

**GOVERNMENT OF INDIA**

**MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE**



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



**- BY -**

**INTERNAL WORK STUDY UNIT (IWSU)**

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## Animal Welfare (AW)

S. No.	Type of cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Matters relating to Animal Welfare Board of India (AWBI)		
(a)	Laying of Annual Report in the Parliament	JS-AS-Secy.	Minister
(b)	Reconstitution of AWBI	JS-AS-Secy.	Minister
(c)	Appointment of Secretary & Assistant Secretary of AWBI	JS-AS-Secy.	Minister
2.	Matters relating to formation/amendments/ implementation of PCA Act and Rules there under (a) Amendments in Act and framing of Rules as per specified delegation (b) Matters relating to implementation of PCA Act & Rules there under	JS-AS-Secy.	Minister
3.	Formulation and modification Schemes	JS-AS-Secy.	Minister
4.	VIP references	JS-AS-Secy.	Minister
5.	Parliament Questions, Assurances and other matters		
	(i) Unstarred	US-DS/Dir-JS	Minister
	(ii) Starred	JS-AS-Secy.	Minister
	(iii) Assurance	JS-AS-Secy.	Minister
	(iv) Other Matters raise in Parliament (Rules 377 in LS & Spl. Mention in RS)	JS-AS-Secy.	Minister
6.	Formulation and modification of RRs	JS-AS-Secy.	Minister
7.	Matters relating to CPCSEA (Committee for Purpose of Control & Supervision of Experiments on Animals)		

(a)	(i) Reconstitution of CPCSEA (ii) Formation of Sub-Committees of CPCSEA	DS/Dir-JS-AS	Minister
8.	Parliament Questions, Assurances and other matters		
	(i) Unstarred	US-DS/Dir-JS	Minister
	(ii) Starred	JS-AS-Secy.	Minister
	(iii) Assurance	JS-AS-Secy.	Minister
	(v) Other Matters raise in Parliament (Rules 377 in LS & Spl. Mention in RS)	JS-AS-Secy.	Minister
<b>Decisions taken by the Addl. Secretary</b>			
9.	Matters relating to CPCSEA (Committee for Purpose of Control & Supervision of Experiments on Animals)		
(a)	Monthly Performance Report	US-DS/Dir-JS	AS
(b)	Participation in CPCSEA and Sub-committee meetings as required	US-DS/Dir-JS	AS
(c)	Processing of recommendation of sub-committee	US-DS/Dir-JS	AS
<b>Decisions taken by the Joint Secretary</b>			
10.	Matters relating to Animal Welfare Board of India (AWBI)		
(a)	Approval of Annual Plan, Outcome Budget & Annual Action Plan/RFD	SO-US-DS/Dir	JS
(b)	Sanction & Release of funds	SO-US-DS/Dir	JS
(c)	Monthly Performance Report	SO-US-DS/Dir	JS
(d)	Participating in AGM/EC and Sub-committee meetings	SO-US-DS/Dir	JS
(e)	Other Estt. Related matters	SO-US-DS/Dir	JS
11.	Sanction & Release of Funds	SO-US-DS/Dir	JS
12.	National Institute of Animal Welfare (NIAW) & its related matter	SO-US-DS/Dir	JS
13.	State Animal Welfare Boards (SAWBs) & Societies for Prevention of Cruelty to Animals (SPCAs)	SO-US-DS/Dir	JS

14.	Court Cases	SO-US-DS/Dir	JS
15.	Audit Paras	SO-US-DS/Dir	JS
16.	Grievances/CPGRAM	SO-US-DS/Dir	JS
17.	Budget Estimate/Revised Estimates/ Supplementary Demands	SO-US-DS/Dir	JS
18.	Miscellaneous representation on animal welfare.	SO-US-DS/Dir	JS
19.	Material monthly DO and monthly statement of Expenditure	SO-US-DS/Dir	JS
20.	Matters relating to CPCSEA (Committee for Purpose of Control & Supervision of Experiments on Animals)		
(a)	Approval of Annual Plan & Annual Action Plan	Admn. Officer-US-DS/Dir	JS
(b)	Sanction & Release of funds	Admn. Officer-US-DS/Dir	JS
(c)	Laying of Annual Report in the Parliament	Admn. Officer-US-DS/Dir	JS
(d)	Other Estt. Matters	Admn. Officer-US-DS/Dir	JS
(e)	Budget Estimate/Revised Estimates/ Supplementary Demands	A.O.-US-DS/Dir	JS
(f)	Court Cases	EC-US-DS/Dir	JS
(h)	VIP References	EC-US-DS/Dir	JS
<b>Decisions taken by the CPIO/AA</b>			
21.	RTI application related to Animal Welfare Board of India (AWBI)	DA-SO	US(CPIO)
22.	RTI Matters related to Committee for Purpose of Control & Supervision of Experiments on Animals (CPCSEA)	EC-US&CPIO	A.A.

## **Budget and Account (B&A)**

<b>S. No.</b>	<b>Type of cases</b>	<b>Chanel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Secretary</b>			
1.	Scrutiny of Budget Proposals (both Plan as well as Non-Plan)	AO-CA-AS&FA	Secretary
2.	As a follow-up to receipt of Plan figures from the Planning Commission through PC Division, preparation of statement of final Budget Estimates Showing RE (Plan and Non-Plan) for current year and BE (Plan & Non-Plan) for next financial year.	AO-CA-AS&FA	Secretary
3.	Scrutiny of proposals for inclusion in batch-I, II & III of the Supplementary Demand for Grants.	AO-CA-AS&FA	Secretary
4.	Preparation and subsequent follow-up action on the Supplementary Demands for Grants of the Ministry of Environment, Forests & Climate Change.	AO-CA-AS&FA	Secretary
5.	Processing of re-appropriation proposals within the powers of the Ministry.	AO-CA-AS&FA	Secretary
6.	Processing of re-appropriation proposals beyond the powers of the Ministry.	AO-CA-AS&FA	Secretary
7.	Preparation and Printing of Demand for Grants	AO-CA-AS&FA	Secretary
8.	Coordination & Monitoring regarding submission of ATN's on CAG's paras/Drafts/Audit paras to Audit/Monitoring Cell of the Ministry of finance/PAC	AO-CA-AS&FA	Secretary
9.	Review of Monthly Expenditure of Plan and Non-Plan under Cash Management System.	AO-CA-AS&FA	Secretary

10.	Preparation of Explanatory Notes on Saving/Excess above 100 crore in the Grant.	AO-CA-AS&FA	Secretary
11.	Submission of surrender of Savings to Ministry of Finance.	AO-CA-AS&FA	Secretary
<b>Decisions taken by the AS&amp;FA</b>			
12.	Preparation of statement of Budget Estimates depicting Revised Estimates (Plan as well as Non-Plan) for current year and Budget Estimates (Non-Plan only) for the next financial year.	AO-CA	AS&FA
13.	Interaction with PC Division regarding Plan Budget.	AO-CA	AS&FA
14.	Issues of corrigendum to the Detailed Demand for Grants etc. with the approval of CGA/Ministry of Finance and other misc. Budget related Matters	AO-CA	AS&FA
<b>Decisions taken by the CA</b>			
15.	Scrutiny and allocation of funds under loans to Government Servants.	AO	CA



**Civil Construction Unit (CCU)**

<b>S. No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Secretary</b>			
1.	Framing/Amendment of Recruitment of Rules of Group 'C'	SO/EO-SE-CE	Secretary /DoPT
2.	Finalization of the terms of deputation	SO/EO-SE-CE	Secretary /DoPT
3.	Execution of Project: Preparation of Preliminary Estimate/Detailed Estimates and their approval.	JE/AE-EE-SE	CE/Secretary
4.	Handling of Arbitration Cases	EE-SE	CE/Secretary
5.	Court Cases	EE-SE	CE/Secretary
6.	Acceptance of Award (i) Within CE's power (ii) Beyond CE's power	EE-SE EE-SE-CE	CE/ Secretary
<b>Decisions taken by the CE</b>			
7.	Training (In Country) - EE & Above	SO-EO-SE	CE
8.	Internal Posting Transfers (a) Ministerial Staff (b) Technical Staff (Gazetted)	SO-EO-SE SO-EO-SE	CE CE
9.	Acceptance of Tender	AE-EE-SE	CE
10.	Annual Action Plan/Budget	EE-SE-Finance Officer	CE
11.	Accounts / Audit	EE-SE-Finance Officer	CE
12.	Technical Examiner / Technical Examination / Inspection	EE-SE	CE
13.	Co-ordination & Monitoring of with Field Unit	AE-EE-SE	CE
<b>Decisions taken by the SE</b>			
14.	Appointment ( Group 'C' )	SO-EO	SE
15.	Training (In Country) – All Other	SO-EO	SE
16.	Internal Posting Transfer (a) Technical Staff (Non-Gazetted)	SO-EO	SE
<b>Decisions taken by the EE</b>			
17.	Payment of Contractor Bill	JE-AE-AA	EE

### Climate Change (CC)

S. No.	Type of cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Parliament Question(Starred)	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS- Secretary	Minister
2.	Parliament Question (Unstarred)	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Minister
3.	Policy Decisions	JS/Adv-AS- Secretary	Minister
4.	Cabinet Notes	JS/Adv-AS- Secretary	Minister
5.	Financial Decisions	JS/Adv-AS- Secretary	Minister
6.	Draft Reply for MPs/Ministers	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Minister
<b>Decisions taken by the Secretary</b>			
7.	Legal Matters	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
8.	National Action Plan on Climate Change (NAPCC).	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
9.	State Action Plan on Climate Change (SAPCC)	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
10.	PMCCC	SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
11.	ECCC	SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
12.	Result Frame work Document	SO/Consultant-SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
13.	12th Five Year Plan & Annual Plan for approval	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
14.	Matters relating to UNFCCC	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
15.	INDC	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
16.	Green Climate Fund (GCF)	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
17.	Low Carbon Strategy,	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
18.	World Bank PMR	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
19.	Preparation of Briefs for Multilateral/ Plurilateral meetings,	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
20.	Indo-EU Bilateral Cooperation	SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary

21.	PMO References	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
22.	Studies for Climate change	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
23.	Matters relating to Kyoto Protocol	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
24.	CDM steering Committee Project approval	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
25.	NCEF, National Clean Energy Fund (NCEF),	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
26.	Reducing emissions from deforestation and forest degradation (REDD+; )	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
27.	Bilateral US and Bilateral Japan,	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
28.	CTCN	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
29.	National Carbonaceous Aerosols Programme (NCAP	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
30.	SAARC, ASEAN , JICA	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Secretary
<b>Decisions taken by the Addl. Secretary</b>			
31.	Synergy with other Environmental Convention	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
32.	IPCC WG II	SC.'F'/Dir /SC.'E'/ DD-JS/Adv-AS	Addl. Secy.
33.	UNDP/DFID/GEF/GIZ matters	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
34.	NAMA	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
35.	Intergovernmental Panel on Climate Change (IPCCC) Working Group (WG) I,	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
36.	Climate Change Action Programme (CCAP)	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
37.	Long term ecological observatories (LTEO)	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
38.	National Institute for Climate Change Studies and Actions	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
39.	Third NATCOM, BUR	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
40.	GHG Modelling	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.
41.	IPCC working Group III	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD-JS/Adv	Addl. Secy.

<b>Decisions taken by the JS/Adv.</b>			
42.	Financial Approvals	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
43.	Regular Matters	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
44.	RTI	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
45.	Budget and Accounts	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
46.	Trade sectoral Issue	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
47.	Carbon Standards	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
48.	Carbon Foot print	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
49.	Public Grievances	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
50.	Monthly DO	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
51.	East Asia Low carbon growth	SO/Consultant- SC.'F'/Dir /SC.'E'/ DD	JS/Adv.
<b>Decisions taken by the Others</b>			
52.	12th Five Year Plan & Annual Plan for Operational decision	SO/Consultant	SC.'F'/Dir /SC.'E'/ DD

**Centre of Excellence (COE)**

<b>S. No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Annual Report, Parliament Matters, Questions, VIP / Cabinet Note/	US/DS-JS/Adviser/AS-Secretary	Minister
<b>Decisions taken by the Secretary</b>			
2.	Policy issues	US/DS- JS/Adviser- AS	Secretary
3.	Selection of Centres of Excellence	US/DS- JS/Adviser- AS	Secretary
4.	Steering Committee /Monitoring Committee/ Expert Committee Meetings & Minutes	US/DS- JS/Adviser- AS	Secretary
5.	Approval of Action Plan	US/DS- JS/Adviser- AS	Secretary
6.	Release of Funds (Above Rs. 25 Lakh)	US/DS-JS/Adviser- AS	Secretary
<b>Decisions taken by the Addl. Secretary</b>			
7.	Release of Funds (Above Rs. 10 Lakh and upto Rs. 25 Lakh)	US-DS-JS/Adviser	AS
8.	Approval of Progress report	US-DS-JS/Adviser	AS
9.	General / Admin. Matters (like RFD, Budget, etc.), Annual Action Plan	US-DS-JS/Adviser	AS
<b>Decisions taken by the JS/Adv.</b>			
10.	Release of Funds (Upto Rs. 10 Lakh)	US- DS	JS / Adviser

## Control Pollution (CP)

S. No.	Types of cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the AS/Secretary/Minister</b>			
1.	Constitution and Administrative activities of CPCB	DS/ADVISOR	AS/Secy./Minister
2.	Administrative and other matters of loss of Ecology (Prevention and Payment of Compensation) Authority for T.N.	Dir./ADVISOR	AS/Secy./Minister
3.	Awards	Dir./ADVISOR	AS/Secy./Minister
4.	Enforcement and compliance monitoring	Dir./ADVISOR	AS/Secy./Minister
5.	Standards Development	Dir./ADVISOR	AS/Secy./Minister
6.	Compliance of Standards in 17 categories of industries	Dir./ADVISOR	AS/Secy./Minister
7.	Amendment to Noise Rules	Dir./ADVISOR	AS/Secy./Minister
8.	Notification of Standards	Dir./ADVISOR	AS/Secy./Minister
<b>Decisions taken by the Addl. Secy./Secretary</b>			
9.	Coordination of Budget and Financial Matters	DS/ADVISOR	Addl. Secy./Secretary
10.	Coordination with Central Pollution Control Board (CPCB) and Grant-in-aid to CPCB.	DS/ADVISOR	Addl. Secy./Secretary
11.	Financial Assistance to SPCB/PCC(UTs)	Dir./ADVISOR	Addl. Secy./Secretary
12.	Vehicular Pollution and related matters	Dir./ADVISOR	Addl. Secy./Secretary
13.	Reimbursement of Cess to State	DS/ADVISOR	Addl. Secy./Secretary

	Pollution Control Boards/PCC and CPCB		
14.	Administrative matters of CPA and CPW sections	DS/ADVISOR	Addl. Secy./Secretary
15.	Court cases (High Court/NGT/Supreme Court)	Dir./ADVISOR	Addl. Secy./Secretary
16.	Parliament matters	DS/ADVISOR	Addl. Secy./Secretary
17.	Protection of Taj from Pollution/Environment	Dir./ADVISOR	Addl. Secy./Secretary
18.	Pollution Control Projects	Dir./ADVISOR	Addl. Secy./Secretary
19.	Laboratory recognition	Dir./ADVISOR	Addl. Secy./Secretary
20.	Environmental Health Cell (EHC) including WHO Programmes	Dir./ADVISOR	Addl. Secy./Secretary
21.	Common Effluent Treatment Plants (CETPs)	Dir./ADVISOR	Addl. Secy./Secretary
22.	Critically Polluted Areas / CEPI	Dir./ADVISOR	Addl. Secy./Secretary
23.	Env. Statistics & Mapping	Dir./ADVISOR	Addl. Secy./Secretary
24.	Noise Pollution Control	Dir./ADVISOR	Addl. Secy./Secretary
25.	Grant in aid to Loss of Ecology Authority	Dir./ADVISOR	Addl. Secy./Secretary
<b>Decisions taken by the Advisor</b>			
26.	Appeal under Air Act in respect of UTs	Dir.	ADVISOR
<b>Decisions taken by the Director</b>			
27.	Custom Duty exemption matters	SO	Director

**Conservation Survey-I/Biosphere Reserve**

<b>S.NO.</b>	<b>TYPES OF CASES</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Designation of Biosphere Reserve	Director-Advisor-AS-Secy.	Minister
2.	Reply to Starred/ Unstarred Questions	ASO-SO-Dir.-Advisor-AS- Secy.	Minister
<b>Decisions taken by the Secretary</b>			
3.	Sanctioning of Management Action Plans	ASO-SO-Dir.-Advisor	Secretary/As per delegation of financial powers
4.	Submission of Reports/ requisite information to UNESCO	Director-Advisor-AS	Secretary
<b>Decisions taken by the Advisor</b>			
5.	Material for annual report	ASO-SO-Dir. - Advisor	Advisor
6.	Annual Action Plan	ASO-SO-Dir. - Advisor	Advisor
7.	Submission of information to PAO/ RTI Cell	ASO-SO-Dir. - Advisor	Advisor
<b>Decisions taken by the Director</b>			
8.	Budget Matter/ Discussion with State Govts. On MAP	ASO-SO-Dir.	Director
9.	Forwardal of Application for Awards	ASO-SO-Dir.	Director
10.	Submission of information to GC/ PC.	ASO-SO-Dir.	Director



**Conservation & Survey Division (CS-II)**

<b>S.No.</b>	<b>Types of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Creation of Posts (Gr. 'A')	SO or US/DS or Dir./JS/AS/ Secy.	Minister
2.	Sanctioning of Plan Schemes	SO or US/DS or Dir./JS/AS /Secy.	Minister
3.	Foreign assignment ( Gp. 'A')	SO or US /DS or Dir./JS/AS/ Secy.	Minister
4.	Framing of Recruitment Rules for 'A' & 'B' Posts (of BSI & ZSI)	SO or US /DS or Dir./JS/AS	Secy.- Minister
5.	Appointment of Group 'A' Posts (BSI & ZSI)	SO or US /DS or Dir./JS/AS	Minister
6.	Reply to Starred Parliament Questions/Assurances	SO or US /DS or Dir./JS/AS/Secy.	Minister
	Reply to Unstarred Parliament Questions/ Assurances BSI & ZSI	SO or US /DS or Dir./JS	Minister
7.	Disciplinary cases (BSI & ZSI)	SO or US /DS or Dir./JS	Secy.- Minister
<b>Decisions taken by the Secretary</b>			
8.	(a) Deputation abroad	SO or US/DS or Dir./JS/AS	Secy.
	(b) Foreign assignment (Gp. 'B')	SO or US /DS or Dir./JS/AS	Secy.

9.	Framing of Recruitment Rules for 'C' & 'D' Posts (of BSI & ZSI)	SO or US /DS or Dir./JS	AS-Secy.
10.	Court Cases (BSI, ZSI)	SO or US /DS or Dir./JS	AS-Secy.
<b>Decisions taken by the Addl. Secretary</b>			
11.	Grant of study leave.(BSI & ZSI)	SO or US /DS or Dir.	JS-AS/FA
12.	Construction projects	SO or US /DS or Dir.	AS
<b>Decisions taken by the Joint Secretary</b>			
13.	Approval of budget estimates For BSI & ZSI	SO or US /DS or Dir.	JS
14.	Visit of foreigners to India	SO or US /DS or Dir.	JS
15.	Award of fellowship under cultural exchange programmes	SO or US /DS or Dir.	JS
16.	Material for annual report/performance budget	SO or US /DS or Dir.	JS
17.	Annual Action Plan for various schemes	SO or US /DS or Dir.	JS
18.	Hiring of private accommodation	SO or US /DS or Dir.	JS

**\*For approval of affidavit and counter affidavit in cases involving policy matter.**

### Conservation & Survey Division (CS-III)

S.No.	Types of Cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Biosafety and GEAC (Technical And Policy Matters)	Director -JS- AS/Secy.(E&F)	Minister
2.	NBA (Technical And Policy Matters)	Director -JS - AS/Secy.(E&F)	Minister
3.	NBAP/ CBD/ Biodiversity Projects (Technical And Policy)	Director - JS	AS/Secy.(E&F) / Minister
<b>Decisions taken by the Secretary</b>			
4.	Biosafety and GEAC (General Matters)	RO - Director - JS	AS/Secy.
5.	Biosafety financial and administrative matters and UNEP-GEF	SO -Director - JS	AS/Secy.
6.	NBA (General Administrative And Financial Matters)	SO - Director – JS	AS/Secy.
7.	NBAP/ CBD/ Biodiversity Projects (General Matters)	DD-Director - JS	AS/Secy.

### Clean Technology Division (CT)

S. No.	Type of Case	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Parliament Questions & Assurances (i) Starred Questions and Assurances (ii) Unstarred Questions and Assurances (iii) Matters raised in LS (Rule 377) & RS (Spl. Mentioned & other	DIR/ADVISOR/AS  DIR/ADVISOR/AS  DIR/ADVISOR/AS	Minister  Minister  Minister
2.	VIP references	DIR/ADVISOR	Minister
<b>Decisions taken by the Secretary</b>			
3.	Development & Promotion of cleaner technologies through region, sector & resources-specific sustainable development strategies & Demonstration Project	DIR/ADVISOR	Evaluation and Monitoring Committee on Clean Technology/ Secretary
4.	Court Cases	DIR/ADVISOR	AS/Secretary
<b>Decisions taken by the Advisor</b>			
5.	Audit Paras	DIR	ADVISOR
6.	Interaction & Co-ordination with Industrial Bodies/Institutions	DIR	ADVISOR

### Desertification Cell (DC)

S. No	Type of Cases	Channel of Submissions	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Parliament Questions & Assurances <ul style="list-style-type: none"> <li>• Starred and Assurances</li> <li>• Unstarred and Assurances</li> </ul>	Dir/JS/Secretary	Minister
2.	VIP/PMO References	TO/Dir/JS	Minister
<b>Decisions taken by the Joint Secretary/Addl. Secretary</b>			
3.	Activity Plan	TO or Coordinator/Dir	JS/AS
4.	UNCCD and related matters	TO or Coordinator/Dir	JS/AS
5.	Technical studies/pilot projects	TO or Coordinator/Dir	JS/AS
6.	Technical meetings, workshops and events	TO or Coordinator/Dir	JS/AS
7.	Bi-lateral, Multi-lateral ,GEF project coordination	TO or Coordinator/Dir	JS/AS
8.	Inputs on Technical matters	TO or Coordinator/Dir	JS/AS
9.	Annual Report	TO or Coordinator/Dir	JS/AS
10.	Preparation of statement of Budget Estimates BE/RE, Outcome budget	TO/Dir	JS/AS
11.	Financial Matters including Sanction orders, annual contribution to UNCCD, release of payments and General Administration	TO/Dir	JS/AS
12.	Monthly DO and Plan Expenditure	TO/Dir	JS/AS

### Externally Aided Project (EAP)

<b>S.No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Secretary</b>			
1.	Submission of new proposals to DEA for posing it to Bilateral and Multilateral Agencies	TA/SO-AIGF-IGF(EAP)-ADG (FC)	Secretary
<b>Decisions taken by the IGF</b>			
2.	For Routine matters	TA/SO – AIGF	IGF (EAP)
3.	General Correspondence with DEA/JICA	TA/SO – AIGF	IGF (EAP)

### Economic Cell (EC)

S.N	Type of Cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Parliament Questions on policy matters.	Starred	AD/DEA-EA-Secy
		Unstarred	AD-DEA-EA
<b>Decisions taken by the Secretary</b>			
2.	All matters pertaining to the Cabinet/ Cabinet Committees (Cabinet Notes), and Committee of Secretaries, and also providing comments on policy matters received from various Ministries/Divisions in M/o EF&CC	AD/DEA-EA-SA	Secretary
3.	Formulation, Implementation and Monitoring of Work Plans of the Centre of Excellence in Environment Economics, Madras School of Economics, Chennai.	AD/DEA-EA-SA	Secretary
4.	Development of Green Public Procurement Guidelines.	AD/DEA-EA-SA	Secretary
5.	Providing material for Economic Survey of M/o Finance, Finance Minister's Budget Speech, etc.	AD/DEA-EA-SA	Secretary
6.	Nodal Division for handling and coordinating all matters which have underlying economic issues referred by the Ministry of Finance.	AD/DEA-EA	Secretary
7.	Nodal Division to monitor implementation of specific announcements in the Union Budget concerning Ministry of Environment, Forest & Climate Change including matters relating to tax proposals	AD-DEA-EA	Secretary
8.	Secretariat for the Sectoral Committee to Review the Release and Utilization of the Grants-in-Aid for State Specific Needs recommended by the Thirteenth Finance Commissions.	AD-DEA-EA	Secretary
9.	Compliance under the Fiscal Responsibility and Budget Management Act, 2003.	AD-DEA-EA	Secretary
<b>Decisions taken by the EA</b>			
10.	Miscellaneous Matters	AD-DEA	EA

**EEAT Schemes of Environment Education (EE)**

<b>S.No</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	VIP references / PMO references etc.  Admitted Parliament Questions*  Cabinet Note  (*For admitted parliament question the files is routed through Additional Secretary to Hon'ble MEF directly)	PC/PO – US/Scientist 'F' – Advisor/JS – AS – Secy.	Minister
<b>Decisions taken by the Secretary</b>			
2.	Administrative approval required for files costing above Rs 50 lakhs for Category I  Administrative approval required for files costing above Rs 25 lakhs for Category III  Annual Action Plan	PC/PO – US/Scientist 'F' – Advisor/JS – AS	Secretary
<b>Decisions taken by the Addl. Secretary</b>			
3.	Administrative approval required for files costing above Rs 25 lakhs and upto Rs 50 lakhs for Category I  Administrative approval required for files costing above Rs 10 lakhs and upto Rs 25 lakhs for Category III  Policy decision etc.	PC/PO – US-Scientist 'F' – Advisor/JS	Addl. Secy.
<b>Decisions taken by the Advisor/Joint Secretary</b>			
4.	Administrative approval required for files costing upto Rs 25 lakhs for Category I  Administrative approval required for files costing above Rs 10 lakhs for	PC/PO – US-Scientist 'F'	Advisor/JS



	<p>Category III</p> <p>Files like RFD, Outcome Budget, Annual Report, Annual Plan, Audit and Formation of Committee for the programmes, Cash Management System, Expenditure, Miscellaneous files related to Coordination Work etc.</p>		
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Category	Types of Projects
I	Projects received from State Govt.
II	Research Projects received from Universities/Government Institutions
III	Projects received from Voluntary Agencies/NGOs/Private Institutions.

### Environmental Information (EI)

S.No.	Type of cases	Channel of Submissions	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Development of “Regulations governing IGPP	EA-AS-Secy.	Minister
2.	Formulation and issuance of guidelines for administration of the Scheme	AD/DD-EA--AS	Secy./Minister
3.	Disposal of Parliament matters regarding the ENVIS scheme	SO-DD-EA	Secy./Minister
<b>Decisions taken by the Secretary</b>			
4.	Periodic convening of the scientific Advisory Committee (SAC) to review the functioning of the Scheme.	AD/DD-EA-AS	Secretary
5.	Matters regarding the conferring of the ‘Indira Gandhi Paryavaran Puraskar’	SO-DD-EA	Secretary
6.	Monitoring and oversight of the functioning of ENVIS Centres including through National/Regional Workshops	DEA-EA-AS	Secretary
<b>Decisions taken by the Addl. Secretary</b>			
7.	Development and maintenance of India State-Level Basic Environmental Information Database (ISBEID) to help 28 ENVIS Centres at State Governments/UTs to collect compile and disseminate State/UTs-wide information on a Centralized server.	NPC-AD/DD-DEA-EA	AS
8.	Supporting capacity building in development of repositories and dissemination of environmental information	AD/DD/DEA-EA	AS
9.	Upgrading of ENVIS Centre’ Websites maintained on National informatics Centre (NIC) Portal.	NPC-DEA-EA	AS
10.	Supporting and promoting research, development and innovation in environmental information	SIO-DEA-EA	AS

	technology.		
11.	Coordination of independent Overall evaluation of the Scheme	NPC-DEA-EA	AS
12.	Conducting annual performance review of each ENVIS Centre, including through National Evaluation Committee of Experts on both subject-specific matters and Status of Environment and Related issues.	AD/DD-DEA-EA	AS
<b>Decisions taken by the EA</b>			
13.	Matters relating to sanction and release of funds to ENVIS Centres	AD/DD-DEA	EA
14.	Development and maintenance of an ENVIS Portal connecting all ENVIS Centres	NPC- AD/DD-DEA	EA
15.	All Other financial matters relating to the Schemes and Programmes handled by the Division	SO- AD/DD-DEA	EA
16.	Miscellaneous Matters of EI Division	SO-DD-DEA	EA
<b>Decisions taken by the DEA</b>			
17.	Disposal of Right to Information Act, 2005 matters regarding the ENVIS Scheme	SO- AD/DD	DEA

**Eco Sensitive Zone (ESZ)**

<b>S. No</b>	<b>Type of Cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Approval of Eco-Sensitive Zone (ESZ) proposals for Draft and Final Notifications	SO/RA/DD or JD/AD/Adv	AS/Secy./Minister
2.	Declaration of ESA for Western Ghats	AD/Adv	AS/Secy./ Minister
3.	Parliament Questions and Parl related matters	DD/JD/AD/Adv	AS/Secy./ Minister
4.	VIP/PMO References	DD/JD/AD/Adv	AS/Secy./ Minister
<b>Decisions taken by the Secretary</b>			
5.	Follow-up relating to Eco-Sensitive Area (ESA)	DD or JD/AD/Adv	AS/Secretary
6.	Monthly DO to Cabinet	Adv	Secretary
<b>Decisions taken by the Addl. Secretary</b>			
7.	Court Cases	DD/JD/AD/Adv	Adv or AS
8.	NNRMS	JD/Adv	AS
9.	ESZ Meetings	DD/JD/AD/Adv	AS
<b>Decisions taken by the Advisor</b>			
10.	Processing of ESZ proposals	RA/DD or JD/AD/Adv	Advisor
11.	Legal vetting and Hindi Translation	SO/DD/JD	Advisor
12.	Publication in Gazette of India	SO/DD/JD	Advisor
13.	Updating of ESZ status on Ministry website	RA	Advisor
14.	Preparation of weekly status of proposals	RA	Advisor

### Forest Conservation (FC)

S. No.	Type of Cases	Channel of Submission	Level of Final Disposal
<b>Decision taken by the Minister</b>			
1.	Parliamentary Matter (except matters requiring attention of ADG/DGF/Secy.)	SO → Dir/AIG → IGF	Minister
2.	All PMO/VIP references requiring furnishing of information to the applicant  (a) In the form of D.O. letter from HMEF	DA/SO → Dir/AIG → IGF	Minister
3.	All PMO/VIP references involving policy issues	SO → Dir/AIG → IGF → ADG/DGF	Minister
4.	Court Cases (a) Cases requiring attention of higher authorities	Legal Consultant → Dir/AIG → IGF → ADG	DGF/Secy. /Minster
5.	Policy matters	SO/TO → Dir/AIG → IGF → ADG → DG	Minister
6.	Approvals of Stage-I under FC Act (except in cases requiring attention of DGF)	SO/TO → Dir/AIG → IGF → ADG	Minister
7.	Approvals of Stage-I under FC Act (cases requiring attention of DGF)	SO/TO → Dir/AIG → IGF → ADG → DG	Minister
<b>Decision taken by the DGF</b>			
8.	Inputs/information to other Divisions (requiring attention of higher authorities)	SO → Dir/AIG → IGF	ADG/DGF
9.	Approvals of Stage-II under FC Act (cases requiring attention of higher authorities)	SO/TO → Dir/AIG → IGF	ADG/DGF
<b>Decision taken by the ADG</b>			
10.	Placing of diversion proposals under FC Act before FAC (cases where attention of higher authorities is required)	TO/SO → Dir/AIG → IGF	ADG
<b>Decision taken by the IGF</b>			
11.	All PMO/VIP references requiring furnishing of information to the applicant (a) By FC Division	DA/SO → Dir/AIG	IGF

12.	All PMO/VIP references requiring seeking of information from States	DA/SO → Dir/AIG	IGF
13.	Court Cases (a) except cases requiring attention of higher authorities)	Legal Consultant → Dir/AIG	IGF
14.	RTI Appeals as First Appellate Authority	PPS	IGF
15.	Inputs/information to other Divisions (except cases requiring attention of higher authorities)	SO → Dir/AIG	IGF
16.	Placing of diversion proposals under FC Act before FAC (except in cases where attention of higher authorities is required)	TO/SO → Dir/AIG	IGF
17.	Approvals of Stage-II under FC Act (except in cases requiring attention of higher authorities)	SO/TO → Dir/AIG	IGF
18.	Approval of draft letters of Stage-I & Stage-II approvals	SO/TO → Dir/AIG	IGF
<b>Decision taken by the AIG</b>			
19.	Court Cases  (a) Draft letters to Regional Offices / Advocates after affidavit is approved	Legal Consultant	Dir/AIG



	discretion and/ or Relaxation of rules.		<b>**Minister**</b> ( <b>**as the case may</b>
6.	Personnel matters relating to Regional Wildlife Offices, NZP and CZA, involving exercise of discretion rule or relaxation of rules.	SO/US/DS or Dir/ JS	DGF & SS** /Secy.**  /Minister* ( *as the case may be)
7.	Approval of draft reply statements in court cases	SO/US/DS or Dir	JS/ DGF & SS** /Secy.**/  Minister ** (** only in policy matters)
<b>Decisions taken by the Joint Secretary</b>			
8.	Framing or Rectt. Rules for Gr. C & D posts for final approval	SO or US/DS or Dir	JS
<b>Decisions taken by the DS/Dir.</b>			
9.	Referring of cases to (Admn. Div. i.e. P-III) of Gr. A posts on promotion under the flexible complementing scheme	SO/US	DS or Dir
10.	Personnel matters relating to ICFRE, FSI, IGNFA, DFE not involving discretion and relaxation of rules i.e where they are based on clear cut precedents.	SO/US	DS or Dir
11.	Personnel matters relating to Regional Wildlife offices, NZP and CZA not involving discretion and relaxation of rules i.e. where they are based on clear cut precedents.	SO/US	DS or Dir



The channel of submission mentioned above is strictly followed by FE division. As regards, S. No.2 regarding framing of recruitment rule Gr. A & B Posts for final approval, the disposal is as per delegated powers issued vide order dated 6<sup>th</sup> March 2012. Further, in column. No. 6 & 11 the name of Central Zoo Authority is also included. However, as per work allocation. CZA is not under FE division.

**Forest Policy/FIC Division**

<b>S. No.</b>	<b>Type of Cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Parliament Questions/ Assurances  (a) Un-Starred    (b) Starred	SSA/ASO/RI-SO/TO- AIGF-DIGF-IGF    SSA/ASO/RI-SO/TO- AIGF-DIGF-IGF- ADGF/DGF&SS-Secy.	Minister       Minister
2.	Policy Matters	TO-AIGF-DIGF-IGF- ADGF/DGF&SS-Secy.	Minister
3.	Amendment in Central Acts/ New Bill	TO-AIGF-DIGF-IGF- ADGF/DGF&SS-Secy.	Minister
4.	Processing of Foreign visit deputation (Approval)	TO-AIGF-DIGF-IGF- ADGF/DGF&SS	Secy./Minister
<b>Decisions taken by the DGF&amp;SS</b>			
5.	Processing of Foreign visit deputation (Nomination)	TO-AIGF-DIGF-IGF	ADGF/DGF&SS
<b>Decisions taken by the IGF</b>			
6.	Court Cases (Affidavit)	SSA/ASO/RI-SO/TO- AIGF-DIGF	IGF*
7.	Domestic tour ( Nomination & Approval)	SSA/ASO/RI-SO/TO- AIGF	DIGF/IGF
8.	Providing inputs / information to Divisions / Ministry/ Department	RI/TO-AIGF	DIGF/IGF
9.	VIP Reference & PMO Reference	SSA/ASO/RI-SO/TO- AIGF-DIGF	IGF

10.	REDD+ matters	TO-AIGF	DIGF/IGF
<b>Decisions taken by the DIGF</b>			
11.	Processing of Foreign visit deputation (Deputation Order)	SO/TO-AIGF	DIGF
12.	Routine matters	SSA/ASO/RI-SO/TO-AIGF	DIGF
13.	Public Grievances	SSA/ASO/RI-SO/TO-AIGF	DIGF
14.	E Samiksha/Up-dation of Website	TO-AIGF	DIGF
15.	Seeking comments/ other Misc. Matters	SSA/ASO/RI-SO/TO-AIGF	DIGF
<b>Decision taken by the AIGF</b>			
16.	RTI matters	SSA/ASO/RI-SO	AIGF

Note:- \* Except matters involving Policy matters, in that case approval of Secretary / Minister will be obtained through DGF &SS.

**Forest Protection Division (FPD)**

<b>S. No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Parliament questions / assurances	ASO-SO-AIGF-DIGF-IGF	Minister
2.	VIP / PMO references	OA-SO-AIGF-DIGF-IGF	Minister
<b>Decisions taken by the Secretary</b>			
3.	Centrally Sponsored Scheme: Intensification of Forest Management Scheme approval of projects	Project to be cleared by the Screening Committee - IFD Approval	Formal Approval by Secretary
4.	Space technology	AIGF-DIGF-IGF	DGF & SS/ Secy.
<b>Decisions taken by the ADGF</b>			
5.	Screening committee meeting and any other meetings	OA-SO-AIGF-DIGF-IGF	ADGF
<b>Decisions taken by the IGF</b>			
6.	Five year plan / Annual Plan / Budget expenditure statement	OA-SO-AIGF-DIGF	IGF
7.	Misc. parliament matters	OA-SO-AIGF-DIGF	IGF
8.	Court cases	OA-SO-AIGF-DIGF	IGF
9.	General Complaints	OA-SO-AIGF-DIGF	IGF
10.	Other misc. matters / Public grievances	OA-SO-AIGF-DIGF	IGF
11.	Crisis management plan	OA-SO-AIGF-DIGF	IGF
12.	e-samiksha	OA-SO-AIGF-DIGF	IGF

**General Administration (GA)**

<b>S. No.</b>	<b>Type of Cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Secretary</b>			
1.	Purchase of Staff Cars and other vehicles	SO/HOD/JS	Secy. in consultation with FA
2.	Laptop	SO/HOD/JS	Secy. in consultation with FA
3.	Finalization of Tenders	SO/HOD/JS	Secy. in consultation with FA
<b>Decisions taken by the HOD</b>			
4.	Maintenance of office building / cleanliness / conservancy/ repair/ renovations / furnishing	Caretaker/SO/US	HOD upto Rs. 5 Lakh
5.	Maintenance of Staff Car	SO/US	HOD
6.	Procurement/purchase/ of (a) Furniture (b) stationary/ typewriter/office equipments (Acs, Coolers Photocopiers, Fax Machines) sundries-Briefcases, etc.	SO/US	HOD
7.	Maintenance of air-conditioners/room coolers/heaters.	SO/US	HOD
8.	Procurement and supply of uniform to class IV Staff.	SO/US	HOD
9.	Payment of telephone bills	SO/US	HOD
10.	Operations of Internal Telephone exchange and Duplicating Unit	SO/ US	HOD
11.	IT items other them Laptop	SO/US/DS	HOD

**Note:- HOD stands for nominated Head of Department.**

**General Coordination (GC)**

<b>S. No.</b>	<b>Type of Cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Comments on the Cabinet notes: obtaining from concerned divisions	SO/US/DS/JS	Secy. / Minister
<b>Decisions taken by the Secretary</b>			
2.	JCM Matters - Departmental Council Meetings - Approval to agenda - Preparation/approval of minutes	SO or US>DS>JS SO or US/DS/JS	Secretary Secretary Secretary
3.	Meeting of Secretary (E&F) with Sr. Officers - Approval to agenda - Issue of meeting notice and agenda items - Approval of minutes	SO or US>DS>JS SO or US SO or US>DS/JS	Secretary Secretary Secretary
4.	Recognition of Service Associations	SO or US>DS>JS	Secretary
5.	Awards: - Response to Recommendations for various Awards like Ashok Chakra, Kirti Chakra, Shaurya Chakra for gallantry, Padma Awards etc. to the concerned Ministries.	SO or US>DS>JS	Secretary
6.	Grant of honorarium to the officials of the Ministry - for Rs. 5,000/-	SO or US>DS>JS	Secretary
7.	Nodal Officers/Nodal Divisions - Nomination of the Nodal Officers to the all States/ UTs - Nomination of the Nodal Officers to all the Ministries/Department	SO or US>DS>JS SO or US>DS>JS	Secretary Secretary
8.	Monthly D.O. letter to the Cabinet Secretary	SO or US>DS>JS	Secretary
<b>Decisions taken by the Joint Secretary</b>			
9.	Office Council Meetings - Conduct of meeting	SO or US>DS	JS

10.	Monthly report to Appointment Committee of the Cabinet	SO or US>DS	JS
11.	Report on Reconstruction plan for Jammu & Kashmir	SO or US>DS	JS
12.	Celebration/Observance of important Days like Quami Ekta Week, Armed Forces Flag Day	SO or US>DS	JS
13.	Half-Yearly: <ul style="list-style-type: none"> <li>Monitoring of recruitment of minority of communities in Govt. service</li> </ul>	SO or US>DS	JS
14.	Annual: <ul style="list-style-type: none"> <li>Monitoring of recruitment of minority of communities in Govt. service</li> </ul>	SO or US>DS	JS
15.	Circulation of important orders/ circulars of general nature received from Cabinet Secretariat/P.M. Office, Ministry of Finance, Home and President Sectt. etc.	SO or US	DS/JS
16.	Coordination in respect of matters of general nature in the MoEF and JS/Secy. (depending upon the nature of report to be furnished furnishing consolidated report to the concerned Ministry	SO or US>DS	JS
<b>Decisions taken by the Director</b>			
17.	Grant of honorarium to the officials of the Ministry - for upto Rs. 2500/-	SO or US>DS	HOD, Dir. (GA)
<b>Decisions taken by the Deputy Secretary</b>			
18.	JCM Matters <ul style="list-style-type: none"> <li>Conduct of meeting Secy.(E&amp;F)</li> <li>Follow – up action on the Proceedings</li> </ul>	SO or US/DS SO or US	DS DS
19.	Office Council Meetings <ul style="list-style-type: none"> <li>Preparation &amp; approval of agendas</li> <li>Follow – up action on the proceedings</li> </ul>	SO or US SO or US	DS DS

20.	Meeting of Secretary (E&F) with Sr. Officers - Conduct of meeting	SO or US>DS	DS (GC)
21.	Logistic support for Audit Inspection of the Ministry	SO or US	DS
22.	<ul style="list-style-type: none"> <li>• Welfare activities</li> <li>• Farewell parties to the retiring Govt. officials in the Ministry</li> </ul>	SO or US	DS



**Green India Mission (GIM)**

<b>S. No</b>	<b>Type of Cases</b>	<b>Channel of Submissions</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Parliament Question & Assurances (i) Starred (ii) Unstarred (iii) Other Matters raised in Parliament (Rules 377 in LS & Spl. mention in RS)	Consultant/SO-US/Dir-JS-AS/SS-Secy.	Minister
2.	Formation and conduction meetings of National Executive Council and National Governing Council	Consultant/SO-US/Dir-JS-AS/SS-Secy.	Minister
3.	Strengthening of Mission Directorate: engagement of consultants	Consultant/SO-US/Dir-JS-AS/SS-Secy.	Minister
4.	Approval of Externally Aided Projects (EAP)	Consultant/SO-US/Dir-JS-AS/SS-Secy.	Minister
<b>Decisions taken by the Secretary</b>			
5.	Sanction & Release of Funds	Consultant/SO-US/Dir-JS-AS/SS	Secy.
6.	Convergence guidelines: preparation & finalization	Consultant/SO-US/Dir-JS-AS/SS	Secy.
<b>Decisions taken by the Addl. Secretary/Spl. Secretary</b>			
7.	Examination and approval of Perspective Plans and Annual Actions Plans	Consultant/SO-US/Dir-JS	AS/SS
8.	Evaluation of reports	Consultant/SO-US/Dir-JS	AS/SS
9.	Monitoring and Evaluation of performance of States	Consultant/SO-US/Dir-JS	AS/SS
10.	Strengthening of Mission Directorate: procurement etc.	Consultant/SO-US/Dir-JS	AS/SS
11.	Implementation of EAP	Consultant/SO-US/Dir-JS	AS/SS
12.	Approval of Annual Progress Report	Consultant/SO-US/Dir-JS	AS/SS
<b>Decisions taken by the Joint Secretary</b>			
13.	VIP references/PMO references/Public Grievances	Consultant/SO-US/Dir	JS 41

14.	Budget and Financial matters	Consultant/SO-US/Dir	JS
15.	Miscellaneous matters such as “communication within & outside the Ministry etc.	Consultant/SO-US/Dir	JS

**HAZARDOUS SUBSTANCE MANAGEMENT DIVISION (HSMD)**

<b>S.No</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Parliament Questions & Assurances  (i) Starred Questions & Assurances  (ii) Unstarred Questions & Assurances  (iii) Matters raised in Lok Sabha and Rajya Sabha under Rule 377 and by way of Spl. Mentions respectively / Other Parliamentary matters.	Jt. Dir/Dir/JS/AS/Secy.  Jt. Dir/Dir/JS/AS/Secy.  Jt. Dir/Dir/JS/AS/Secy.	Minister  Minister  Minister
2.	Oil Slick, Hazardous Wastes, matters on Urban Waste, Fly Ash, Plastic Waste, Bio-Medical Solid Waste, MSW, C&D.	Jt. Dir / Dir.	JS/Secy./ Minister#
3.	Chemical (Industrial) Accident and Crisis Management	Jt. Dir / Dir.	JS/Secy./ Minister#
4.	(i) Stockholm Convention on Persistent Organic Pollutants (POPs),  (ii) Rotterdam Convention on Prior Informed Consents Procedures for certain hazardous chemicals in International Trade  (iii) SAICM  (iv) Basel Convention on transboundary movement of hazardous wastes.  (v) Minamata Convention on Mercury	Jt. Dir / Dir.  Jt. Dir / Dir.  Jt. Dir / Dir./JS  RA/ Jt. Dir  Jt. Dir	JS/Secy./ Minister#  JS/Secy./ Minister#  AS/Secy./ Minister#  JS/Secy./ Minister#  JS/Secy./ Minister#

5.	Court Cases	SO/Jt. Dir/Dir.	JS/Secy./ Minister*
6.	VIP References	SO/Jt. Dir./Dir/JS	Secy./ Minister
<b>Decisions taken by the Joint Secretary</b>			
7.	Grants-in-Aid to various State Governments for Creation of Structure for Management of Hazardous Substances/Control Room.	SO/Jt. Dir/Dir	JS
<b>Decisions taken by the Director</b>			
8.	Issue of Sanctions.	SO/Jt. Dir/Dir	Jt. Dir/Dir

Note:

# : In Policy matters

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

**Impact Assessment-II (Non-Coal Mining)**

<b>S.No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Notifications and their Amendments	JD→ Director →Joint Secretary / Advisor →Addl. Secretary → Secretary	Minister
2.	Category “A” Projects, EIA, 2006	JD→ Director →Joint Secretary/Advisor →Addl. Secretary →Secretary	Minister
3.	Amendments to the Environmental Clearance letters issued to the projects of Technical nature, change of Scope etc. after approval by Sector Specific EACs.	JD→ Director →Joint Secretary/Advisor →Addl. Secretary →Secretary	Minister
4.	Consideration of projects out of turn (Other Projects)	JD→ Director →Joint Secretary/Advisor →Addl. Secretary →Secretary	Minister
5.	Transfer of Environmental Clearance of Chang of name with Change of Ownership	JD→ Director →Joint Secretary/Advisor →Addl. Secretary →Secretary	Minister
<b>Decisions taken by the Addl. Secretary</b>			
6.	Amendments to the Environmental Clearance letters issued to the projects for corrections relating to factual information and if there is no change in project capacity	JD→ Director →Joint Secretary/Advisor	Addl. Secretary
7.	Transfer of Environmental Clearance of Chang of name without change of ownership	JD→ Director →Joint Secretary/Advisor	Addl. Secretary

**Decisions taken by the Joint Secretary/Advisor**

8.	Consideration of projects out of turn of Projects of PSUs and Defence related activities	JD→ Director	JS/Advisor
9.	Terms of Reference (ToR) for Projects	JD→ Director	JS/Advisor
10.	Changes in ToR	JD→ Director	JS/Advisor

## International Cooperation and Sustainable Development (IC-I & SD)

S.No.	Types of Cases	Channel of Submissions	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Matters relating to UNEP:  I. Participation in the Annual meeting of United Nations Environment Assembly (UNEA).  II. Statements/Interventions to be delivered in the UNEA.	Dir-JS/AS-Secy.  Dir-JS/AS-Secy.	Minister  Minister
2.	Sustainable Consumption and Production (SCP):  I. Participation in the international meetings on SCP organized by UNEP.	SO/US-Dir-JS/AS	Secy./Minister
3.	Sustainable Development (SD) and Sustainable Development Goals (SDGs):  I. Policy issues relating to sustainable Development  II. Participation in the meetings on sustainable development organized by the United Nations  III. Statements/Interventions to be delivered in the above meetings relating to SD  IV. Policy issues relating to SDGs  V. Participations in the negotiating meetings on SDGs  VI. Statements/Interventions to be delivered in the context of SDGs	Dir-JS/AS-Secy.  Dir-JS/AS-Secy.  Dir-JS/AS-Secy.  Dir-JS/AS-Secy.  SO/US-Dir-JS/AS  SO/US-Dir-JS/AS	Minister  Minister  Minister  Minister  Minister
4.	SWITCH-Asia Programme of UNEP  I. Participation in the international	SO/US-Dir-JS/AS	Secy./ Minister

	meetings relating to SWITCH Asia Programme		
5.	Matters relating to other UN and Multilateral Bodies  I. Participation in the international meetings/ conferences  II. Statements /interventions to be delivered	Dir-JS/AS-Secy.  SO/US-Dir-JS/AS	Minister  Secy./ Minister
6.	All Regional Bodies such as SAARC, SACEP, ASEAN, AECEN, ASEM, ADB, World Bank, etc.  I. Participation in international meetings/ workshops relating to SAARC, SACEP, ASEAN, AECEN, ASEM, ADB, World Bank  II. Statements to be delivered	SO/US-Dir-JS/AS  SO/US-Dir-JS/AS	Secy./ Minister  Secy./ Minister
7.	Parliament Questions and Assurances  I. Starred Questions and Assurances  II. Unstarred Questions and Assurances  III. Matters raised under Rules 377 in LS and by way of Special Mention in RS	SO/US-Dir-JS  SO/US-Dir-JS  SO/US-Dir-JS	Minister  Minister  Minister
8.	Deputation Abroad  I. Nomination of officers of MoEF&CC to attend meetings abroad  II. Nomination of officers of MoEF&CC to be part of Delegation of other Ministry/ Department	SO/US-Dir-JS/AS  SO/US-Dir-JS/AS	Secy./ Minister  Secy./ Minister



9.	Furnishing comments on Bills/Cabinet Notes etc.	SO/US-Dir- JS/AS	Secy./Minister
10.	VIP References	SO/US-Dir-JS-AS	Secy./Minister
<b>Decisions taken by the Secretary</b>			
11.	Matters relating to UNEP  I. Annual Contribution to the UNEP's Environment Fund  II. Inter-ministerial consultation/Coordination on UNEP related matters  III. New Emerging Issues	  SO/US-Dir- JS/AS  SO/US-Dir-JS  SO/US-Dir-JS	  Secy.  Secy.  Secy.
12.	Implementation of UNEP funded Project on 'Supporting the Shift Towards Sustainable Consumption and Production through policy activities in India' I. Policy related issues with UNEP  II. Hosting of Workshops/ National Consultations	  SO/US-Dir-JS/AS  SO/US-Dir-JS	  Secy.  Secy.
13.	Sustainable Consumption and Production (SCP)  I. Organization of National/ International Conference on SCP  II. Finalization of Agenda items  III. Invitation to the line Ministries and other stakeholders  IV. Follow up actions	  SO/US-Dir-JS/AS  SO/US-Dir-JS  SO/US-Dir-JS  SO/US-Dir-JS	  Secy.  AS/Secy.  AS/Secy.  AS/Secy.
14.	Sustainable Development (SD) and Sustainable Development Goals (SDGs)		

	I. Follow up actions	SO/US-Dir-JS	AS/Secy.
	II. New Emerging Issues	SO/US-Dir-JS	AS/Secy.
15.	SWITCH-Asia Programme of UNEP	SO/US-Dir-JS	AS/Secy.
	I. Follow up actions		
16.	Matters relating to other UN and Multilateral Bodies		
	I. Follow up actions	SO/US-Dir-JS	AS/Secy.
17.	Interaction with UNDP		
	I. Policy related issues	SO/US-Dir-JS/AS	Secy.
	II. Implementation of UNDP supported projects	SO/US-Dir-JS	AS/Secy.
18.	All Regional Bodies such as SAARC, SACEP, ASEAN, AECEN, ASEM, ADB, World Bank, etc.		
	I. Contribution to the SACEP	SO/US-Dir-JS/AS	Secy.
	II. Follow up actions	SO/US-Dir-JS	AS/Secy.
	III. New Emerging issues relating to SAARC, SACEP, ASEAN, AECEN, ASEM, etc.	SO/US-Dir-JS	AS/Secy.
	IV. Interaction/negotiation with the World Bank on implementation of new projects	SO/US-Dir-JS	AS/Secy.
19.	Parliament Questions and Assurances		
	I. Furnishing briefing material/information to LS with regard to Intergovernmental Parliamentary Union meets	SO/US-Dir-JS	AS/Secy.
	II. Vetting of speeches/statements received from LS/RS Secretariats	SO/US-Dir-JS	AS/Secy.

20.	Deputation Abroad  I. Deputation of State Govt. Officials abroad	SO/US-Dir-JS/AS	Secy.
<b>Decisions taken by the Additional Secretary</b>			
21.	Implementation of UNEP funded Project on 'Supporting the Shift Towards Sustainable Consumption and Production through policy activities in India' I. Modalities of execution of the project  II. Budget line and release of funds to implementing partners/agencies	SO/US-Dir  SO/US-Dir	JS/AS  JS/AS
22.	Interaction with UNDP  I. Any other matter with UNDP	SO/US-Dir	JS/AS
23.	Parliament Questions and Assurances  I. Furnishing information sought by other Ministries/Divisions on parliament matters	SO/US-Dir	JS/AS
<b>Decisions taken by the Joint Secretary</b>			
24.	Matters relating to UNEP I. Follow up actions	SO/US-Dir	JS
25.	RTI Matters	SO/US-Dir	JS
26.	Furnishing comments of miscellaneous references received from various Division of MoEFCC	SO/US-Dir	JS
27.	Recording/Reviewing/weeding out of old files	SO/US-Dir	JS

## International Cooperation (IC-II)

Sl. No.	Types of cases	Channel of submissions	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1.	Constitution of JWG	Dir-JS/AS-Secy.	Minister
2.	Cabinet Note	Dir-JS/AS-Secy.	Minister
3.	Finalization of MoU	Dir-JS/AS-Secy.	Minister
4.	Parliament Question		
5.	(a) Starred Question & Assurance	Dir-JS/AS- Secy.	Minister
6.	(b) Unstarred Question & Assurance	Dir-JS/AS- Secy.	Minister
7.	(c) Other matters raised in Parliament (under Rule 377 in LS & Spl. mentions in RS)	Dir-JS/AS- Secy.	Minister
8.	Nominations for foreign deputation: JS and above	Dir-JS/AS- Secy.	Minister
<b>Decisions taken by the Secretary</b>			
9.	Annual Action Plan	SO/US- Dir- JS/AS	Secretary
10.	Matter relating to ICEF Society	SO/US- Dir- JS/AS	Secretary
11.	Nominations for foreign deputation : Upto Dir. level	SO/US- Dir- JS/AS	Secretary
12.	Processing of proposals for funding projects under bilateral programmes from State Governments/Autonomous bodies etc.	SO/US- Dir- JS/AS	Secretary
<b>Decisions taken by the Addl. Secretary</b>			
13.	PMO reference	SO/US- Dir	JS/AS
<b>Decisions taken by the Joint Secretary</b>			
14.	Annual Plan of IC Division	SO/US- Dir	JS
15.	Budget (RE/BE)	SO/US- Dir	JS
16.	Funds for Contribution	SO/US- Dir	JS
17.	Expenditure on Foreign Travel	SO/US- Dir	JS
18.	Comments to MEA/line ministry	SO/US- Dir	JS
19.	Clearance from Administrative Ministry angle in respect of visit of Ministers/ Officials of State Government	SO/US- Dir	JS
20.	All other miscellaneous matters relating to budget/ Annual Report/ Annual Plan etc. of IC activities	SO/US- Dir	JS

### Integrated Finance Division (IFD)

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the AS&amp;FA</b>			
1.	All cases other than mentioned in 1-3 above	SO/US – DS/Director	AS & FA
2.	All deputation/Delegation Abroad	ASO/SO – DS/Director	AS&FA
3.	Membership contribution of India to International Bodies	SO/US – DS/Director	AS&FA
4.	Creation/Continuation of Posts.	SO/US – DS/Director	AS&FA
5.	Cases involving delegation of financial powers to Subordinate Authorities.	SO/US – DS/Director	AS&FA
6.	All cases to be referred to Min. of Finance/DoPT or any other Ministry/Deptt. Of GOI.	SO/US – DS/Director	AS&FA
7.	Cases relating to EFC/SFC of Schemes/Projects.	SO/US – DS/Director	AS&FA
8.	Any other cases where advice is sought:  (a) Where precedents are not available or rules are no clear.	SO/US – DS/Director	AS&FA
9.	Vetting of replies to Audit objections and Action Taken Notes on Audit paras, PAC cases.	SO/US – DS/Director	AS&FA
<b>Decisions taken by the Deputy Secretary/Director</b>			
10.	Scrutiny and release of funds in fresh cases (including grant in aid cases) having a financial implication of Rs. 50 lakhs where no relaxation is involved. Such cases where any relaxation is involved should be decided by AS&FA.	SO/US - DS/Director	DS/Director
11.	Scrutiny and release of subsequent installments (including grants in aid	SO - DS/Director	DS/Director

	cases) under the continuing project proposals irrespective of the amounts (excluding grants in aid) where no relaxation is involved. Cases where any relaxation is involved should be decided by AS&FA.		
12.	Any other cases where advice is sought:  (a) Where precedents are available and / or rules are clear	SO/US – DS/Director	DS/Director
<b>Decisions taken by the Under Secretary</b>			
13.	Scrutiny and release of funds (excluding grants-in aid) in fresh cases having a financial implications of Rs. 5 lakh where no relaxation is involved should be decided by DS/Director.	ASO - US	US

**Indian Forest Service-I (IFS-I)**

<b>Sl. No.</b>	<b>Types of cases</b>	<b>Channel of submissions</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Cadre Review	So or US-DIR-JS-DGF&SS/Secy. Inter Ministerial Cadre Review committee	MEF/Minister DoPT
2.	Cadre Clearance for IFS Officer For Deputation to autonomous bodies within or outside the Ministry under Rule 6(2) of the IFS (Cadre) Rules.	SO or US/DS or JS	Minister
3.	<b>Appointment of IFS officers under central Staffing scheme.</b> Appointment of officers on central deputation IGF level and above posts	SO or US/ DS or DIR/JS/DGF&SS/Secy.	Spl. Selection Committee/ Minister /ACC of CFEB
4.	Appointment of officers on central deputation for posts upto DIG level	SO or US/DS or DIR	Central Forestry Establishment Board (CFEB)/ Minister
5.	Extension of deputation tenure.	SO or US/ DS or Dir/JS/DGF&SS/Secy.	Minister /ACC
6.	Premature repatriation	SO or US/Dir/JS/DGF&SS /Secy.	MEF Cabinet Secy. or ACC as the case be
7.	<b>AGMUT Cadre Management</b>  (a) Transfers in different constituents of AGMUT cadre form DCF to PCCF  (b) Convening of DPC	SO/DS or Dir/JS/DGF/ASS/Secy.  US/ DS/JS/DGF & SS	Minister  AGMUT Cadre Managing Committee / Minister
8.	<b>Consultancy /Assignments with</b>  I. (a) International Organization/Institutes	SO or US /Dir/JS/DGF&SS Secy.	Minister /Committee chaired by Cabinet (P) & Secy. Finance as Members

	II. International Institutions/Organizations.	SO or US/DS or Dir/JS/DGF&SS	Minister
9.	<b>Commercial employment case of IFS Pensioners</b>  (a) DGF & SS equivalent level posts  (b) All other cases  (c) Policy matters relating to acceptance of commercial employment by All India Service/ Pensioners (i.e. IFS)	DS or Dir/JS/DGF&SS  SO or US/DS/or Dir/JS/DGF & SS/Secy.  SO or US/DS/or Dir/JS/DGF & SS/Secy.	Minister  Minister  Minister
10.	<b>Review at the age of 50 years of age of officers</b>  (a) Cases where the State Govt. have recommended retention of the officer in service and it is proposed to accept the same  (b) State Govt. recommended retention in service but Central Govt. propose to retire the officer.	SO or US/DS or Dir/JS/DGF&SS/Secy.  SO or US/DS or Dir/JS/DGF&SS/Secy.	Minister  Minister /ACC
11.	Memorials relating to a adverse entries in ACRs	SO or US/DS or DIR/JS/DGF&SS	Minister
12.	<b>Permission under AIS Conduct Rules for acquiring movable/immovable property for</b>  (a) Inter-cadre transfers of officers  (b) Inter-cadre deputation	SO/US/DS or DIR/JS/DGF&SS/Secy.  US/DS or DIR/JS/DGF&SS/Secy.	Minister /ACC  Minister /ACC



<b>Decisions taken by the DGF&amp;SS</b>			
13.	<b>AGMUT Cadre Management</b>  Attachment IFS Probationers for field Training	SO or US/DS or Dir/JS	DGF&SS
14.	<b>Consultancy /Assignments with</b>  (a) National Organizations /Institutes  (b) Study Leave for pursuing higher Studies with National Institutions.	SO or US /Dir or Dir/JS  SO or US/DS or Dir/JS	DGF&SS  DGF&SS
<b>Decisions taken by the Joint Secretary</b>			
15.	<b>Cadre Clearance for IFS Officer</b>  (a) For attending training/study Tours/workshop/seminars where clearance is Conditional' or discretion is to be Exercised.  (b) N.O.C. for foreign visit on personnel ground  (c) Implement of Forestry Experts-forwarding of application to Min. of Agriculture and Ministries who are clear form vigilance.	SO or US/DS or DIR  SO or US/DIR/JS DGF&SS  SO or US/DS or DIR	JS  JS  JS
16.	Central Deputation under Central Staffing scheme of DoPT drawing of panel.	SO or US/DS or /Dir	JS
17.	<b>Review at the age of 50 years of age of officers:</b>  (a) Provident Fund part withdrawal involving	SO or US/DS or DIR	JS

	relaxation of rules.		
18.	Earned leave sanction of Concerned Controlling IFS officer of MOE&CC/attached officer	SO or US/DS or DIR	Concerned controlling officer of the rank of JS and above
19.	Communication of adverse remarks	SO or US/DS or DIR	JS
20.	Permission under AIS Conduct Rules for acquiring movable/immovable property for Super time Scale level and above	US/DS or Dir	JS
<b>Decisions taken by the Deputy Secretary/Director</b>			
21.	Cadre Clearance for IFS Officer For attending training / study tours/ seminars/ /workshops where no deviation from Rules is Involved.	SO or US	DS or DIR
22.	Pay fixation	SO or US	DS or Dir
23.	Settlement of dues under CGEGIS on retirement etc.	SO or US	DS or DIR
24.	Provident Fund part Advance withdrawals involving no relaxation of Rules.	SO or US	DS or Dir
25.	Provident Fund Advance	SO/US	DIR
26.	Sanction of LTC/Leave Salary advance etc.	SO or US	DS or DIR
27.	Sanction of Terminal Leave	SO or US	DS or Dir
28.	Pay fixation of officers Central Designation/ AGMUT cadre	SO or US	DS or Dir
29.	Pay Fixation	SO/US	DS or Dir
30.	Permission under AIS Conduct Rules for acquiring movable/immovable property for Sr. Scale level	SO/US	DS or Dir

### Indian Forest Service (IFS-II)

Sl. No.	Types of cases	Channel of submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1	<p><b>Direct Recruitment through IFS Examination by UPSC and allied matters</b></p> <p>Policy matters on IFS recruitment</p>	US-Dir-JS	DGF&SS/Secy./ Minister
2	<p><b>Direct Recruitment through IFS Examination by UPSC and allied matters</b></p> <p>Matters relating to issue of Notification and Rules regarding Examination</p> <p>-In case of any deviation from existing Rules</p>	SO/US-DS/Dir-JS	DGF&SS/Secy./ Minister
3	<p><b>Direct Recruitment through IFS Examination by UPSC and allied matters</b></p> <p>Decision on the findings of Appellate Board</p> <p>-If the Appellate Board's opinion is to be rejected</p>	SO-US-DS/ Dir-JS-DGF&SS-Secretary	Minister
4	<p><b>Direct Recruitment through IFS Examination by UPSC and allied matters</b></p> <p>Verification of Character and antecedents of candidates recommended for IFS</p> <p>- In cases of adverse remarks</p>	SO/US-DS/DIR-JS-DGF&SS-Secretary	Minister
5	<p><b>Direct Recruitment through IFS Examination by UPSC and allied matters</b></p> <p>Cancellation of candidature on medical and other grounds</p>	SO-US-DS/ Dir-JS-DGF&SS-Secretary	Minister
6	<p><b>Parliament Questions / Assurances</b></p> <p>Starred Question</p>	US/DO-DS/Dir-JS-DGF&SS-Secretary	Minister

7	<b>Parliament Questions / Assurances</b> Unstarred Question	SO/US-DS/Dir – JS	Minister
8	<b>Cadre allocation of IFS Direct Recruit</b> Determination of State wise number of vacancies	SO/US-DS/Dir-JS-DGF&SS-Secretary	Minister
9	<b>Cadre allocation of IFS Direct Recruit</b> Cadre allocation as per laid down guidelines	SO/US-DS/Dir-JS-DGF&SS-Secretary	Minister
10	<b>Fixation of seniority of Direct Recruit IFS officers</b> Seniority in special cases in relaxation of the rules.	US-DS/Dir-JS-DGF&SS-Secretary	Minister
11	<b>Preparation of Select List for promotion to IFS by UPSC</b> Induction into IFS after receipt of requisite details from State Government	SO/US-DS/Dir –JS-DGF&SS-Secretary	Minister
12	<b>Rules &amp; Regulations under AIS Act</b> Amendment to the framing of Rules Regulations relating to IFS under AIS Act.	DO/US-DS/Dir-JS-DGF&SS-Secretary	Minister
13	<b>Rules &amp; Regulations under AIS Act</b> All Policy Matters	DO/US-DS/Dir-JS-DGF&SS-Secretary	Minister
14	<b>IFS (Probation) Rules</b> Confirmation in other cases	SO/US-DS/Dir –JS-DGF&SS-Secretary	Minister
15	<b>IFS (Probation) Rules</b> Extension of period of Probation	SO/US-DS/Dir –JS-DGF&SS-Secretary	Minister
16	<b>IFS (Probation) Rules</b> Discharge from service	SO/US-DS/Dir –JS-DGF&SS-Secretary	Minister
17	<b>IFS (Probation) Rules</b> Removal from service	SO/US-DS/Dir –JS-DGF&SS-Secretary	Minister
18	<b>Cadre Review</b> Approval of Cadre Review Committee's Recommendation	DS/Dir-JS	Minister /DoPT

	& issue of final notification		
19	Voluntary retirement of IFS officers	SO/US-DS/Dir –JS-DGF&SS-Secretary	Minister
20	Technical resignation of IFS officers	SO/US-DS/Dir –JS-DGF&SS-Secretary	Minister
21	Grant of extension of service beyond superannuation / re-employment to superannuating IFS officers	SO/US-DS/Dir-JS-DGF&SS-Secretary	Minister/ DoPT
<b>Decisions taken by the Secretary</b>			
22	<b>Direct Recruitment through IFS Examination by UPSC and allied matters</b>  Communicating the tentative number of gross vacancies to UPSC	SO/ US-DS/Dir-JS-DGF&SS	Secretary
23	<b>Rules &amp; Regulations under AIS Act</b> Disposal of cases involving relaxation of rules/ instructions	SO/US-DS/Dir-JS-DGF&SS	Secretary
24	<b>Direct Recruitment through IFS Examination by UPSC and allied matters</b>  Medical Examination and physical fitness of candidates recommended for IFS  In case of any deviation	SO/US-DS/ Dir-JS-DGF&SS	Secretary
25	<b>Direct Recruitment through IFS Examination by UPSC and allied matters</b>  Appeal against Medical Exam Board: Consultation with DGHS	SO/US-DS/Dir-JS-DGF&SS	Secretary
26	<b>Direct Recruitment through</b>	SO-US-DS/ Dir-JS-	Secretary

	<b>IFS Examination by UPSC and allied matters</b> Decision on the findings of Appellate Board	DGF&SS	
27	<b>Cadre Review</b> Cadre Review-brief for the Cadre Review Committee	SO/US-DS/Dir-JS-DGF&SS	Secretary
28	<b>Court cases</b> Decision whether appeal should be filed or not - In cases involving major policy issues.	SO/ US-DS/Dir-JS-DGF&SS	Secretary
29	<b>Court cases</b> Affidavits/ counter affidavits/ rejoinder to be filed on behalf of the Union of India. -In cases involving major policy issues	SO/ US-DS/Dir-JS-DGF&SS	Secretary
<b>Decisions taken by the DGF&amp;SS</b>			
30	<b>Court cases</b> Affidavits/ counter affidavits/ rejoinder to be filed on behalf of the Union of India. -In cases involving major policy issues	SO/ US-DS/Dir-JS	DGF&SS
31	<b>Cadre Review</b> Temporary addition to the IFS Cadres	SO/US-DS/ Dir -JS	DGF&SS
<b>Decisions taken by the JS</b>			
32	<b>Direct Recruitment through IFS Examination by UPSC and allied matters</b> Matters relating to issue of Notification and Rules regarding Examination - Where there is no deviation from existing Rules	SO/ US-DS/ Dir	JS
33	<b>Direct Recruitment through IFS Examination by UPSC and allied matters</b>	SO/ US-DS/ Dir	JS

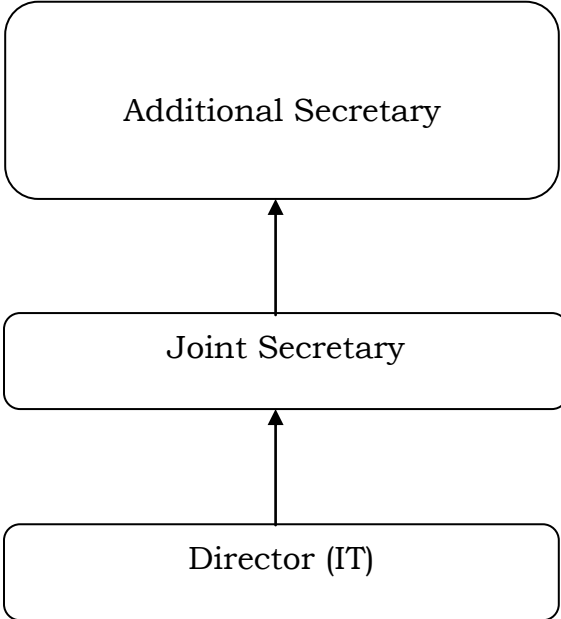
	Medical Examination and physical fitness of candidates recommended for IFS - In clear cases		
34	<b>Fixation of seniority of Direct Recruit IFS officers</b> Fixation of seniority in accordance with the rules.	SO/ US-DS/ DIR	JS
35	<b>Fixation of seniority of Direct Recruit IFS officers</b> Determination of inter-seniority of direct recruits on the results of Probationers final examination	SO/ US-DS/ DIR	JS
36	<b>Preparation of Select List for promotion to IFS by UPSC</b> Determination of State-wise number of vacancies	SO or US/DS or DIR	JS
37	<b>Preparation of Select List for promotion to IFS by UPSC</b> Comments on the minutes of Selection Committee, whether clear or there is any divergence of opinion	SO or US/DS or Dir	JS
38	<b>Preparation of Select List for promotion to IFS by UPSC</b> Notifying the Select List after approval of UPSC	SO-US-DS/Dir	JS
39	<b>Direct Recruitment through IFS Examination by UPSC and allied matters</b>  Verification of Character and antecedents of candidates recommended for IFS - In cases of no adverse remarks	SO/US/DS	JS
40	<b>Preparation of Select List for promotion to IFS by UPSC</b> Fixation of seniority and Year of Allotment of promote IFS officers	SO/ US-DS/Dir	JS
41	<b>Preparation of Select List for</b>	SO/ US-DS/Dir	JS

	<b>promotion to IFS by UPSC</b> Counting of previous defence service for seniority / pension		
42	<b>Re-fixation of seniority in accordance with Rules (Both Direct Recruit &amp; Promotee)</b> On the basis of factual error/omission	SO/US-DS/Dir	JS
43	<b>Re-fixation of seniority in accordance with Rules (Both Direct Recruit &amp; Promotee)</b> On the basis of representation/suo-moto	SO/US-DS-Dir	JS
44	<b>IFS (Probation) Rules</b> Confirmation in clear cases	SO/US-DS-Dir	JS
45	<b>Cadre Review</b> Concurrence for filling up vacant cadre posts	SO/ US-DS/Dir	JS
46	Publication of IFS Civil list	SO/ US-DS/Dir	JS
47	Regulation of pay of IFS officers under Rule 9 of Pay Rule	SO/ US-DS/ Dir	JS
<b>Decisions taken by the Dir</b>			
48	<b>Cadre allocation of IFS Direct Recruit</b> Issue of notification	SO/US	Dir
49	<b>Rules &amp; Regulations under AIS Act, 1956</b> Advice to the State Governments bases on existing orders/ instructions/precedence/ settled policy not involving any relaxation or exercise of discretion.	SO/US	Dir
50	<b>Preparation of Select List for promotion to IFS by UPSC</b> Nomination of Departmental Member on the Selection Committee	SO/US	Dir
<b>Decisions taken by the US</b>			
51	<b>Preparation of Select List for promotion to IFS by UPSC</b>	SO	US



	Issue of notification		
52	<b>Fixation of seniority of Direct Recruit IFS officers</b> Communication of finalised seniority to the State Govt. Ministries/Deptts.	SO/US	US

**Information Technology (IT)**



### Internal Work Study Unit (IWSU)

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

### Media Cell

Sl. No.	Types of cases	Channel of submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1	Policy issues	US-DS-JS-AS	Secy./Minister
2	Film Production	US-DS-JS-AS	Secy./Minister
<b>Decisions taken by the Secretary</b>			
3	Media Advisory Committee for approval of media proposals	US-DS-JS-AS	Secretary
4	Media Advisory Committee Meetings & Minutes	US-DS-JS-AS	Secretary
5	Approval of Action Plan	US-DS-JS-AS	Secretary
6	Release of Funds Above Rs. 25 Lakh	US-DS-JS-AS	Secretary
7	SEBS / Green Haat	US-DS-JS-AS	Secretary
<b>Decisions taken by the AS</b>			
8	Release of Funds Above Rs. 10 Lakh and upto Rs. 25 Lakh	US-DS-JS	AS
9	Advertisement in newspapers / Newspaper advt. small town / Advertorials in Newspapers	US-DS-JS	AS
10	Advertorials in Magazine / Hoardings, posters	US-DS-JS	AS
11	Radio spots AIR Radio spot FM Radio spot regional / Video spots	US-DS-JS	AS
12	Participation in festivals/exhibitions	US-DS-JS	AS
13	General / Admin. Matters (like RFD, Budget, Annual Report etc.)	US-DS-JS	AS
<b>Decisions taken by the JS</b>			
14	Release of Funds Upto Rs. 10 Lakh	US-DS	JS

**National Afforestation & Eco-Development Board (NAEB)**

<b>Sl. No.</b>	<b>Types of cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Ministry</b>			
1	Parliament Questions & Assurances  Starred Question & Assurances	TO/SO-AC/US-AIGF/DIGF-IGF-ADG/DGF&SS-Secretary	Minister
2	Parliament Questions & Assurances  Unstarred Question & Assurances	TO/SO-AC/US-AIGF/DIGF-IGF-ADG/DGF&SS-Secretary	Minister
3	Others Matters raised in Parliament (Rule 377 in LS & Spl. Mention in RS)	TO/SO-AC/US-AIGF/DIGF-IGF-ADG or DGF&SS-Secretary	Minister
4	Parliamentary Committees	TO/SO-AC/US-AIGF/DIGF-IGF-ADG or DGF-Secretary	Minister
5	VIP references and PMO (VIP References)	SO/TO-US/AC-AIGF & DIGF-IGF – DGF&SS	Minister
6	IPVM Awards	TO-AC-AIGF or DIGF-IGF-DGF&SS – Secretary	Minister
<b>Decisions taken by the Secretary</b>			
7	Court Cases	TO/SO-AC/US-AIGF or DIGF-IGF-DGF&SS	Secretary
8	Cabinet Note and EFC	AIGF or DIGF-IGF-DGF & SS	Secretary
<b>Decisions taken by the DGF&amp;SS</b>			
9	Fixation of Afforestation targets under 20 point programme to States	TO-AC-AIGF or DIGF-IGF	DGF&SS
10	Release of Central Grants under/NAP/other schemes of NAEB	TO/AC -AIGF or DIGF-IGF	DGF&SS
<b>Decisions taken by the IGF</b>			
11	Public Grievances/Misc. Reference	TO-AC-AIGF or DIGF	IGF

12	Annual Report	TO-AC-AIGF/DIGF	IGF
13	Misc matters related to GC and PC Division	SO-US-AIGF or DIGF-IGF	IGF
14	Material for Monthly DO to Cabinet	SO-US-AIGF or DIGF	IGF
15	Audit Para	SO/TO-US/AC-AIGF or DIGF	IGF
16	Sanction of Leave	SO-US	IGF
<b>Decisions taken by the HOD</b>			
17	Advances	SO-US-AIGF -DIGF-IGF	IGF/HOD
18	Budget related matters <ul style="list-style-type: none"> <li>• Preparation of Annual plan</li> <li>• RFD</li> <li>• Outcome budget</li> <li>• Demand for Grants</li> <li>• Expenditure statement</li> </ul>	SO-US	IGF/HOD
19	Pay fixation/Release of periodical increments	SO-US-AIGF/DIGF-IGF	IGF/HOD
20	House Keeping Activities	SO-US	HOD
<b>Decisions taken by the Others</b>			
21	Conduct Rules/Disciplinary Action	SO-US-HOD-Administration Division/Vigilance Wing (MoEF&CC)	Ministry
22	RTI	SO or TO-US (PIO)	DIG (Appeals)

**NGO Cell**

<b>Sl. No.</b>	<b>Types of cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1	Parliament questions / assurances etc.	ASO-US-DS – SA – SS	Minister
2	MP/VIP cases received from MoEFCC	ASO-US- DS- SA – SS	Minister
<b>Decisions taken by the Additional Secretary</b>			
3	NITI Aayog /policy matters	ASO-US – DS - SA	AS/SS
<b>Decisions taken by the Statistical Adviser</b>			
4	Compilation of dictionary of NGOs	ASO- US – DS	SA
5	Material for annual report	ASO-US – DS	SA
6	Public Grievances	ASO-US – DS	SA

**National Museum Natural History (NMNH CELL)**

<b>S. No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1	Setting up of Regional Museums of Natural History (RMNHs)	US-JS-Secretary	Minister
2	Deputation of officers outside India	US-JS-Secretary	Minister
3	Framing RRs for Gr.' A' &'B' posts in NMNH	US-JS-AS	Secy./Minister
4	Appointment to GP 'A' posts in NMNH	US-JS-Secretary	Minister
5	Constitution of Advisory Committee	US-JS-Secretary	Minister
6	Parliament Questions & Assurances	US-JS-Secretary	Minister
7	MoU with International Museums/Institutions/ Organisations	US-JS-Secretary	Minister
<b>Decisions taken by the Secretary</b>			
8	Creation of Posts	US-JS-AS	Secretary
9	CAG Audit Para	US-JS-AS	Secretary
10	Delegation of Powers	US-JS-AS	Secretary
11	Outsourcing of manpower in NMNH	US-JS-AS	Secretary
12	Sanction of Plan Schemes	SO-US	Secretary
13	Deputation (In the country)	SO-US	Secretary
<b>Decisions taken by the Joint Secretary</b>			
14	Framing RRs for Gr. 'C' posts in NMNH	SO-US	JS
15	Approval of budget estimates	SO-US	JS
16	Administrative approval for works	SO-US	JS
17	Expenditure Sanction for work	SO-US	JS
18	Record Management & weeding out of files in NMNH Cell	SO-US	JS
19	Filling up the post of Scientist	SO-US	JS
20	Promotion of Scientist	SO-US	JS
21	VIP References	SO-US	JS



**National River Conservation Directorate (NRCD)**

<b>S.No.</b>	<b>Type of cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1	Appointments -Group 'A'	SO /US-DS/Dir- JS/equivalent-PD&AS- Secy	Minister
2	Framing of Recruitments Rules Group 'A'	DS/ Dir- JS or equivalent -PD&AS-Secy	Minister
3	Training Officers of the rank of JS & above	DS/ Dir-JS / equivalent- PD&AS-Secy	Minister
4	<b>Sanctioning of scheme under the National River Conservation Plan/ National Lakes Conservation Plan</b> More than Rs. 100 crore and upto Rs. 500 crore	(a) Concerned Scientist / JS or equivalent / Project Director & Addl.Secy./ Secy. (EF&CC)  (b) SFC chaired by Secy. (EF&CC)	Minister
5	<b>Sanctioning of scheme under the National River Conservation Plan/ National Lakes Conservation Plan</b> Projects received from voluntary agencies/NGOs Private Institutions costing Rs. 5 lakhs and above	SO- US-DS/ Dir-JS/ equivalent-PD&AS- Secretary	Minister
6	<u>Miscellaneous</u>  Institution of awards/medals for outstanding work in environment protection to social workers, researchers, trainees etc. instituted by NRCD	DS/ Dir-JS/ equivalent- PD&AS-Secretary	Minister
7	<u>Parliament Questions &amp; Assurances</u>	Concerned Scientist-JS or equivalent-PD&AS	Minister

	Matters under Rule 377/Spl. Mentions Calling Attention Motions/Assurances		
8	<u>Parliament Questions &amp; Assurances</u> Unstarred Questions	Concerned Scientist -JS or equivalent.	Minister
9	<b>Sanctioning of scheme under the National River Conservation Plan/ National Lakes Conservation Plan</b> More than Rs. 500 crore	Concerned Scientist / JS or equivalent / Project Director & Addl.Secy. / Secy. (EF&CC)	Minister
10	<u>Court matters</u> Affidavits/Counter Affidavits relating to Court Cases Policy matter (Technical/Scientific)	Concerned Scientists-JS or equivalent-PD&AS-Secretary	Minister
11	<u>Parliament Questions &amp; Assurances</u> Starred Questions & Assurances	Concerned Scientist-JS or equivalent-PD&AS-Secretary	Minister
<b>Decisions taken by the Secretary</b>			
12	Appointments Group 'B' (Gazetted)	SO / US-DS/ Dir-JS/ equivalent/PD&AS	Secretary
13	Framing of Recruitments Rules Group 'B'	DS /Dir- JS or equivalent -PD&AS	Secretary
14	Training A. In India (i) Group 'A' Officers	DS / Dir-JS or equivalent-PD&AS	Secretary
15	Training A. Abroad Upto Director or equivalent	SO / US-DS/ Dir-JS /equivalent-PD&AS	Secretary
16	<b>Postings and Transfers</b> Group 'A' (DS/equivalent and	DS or Dir/JS or equivalent/PD&AS	Secretary

	above)		
17	<b>Sanctioning of scheme under the National River Conservation Plan/ National Lakes Conservation Plan</b> Upto Rs. 100 crore	Concerned Scientist / JS or equivalent/ Project Director & Addl. Secretary	Secretary
<b>Decisions taken by the AS</b>			
18	<b>Sanctioning of scheme under the National River Conservation Plan/ National Lakes Conservation Plan</b> (i) Upto Rs. 3 crore	Concerned Scientist/JS or equivalent	Project Director & Addl.Secy.
19	<b>Sanctioning of scheme under the National River Conservation Plan/ National Lakes Conservation Plan</b> Projects received from volunteer agencies/NGOs Private Institutions costing from Rs. 1 lakh to below Rs. 5 lakhs	SO- US-DS/ Dir-JS or equivalent.	PD&AS
20	Training A. In India Group 'B' Gazetted	DS – Dir-JS or equivalent	PD&AS
21	<b>Postings and Transfers</b> Other Group 'A' Officers	DS / Dir-JS/ equivalent	PD&AS
22	Monitoring of projects (all schemes) under the National River Conservation Plan and National Lakes Conservation Plan	Concerned Scientists/JS or equivalent.	PD&AS
<b>Decisions taken by the JS</b>			
23	Appointments - Group 'B' (Non-Gazetted)	SO/ US-DS/ Dir	JS
24	<u>Court matters</u>	Concerned Scientists-JS	JS

	Affidavits/Counter Affidavits relating to Court Cases Routine matters (Technical/Scientific)	or equivalent.	
25	Framing of Recruitments Rules Group 'c'	SO – US-DS/ Dir	JS
26	<b>Postings and Transfers</b> Group 'B' Gazetted & other equivalent posts	SO / US-DS / Dir	JS
27	<b>Postings and Transfers</b> Group 'B' (non-Gazetted) and 'C'	SO / US	JS
28	<b>Sanctioning of scheme under the National River Conservation Plan/ National Lakes Conservation Plan</b> Projects received from voluntary agencies/NGOs Private Institutions costing less than Rs. 1 lakh.	SO - US-DS/ Dir	JS
29	<u>Court matters</u> Affidavits/Counter Affidavits relating to Court Cases Routine matters (Administrative)	SO - US(Admn.)-DS/ Dir	JS
30	Appointments - Group 'C'	SO / US	DS/ Dir
31	Training A. In India Group 'B' Non Gazetted & Group 'C'	SO - US	DS/ Dir
32	<b>Pay fixation, increments, Pension, Issue of Leave orders &amp; Orders of deputation/delegation abroad (after approval of competent authority)</b>	<b>SO</b>	<b>US</b>

33	<p><b>Sanctioning of scheme under the National River Conservation Plan/ National Lakes Conservation Plan</b></p> <p>Research Projects received from Universities / Government Institutions costing upto Rs. 15 lakhs</p>	Concerned Scientists/ JS or equivalent	Forwarded to RE Division for further necessary action.
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**National Tiger Conservation Authority**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Channels of Submissions</b>	<b>Level of final disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Annual Plan of Operations	DD (F)- DIG(PT) - IGF/ADG (PT) & MS (NTCA)	Secy./Minister
2.	Village Relocation	DD(F)-DIG-IGF- ADG (PT) & MS (NTCA)	Secy./Minister
3.	Convening of meeting with Field Directors	AIG-DIG-IGF-ADG (PT)&MS(NTCA)	Minister
4.	Advisory Issues	AIG-DIG-IGF-ADG (PT)&MS(NTCA)	Minister
5.	Constitution of NTCA	AIG-DIG-IGF-ADG (PT)&MS(NTCA)	Minister
6.	Publication SOPs Bi-monthly outreach journal	AIG-DIG-IGF-ADG (PT)&MS(NTCA)	Minister & Chairman (NTCA)
7.	Meeting of TC of NTCA	AIG-DIG-IGF-ADG (PT)&MS(NTCA)	Minister & Chairman (NTCA)
8.	Annual Report together with accounts and Audit Report	DD(F)-DIG-IGF-ADG (PT)	Minister & Chairman (NTCA)
<b>Decisions taken by the Secretary</b>			
9.	Action taken note of PAC	DD(F)-DIG-IGF- ADG(PT)&MS (NTCA)	Secretary
10	Re-appropriation of NE fund (From General to NE)	DD(F)-DIG-IGF-ADG (PT)	Secretary
<b>Decisions taken by the ADG</b>			
11	Right to Information	AIG – DIG- IGF	ADG (PT) & MS (NTCA)
12	Administrative matters of Tiger Reserves	SO(I/C) – AIG-DIG- IGF	ADG(PT) & MS (NTCA)

13	Administrative matters of Staff of National Tiger Conservation Authority, Headquarters and Regional Office	SO(I/C) – AIG-DIG- IGF	ADG(PT) & MS (NTCA)
14	Grants-in-aid to Institutes/ Others	SO(I/C)-AIG-DIG-IGF	ADG(PT) & MS (NTCA)
15	Financial matters relating to Procurement, Salary, T.A., etc.	FO-DD(F)-DIG-IGF	ADG (PT) & MS (NTCA)
16	Court Case	AIG-DIG-IGF	ADG (PT) & MS (NTCA)
17	Parliament Question	AIG-DIG-IGF	ADG (PT) & MS (NTCA)
18	Budget Estimates (BE)	FO-DD(F)-DIG-IGF	ADG (PT) & MS (NTCA)
19	Outcome Budget	FO-DD(F)-DIG-IGF	ADG (PT) & MS (NTCA)
20	Revised Estimates (RE)	FO-DD(F)-DIG-IGF	ADG (PT) & MS (NTCA)
21	Re-appropriation of Budget	FO-DD(F)-DIG-IGF	ADG (PT) & MS (NTCA)
22	Preparation of Annual report & laying in the parliament	FO-DD(F)-DIG-IGF	ADG (PT) & MS (NTCA)
23	Convening of NTCA meeting	SO(I/C)- DIG- IGF	ADG (PT) & MS (NTCA)
24	Audit of Accounts	FO-DD(F)-DIG-IGF	ADG (PT) & MS (NTCA)
25	Preparation of Accounts	FO-DD(F)-DIG-IGF	ADG (PT) & MS (NTCA)
26	Tiger Conservation Plan	AIG-DIG-IGF	ADG(PT)&MS (NTCA)
27	STRIPES	AIG-DIG-IGF	ADG (PT) & MS(NTCA)
28	RFD	AIG-DIG-IGF	ADG (PT) & MS (NTCA)

29	Hindi return	SO(I/C)-AIG-DIG-IGF	ADG (PT) & MS (NTCA)
30	Research projects	AIG-DIG-IGF	ADG(PT)
31	AITE-All India Tiger Estimation	AIG-DIG-IGF- ADG (PT)	ADG(PT)
32	MEE- Management Effectiveness Evaluation	AIG-DIG-IGF-ADG (PT)	ADG(PT)
33	Supervisory visits to TRs by ROs	AIG-DIG-IGF	ADG(PT)
34	Suo-moto declaration/ dissemination of tiger mortality data through tigermet.nic.in	AIG-DIG-IGF	ADG(PT)
35	Monthly D.O	AIG-DIG-IGF	ADG(PT)
36	Processing telephone bills	SO(I/C)-DIG-IGF-ADG (PT)	ADG(PT)
37	Procurement of stamps for dispatch	SO(I/C)-DIG-IGF-ADG (PT)	ADG(PT)
38	Expenditure statement with detailed sub heads	DD(F)-DIG-IGF-ADG (PT)	ADG(PT)
39	Ist Supplementary grants-in-aid	DD(F)-DIG-IGF-ADG (PT)	ADG(PT)
40	Cash Management Flow	AIG-DIG-IGF	ADG(PT)
41	Annual Report	DD(F)-DIG-IGF	ADG(PT)
<b>Decisions taken by the Others</b>			
42	Subordinate legislation	AIG-DIG-IGF-ADG-Minister	Parliament
43	Guidelines/ Advisories/ Notification	AIG- DIG- IGF- ADG (PT)- Minister	Ministry of Law & Justice
44	Monthly expenditure report to	FO- DD(F)	DIG



	PC Division		
45	Reconciliation of expenditure with Pay & Accounts Office	DD(F)	DD(F)
46	Liason with NIC regarding development of ongoing projects	DD(F)-AIG-DIG-IGF	DD(F)
47	Utilization Certificate Return	DD(F)-DIG-IGF-ADG (PT)	PAO
48	2 <sup>nd</sup> Supplementary grants-in-aid	DD(F)-DIG-IGF-ADG (PT)	Budget & Actt. Division
49	3 <sup>rd</sup> Supplementary grants-in-aid	DD(F)-DIG-IGF-ADG (PT)	Budget & Actt. Division
50	Budget Estimates	DD(F)-DIG-IGF-ADG (PT)	Budget & Actt. Division
51	Revised Estimates	DD(F)-DIG-IGF-ADG (PT)	Budget & Actt. Division

### Ozone Cell (OC)

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

	ODS		
20	Routines Matters	Coordinator	Director

### Official Language (OL)

<b>S. No.</b>	<b>Types of Cases</b>	<b>Channel of Submission</b>	<b>Level of Disposal</b>
1	Implementation of Official Language Policy of the Union	Dy. Director – Director- JS	AS
2	Translation of documents from English to Hindi and vise-versa.	Asstt. Director	Dy. Director

**Parliament Section**

<b>Sl.No.</b>	<b>Types of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
<b>Decisions taken by the Minister</b>			
1	Lok Sabha / Rajya Sabha Questions (Starred and Unstarred )	SO- US- Dir-JS – AS-Secretary	Minister
<b>Decisions taken by the Secretary</b>			
2	Parliamentary Forum on Millennium Development Goals	SO- US- Dir-JS -AS	Secretary
3	Issues likely to be raised during the Budget/Monsoon/Winter Session of Parliament	SO- US- Dir-JS -AS	Secretary
4	Handling of Parliamentary Matter in the Ministry	SO- US- Dir-JS -AS	Secretary
5	Government Business during the Session Period	SO- US- Dir-JS -AS	Secretary
6	Committee on Papers Laid on the Table of both the Houses of Parliament.	SO- US- Dir-JS -AS	Secretary
7	Committee on Subordinate Legislation	SO- US- Dir-JS -AS	Secretary
8	Standing Committees of all the other Ministries.	SO- US- Dir-JS -AS	Secretary
9	Study Visit of all the other Ministries.	SO- US- Dir-JS -AS	Secretary
10	Oral Evidences of all the other Ministries	SO- US- Dir-JS -AS	Secretary
11	<b>Assurances and Matters Raised Under Rule 377 and Special Mention</b>		
	Assurances from other Ministries regarding information	SO- US- Dir-JS-AS	Secretary
	Matter raised under rule 377 and Special Mention from other Ministries	SO- US- Dir-JS-AS	Secretary
	Pending assurances in Lok	SO- US- Dir-JS-AS	Secretary

	Sabha / Rajya Sabha		
	Pending Assurance given in reply to SQ/ USQ in Lok Sabha.	SO- US- Dir-JS-AS	Secretary
	Sixty Seventh Report of the Committee on Govt. Assurances, Rajya Sabha presented to the House on 18th December, 2013.	SO- US- Dir-JS-AS	Secretary
	Prompt disposal of matters raised under Rule 377 in Lok Sabha and by way of Spl. Mentions in Rajya Sabha	SO- US- Dir-JS-AS	Secretary
	Committee on Government Assurances in Lok Sabha and Rajya Sabha.	SO- US- Dir-JS-AS	Secretary
	Public Accounts Committee.	SO- US- Dir-JS-AS	Secretary
12	<b>Committees / Meetings</b>		
	Department - related Parliamentary Standing Committee on S&T, E&F	SO- US- Dir-JS-AS	Secretary
	Committee on Estimates	SO- US- Dir-JS	Secretary
	Consultative Committee	SO- US- Dir-JS-AS	Secretary
	Committee on Pettions	SO- US- Dir-JS-AS	Secretary
	Detailed Demands for Grants	SO- US- Dir-JS-AS	Secretary
<b>Decisions taken by the Director</b>			
13	Miscellaneous	SO-US	Director
14	Private Members Bills / Resolutions in both the Houses of Parliament	SO-US	Director
15	RF Tag, Car Parking Labels and Passes issued in favour of Official Gallery Cards for official Gallery/ outer lobby for Lok Sabha and Rajya Sabha	SO- US	Director

### Plan Coordination (PC)

Sl. No.	Types of cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1	Outcome Budget	DS- Sr.Adv.-Secretary	Minister
2	Parliament Questions Starred Question	DS- Eco Adv-Sr.Adv.- Secretary	Minister
3	Parliament Questions Unstarred	DS –Eco Adv.- Sr.Adv. -Secretary	Minister
<b>Decisions taken by the Secretary</b>			
4	<b>Monthly Plan Expenditure</b> Collecting the monthly plan expenditure of all the schemes from all Divisions through circulation and personally collecting data from desk to desk level in the Ministry and the same was compiled data and placed on the floor of Sr. Officer Meeting of review/monitoring the same.	DD- DS- Sr. Adv	Secretary
5	Preparation of Five year Plan	DS- EA- Sr. Adv.	Secretary
6	Annual Plan	DS – EA- Sr. Adv.	Secretary
7	Central Sponsored Schemes	DS- EA-Sr. Adv.,	Secretary
8	Mid-Term appraisal	DS- EA -Sr. Adv.	Secretary
9	<b>VIP Reference:</b> Collect material compile and prepare reply for VIP reference	DD- DS- EA/ Sr. Adv.	Secretary
10	<b>10% allocation of Gross budgetary support (GBS) for North Eastern region (NCR)</b>	DD- DS- EA- Sr. Adv.	Secretary
11	Budget Estimate	DS, EA, Sr. Adv.	Secretary
12	<b>Earmarking of funds under SCCSP/TSP</b> in annual plan proposal of the Ministry. In his regard, policy instruction issued by the Ministry of Finance and Niti Aayog	DD- DS- EA-Sr. Adv.	Secretary
13	Periodical review of Plan Expenditure of the Ministry	DD –DS- Sr. Adv.	Secretary
14	20 point programme	DD- DS- EA.	Secretary
15	<b>Parliamentary Standing Committee</b> Lok Sabha and Rajya Sabha Sectt.	DS- EA-Sr. Adv.	Secretary

<b>Decisions taken by the Sr. Adv</b>			
16	Revised Estimate	DS- EA	Sr. Adv.
17	Material for President's address to both House of Parliament in the Budget Session	SO- DS- EA	Sr. Adv.
18	Supplementary Demands for Grants	SO- DD-DS- EA	Sr. Adv.
19	Re-appropriation of Funds (Plan)	SO- DD-DS- EA	Sr. Adv.
<b>Decisions taken by the EA</b>			
20	Miscellaneous Matter	SO- DD- DS	EA
21	Report & Return	SO- DD- DS	EA.
<b>Decisions taken by the DS</b>			
22	RTI Act, 2005	DD	DS



## Project Elephant (PE)

<b>Sl.No.</b>	<b>Types of cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1	Steering Committee of PE	IGF-ADG	Minister
2	Constitution of Committee for Strengthening of Elephant Reserve and Corridors	IGF-ADG-DGF&SS-Secretary	Minister
3	Constitution of Committee to recommendation of Gajah	IGF-ADG-DGF&SS-Secretary	Minister
4	PMO/VIP references	IGF-ADG	Minister
5	Declaration of Elephant Reserves/Corridors	IGF-ADG-DGF&SS-Secretary	Minister
6	Parliament Question (i)starred Question	IGF-ADG-DGF&SS-Secretary	Minister
7	Other matters raised in Parliament (Rules 377 in Lok Sabha & Special Mention in Rajya Sabha)	IGF-ADG	Minister
<b>Decisions taken by the Secretary</b>			
8	Court Cases and legal matters	IGF-ADG-DGF&SS	Secretary
<b>Decisions taken by the DGF&amp;SS</b>			
9	Strengthening of PE Division	IGF-ADG	DGF&SS
<b>Decisions taken by the ADG</b>			
10	Grant in aid under CSS-PE	IGF	ADG
11	Matter related to NTCA, CZA, WCCB etc	IGF	ADG
12	Man- Elephant Conflict	IGF	ADG
13	Complaints about Wild & Captive Elephants	IGF	ADG
14	Welfare and Management of Captive Elephant	IGF	ADG
15	Matter related to MIKE CITES, WWF, WTI etc.	IGF	ADG
16	Matter related to Elephant Reserve/Corridors	IGF	ADG
17	Matter related to Elephant Death due to various reasons	IGF	ADG
18	Central Sector Expenditure	IGF	ADG

	matters		
19	Public Grievances	IGF	ADG
<b>Decisions taken by the IGF</b>			
20	RTI Matters	JD	IGF
	Parliament Questions (i) Unstarred Question	IGF	IGF

**Administration/Personnel (P-I)**

<b>Sl. No.</b>	<b>Type of Case</b>	<b>Channel of Submission</b>	<b>Level of final disposal</b>
<b>Decisions taken by the Secretary</b>			
1	Appointments Group B (G/NG)	SO-DS-JS	Secretary
2	Advances:- GPF (75 % & above)	SO-US-JS	Secretary
3	Advances:- GPF withdrawal more than 75%	ASO-US-JS	Secretary
4	Posting & Transfer:- Scientific Officers	DS-JS-AS	Secretary
5	Conversion of advance into withdrawal for Officers of JS level and above	SO-US-JS	Secretary
<b>Decisions taken by the Addl. Secretary</b>			
6	Posting & Transfer:- I. Technical Officers	US-DS-JS	AS
<b>Decisions taken by the Joint Secretary</b>			
7	Conversion of advance into withdrawal for For other Group A and B Officers	SO-US-Dir or DS	JS
8	Court Cases	SO-US-Dir or DS	JS
9	Misc. References	SO-US-Dir or DS	JS
<b>Decisions taken by the Others</b>			
10	Appointments Group C	ASO –SO-US	DS/Dir
11	Advances GPF upto 75%	SO-US	HOD
12	Advances GPF withdrawal upto75%	ASO-SO-US	HOD
13	Conversion of advance into withdrawal for For Group C Officers	ASO-SO-US	HOD
14	Leave encashment/Children Education allowance	ASO-SO-US	HOD

15	Medical : Permission/ Reimbursement	ASO-SO-US	HOD
16	Other Advances Bicycle/Fan	ASO-SO-US	HOD
17	Other Advances Other than i) above	ASO-SO-US	HOD
18	Other Advances Advance of Pay/TA Transfer	ASO-SO	US
19	Other Advances LTC Advance	ASO-SO	HOO
20	Other Advances TA/Tour Advance	ASO-SO	HOO
21	Other Advances Festival Advance	ASO-SO	HOO
22	Other Advances LTC Grant of permission to change declared place of visit	ASO-SO -US	HOD

**Administration/Personnel (P-II)**

<b>Sl. No.</b>	<b>Type of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
<b>Decisions taken by the Minister</b>			
1	Appointments Group 'A'	US-JS-Secretary	Minister
2	Posting and Transfer JS level and above	US-JS –Secretary	Minister
<b>Decisions taken by the Secretary</b>			
3	Appointments Group 'B' (Gazetted/ Non-Gazetted)	SO-Dir/DS -JS	Secretary
4	Posting and Transfer Dir./DS level	US-Dir/DS/AS	Secretary
5			
<b>Decisions taken by the Addl. Secretary</b>			
6	Posting and Transfer US level	SO-Dir/DS- JS	AS
<b>Decisions taken by the Joint Secretary</b>			
7	Posting and Transfer Group'B' (Gazetted / Non-Gazetted)	ASO-US-Dir/DS	JS.
	Posting and Transfer SSA, JSA & MTS	ASO-SO- US	JS
8	Court Cases	SO-US- Dir/DS	JS
9	Various reports to DoPT	ASO-US-Dir/DS	JS
10	Miscellaneous references	ASO-SO- US	JS
<b>Decisions taken by the Others</b>			
11	Appointments Group 'C'	ASO-SO-US	Dir. or DS
12	Medical Permission/ Reimbursement	ASO – SO- US	HOD
13	Leave Encashment/ Children Education Allowance	ASO- SO- US	HOD

### Administration/Personnel (P-III)

S.No.	Types of Cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Minister</b>			
1	Seeking approval of Competent Authority to the proposals recommended by DRCs/ DPRCs	US- JS-Secretary	Minister
2	Amendments to the Recruitment Rules of Group 'A' Scientific posts	US – JS -Secretary	Minister
3	Extension of services of Scientists beyond Superannuation under provisions of FR56(d) (i) Proposals for Approval of ACC	US – JS -Secretary	Minister
<b>Decisions taken by the Secretary</b>			
4	Extension of services of Scientists beyond Superannuation under provisions of FR56(d) (i) Composition of DSC/DPRC	US-JS- AS	Secretary
5	Constitution of Departmental Screening/ Review/ Recruitment Committees (DSCs/DRCs), convening its meetings/ drafting of minutes etc. (Group A posts of Scientists)	US - JS -AS	Secretary
<b>Decisions taken by the Joint Secretary</b>			
6	Processing the proposals for promotion under Flexible Complementing Scheme (FCS) and Recruitment of Group'A' Posts of Scientists on Direct Recruitment / Deputation basis	SO - US - DS	JS
7	Screening of applications for Recruitment of Scientists on Direct Recruitment / Deputation basis	SO- US - DS	JS
8	Court cases	SO - US - DS	JS

<b>Decisions taken by the Deputy Secretary</b>			
9	Communicating the approvals of the recommended candidates on DR / Deputation basis to the concerned divisions of the Scientists.	ASO - SO - US	DS
10	Communicating the approvals of the recommendations of DRCs/DPRCs to the concerned divisions of the Scientists	ASO- SO - US	DS
11	Miscellaneous References and Monthly /Quarterly / Annual Reports / RTI etc.	ASO- SO - US	DS

**Policy and Law (P&L)**

<b>Sl. No.</b>	<b>Types of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
<b>Decisions taken by the Minister</b>			
1	Parliament Question		
	Unstarred Question	US/Dir/JS or AS	Minister
	Starred Question	Dir/JS or AS/Secretary	Minister
2	Assurances	Dir/JS or AS/Secretary	Minister
3	Matter raised under Rule 377 in LS and by way of Special Mention in RS and other Parliament matter	Dir/JS or AS/Secretary	Minister
4	Private Member Bill/Resolution	Dir/JS or AS/Secretary	Minister
5	VIP reference	Dir/JS/AS	Secy./Minister
<b>Decisions taken by the Secretary</b>			
6	Contempt Court Cases	Dir/JS/AS	Secretary
<b>Decisions taken by the Joint Secretary</b>			
7	Court Cases	SO/US/Dir	JS
8	Budget Matter	SO/US/Dir	JS
9	Recording/review/weeding out of old files	SO/US/Dir	JS
10	Furnishing of comments on Misc. references received from various Divisions in the Ministry	SO/US/Dir	JS
<b>Decisions taken by the Others</b>			
11	RTI Appeal	Asstt/SO/US	Dir (FAA)
12	RTI Application	Asstt/SO	US (CPIO)



**National Green Tribunal Cell (NGT)**

<b>S.No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Minister</b>			
1	Establishment of NGT(PB) and its Zonal Benches	Dir-JS or AS/Secretary	Minister
2	Appointment of Chairperson, Judicial/Expert Member	Dir-JS or AS/Secretary	Minister
3	Empanelment of Counsels in the NGT	Dir-JS or AS/Secretary	Minister
4	Deputation Abroad of Chairperson & members of the NGT	Dir-JS or AS/Secretary	Minister
5	Framing of Recruitment Rules	Dir-JS or AS/Secretary	Minister
6	Framing of medical Scheme	Dir-JS or AS/Secretary	Minister
7	Amendment in RRs	Dir-JS or AS/Secretary	Minister
<b>Decisions taken by the Secretary</b>			
8	Air-Travel (non-entitled class)	US-Dir-JS/ AS	Secretary
<b>Decisions taken by the Joint Secretary</b>			
9	Demand for additional Grants	SO-US-Dir	JS

### Legal Monitoring Cell

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Secretary</b>			
1	Monthly report of updation of Court Cases on CCMS Portal	US-Dir-JS/AS	Secretary
2	Misc. matter regarding Court Cases	US-Dir-JS/AS	Secretary
<b>Decisions taken by the Joint Secretary</b>			
3	Monitoring of Court Cases	SO-US-Dir	JS
4	Daily report of Technical Assistant	SO-US-Dir	JS
5	Legal opinion	SO-US-Dir	JS
<b>Decisions taken by the Director</b>			
6	Ascertaining of divisions to which cases pertains	Tech. Asstt-SO/US	Director

**Note:** At present, the post of Advisor (Legal) is vacant. The process of filling of this post is underway. Accordingly, the channel of submission may change in future.

## Protocol

S.No.	Type of cases	Channel of Submission	Level of Final Disposal
<b>Decisions taken by the Joint Secretary</b>			
1	Informational regarding foreign travel of MOEF officers – submission of reports	PO-US-DS	JS
2	Correspondence with MEA and Embassies/High Commissions for issue of Diplomatic/Official passports and visa (Note verbal)	PO/SO	US/DS/JS
3	Correspondence and follow up actions for setting bills with M/s Balmer Lawrie/ Air India and other Travel Agencies	PO –US-DS	JS
4	Correspondence with travel agencies e.g. Balmer Lawrie/Ashok Travel Tours/Air India regarding ticketing/billing	PO-US-DS	JS
<b>Decisions taken by the Under Secretary</b>			
5	Approved National & International travel bills(Air travel tours of entitled officers – their booking and payment of bills)	ASO – PO	US
<b>Decisions taken by the PO/SO</b>			
6	Independence/Republic Days passes – Correspondence with M/o Defence etc.	ASO	PO/SO
7	Work relating to Receptions at Rashtrapati Bhawan for VIPs upto AS level	ASO	PO/SO
8	Booking of VIP/Ceremonial Lounge for MOEF/Secretary during international visits	ASO	PO/SO
9	To see off and receive MOEF/Secretary on International Tours	ASO	PO/SO
10	To see off and receive VVIPs who have appointments with MOEF/Secretary	PO/SO	PO/SO
11	Submission of quarterly report for Hindi Division	ASO	PO/SO

**Public Grievance Cell**

<b>Sl. No.</b>	<b>Type of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
<b>Decisions taken by the Secretary</b>			
1	Grievance Matters:- Reminders to various Divisions/ Section for redressal of Grievances	Dealing Hand or SO/US/DS/JS	Secretary
<b>Decisions taken by the Joint Secretary</b>			
2	Grievance Matters:-  Nomination for attending meeting in DARPG	Dealing Hand or SO/US/DS	JS
<b>Decisions taken by the Deputy Secretary</b>			
3	Grievance Matters:-  Forwarding of PG Letters to Concern Divisions/Sections	Dealing Hand/SO/US	DS
<b>Decisions taken by the Under Secretary</b>			
4	Grievance Matters:-  RTI matters related to PG	Dealing Hand /SO	US/CPIO

## RESEARCH IN ENVIRONMENT (RE)

Sl. No.	Types of cases	Channel of submission	Level of final disposal
<b>Decisions taken by the Minister</b>			
1	VIP references / PMO references Admitted Parliament Questions Cabinet Note	Dir-Adviser-AS-Secretary	Minister
<b>Decisions taken by the Secretary</b>			
2	Proposals received under the following programmes : ➤ Environmental Research Programme (EnvRP) ➤ Ecosystem Research Programme (EcRP) ➤ Research Programme in Socio-Economic Issues of Environment (RPSE) ➤ AICOPTAX  <b>Administrative approval required for files costing above Rs.50 Lakhs.</b> Apex Committee on Research in Environment	Dir-Adviser-AS	Secretary
<b>Decisions taken by the Addl. Secretary</b>			
3	Proposals received under the following programmes : ➤ Environmental Research Programme (EnvRP) ➤ Ecosystem Research Programme (EcRP) ➤ Research Programme in Socio-Economic Issues of Environment (RPSE) ➤ AICOPTAX  <b>Administrative approval required for files costing above Rs.25 Lakhs and upto Rs.50 Lakhs.</b>	Dir-Adviser	Addl. Secretary
<b>Decisions taken by the Adviser</b>			
4	Proposals received under the following programmes :	Dir	Adviser

	<ul style="list-style-type: none"> <li>➤ Environmental Research Programme (EnvRP)</li> <li>➤ Ecosystem Research Programme (EcRP)</li> <li>➤ Research Programme in Socio-Economic Issues of Environment (RPSE)</li> <li>➤ AICOPTAX</li> </ul> <p><b>Administrative approval required for files costing upto Rs.25 Lakhs.</b></p>		
5	Annual Action Plans, Five Year Plans, Result Framework Documents (RFD), Revision of Emoluments, Annual Report, RTI Matters, Citizen's Charter, Cash Management, Budgetary & Parliament Matters on Research in Environment, Other Miscellaneous work	Dir	Adviser

**Regional Offices Head Quarters (ROHQ)**

<b>Sl. No.</b>	<b>Type of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
<b>Decisions taken by the Minister</b>			
1.	Project proposals for diversion of forest land under FCA, 1980	TO-Dir-ADG	Minister
2.	Parliament Questions & Assurances (a) Starred Question & Assurances (b) Unstarred Question & Assurances Other matters raised in Parliament(including those raised by way of spl mention in RS) under Rule 377 in LS & RS	TO-Dir-ADG-DGF&SS	Minister
3.	VIP References	TO-Dir-ADG	Secy./Minister
<b>Decisions taken by the Secretary</b>			
4.	Establishment and service matters of ten Regional Offices (ROs) – Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Lucknow, Nagpur, Ranchi and Shillong	TO-US-Dir	Addl. DGF/DGF&SS/Secretary
5.	Court Cases	TO-US-Dir	Addl. DGF/DGF&SS/Secretary
6.	Audit Paras	TO-US-Dir	Addl. DGF/DGF&SS/Secretary
<b>Decisions taken by the DGF&amp;SS</b>			
7.	Scrutiny AND analysis of monthly reports & QPRs received from States under FCA 1980 & EPA UTs and ROs	TO-Dir	Addl. DGF/DGF&SS
8.	Violation under FCA and state Government's Working Plans approved by the Central Govt	TO-Dir	Addl. DGF/DGF&SS
<b>Decisions taken by the ADG</b>			

9.	Scrutiny and analysis of Quarterly Projects Reports(QPR) on compensatory afforestation from Stats/UTs	TO-Dir	ADG
10.	Follow up action on the evaluation and monitoring of reports received from R.Os .under Forests Conservation Act, 1980 (FCA) & Environment Protection Act (EPA.)	TO-Dir	ADG
11.	Performance of Budget, Annual Action Plan, Annual Report and monitoring expenditure reports under Plan Scheme of “Strengthening of Forestry Division – Regional Offices	TO-US-Dir	ADG
12.	Inputs/ Information to other Divisions	TO-US-Dir	ADG
13.	RTI Matters	TO-US-Dir	ADG



**Research & Training Division (RT Division)**

<b>Sl. No.</b>	<b>Types of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
<b>Decisions taken by the Minister</b>			
1	Foreign deputation of IFS and other Officers of MoEF&CC JS & above for training/Workshop etc. (i) Funds provided by GoI / Institution	TO/SO-AIG-DIG-ADG-AS&FA	Minister (JS & above)
2	Parliament Question & Assurance (i) Starred Question & Assurance	SO-AIG-DIG-ADG/DGF&SS	Minister
3	Parliament Unstarred Question & Assurance	AIG-DIG-ADG	Minister
4	VIP References	TO/SO-AIG-DIG	ADG/DGF&SS/ Minister (as applicable)
5	Other matters raised in Parliament (including matters raised under Rules 377 & in RS by way of Spl. Mentions)	AIG-DIG-ADG	Minister
<b>Decisions taken by the Secretary</b>			
6	Handling of Audit Paras	TO/SO-AIG-DIG	DGF&SS/ Secy.
<b>Decisions taken by the DGF&amp;SS</b>			
7	Policy matters on IFS Training	TO/SO-AIG-DIG-DGF&SS	DGF&SS
8	Foreign deputation of IFS and other Officers of MoEF&CC for training/Workshop etc. (upto director level) (i) Foreign funding (No cost to GoI)	TO/SO-AIG-DIG-ADG	DGF&SS
9	Indira Gandhi National Forests Academy (IGNFA), Dehradun and Central Academy for State Forest Service (CASFOS), Rangers Colleges & Training Institutes (DFE)	TO/SO-AIG-DIG-ADG	DGF&SS
10	Coordination with Agricultural Universities & other related Scientific bodies.	TO/SO-AIG-DIG-ADG	DGF&SS

11	Release of funds/grants under approved schemes (upto Rs. 25 Cr.)	RI-SO/TO-AIG-DIG	DGF&SS
<b>Decisions taken by the ADG</b>			
12	Foreign deputation of Forest Officers/Scientific Officers in Autonomous Bodies of MoEF&CC under RT Division (if already approved by the Chairman BoG) (Except in case of ICFRE, where the proposal would go to IFD till further decision).	TO/SO-AIG-DIG	ADG
13	Budget, Research etc. of Indian Council of Forestry Research and Education (ICFRE), Dehradun, Indian Institute of Forest Management (IIFM), Bhopal & Indian Plywood Industries Research and Training Institute (IPIRTI), Bangalore in respect work relating to Budget, Research and other issues	RI/SO/TO-AIG-DIG	ADG
14	Court Cases	TO/SO-AIG-DIG	ADG
	In Service training of IFS Officers (i) Approval of Institutions	TO/SO-AIG-DIG	ADG
15	Release of funds/grants under approved schemes (upto Rs. 5 Cr.)	RI-SO/TO-AIG-DIG	ADG
<b>Decisions taken by the DIG</b>			
16	In Service training of IFS Officers (i) Nominations etc.	TO/SO-AIG	DIG

## Right to Information Cell (RTI)

<b>S.No.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
<b>Decisions taken by the Joint Secretary</b>			
1.	Designation of CPIOs/FAAs	SO-US-DS	JS
2.	Up-dation of Ministry's website relating to RTI Act, 2005	SO-US-DS	JS
3.	RTI Returns to the CIC	SO-US-DS	JS
4.	Correspondence with CIC/DoPT	SO-US-DS	JS
5.	Matters related with CPIOs/FAAs- issue of Departmental guidelines	US-DS	JS

**Statistical Cell**

<b>Sl. No.</b>	<b>Types of cases</b>	<b>Channel of submission</b>	<b>Level of Final Disposal</b>
1	Annual Report and Publications	Consultant - Scientist 'F'	SA/Sr. EA
2	Preparation of Environment Report National / States /UTs/Hotspot	Consultant - Scientist 'F'	SA/Sr. EA
3	Statistical Cell	Consultant - Scientist 'F'	SA

### Survey & Utilization (SU)

Sl. No.	Types of cases	Channel of submission	Level of final disposal
<b>Decisions taken by the Minister</b>			
1	Matters related to Andaman and Nicobar Islands Forest and Plantation Development Corporation Limited (ANIFPDCL) (i) Policy Matters	TO-AIG/DIG-IGF/ADG-DGF&SS-Secretary	Minister
2	Technical matters related to Forest Survey of India. (i) Approval & release of ISFR	AIG/DIG- IG/ADG-DGF&SS-Secretary	Minister
3	Export and import matter related to wood and wood products, particularly Sandalwood and Red Sanders (i) Policy matters	AIG- DIG/IG-ADG/ DGF&SS-Secretary	Minister
4	N-E Cell, Forest Certification, Sustainable Forest Management (i) Establishment of Industrial Estate in North Eastern State	RI/TO-AIG/DIG-IGF/ADG-DGF&SS	Minister
5	Parliament Questions related to the above issues (i) Unstarred Questions	TO-AIG-DIG-IGF	Minister
	(ii) Starred Questions	TO-AIG/DIG-IGF/ADG-DGF&SS-Secretary	Minister
	(iii) Assurances	TO-AIG/DIG-IGF/ADG-DGF&SS	Minister
<b>Decisions taken by the Secretary</b>			
6	Technical matters related to Forest Survey of India. - Condemnation/Purchase of vehicle	SO-AIG-DIG- ADG	Secretary
7	International Tropical Timber Organization (ITTO) -Release of Annual	RI/TO- AIG/DIG-ADG/ DGF&SS	Secretary

	Contribution/ Attending the annual Session		
8	International Network for Bamboo and Rattan (INBAR)-related matters  (i)Release of Annual Contribution/ Attending the annual Session	RI/TO- AIG/DIG- ADG /DGF&SS	Secretary
9	Nodal division for scheme 13 'Strengthen of Forestry Division' (FSI, Network of Regional Office, NFIS, Certification, NTFP) (i) EFC/SFC matters	TO-AIG/DIG-IGF/ADG-DGF&SS	Secretary
<b>Decisions taken by the ADG</b>			
10	Matters related to other Forest Development Corporation	Assistant/SO-AIG-DIG-IGF	ADG
<b>Decisions taken by the IGF</b>			
11	Technical matters related to Forest Survey of India. (i) RFD & Budget related matter	RI-TO-AIG-DIG	IGF
12	International Tropical Timber Organization (ITTO)  - Routine matter	RI/TO-AIG-DIG	IGF
13	International Network for Bamboo and Rattan (INBAR)-related matters  - Routine matter	RI/TO-AIG-DIG	IGF
14	Export and import matter related to wood and wood products, particularly Sandalwood and Red Sanders  -Miscellaneous matters	RI/TO-AIG-DIG	IGF
15	N-E Cell, Forest Certification,	RI/TO-AIG-DIG	IGF

	Sustainable Forest Management -Routine matters		
16	Forestry Trade Tariff for Multilateral Trade Negotiation -Routine matters	RI- TO- AIG/DIG	IGF
17	Nodal division for scheme 13 'Strengthen of Forestry Division' (FSI, Network of Regional Office, NFIS, Certification, NTFP) (i) Finalisation of Budget matters	TO-AIG-DIG	IGF
18	Court Cases related to above issues. except matters involving policy level decision	Assistant/RI- TO/SO-AIG-DIG	IGF
<b>Decisions taken by the DGF</b>			
19	Nodal division for scheme 13 'Strengthen of Forestry Division' (FSI, Network of Regional Office, NFIS, Certification, NTFP) -Routine matters	RI-TO-AIG	DIG
20	Matters related to Andaman and Nicobar Islands Forest and Plantation Development Corporation Limited (ANIFPDCL) (i) Routine matters	TO-AIG	DIG
21	Technical matters related to Forest Survey of India. (i) Routine matter	RI/Assistant - TO/SO-AIG	DIG
22	RTI matters related to above issues. (i) First Appeal	RI/Assistant- SO/TO-AIG	DIG
<b>Decisions taken by the AIG</b>			
23	RTI matters related to above issues. -RTI Application	RI/Assistant- SO/TO	AIG

### Trade and Environment

Sl. No	Types of cases	Channel of submission	Level of final disposal
<b>Decisions taken by the Secretary</b>			
1	Provision of technical inputs to the preparatory process in the area of Trade & Environment	Asst. Dir/Dy. Dir-Dy. Economic Adviser- Economic Adviser –Sr. Economic Adviser	Secretary
2	Formulation of Ministry's position on trade-related matters referred to it by other Ministries, including views on issues relating to Regional/Bilateral/Multilateral Trade Agreements and other trade-related issues.	Asst. Dir/Dy. Dir-Dy. Economic Adviser- Economic Adviser –Sr. Economic Adviser	Secretary
3	Acting as Nodal Cell within the Ministry to deal with references received from M/o Commerce & Industry relating to Trade & Environment	Asst. Dir/Dy. Dir-Dy. Economic Adviser- Economic Adviser –Sr. Economic Adviser	Secretary



**VIGILANCE**

Sl. No.	Types of cases	Channel of submission	Level of final disposal
<b>Decisions taken by the Minister</b>			
1.	Disciplinary proceedings including Appeal, Review and Memorials in the case of IFS Officers for imposition of Penalty	US-DS-JS & CVO-Secretary	Minister
2.	Disciplinary proceedings against AGMUT Cadre IFS Officers for penalty	US-DS-JS & (CVO)-Secretary	Minister
3.	Vigilance cases of officials for whom MEF is the appointing authority	US-DS-JS & (CVO)-Secretary	Minister
4.	Permission/intimation for acquisition/disposal of movable/ immovable property in respect of :- Secretary(E&F)	US-JS&CVO	Minister
5.	Parliament Questions/ Assurances of Vigilance Division	US-DS- JS&CVO-Secretary	Minister
6.	Appointment of Inquiry Officer and Presenting Officer in the cases where President is the appointing authority	DS- JS&CVO- Secretary	Minister
7.	Grant of Prosecution sanction in respect of Group B and above officers	DS- JS&CVO -Secretary	Minister
8.	Consultation with CVC (In respect of officers )	US/DS	JS&CVO/Secy./ Minister (if required)
9.	Court Cases	US-DS	JS&CVO/ Secy./Minister (in respect of cases involving policy matters)
<b>Decisions taken by the Secretary</b>			
10.	Investigation of complaints	US-DS	JS&CVO/Secy. ( in special cases)
11.	Consultation with CVC (In respect of officers )	US/DS	JS&CVO/Secy. (if required)
12.	Complaints forwarded from CVC/CBI/PMO/VIPs & others	SO-US-DS	JS&CVO/Secy. ( in special cases)
13.	Grant of Prosecution sanction in respect of officers below Group B	US -JS&CVO	Secretary

14.	Vigilance cases of officials for which Secretary(E&F) is the appointing authority	US -DS- JS & CVO	Secretary
15.	Permission/intimation for acquisition/ disposal of movable/ immovable property in respect of :- (i) JS & CVO and special cases	US - JS&CVO	Secretary
16.	Appointment of officers to conduct Preliminary inquiry in special cases.	US-DS	JS &CVO/ Secy. depending upon the nature of the case
<b>Decisions taken by JS&amp;CVO</b>			
17.	Complaints forwarded from CVC/CBI/PMO/VIPs & others	SO-US-DS	JS & CVO
18.	Investigation of complaints	US-DS	JS & CVO
19.	Appointment of officers to conduct Preliminary inquiry in special cases.	US-DS	JS & CVO
20.	Grant of vigilance clearance to all Group A officers	US-DS	JS & CVO
21.	Permission/intimation for acquisition/ disposal of movable/ immovable property in respect of :- (i) Group 'A' officers	US//DS	JS & CVO
<b>Decisions taken by Deputy Secretary</b>			
22.	Grant of vigilance clearance below Group A officers	SO-US	DS
23.	Permission/intimation for acquisition/ disposal of movable/ immovable property in respect of :- (i) Group 'B' officers and below	SO /US	DS

### Wildlife Division (WL)

Sl. No.	Types of cases	Channel of submission	Level of final disposal
<b>Decisions taken by Minister</b>			
1	Research Project and Survey: Research Project and Survey: (i) In country (a) State Officers (b) Central Govt. (ii) Externally Aided Projects	JD/DIG-IGF-ADG	Minister
2	Parliament Questions & Assurances (i) Starred Questions & Assurances  (ii) Unstarred Questions & Assurance  (iii) Other matters raised in Parliament (Riles 377 in LS & Spl. Mention in RS)	JD/DIG-IGF-ADG - DGF&SS- Secretary  JD or Dir. Or DIG-IGF  JD or Dir. Or DIG-IGF	Minister
3	(a) Deputation of officers abroad  (b) Cultural and other exchange programmes	JD or Dir or DIG-IGF-ADG- Secretary  JD or Dir or DIG-IGF-ADG- Secretary	Minister  Minister
4	Seminar, Workshops, symposia (i) At International Level	JD or Dir. Or DIG-IGF-ADG- DGF&SS-Secretary	Minister
5	Wildlife (Protection) Act, 1972-implementation of the Act and Rules made there under, and (a) Amendment of the Provisions of the Act, Rule etc.	DIG-IGF-ADG-Secretary	Minister
6	Import and Export Policy in respect of wild animals and the articles/products therefrom	JD/DIG - IGFADG-DGF&SS-Secretary	Minister
7	Laying of Annual Reports of Various Institutions	DIG- IGF-ADG-Secretary	Minister
8	Fellowship and Awards (in country)	JD-IGF-ADG-DGF&SS-	Minister

		Secretary	
9	(a) Conduct of meeting National Wildlife Board (NWB) under the Chairmanship of P.M. & of Standing Committee of NWB under the Chairmanship of MEF	DIG-IGF-ADG-DGF&SS-Secretary	Minister
<b>Decisions taken by Secretary</b>			
10	Assignment of Foreign Experts	JD of Dir. Or DIG-IGF-ADG	Secretary
11	Wildlife Institute of India Grant in aid and other related matters	JD/DIG-IGF-ADG	Secretary
12	Fresh Schemes & EFC MeMEF/ SFC MeMEF, Budget and related matters	JD or Dir. Or DIG-IGF-ADG-DGF&SS	Secretary
13	Sanction & Release of funds of Central Sector Scheme & Centrally Sponsored Schemes- 'Strengthening of Wildlife Divisions; and "Integrated Development of Wildlife Habitats".	JD/DIG-IGF-ADG-DGF&SS	Secretary
<b>Decisions taken by ADG</b>			
14	Coordination with Armed Forces.	JD/DG-IGF	ADG
15	Exchange of Animals other than Zoo Animals	JD /DIG	ADG
16	Import/Export of Technical Equipments & accessories & medicines & pharmaceutical Formalities	JD/DIG - IGF	ADG
17	Follow up action on National Wildlife Action Plan (Specified up to 2002-2016)	JD/DIG -IGF	ADG
18	International Conventions Membership payment	JD/ DIG	ADG
19	Wildlife Crime Control Bureau (i) Administrative matters Budget Matters	JD - IGF	ADGWL (ex-officio Director WCCB)
20	Seminar, Workshops, symposia	JD -DIG-IGF	ADG

	(i) At National Level		
21	Wildlife Advisory Boards for State/Union Territories and related matters	DIG-IGF	ADG
22	Wildlife (Protection) Act, 1972-implementation of the Act and Rules made there under, and (b) Interpretation of the provisions of the Act	JD/DIG-IGF	ADG
23	Follow up of decision taken in the meeting	DIG-IGF	ADG
24	Survey and census of wild animals (except tiger and elephant)	JD/DIG-IGF	ADG
25	Matters pertaining to NZP (Policy and important matters)	JD/DIG	ADG
26	Budget and Financial matters of {National Zoological Park (NZP)}	DIG-IGF	ADG
<b>Decisions taken by IGF</b>			
27	Wildlife Week, Wildlife Conservation Awareness activities (including Filming etc.)	JD/DIG	IGF
28	Approval of Visit of foreigners to restricted areas	JD/DIG	IGF
29	Reports and returns and coordination with other Divs./other Organisations of the Ministry.	JD or Dir. Or DIG	IGF
30	Review of Management Plans Protected Area Network and other Wildlife related matters	JD or DIG	IGF
31	World Heritage Convention	DIG	IGF
32	Other administrative matters of various Institutions under Wildlife Divisions	DIG	IGF