	JS/ AS/ SS
444	RTI Matters		
	For transfer	SO/RO→ US	DS/ Dir
	To be answered by Desk	SO/RO→ US	DS/ Dir
	Appeal under RTI	SO/RO→ US	DS/ Dir
445	Public Grievances		
	Where organization has to take action i.e. only transfer	SO/RO	US
	Where Department has to take action	SO/RO→ US→ DS/ Dir	JS/ AS/ SS
446	Complaints		
	Against public servant without verifiable facts	SO/RO →US	DS/ Dir
	Against public servant with verifiable facts	SO/RO →US→ DS/ Dir	JS/ AS/ SS
447	Budget matters	SO/RO →US	JS/ AS/ SS
448	Technical matters	RO→Dy.A dv./Jt.Adv .→Adviso r	Secretary
449	Parliamentary matters		
	Un-starred Parliament Question	SO/RO→ US→ JS/AS/SS	MOS (IC)
	Starred Parliament Question	SO/RO →DS/Dir →JS/AS/S S→Secy.	MOS (IC)
	Parliamentary Reports, etc.	SO/RO→ US→ JS/AS/SS	Secretary