

F.No.15/25/2018-Admn.
Government of India
Ministry of Parliamentary Affairs
(Administration Section)

93, Parliament House
New Delhi- 110001
Dated: 22.06.2021

Office Order

Subject: Channel of submission and level of disposal –reg.

In pursuance of Department of Administrative Reforms and Public Grievances letters dated 12.03.2021, 01.04.2021 and 10.04.2021, the channel of submission and level of disposal in the Ministry regarding various items/subjects has been reviewed for increasing the efficiency in decision making in the Government and the decision has been enclosed as annexure for convenience and compliance by all concerned. .

It has also been decided that any officer initiating the file at any point of time in the capacity of SO, US and DS/Director in the absence of Junior officers/Dealing hands would be deemed as Desk Officer and the first level for submission of files.


(Kiran Kumar)

Under Secretary to the Govt. of India
Tele No. 011 – 230344467

Copy to:-

1. PS to Secretary
2. PA to Joint Secretary.
3. PA to Director/Deputy Secretaries.
4. All Under Secretaries.
5. All Sections
6. KMS.

AnnexureLEGISLATIVE-I SECTION

Sl. No.	ITEM	Level of Disposal	Channel of submission
1.	Government Business for a session of Parliament (i) Initial circular calling for items of Government Business which a Ministry/Department desires to take up for consideration in a Session of Parliament (ii) Reminders to defaulting Ministries.	Secretary Joint Secretary	DH/SO /US - DS/Director – JS - Secretary DH/SO /US - DS/Director – JS
2.	Meeting with Legislative Secretary A meeting is called by Secretary, MPA with Secretary, Legislative Department to review the status of Bills which are to be taken up for consideration in a session of Parliament.	Secretary	DH/SO /US - DS/Director – JS - Secretary
3.	Private Members Bills/Resolutions – regarding Briefs Private Members Bills/Resolutions, which has been accorded priority in the ballot or listed communications sent to the concerned Ministries for furnish the briefs in English and Hindi.	Secretary	DH/SO /US - DS/Director – JS - Secretary
4.	Meeting of the Cabinet Committee on Parliamentary Affairs For summoning and prorogation of the Houses, the proposal is placed before Cabinet Committee on Parliamentary Affairs.	HMPA	DH/SO /US - DS/Director – JS - Secretary
5.	List of Business for Lok Sabha and Rajya Sabha List of Business for Lok Sabha and Rajya Sabha is provided on daily basis.	HMPA	ASO/SO/US—DS/Director—JS—Secretary
6.	Agenda items for inclusion in the meeting of the Business Advisory Committee of Lok Sabha and Rajya Sabha	HMPA	DH/SO /US - DS/Director – JS - Secretary

	Legislative and Non-Legislative agenda items are placed before the Business Advisory Committee of the Lok Sabha and Rajya Sabha for allocation of time.		
7.	Preparation of time table of Financial Business for the Budget Session Ministry draws up a programme for various financial items to be taken up during the Budget Session which is finalised in consonance with Ministry of Finance	HMPA	DH/SO /US - DS/Director – JS - Secretary
8.	Roster of Ministers Roster of Ministers is drawn up during every Session to ensure adequate number of Cabinet Ministers/MOS(IC)/MOS is present in the House at all times.	HMPA	DH/SO /US - DS/Director – JS - Secretary
9.	Government Stand of Private Members Bills/Resolutions The government stand on various Private Members Bills and Resolutions provided by the administrative Ministry/Department to taken up in the House(s).	HMPA	DH/SO /US - DS/Director – JS - Secretary
10.	Allotment of Rooms to Ministers/ MOS(IC) Ministers and MOS(IC) are allotted room in the Parliament House Complex during Session period.	HMPA	DH/SO /US - DS/Director – JS - Secretary
11.	Press Release and Talking Points Press Release is made after every Session along with Talking Points.	HMPA	DH/SO /US - DS/Director – JS - Secretary
12.	Committee on Papers Laid Reports of the Committee and Cases involving recommendations of general nature which have to be brought to the notice of all Ministries/Depts. for compliance.	Joint Secretary/ Secretary	DH/SO /US - DS/Director – JS DH/SO /US - DS/Director – JS - Secretary
13.	No-Day-Yet Named Motions Ministries concerned with subject matter of admitted No-Day-Yet Motions are required to indicate whether they have any objection to the discussion being arranged thereon.	Under Secretary	DH- -SO --US
14.	Calling Attention Notices Forwarding of Calling Attention Notices received from Rajya Sabha Secretariat to	Section Officer	DH- -SO

	P.S. to Minister concerned with the subject matter.		
15.	Simultaneous laying Laying of the Reports of the Comptroller and Auditor General of India on the Table of the Houses – Requests to the Lok/Rajya Sabha Secretariat for making arrangements for laying the documents.	Under Secretary	DH- -SO --US

RESEARCH CELL

S.N.	Items of work	Level of Disposal	Proposed channel of submission
1.	Review/revision/updating of the Manual of Parliamentary Procedures in the Government of India and advice/correspondence relating to the manual and instruction therein etc.	Secretary	(ASO/RO/US)-DS-JS -Secretary
2.	Work relating to functions of Parliamentary Secretaries.	Secretary	(ASO/RO/US)-DS-JS-Secretary
3.	Study and preparation of Brochures on various Parliamentary matters which have historical or reference value.	Secretary	(ASO/RO/US)-DS-JS-Secretary
4.	Advice to Ministries/State Government on constitutional matters and matters relating to Rules/Conventions of Parliament.	Joint Secretary	(ASO/RO)-US-DS-JS
5.	Preparing notes and references material on various Parliamentary issues and constitutional matters (excluding court cases).	Joint Secretary	(ASO/RO)-US-DS-JS
6.	Drafting speeches and talking material for Ministers for use at various Parliamentary forums.	Joint Secretary	(ASO/RO)-US-DS-JS
7.	Selection of Reference Books, Manual, Brochures and maintenance of the in-house Library.	Deputy Secretary	ASO-RO-US-DS
8.	Matters relating to Office of Profit and Powers, Privileges and Immunities of Members of Parliament.	Secretary	(ASO/RO/US)-DS-JS-Secretary
9.	Reports of the Administrative Reforms Commission.	Secretary	(ASO/RO/US)-DS-JS-Secretary
10.	Coordinating the review/revision/updating of; (a) Hand Book on the working of the Ministry of Parliamentary Affairs. (b) Statistical Hand Book.	Secretary	(ASO/RO/US)-DS-JS -Secretary
11.	Ensuring in coordination with the concerned	Deputy	ASO-RO-US-DS

	Section that the contents provided on the website of the Ministry are up-to-date.	Secretary	
12.	Any other Research Work allotted by the Joint Secretary/Secretary/Ministers.	Secretary	(ASO/RO/US)-DS-JS-Secretary
13.	Revision work of Citizens' Charter of this Ministry.	Secretary	(ASO/RO/US)-DS-JS -Secretary
14.	Forwarding to other Ministries/Depts. Of misc. references received from public directly or through PMO/President's Sectt. (when the reference has not been acknowledged)	Deputy Secretary	ASO-RO-US-DS
15.	Reference from PMO/President's Sectt. (which have been acknowledged by PMO/President's Sectt.)	Joint Secretary	(ASO/RO)-US-DS-JS
16.	Reference from Ex. MPs	Joint Secretary	(ASO/RO/US)-DS-JS
17.	Reference from MPs or letters acknowledged by PM/President/HMPA	Secretary	(ASO/RO/US)-DS-JS -Secretary
18.	Parliament Question	Secretary	(ASO/RO/US)-DS-JS-Secretary
19.	Various type of returns like Matters of importance, Decisions of Cabinet Returnsetc.	Under Secretary	ASO-RO-US
20.	Preparation of Annual Report	Deputy Secretary	ASO-RO-US-DS

MEMBERES EMOLUMENTS SECTION

S.No	Cases	Level of Disposal	Level of Proposal
1.	<p>Matters relating to administration and functioning of four Acts namely:</p> <p>1) The Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder.</p> <p>2) The Leaders and Chief Whip of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and Rules made thereunder.</p> <p>3) The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 and Rules made thereunder.</p> <p>4). The Salaries & Allowances of Officers of Parliament Act, 1953 and Rules made thereunder.</p>	HMPA	DH/SO /US - DS/Director – JS - Secretary

2.	Implementation of recommendations of Joint Committee on Salaries and Allowances of Members of Parliament	HMPA	DH/SO /US - DS/Director – JS - Secretary
3.	Sub-ordinate Legislation	Secretary	DH/SO / US - DS/Director – JS - Secretary
4.	Court Cases	Secretary	DH/SO / US - DS/Director– JS - Secretary
5.	Organisation of All India Whip's Conference.	HMPA	DH/SO /US - DS/Director – JS - Secretary

हिंदी अनुभाग

क्र.सं.	विषय	निपटान का स्तर	प्रस्तुत करने का प्रस्तावित मार्ग
1.	भारत सरकार की राजभाषा नीति का कार्यान्वयन	सचिव	संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव संयुक्त -- उप सचिव - सचिव -- सचिव
2.	केंद्रीय हिंदी समिति द्वारा लिए गए निर्णयों का कार्यान्वयन	सचिव	संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव संयुक्त -- उप सचिव - सचिव -- सचिव
3.	केंद्रीय राजभाषा कार्यान्वयन समिति द्वारा लिए गए निर्णयों का कार्यान्वयन	सचिव	संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव संयुक्त -- उप सचिव - सचिव -- सचिव
4.	मंत्रालय की राजभाषा कार्यान्वयन समिति की तिमाही बैठकों का आयोजन, कार्यवृत्त तैयार करना और उस पर अनुवर्ती कार्रवाई	संयुक्त सचिव	संबंधित कर्मचारी -- सहायक निदेशक/ अवर सचिव- उप सचिव संयुक्त -- सचिव
5.	हिंदी का प्रगामी प्रयोग - तिमाही रिपोर्ट का संकलन और उसे राजभाषा विभाग को भेजना	संयुक्त सचिव	संबंधित कर्मचारी -- सहायक निदेशक/ अवर सचिव- उप सचिव संयुक्त -- सचिव
6.	राजभाषा विभाग द्वारा राजभाषा नीति के कार्यान्वयन के संबंध में जारी किए जाने वाले वार्षिक कार्यक्रम पर निर्णय और उनका कार्यान्वयन	सचिव	संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव संयुक्त -- उप सचिव - सचिव -- सचिव
7.	मंत्रालय की हिंदी सलाहकार समिति का गठन और बैठकों की तारीख नियत करना	मंत्री	संबंधित कर्मचारी सहायक निदेशक/ संयुक्त - उप सचिव- अवर सचिव/

			सचिव- सचिव
8.	हिंदी सलाहकार समिति की वर्ष में दो बैठकों की व्यवस्था, कार्यवृत्त तैयार करना और बैठकों में लिए गए निर्णयों पर अनुवर्ती कार्रवाई	सचिव	संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव संयुक्त -- उप सचिव - सचिव -- सचिव
9.	हिंदी कार्यशाला आयोजित करना	संयुक्त सचिव	संबंधित कर्मचारी -- सहायक निदेशक/ अवर सचिव- उप सचिव संयुक्त -- सचिव
10.	हिंदी के प्रगामी प्रयोग के संबंध में संसद सदस्यों के साथ पत्राचार	मंत्री / सचिव	संबंधित कर्मचारी सहायक निदेशक/ संयुक्त - उप सचिव- अवर सचिव/ सचिव- सचिव संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव संयुक्त -- उप सचिव - सचिव -- सचिव
11.	हिंदी पखवाड़े का आयोजन	सचिव	संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव -- उप सचिव -संयुक्त सचिव सचिव --
12.	हिंदी के प्रगामी प्रयोग संबंधी आंकड़ों का संकलन और उन्हें निम्नलिखित को उपलब्ध कराना-: (कसंसदीय राजभाषा समिति () (खराजभाषा विभाग ()	सचिव संयुक्त सचिव	संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव -- उप सचिव -संयुक्त सचिव सचिव -- संबंधित कर्मचारी -- सहायक निदेशक/ अवर सचिव- उप सचिव संयुक्त -- सचिव
13.	हिंदी के प्रगामी प्रयोग संबंधी विभिन्न प्रोत्साहन योजनाओं का कार्यान्वयन जैसे कि हिंदी मूल टिप्पणआलेखन नकद - पुरस्कार योजना।	सचिव	संबंधित कर्मचारीसहायक निदेशक/ / अवर सचिव संयुक्त -- उप सचिव - सचिव -- सचिव
14.	राजभाषा हिंदी के संबंध में आयोजित की जाने वाली विभिन्न कार्यशालाओंसंगोष्ठियों / कर्मचारियों को /में मंत्रालय के अधिकारियों	संयुक्त सचिव	संबंधित कर्मचारी -- सहायक निदेशक/ अवर सचिव- उप सचिव --संयुक्त सचिव

	नामित करना।		
15.	राजभाषा विभाग द्वारा संचालित किए जाने वाले हिंदी टंकण, हिंदी आशुलिपि, हिंदी भाषा और अनुवाद के प्रशिक्षण हेतु मंत्रालय के कर्मचारियों को नामित करना	संयुक्त सचिव	संबंधित कर्मचारी -- सहायक निदेशक/ अवर सचिव- उप सचिव संयुक्त -- सचिव

Administration Section

S.No	Subject to be dealt	Level of Disposal	Channel of submission
1.	Appointments Group 'A' Group 'B' Group 'C'	Minister Secretary Joint Secretary	DH/SO/US - DS/Director - JS - Secretary DH/SO/US - DS/Director - JS - Secretary DH/SO- US - DS/Director -JS
2.	Promotion, Confirmation, Deputation etc. Group 'A' Group 'B' Group 'C'	Recommendation of concerned DPC obtained and submitted to appropriate appointing authority for orders i.e. HMPA Secretary Joint Secretary	DH/SO/US - DS/Director - JS - Secretary DH/SO/US - DS/Director - JS - Secretary DH/SO- US - DS/Director -JS
3.	Creation of Posts (After approval of Finance Minister and Cabinet's approval)	Secretary	DH/SO - US/DS/Director - JS - Secretary

4.	<p>Reservation Orders Reservation in services of SC/ST (de-reservation and carry forward of reserved vacancy) through Liaison Officer i.e. Joint Secretary of our Ministry.</p> <p>Group 'B' Group 'C'</p>	<p>Secretary Joint Secretary</p>	<p>DH/SO/US -DS/Director- JS - Secretary DH/SO- US – DS/Director -JS</p>
5.	LTC encashment	Joint Secretary	DH/SO- US - DS/Director-JS
6.	Grant of Leave etc.	<p>As regards grant of leave, the Head of Office being in-charge of Administrative Section may continue to exercise the powers of grant of leave on the recommendation of Officer(s) concerned. The practice of allowing persons to proceed on leave/rejoin duty after leave may, however, continue to be exercised by the officer(s) concerned. The recommending authority for earned leave would be the officer in the next higher grade.</p>	US
7.	All Policy Matters (All subjects)	Secretary	DH/SO/US - DS/Director - JS - Secretary
8.	Punctuality in Attendance	<p>Instruction has been reiterated emphasizing the need for punctuality in attendance. Instructions in this regard will continue to be issued by Administration Section with the approval of Joint</p>	DH/SO- US - DS/Director -JS

		Secretary.	
9.	Cases on Medical reimbursement Upto Rs. 5 Lakh Above Rs. 5 Lakh	Joint Secretary Joint Secretary	DH/SO- US - DS/Director -JS Concurrence of IFD to be obtained. After approval same channel i.e. DH/SO- US - DS/Director-JS
10.	Matter related to e-governance -Do- Policy Matter	Joint Secretary (Joint Secretary is IT Manager in the Ministry) Secretary	DH/SO- US - DS/Director-JS DH/SO/US - DS/Director - JS - Secretary
11.	Transfer and Posting of staff and officer Group 'A' and Group 'B' Group 'C'	Secretary Joint Secretary	DH/SO/US - DS/Director- JS – Secretary DH/SO- US - DS/Director -JS
12.	Nomination of training programmes (within the country) Upto the level of DS/Director DS/Director and above	Joint Secretary Secretary	DH/SO- US - DS/Director -JS DH/SO/US -DS/Director- JS - Secretary
13.	Nomination for training programmes (outside the country) Upto the level of DS/Director DS/Director and above	Secretary Minister	DH/SO/US - DS/Director - JS – Secretary DH/SO/US - DS/Director - JS – Secretary
14.	Court Cases -do- Counter Affidavits	Joint Secretary Secretary	DH/SO- US - DS/Director -JS DH/SO/US - DS/Director - JS -

			Secretary
15.	Parliament Question	Secretary	DH/SO/US - DS/Director- JS - Secretary
16.	CPWD related work Administrative Approval and finance approval upto 2 Lakh Finance Approval more than 2 Lakh	Joint Secretary Joint Secretary	DH/SO- US - DS/Director -JS Concurrence of IFD to be obtained After approval of FA, channel would be same unless approval of Secretary not specified i.e. DH/SO- US - DS/Director -JS
17.	Hiring of manpower	Joint Secretary Joint Secretary	DH/SO- US - DS/Director -JS Concurrence of IFD to be obtained After approval of FA, channel would be same unless approval of Secretary not specified i.e. DH/SO- US - DS/Director -JS
18.	Miscellaneous	Joint Secretary	DH/SO- US - DS/Director -JS Or DH/SO/US - DS/Director - JS - Secretary
19.	Various types of returns like Matters of Importance, Decisions of Cabinet Returns etc.	Secretary	DH/SO/US - DS/Director - JS - Secretary
20.	Compilation of Annual Report of the Ministry	Secretary	DH/SO/US - DS/Director - JS - Secretary
21.	Matters regarding celebration of various days viz Constitution Day, Anti-Terrorism Day, Sadhbhawana Diwas, Swachhata Pakhwada etc	Joint Secretary	DH/SO- US - DS/Director -JS
22.	Furnishing comments on draft Cabinet Notes	Secretary	DH/SO/US - DS/Director - JS - Secretary
23.	RTI matters	Divisional Head	DH/SO- US - DS/Director

Youth Parliament

S.No	Subject to be dealt	Level of Disposal	Channel of submission
1.	Finalizing dates of Modalities Meeting	JS	DH/SO- US - DS/Director -JS
2.	Finalizing timeline for Youth Parliament Competitions	Secretary	DH/SO- US - DS/Director -JS -- Secretary
3.	Approval of results of the competitions	Secretary	DH/SO- US - DS/Director -JS -- Secretary
4.	Decision on dates of Prize Distribution Functions	HMOS (LS)	DH/SO- US - DS/Director -JS -- Secretary
5.	Amendments in Scheme	HMPA	DH/SO- US - DS/Director -JS -- Secretary
6.	Scrutiny of bills received in connection with expenses incurred by stakeholders before forwarding to accounts and purchase	Deputy Secretary/Director	DH - SO – US -- DS/Director
7.	Monthly returns	US	DH- SO -- US
8.	Release of Financial assistance for States / UTs	Secretary	Before seeking approval of IFD- DH / SO /US – DS/Director --JS After seeking approval of IFD – DH/SO/US - DS/Director -JS -- Secretary

Legislative-II Section

S. No	Cases	Level of Disposal	Channel of submission
1.	Determination of Policy and follow-up action in regard to Matters raised under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha	HMPA	DH/SO/US - DS/Director -JS -- Secretary
2.	Forwarding of Direction given by the Chairman/ Speaker and Assurances given by the Minister of Parliamentary Affairs in both the Houses during Zero Hour	HMPA/ MoS(LS)/ MoS(RS)	DH/SO/US - DS/Director -JS -- Secretary
3.	Entry of issues raised under Rule, 377 in Lok Sabha and by way of	Under Secretary	DH- SO- US

	Special Mention in Rajya Sabha in software of this Ministry.		
4.	Forwarding of list of issues raised under Rule, 377 in Lok Sabha and by way of Special Mention in Rajya Sabha.	Deputy Secretary/Director	DH/SO -US -DS/DIR
5.	Updating of Replies of issues raised under Rule, 377 in Lok Sabha and by way of Special Mention in Rajya Sabha received from Ministries/Depts in Software and register maintained in the Section.	Under Secretary	DH- SO- US
6.	Request Ministries/ Depts for timely disposal of the issues raised under Rule, 377 in Lok Sabha and by way of Special Mention in Rajya Sabha.	Secretary/ Under Secretary	DH/SO/US - DS/Director -JS -- Secretary DH- SO- US
7.	Forwarding of Guidelines on the disposal of the issues raised under Rule, 377 in Lok Sabha and by way of Special Mention in Rajya Sabha.	Secretary/ Joint Secretary	DH/SO/US - DS/Director -JS -- Secretary ASO/SO-US-DS/Director -JS
8.	Organising Orientation Courses in Parliamentary Practice and Procedure for Officers handling legislative business in Central/State Governments.	Secretary/ Joint Secretary	DH/SO/US - DS/Director -JS -- Secretary ASO/SO-US-DS/Director -JS
9.	Request Ministries/ Departments for furnishing of brief on the issue likely to be raised during Parliament Session	Secretary	ASO/SO/US-DS/Director -JS- Secretary
10.	Forwarding of issues raised during Zero Hour in both the Houses to Ministries/ Departments for taking appropriate action	Deputy Secretary/Director	DH-US-DS/Director DH- SO- US
11.	RTI and other miscellaneous works	Under Secretary	DH-US

NeVA Cell

S. No.	Cases	Level of Disposal	channels of submission
1.	Memorandum of Understanding	JS	DH-US-DS/Director-JS
2.	Capacity building at CPMU	JS	DH-US-DS/Director-JS

3.	Timely updating the design of web/mobile app	JS	DH-US-DS/Director-JS
4.	Project Approval	Secretary	US-DS/Director-JS-Secretary
5.	Orientation workshop for States Legislature	Secretary	US-DS/Director-JS-Secretary
6.	Preparing of EFC Memo, Project guidelines & Model DPR for financial sanctioning and implementation	Secretary	US-DS/Director-JS-Secretary
7.	Release of Financial Assistance to States/UTs	Secretary	Before seeking approval of IFD DH-US-DS/Director-JS After seeking approval of IFD- ADHUS-DS/Director-JS-Secretary
8.	Monthly Returns	US	DH-SO-US

COMMITTEE SECTION

S.No	Cases	Level of Disposal	Channels of submission
1.	Consultative Committees (CCs) Approval for constitution of the CCs. Notification of constitution of CCs.	Secretary Secretary	(ASO/SO/US)-DS-JS -Secretary (ASO/SO/US)-DS-JS -Secretary
2.	Additions/Deletions of Members to/from CCs. Approval for subsequent addition/deletion of the names of MPs to/from CCs. Notification of addition/deletion of the names of MPs to/from CCs.	Secretary Under Secretary	(ASO/SO/US)-DS-JS -Secretary ASO-SO-US
3.	Issue of notices to Members regarding CC meetings. I. Circulars regarding the meetings of CCs.	Under Secretary (However, in case of meetings chaired by the	ASO-SO-US

	<p>II. Communication to Members of Parliament regarding TA/DA, agenda items etc.</p> <p>III. Reports of Consultative Committee Meetings held.</p>	<p>Prime Minister, the first circular regarding the meeting of CC will be issued by Under Secretary with the approval of Deputy Secretary).</p> <p>Under Secretary</p> <p>Secretary</p>	<p>ASO-SO-US</p> <p>(ASO/SO/US)-DS-JS -Secretary</p>
4.	Circulation of all other routine circulars like agenda/minutes/action taken report etc.	Under Secretary	ASO-SO-US
5.	<p>Issuing of routine letters regarding (i) fixing the venue of the CC meetings (ii) other arrangements connected with the CC meetings and (iii) forwarding to the Sectts. attendance of MPs in the meetings etc.</p> <p>Forwarding the suggestions to the concerned Ministeries received from MPs, without delay, for inclusion in the agenda of the CC meetings and report that the items suggested by the MPs have been included in the agenda or not.</p>	<p>Section Officer</p> <p>Under Secretary</p>	<p>ASO-SO</p> <p>ASO-SO-US</p>
6.	<p>Appointment/Nominations of MPs on the Committees and other Bodies set up by the Government.</p> <p>I. Approval for all cases of</p>	Secretary	(ASO/SO/US)-DS-JS

	nomination of MPs on Govt. Committees/ Councils/Bodies and Boards etc.		-Secretary
	II. Obtaining the consent of MPs, wherever necessary, nominated by the Minister.	Under Secretary	ASO-SO-US
	III. Intimation about nomination of MPs as approved by the Minister to the concerned Ministries.	Under Secretary	ASO-SO-US
	IV. Intimation about vacancies caused on the Govt. Committees/ Councils/Bodies and Boards etc. due to retirement/resignation/ unfortunate death of a Member may be conveyed to the concerned Ministeries/ Departments.	Under Secretary	ASO-SO-US
7.	Parliament Question	Secretary	(ASO/SO/US)-DS-JS -Secretary
8.	Miscellaneous	Deputy Secretary	ASO-SO-US-DS
9.	Various types of returns like Matters of Importance, Decisions of Cabinet Returns etc.	Under Secretary	ASO-SO-US
10.	Compilation of Annual Report of the Ministry	Deputy Secretary	ASO-SO-US-DS

Accounts and Purchase Section

S.No.	Item	Level of Disposal	Channel of Submission
1.	Proposals involving Recurring/Non-recurring Contingent Expenditure upto Rs. 2,00,000/-	HoD	DH/SO/US - DS/Director -JS

2.	Proposals involving Recurring/Non-recurring Contingent Expenditure above Rs.2,00,000/-	Secretary	DH/SO/US - DS/Director -JS- Secretary
3.	House Building Advance	Secretary	DH/SO/US - DS/Director -JS- Secretary
4.	Computer Advance upto Rs.50,000/-	HoD	DH/SO/US - DS/Director -JS
5.	GPF Advance under Rule 12(1) of GPF Rules	Deputy Secretary/Director	DH/SO/US - DS/Director
6.	GPF Withdrawals	Deputy Secretary/Director	DH/SO/US - DS/Director
7.	Reimbursement of Children Education Allowance	JS	DH/SO/US - DS/Director -JS
8.	Budgetary Provision etc.	Secretary	DH/SO/US - DS/Director -JS- Secretary
9.	Tour Programmes upto the level of DS	JS	DH/SO/US - DS/Director -JS
10.	Tour Programmes DS and above	Secretary	DH/SO/US - DS/Director -JS- Secretary
11.	Relaxation for Air Travel	Secretary	DH/SO/US - DS/Director -JS- Secretary
12.	Relaxation for higher class train journey (by one class)	JS	DH/SO/US - DS/Director -JS
13.	TA and LTC claims	JS	DH/SO/US - DS/Director -JS
14.	Sanction the expenditure incurring on Conveyance hire in New Delhi. (upto Rs.300/- per month)	For Group 'B' and 'C' staff by concerned US and for rest next immediate senior officer.	NA

General Section

S.No.	Item	Level of Disposal	Proposed Channel of Submission
1	Proposals involving Recurring/Non-recurring Contingent Expenditure upto Rs. 2,00,000/-	JS	DH/SO/US - DS/Director -JS
2.	Proposals involving Recurring/Non-recurring Contingent Expenditure above Rs.2,00,000/-	Secretary	DH/SO/US - DS/Director -JS- Secretary

3.	Monthly scrutiny of Log Books of Staff Cars/Three Wheeler Scooter	Deputy Secretary/Director	DH/SO/US - DS/Director
4.	Submission of Log Books at the end of every quarter	JS	DH/SO/US - DS/Director -JS

Assurance (LS) and RS Sections

Sl. No.	Item	Level of Disposal	Channels of submission
1.	Culling out of Assurances	Under Secretary	DH-SO-US
2.	Parliament Question	Under Secretary	DH-SO-US
3.	After Laying of Implementation Reports entries are made properly in Sessional Register for updating the record.	Section Officer	DH-SO
4.	Providing of data for Annual Report	Deputy Secretary/Director	DH/SO/US - DS/Director
5.	Dropping of Assurances	Under Secretary	DH -SO-US
6.	Scrutinizing and laying of Implementation Reports on the Table of the House.	Deputy Secretary/Director	DH/SO/US - DS/Director
7.	Providing of data for Statistical Hand Book.	Deputy Secretary/Director	DH/SO/US - DS/Director
8.	CGA report presented by LS/RS	Under Secretary	DH-SO-US
9.	Intimation to Ministries/Departments about laying of Implementation Report	Dealing Assistant	DH
10.	Intimation regarding fulfilment of Assurances to Members of Parliament	Under Secretary	DH-SO-US
11.	Note for laying seeking convinces to Hon. MOS (LOK/Rajya Sabha)	MOS (RS/LS)	DH/SO/US - DS/Director -JS- Secretary
12.	Monthly Return, Quarterly	Section Officer	DH/SO/US - DS/Director
13.	RTI relating to Assurance	Section Officer/Under Secretary	DH-SO-US

PROTOCOL AND WELFARE SECTION

S.No.	Subject	Level of Disposal	Channel of Submission
1.	Extension of courtesies/ protocol services to foreign Parliamentary Delegations calling on Minister/MoSs	HMPA	DH/SO/US - DS/Director -JS-Secretary
2.	Proposal of exchange of Government Sponsored Goodwill Delegation of MPs	HMPA	DH/SO/US - DS/Director -JS-Secretary
3.	Nomination of MPs on various Government sponsored Delegations	HMPA	DH/SO/US - DS/Director -JS-Secretary
4.	Foreign Visit of MPs	HMPA	DH/SO/US - DS/Director -JS-Secretary
5.	Clearance of visits of State Government Sponsored Foreign Delegation	HMPA	DH/SO/US - DS/Director -JS-Secretary
6.	Sanction on expenditure on Lunch/Dinner for various occasions hosted by Minister(s)	JS	DH/SO/US - DS/Director -JS
7.	Sanction of expenditure on serving dinner/refreshment to MPs/Press/ Staff in case of late sitting of House(s) of Parliament	JS	DH/SO/US - DS/Director -JS
8.	Protocol Service in various National occasions like Republic day etc.	JS	DH/SO/US - DS/Director -JS
9.	Sanction of expenditure on Meeting with leaders	JS	DH/SO/US - DS/Director -JS
10.	Passing of Bills (flowers, wreaths, photographs, Special Hired Buses, Hotel, transport, Coffin Box, Embalming, Refreshment etc.)	JS	DH/SO/US - DS/Director -JS
11.	Film Shows/other entertainment for MPs & their families	Secretary	DH/SO/US - DS/Director -JS - Secretary
12.	Installation of statues/portraits in the Parliament House premises	Deputy Secretary/Director	DH/SO/US - DS/Director
13.	Visit to Hospital to see ailing MPs	HMPA	DH/SO/US - DS/Director -JS Secretary
14.	Transportation of Dead body of MP	HMPA	DH/SO/US - DS/Director -JS - Secretary
