

GOVERNMENT OF INDIA

MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE



COMPENDIUM - 2021 ON CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES

- BY -

INTERNAL WORK STUDY UNIT (IWSU)

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Budget Division (Budget)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Scrutiny of Budget Proposals and finalization of Budget Estimates (BE) for following years and Revised Estimate (RE) for current year as per Budget Ceiling provided by the Ministry of Finance.	Sr.AO/DCA→CCA→SS&FA/AS&FA	Secretary
2.	Scrutiny of proposals for inclusion in the Supplementary Demand for Grants and subsequent follow-up action on the Supplementary Demand for Grants	Sr.AO/DCA→CCA→SS&FA/AS&FA	Secretary
3.	Processing of re-appropriation proposals within the delegated powers of the Ministry and beyond the powers of the Ministry.	Sr.AO/DCA→CCA→SS&FA/AS&FA	Secretary
4.	Submission of Surrender of Savings to Ministry of Finance	Sr.AO/DCA→CCA→SS&FA/AS&FA	Secretary
5.	Work related to Departmental related Parliamentary Standing Committee on Demand for Grants	Sr.AO/DCA→CCA→SS&FA/AS&FA	Secretary
6.	Status of Implementation of Budget Announcements	Sr.AO/DCA→CCA→SS&FA/AS&FA	Secretary
7.	Preparation and Printing of Detailed Demands for Grants.	Sr. AO→DCA→CCA	SS&FA/AS&FA
8.	Issues of corrigendum to the Detailed Demand for Grants etc.	Sr. AO→DCA→CCA	SS&FA/AS&FA
9.	Preparation of Explanatory Notes on saving / Excess above 100 crore in the Grants.	Sr. AO→DCA→CCA	SS&FA/AS&FA
10.	Coordination & Monitoring regarding submission of ATNs on CAG's/PAC paras to Audit / Monitoring Cell of the Ministry of Finance / PAC.	Sr. AO→DCA→CCA	SS&FA/AS&FA

11.	CGA/Ministry of Finance and other misc. Budget related Matters.	Sr. AO→DCA→CCA	SS&FA/AS&FA
12.	Scrutiny and allocation of funds under loans to Government Servants	Sr. AO→DCA	CCA

Civil Construction Unit (CCU)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
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.	Handling of Arbitration Cases	EE→SE	CE/Secretary
4.	Court Cases	EE→SE	CE/Secretary
5.	Acceptance of Award (i) Within CE's power (ii) Beyond CE's power	EE→SE EE→SE→CE	CE Secretary
6.	In principle approval for appointment of Consultant	EE→SE→CE	Addl. Secretary
7.	Approval of tenders beyond power of CE (as per delegation of financial power in CPWD enforce)	EE→SE→CE	Empowered Committee, Secretary-Chairman Director Finance – member Chief Engineer – Member case to be presented by SE, CCU
8.	Execution of Project : Preparation of Preliminary Estimate/Detailed Estimates and their approval	JE/AE→EE→SE	CE
9.	Training (In Country – EE & above)	SO→EO→SE	CE
10.	Internal Posting Transfers (a) Ministerial Staff (b) Technical Staff (Gazetted)	SO→EO→SE SO→EO→SE	CE CE (within same station)
11.	Acceptance of Tender	AE→EE→SE	CE
12.	Annual Action Plan / Budget	EE→FO→SE	CE
13.	Accounts / Audit	EE→FO→SE	CE
14.	Technical Examiner / Technical Examination / Inspection	EE→SE	CE
15.	Co-ordination & Monitoring of with Field Unit	AE→EE→SE	CE
16.	Appointment (Group 'C')	SO→EO	SE

17.	Training (In Country) – All Other	SO→EO	SE
18.	Internal Posting Transfer (a) Technical Staff (Non-Gazetted)	SO→EO	SE
19.	Payment of Contractor Bill	JE→AE→AA	EE

Climate Change (CC)

S. No	Type of cases	Chanel of Submission	Level of final disposal
1	Policy Decisions	DS/Dir/Scientist → JS/EA/AS → Secy.	Minister of State/MEFCC
2	Cabinet Notes	DS/Dir/Scientist → JS/EA/AS → Secy.	Minister of State/MEFCC
3	Financial Proposals/matters (Above Rs. 500 Cr.)	DS/Dir/Scientist → JS/EA/AS → Secy.	Minister of State/MEFCC
4	VIP References	DS/Dir/Scientist → JS/EA/AS → Secy.	Minister of State/MEFCC
5	Parliament Questions and other Parliamentary matters including Assurance, Rule 377, Special mention etc.	DS/Dir/Scientist → JS/EA/AS → Secy.	Minister of State/MEFCC
6	National Action Plan on Climate Change(NAPCC)	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
7	State Action Plan on Climate Change(SAPCC)	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
8	PMCCC/ ECCC	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
9	AIPA	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
10	Result Frame- work Document	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
11	Green Climate Fund (GCF) Matters	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
12	Bilateral/Multilateral meetings	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
13	Financial Proposals/matters (Up to Rs. 500 Cr.)	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
14	CDM/NCDMA Matters	(DS/Dir/Scientist) → (JS/EA) → AS	Secretary
15	Annual plan	(ASO/SO/US/	JS/Econ.Adv.

		Consultant) → (DS/Dir/Scientist)	
16	UNFCCC Matters	(US/Consultant) → (DS/Dir/Scientist) → (JS/ EA)	Addl. Secretary
17	INDC Matters	(US/Consultant) → (DS/Dir/Scientist) → (JS/ EA)	Addl. Secretary
18	Legal Matters	(US/Consultant) → (DS/Dir/Scientist)	JS/Econ. Adv
19	Synergy with other Environmental Convention	(SO/US/Consultant) → (DS/Dir/Scientist) – (JS/Econ.Adv).	Addl. Secretary
20	UNDP/DFID/GEF/GIZ matters	(SO/US/Consultant) → (DS/Dir/Scientist) – (JS/EA)	Addl. Secretary
21	Climate Change Action Programme (CCAP)	(SO/US/Consultant) → (DS/Dir/Scientist) – (JS/EA)	Addl. Secretary
22	Financial Approvals	(ASO/SO/US)→ (DS/Dir/Scientist)	JS/Econ.Adv
23	Routine Administrative Matters	(ASO/SO/US) → (DS/Dir/Scientist)	JS/Econ.Adv
24	Budget and Accounts Matters	(ASO/SO/US)→ (DS/Dir/Scientist)	JS/Econ.Adv
25	RTI matters i) Application ii) Appeals	i) CPIO –US ii) FAA- Sci-F	
26	Public Grievances	Consultant	Dir/Scientist

Centre of Excellence (COE)

S. No.	Type of Cases	Channel of Submission	Level of final disposal
1.	Policy issues	US→DS→JS/Adviser→AS	Secretary
2.	Selection of Centres of Excellence	US→DS→JS/Adviser→AS	Secretary
3.	Steering Committee /Monitoring Committee/ Expert Committee Meetings & Minutes	US→DS→JS/Adviser→AS	Secretary
4.	Approval of Progress report	US→DS→JS/Adviser	AS

Control Pollution (CP)

S No.	Type of cases	Chanel of Submission	Level of final disposal
1	Parliamentary matters (Starred Questions/Unstarred Questions/ Assurances/Rule 377/ Departmental Parliamentary Committee Meetings) & VIP references	(US/DD/JD/AD/Dir/Sc F) →JS→Secy.	MoS/MEF
2	Framing rules/regulations, policies on (Standard/RO/Industrial Pollution/Recruitment Rules etc.)	(US/DD/JD/AD/Dir/Sc F) →JS→Secy.	MEF
3	Appraisal of projects under CP Scheme	US→Director	JS
4	Approval of projects recommended by Project Appraisal Committee under CP Scheme	(US/DD/JD/AD) →(Dir/Sc F) →JS	Secretary
5	Import/Export for Custom Duty Exemption	(US/DD/JD/AD) → (Dir/Sc F)	JS
6	Court cases filing of affidavits seeking adjournments	(US/DD/JD/AD) → (Dir/Sc F)	JS
7	Issues of sanctions with administrative approval and approval of IFD (in GIA) Issues of sanctions with administrative approval and approval of IFD (in Scheme)	(US/DD/JD/AD) → (Dir/Sc F)-JS	Secretary
8	(i) Public Grievances	(i)US/DD/JD/AD	US/DD/JD/AD

	(ii) Public Grievances received from PMO/Cabinet Secretary	(ii) (US/DD/JD/AD) → (Dir/Sc F)	JS
9	Monthly DO submissions	(US/DD/JD/AD) → (Dir/Sc F)	JS
10	Providing information to other wings/divisions of the Ministry	(US/DD/JD/AD)	Dir/Sc F
11	Providing information to other Ministries	(US/DD/JD/AD) → (Dir/Sc F)	JS
12	Providing information/briefings/presentations called by Secy/MEF	(US/DD/JD/AD) → (Dir/Sc F)	JS
13	RTI matters (i)Applications (ii)Appeals	(US/DD/JD/AD) (Dir/Sc F)	(US/DD/JD/AD) (Dir/Sc F)
14	Progress Monitoring of Schemes, NitiAyog related output/Outcome, performance Indices, scheme Budgets, etc	(US/DD/JD/AD) → (Dir/Sc F)	JS

Conservation Survey-I/Biosphere Reserve

S.No.	Types of cases	Channel of submission	Level of final disposal
1.	Designation of Biosphere Reserve	Director→Advisor→AS→Secy.	Hon.(MoEF&CC)
2.	Sanctioning of Management Action Plans	ASO/SO→JD/Dir→Advisor	Secy.(E&F)/ As per delegation of financial powers
3.	Submission of Reports/ requisite information to UNESCO	ASO/SO→JD/Dir→Advisor→AS	Secretary
4.	Budget Matter/ Discussion with State Govts. on MAP	ASO/SO→JD/Dir.	Advisor
5.	Forwarding of Application for Awards	ASO/SO→JD/Dir	Advisor
6.	Material for annual report	ASO/SO→JD/Dir.	Advisor
7.	Annual Action Plan	ASO/SO→JD/Dir.	Advisor
8.	Reply to Starred/ Unstarred Questions	(ASO/SO/JD/Dir.)→Advisor→AS. →Secy.	Hon.(MoEF&CC)
9.	Submission of information to GC/ PC.	ASO/SO→ JD	Director/ Advisor
10.	Submission of information to PAO/ RTI Cell	ASO/SO→JD/Dir.	Director

Conservation Survey-I (Mountain) Division

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Matter related to GBPNIHE's Society	Scientist F→JS→AS→Secy.	Minister
2.	Appoint of Director, GBPNIHE	Scientist-F→JS→AS→Secy.	Minister
3.	Framing of Recruitment Rules for 'A' and 'B' Posts (GBPNIHE)	Scientist-F→JS→AS→Secy.	Minister
4.	Reply of Starred Parliament Questions/Assurances	Scientist-F→JS→AS→Secy.	Minister
5.	Reply of Unstarred Parliament Questions/Assurances	Scientist-F→JS→AS→Secy.	Minister
6.	MP/VIP cases received from MoEFCC	Scientist-F→JS→AS→Secy.	Minister
7.	Foreign deputation of officers of MoEF&CC JS & above for the Conference/Workshop etc.	Scientist-F→JS→AS→Secy.	Minister
8.	Laying Annual Report/Audited Report of GBPNIHE	Scientist-F→JS→AS→Secy.	Minister
9.	Approval of Plan Scheme (NMHS)	Scientist-F→JS→AS→Secy.	Minister
10.	Matters related to Governing Body of GBPNIHE	Consultant→Scientist-F→JS→AS	Secretary
10.	Matters related to Steering Committee of National Mission on Himalayan Studies (NMHS)	Consultant→Scientist-F→JS→AS	Secretary
11.	Matters related to Board of Governors of ICIMOD	Consultant→Scientist-F→JS→AS	Secretary
12.	Annual Action Plan	Consultant→Scientist-F→JS→AS	Secretary
13.	Foreign deputation of Scientist of GBPNIHE for training/workshop/conference etc.	Consultant→Scientist-F→JS→AS	Secretary
14.	Recruitment/Promotions of	Consultant→Scientist-	Secretary

	Scientists of GBPNIHE	F→JS→AS	
15.	PMO references	Consultant→Scientist-F→JS→AS	Secretary
16.	Court Cases (GBPNIHE)	Consultant→Scientist-F→JS→AS	Secretary
17.	Matter related to STAG of NMHS	(Project Astd./Consultant) → Scientist-F→JS	Additional Secretary
18.	Release of Fund/grants to GBPNIHE and NMHS	(Project Astd./Consultant) → Scientist-F→JS	Additional Secretary
19.	Matters/ Programmes related to ICIMOD	(Project Astd./Consultant) → Scientist-F→JS	Additional Secretary
20.	Annual Contribution to ICIMOD	(Project Astd./Consultant) → Scientist-F→JS	Additional Secretary
21.	Approval of Budget estimates for GBPNIHE and NMHS	(Project Staff/Consultant) → Scientist-F	Joint Secretary
22.	Release of funds/grant under approved scheme (NMHS/GBPNIHE)	(Project Staff/Consultant) → Scientist-F	Joint Secretary
23.	Submission of information to GC and other Divisions of the Ministry	(Project Staff/Consultant) → Scientist-F	Joint Secretary
24.	Material for annual report	(Project Staff/Consultant) → Scientist-F	Joint Secretary
25.	RTI/PG/ Monthly DO to GC and Monthly DO (including GeM) to IFD etc.	(Project Staff/Consultant) → Scientist-F	Joint Secretary

Conservation & Survey Division (CS-II)

S. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Creation of Posts (Gr. 'A')	US/Dir/DS→JS→AS →Secy.	MEF
2.	Framing/ amendment of Recruitment Rules for Group 'A' and 'B' posts	(ASO/SO/US)→ Dir/DS→JS	Secretary
3.	Framing/ amendment of Recruitment Rules for Gr.'C'	(ASO/SO/US)→ Dir/DS	JS
4.	Appointment of Group' A' Posts (BSI &ZSI)	US/Dir/DS→JS→AS →Secy.	MEF
5.	Approval of budget estimates for BSI and ZSI	(ASO/SO/US)→ Dir/DS	JS
6.	Visit of foreigners to India	(ASO/SO/US)→ Dir/DS	JS
7.	Material for annual report	(ASO/SO/US)→ Dir/DS	JS
8.	Administrative matters of BSI and ZSI such as representations/requests from officers with regard to posting, ante-dating etc, complaints of officers of organisations, issuing of NOCs for application to other posts, grant of ACP, vigilance matters etc.	(ASO/SO/US)→ Dir/DS	JS
9.	Capital works and minor works (minor works beyond delegated financial powers of BSI/ZSI)	(ASO/SO/US)→ Dir/DS	JS/AS/Secy. (as per delegated financial powers)
10.	Revival/ upgradation of posts in BSI/ZSI	(ASO/SO/US)→ Dir/DS→JS	Secretary
11.	Foreign visits of scientists to conferences/ symposium	(ASO/SO/US)→ Dir/DS→JS	Secretary
12.	Signing of MoUs	(ASO/SO/US)→ Dir/DS→JS	Secretary
13.	Delegation of financial powers	(ASO/SO/US)→ Dir/DS→JS	Secretary

**Conservation & Survey Division (CS-III)
Biodiversity Division**

Sl. No.	Type of Cases	Channel of Submission	Level of final disposal
1	<p>Convention on Biological Diversity(CBD)</p> <ul style="list-style-type: none"> • To prepare country brief for negotiation in Conference of Parties(CoP) meetings to the CBD and CoP-Meeting of Parties to the Nagoya Protocol on Access and Benefit Sharing. • To prepare compliance reports and National Reports and submitting to CBD. • To identify experts and nominate for participation in CoP/CoP-MoP meetings. • Post 2020 Global Biodiversity Framework Consultations 	<p>Director → Adviser → AS→Secy.</p>	<p>Minister</p>
2	<p>Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services(IPBES)</p> <ul style="list-style-type: none"> • Nomination of experts to IPBES for task force, workshops, assessments and Plenary Sessions 	<p>Sc-C/Director→ Adviser→AS→Secy.</p>	<p>Minister</p>
3	<p>Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA) and Subsidiary Body on Implementation (SBI)</p>	<p>Sc-C/Director→ Adviser→AS→Secy.</p>	<p>Minister</p>

	<ul style="list-style-type: none"> Nomination of experts to attend technical annual meetings of SBSTTA and SBI and review the scientific output of these meetings. 		
4	<p>National Biodiversity Authority:</p> <ul style="list-style-type: none"> Administrative and budgetary matters of NBA Release of Grants to NBA 	<p>ASO →Director</p> <p>ASO→Director→Adviser→AS</p>	<p>Adviser</p> <p>Secretary</p>
5	<p>Biological Diversity Act 2002</p> <ul style="list-style-type: none"> Matters related of effective implementation of Biological Diversity Act, 2002, its Rules 2004 and Guidelines, 2014 	<p>Scientist “C” →Director →Adviser</p>	<p>Additional Secretary</p>
6	<p>CBD Contributions</p> <ul style="list-style-type: none"> Annual Contributions to the CBD and Nagoya Protocol Trust Funds 	<p>ASO→Director →Adviser→AS</p>	<p>Secretary</p>

Development Monitoring & Evaluation Division (DMED)

S. No.	Types of cases	Channel of Submission	Level of final disposal
1.	Outcome Output Monitoring Framework (OOMF)	JD →Sr. EA →Secy.	Minister
2.	Constitute Evaluation Monitoring Committee (EMC)	DD →JD → Sr. EA	Secretary
3.	Prepare TOR for Evaluation of Monitoring Committee	DD →JD → Sr. EA	Secretary
4.	Vetting of TOR by Inter Ministerial Group (IMG)	DD→JD →Sr. EA	Secretary

Desertification Cell (DC)

S. No	Type of Cases	Channel of Submission	Level of final disposal
1.	Activity Plan	(TO/Coordinator) →Dir →JS	AS
2.	UNCCD and related matters	(TO/Coordinator) → Dir →JS	AS
3.	Technical studies/pilot projects	(TO/Coordinator) → Dir→JS	AS
4.	Technical meetings, workshops and events	(TO/Coordinator) → Dir →JS	AS
5.	Bi-lateral, Multi-lateral ,GEF project coordination	(TO/Coordinator) → Dir→JS	AS
6.	Inputs on Technical matters	(TO/Coordinator) → Dir → JS	AS

Externally Aided Project (EAP)

S.No.	Type of Cases	Channel of Submission	Level of final disposal
1.	Submission of new proposals to DEA for posing it to Bilateral and Multilateral Agencies	(TA/SO) → AIGF→IGF→ADG	Secretary
2.	For routine matters	(TA/SO)-AIGF	IGF
3.	General Correspondence with DEA/JICA	(TA/SO) →AIGF	IGF

Economic Division (ED)

Sl. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	All matters related to Green Skill Development Programme	AD→DD→JD	Sr. EA
2.	Updation of Output Outcome Monitoring Framework (OOMF) related to ENVIS scheme on the portal of NITI Aayog;	RA/SO→DD→JD	Sr. EA
3.	Handling and coordinating all matters referred by the Department of Economic Affairs, Department of Commerce, DPIIT as Economic Division is the nodal Division for these Ministries/departments	RA/AD→DD→JD	Sr. EA
4.	Draft replies to Parliament Questions/ Paras contained in Reports of Parliamentary Standing Committee.	DD/JD→Sr.EA→Secy.	HMEFCC
5.	All financial matters related to ENVIS Hubs/RPs	DD→ Sc. D→Sr. EA	SS&FA
6.	All matters related to ISBEID and GRIDSS;	SO/AD→DD→ Sc. D	Sr. EA
7.	SFC of ENVIS Scheme	DD→Sc. D→Sr. EA	Secretary

Environment Education (EE) Division

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Parliament questions (starred)	Sc.E → Adv → AS →Secy.	Minister
2.	Parliament questions (unstarred)	Sc.E→Adv →AS	Minister
3.	Parliament assurances	Sc.E → Adv → AS → Secy.	Minister
4.	Matters raised in Parliament under Rule 377, Special Mention, etc.	Sc.E → Adv → AS – Secy.	Minister
5.	VIP references	Sc.E → Adv → AS →Secy.	Minister
6.	Matters related to Parliament Standing Committee, Parliament Accounts Committee, etc.	ASO → Sc.E → Adv → AS	Secretary
7.	PMO references	ASO→Sc.E→Adv→AS	Secretary
8.	Guidelines of EEAT Scheme	ASO → Sc.E - Adv → AS	Secretary
9.	Sanction of grants-in-aid above Rs. 2 crore for implementation of EEAT scheme	ASO → Sc.E → Adv→ AS	Secretary
10.	Policy decisions related to major matters: portal developments/ technological interventions inter-ministerial collaborations collaborations with international organizations organization of outreach activities/ campaigns development of knowledge products	ASO→Sc.E→Adv→AS	Secretary
11.	Annual Action Plan	ASO → Sc.E →Adv →AS	Secretary
12.	Providing comments/ inputs to various Ministries/ Departments	ASO →Sc.E → Adv →AS	Secretary

13.	Sanction of grants-in-aid above Rs. 1 crore and uptoRs. 2 crore for implementation of EEAT scheme	ASO→Sc.E →Adv	AS
14.	Finalization of indicators for output-outcome monitoring framework	ASO → Sc.E → Adv	AS/ Adv
15.	Budget estimation and related matters	ASO → Sc.E	Adv
16.	Sanction of grants-in-aid uptoRs. 1 crore for implementation of EEAT scheme	ASO → Sc.E	Adv
17.	Routine matters related to: inter-ministerial collaborations collaboration with international organizations portal development/ maintenance development of knowledge products organization of outreach activities/ campaigns audit matters output-outcome monitoring framework consultations with other Divisions	ASO→Sc.E	Adv
18.	Annual Report	ASO→Sc.E	Adv
19.	Appeals under RTI Act, 2005	ASO → Sc.E	Adv
20.	Public Grievances and other references from public	ASO → Sc.E	Adv
21.	Routines matters related to implementation of EEAT scheme, co-ordination with State Nodal Agencies, etc.	ASO	Sc.E
22	Applications under RTI Act, 2005	ASO	Sc.E

Eco Sensitive Zone (ESZ)

S. No.	Type of Cases	Channel of Submissions	Level of Final Disposal
1.	Declaration of Eco-Sensitive Zone (ESZ) proposals for Draft, Amendment and Final Notifications	JD / AD/Dir →Adv →AS→ Secy.	Minister
2.	Declaration of Eco-Sensitive Area (ESA) for Draft, Amendment and Final Notifications	JD / AD/Dir → Adv→ AS→ Secy.	Minister
3.	Parliament Questions and Parliament related matters	JD / AD/Dir →Adv→ AS→ Secy.	Minister
4.	VIP/PMO References	JD / AD/Dir →Adv→AS→ Secy.	Minister
5.	Court Cases	JD / AD/Dir → Adv→ AS	Secretary
6.	Monthly DO to Cabinet	JD / AD/Dir →Adv→ AS	Secretary
7.	Follow-up relating to Eco-Sensitive Area/Zone (ESA/ESZ)	JD / AD/Dir → Adv→ AS	Secretary
8.	ESZ Meetings	ASO/Consultant→ JD / AD-Dir → Adv	AS
9.	Examination of ESZ proposals	Consultant→JD / AD→Dir	Advisor
10.	Legal vetting and Hindi Translation	ASO/ Consultant→ JD / AD →Dir	Advisor

11.	Publication in Gazette of India	ASO/ Consultant→ JD/AD →Dir	Advisor
12.	Updating of ESZ status on Ministry website	ASO/Consultant →JD/AD	Director
13.	Preparation of weekly status of Proposal	ASO/Consultant →JD/AD	Director

Forest Conservation (FC)

S. No.	Type of Cases	Channel of Submission	Level of final disposal
1.	Policy matters	SO/TO/Dir/AIG → IGF → ADG → DG/Secy.	Minister
2.	Approvals of Stage-I under FC Act (except in cases requiring attention of DGF)	SO/TO/Dir/AIG → IGF → ADG	Minister
3.	Approvals of Stage-I under FC Act (cases requiring attention of DGF)	SO/TO/Dir/AIG → IGF → ADG → DG	Minister
4.	Inputs/information to other Divisions (requiring attention of higher authorities)	SO → Dir/AIG → IGF	ADG/DGF
5.	Approvals of Stage-II under FC Act (cases requiring attention of higher authorities)	SO/TO → Dir/AIG → IGF	ADG/DGF
6.	Placing of diversion proposals under FC Act before FAC (cases where attention of higher authorities is required)	TO/SO → Dir/AIG → IGF	ADG
7.	Inputs/information to other Divisions (except cases requiring attention of higher authorities)	SO → Dir/AIG	IGF
8.	Placing of diversion proposals under FC Act before FAC (except in cases where attention of higher authorities is required)	TO/SO → Dir/AIG	IGF
9.	Approvals of Stage-II under FC Act (except in cases requiring attention of higher authorities)	TO/SO → Dir/AIG	IGF
10.	Approval of draft letters of Stage-I & Stage-II approvals	TO/SO → Dir/AIG	IGF

Forest Establishment (FE)

S. No	Type of Cases	Channel of Submissions	Level of Final Disposal
1.	Appointment/confirmation/promotion of Gr. A officers	(SO/US/DS/Dir) → JS→ DGF & SS→ Secy.	MEF&CC
2.	Referring of cases to (Admn. Div i.e. P-III) for filling of Gr A posts on promotion under the flexible complementary scheme	(SO/US)-DS/Dir.	JS
3.	Framing/amendment of Rectt. Rules for Gr A & B posts for final approval a) Framing/amendment of Rectt. Rules for Grp A & B posts (Except those indicated below) b) Framing/important amendment of Rectt. Rules for the post of Head of Department	(SO/US) → DS/Dir→JS→DGF & SS (SO/US/DS/Dir) → JS→DGF & SS →Secy.	Secretary MEF&CC
4.	Framing/amendment of Rectt rules for Gr C & D posts for final approval	(SO/US) → DS/Dir	JS
5.	Personnel matters relating to ICFRE, FSI, IGNFA, DFE , WCCB & NZP not involving discretion and relaxation of rules ie where they are based on clear cut precedents	(SO/US) → DS/Dir	JS
6.	Personnel matters relating to	(SO/US)→DS/Dir→JS	DGF &

	ICFRE, FSI, IGNFA, DFE , WCCB and NZP involving exercise of discretion and/or relaxation of rules		SS**/Secy. **MEF&CC **(as the case may be)
7.	Approval of draft reply statements in Court cases *Contempt in court cases	(SO/US) → DS/Dir	JS/DGF&SS *Secy(EFCC)*/ MEF* (*only in policy matters)
8.	VIP/MP References	(SO/US/DS/Dir) →JS	MEF&CC
9.	Parliament Questions & Assurances: i)Starred Questions &s and Assurances ii) Unstarred Qns & Assurances iii)Other matters raised in Parliament (including matters raised under Rule 377 & in RS by way of spl Mention)	(SO/US/DS/Dir) →JS→DGF & SS→Secy. (EFCC) (SO/US/DS/Dir) →JS → DGF & SS (SO/US/DS/Dir) →JS → DGF & SS	MEF&CC MEF&CC MEF&CC

Forest Policy/FIC Division

S. No.	Type of Cases	Channel of Submission	Level of final disposal
1.	Domestic tour (Nomination & Approval)	(SSA/ASO/RI/SO/TO) → AIGF	DIGF/IGF
2.	Providing inputs / information to Divisions / Ministry/ Department	RI/TO→AIGF	DIGF/IGF
3.	REDD+ matters	TO→AIGF	DIGF/IGF
4.	Routine matters	(SSA/ASO/RI/SO/TO) → AIGF	DIGF
5.	E Samiksha/Up-dation of Website	TO→AIGF	DIGF
6.	Seeking comments/ other Miscl. Matters	(SSA/ASO/RI/SO/TO) → AIGF	DIGF

Forest Protection Division (FPD)

S.No.	Type of Cases	Channel of submission	Level of final disposal
1.	Centrally Sponsored Scheme: Forest Fire Prevention & Management Scheme	T.O. →AIG→IGF	Secretary
2.	Issues relating to forests protection including control of illicit felling of trees, deforestation, and encroachment of forest land	T.O. →AIG	IGF
3.	Disaster Management related matters	T.O. →AIG→IGF	Secretary
4.	Forest Fires related matters	T.O. →AIG	IGF
5.	Court Cases	Legal Associate/AIG→IGF→DGF&SS	MEF&CC
6.	Parliament related matters (LS/RS Questions, Rule 377, Assurance, Zero Hour and Parliament Standing Committee	AIG→IGF→ADG→DGF&SS/Secy.	MEF&CC
7.	RTI and appeal	TO. →AIG→IGF	AIG for RTI application IGF for RTI appeal
8.	VIP Reference	AIG→IGF→ADG→DGF&SS	MEF&CC
9.	Routine issues	TO. →AIG	IGF

*In Policy matter, decision/level of final disposal by DGF&SS/Secretary (E,F&CC)/MEF&CC depending on the issue involved in the case.

General Administration (GA)

S. No.	Type of Cases	Channel of submission	Level of final disposal
1	Purchase of Staff Cars and other vehicles	US→HoD→JS	Secretary
2	Laptop	US→HoD→JS	Secretary
3	Finalization of Tenders (cost >Rs. 5 crores and upto Rs. 20 crores)	US→HoD→JS	Secretary
4	Finalization of Tenders (cost >Rs. 3.00 crores and upto Rs. 5 crores)	US→HoD→JS	AS
5	Finalization of Tenders (cost uptoRs. 3.00 crores)	US→HoD→JS	JS
Head of Department (HoD) delegated powers uptoRs. 5.00 Lakhs			
6	Maintenance of office building / cleanliness/conservancy/repair/renovations/ furnishing	SO→US	HoD
7	Maintenance of Staff Car	SO→US	HoD
8	Procurement /Purchase of a. Furniture b. Stationery c. Office equipment (ACs, Coolers, Photocopiers, Fax Machines d. Sundries – Reimbursement of Briefcases, etc	SO→US	HoD
9	Maintenance of Air-conditioners/room coolers/heaters.	SO→US	HoD
10	Procurement and supply of uniforms to MTS and Staff Car Drivers	SO→US	HoD
11	Payment/ reimbursement of telephone bills	SO→US	HoD
12	Operations of Internal Telephone exchange and duplicating Unit	SO→US→HoD	HoD
13	IT items other than Laptop	SO→US→HoD	HoD

General Coordination (GC)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Comments on the Cabinet notes: obtaining from concerned divisions	(SO/US) →Dir→JS	Secretary/ MEF&CC
2.	<p>JCM Matters</p> <ul style="list-style-type: none"> • Departmental Council Meetings • Approval to agenda • Preparation/approval of minutes 	<p>(SO/US)→Dir→JS</p> <p>(SO/US) →Dir→JS</p>	<p>Secretary</p> <p>Secretary</p> <p>Secretary</p>
3.	<p>Meeting of Secretary (E&F) with Sr. Officers</p> <ul style="list-style-type: none"> • Approval to agenda • Issue of meeting notice and agenda items • Approval of minutes 	<p>SO/US→Dir→JS</p> <p>SO/US</p> <p>SO/ US→Dir→JS</p>	<p>Secretary</p> <p>Secretary</p> <p>Secretary</p>
4.	<p>Awards:</p> <ul style="list-style-type: none"> • Response to Recommendations for various Awards like Ashok Chakra, Kirti Chakra, Shaurya Chakra for gallantry, Padma Awards etc. to the concerned Ministries. 	(SO/US) →Dir→JS	Secretary
5.	Grant of honorarium to the officials of the Ministry	(SO/US) →Dir→JS	Secretary
6.	<p>Nodal Officers/Nodal Divisions</p> <ul style="list-style-type: none"> • Nomination if the Nodal Officers to the all States/ UTs • Nomination of the Nodal Officers to all the Ministries/Department 	<p>(SO/US) →Dir→JS</p> <p>(SO/US) →Dir→JS</p>	<p>Secretary</p> <p>Secretary</p>

7.	Monthly D.O. letter to the Cabinet Secretary	(SO/US) →Dir	JS
8.	Office Council Meetings <ul style="list-style-type: none"> • Conduct of meeting 	(SO/US) →Dir	JS
9.	Celebration / Observance of important Days like Quami Ekta Week, Armed Forces Flag Day	(SO/US) →Dir	JS
10.	Circulation of important orders/ circulars of general nature received from Cabinet Secretariat/P.M. Office, Ministry of Finance, Home and President Sectt. etc.	SO/US	Dir/JS
11.	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/US) →Dir	JS
12.	JCM Matters <ul style="list-style-type: none"> • Conduct of meeting Secy (E&F) • Follow – up action on the Proceedings 	(SO/US) →Dir SO/US	Dir Dir
13.	Office Council Meetings <ul style="list-style-type: none"> • Preparation & approval of agendas • Follow – up action on the proceedings 	SO/US SO/US	Dir Dir
14.	Meeting of Secretary (E&F) with Senior Officers – Conduct of meeting	(SO/US) →Dir	Dir./JS
15.	Logistic support for Audit Inspection of the Ministry	SO or US	Dir./JS
16.	Welfare activities -Farewell parties to the retiring Govt. Officials in the Ministry	SO or US	Dir./JS

Green India Mission (GIM)

S. No	Type of Cases	Channel of Submission	Level of final disposal
1.	Formation and conduction meetings of National Executive Council and National Governing Council	(Consultant/SO/US/Dir) →JS→AS/SS→Secy.	Minister
2.	Approval of Externally Aided Projects (EAP)	(Consultant/SO/US/Dir) →JS→AS/SS→Secy.	Minister
3.	Convergence guidelines: preparation & finalization	(Consultant/SO/US)→Dir →JS→AS/SS	Secretary
4.	Strengthening of Mission Directorate: engagement of consultants	(Consultant/SO/US)→Dir →JS	AS
5.	Examination and approval of Perspective Plans and Annual Actions Plans	(Consultant/SO/US)→Dir →JS	AS/SS
6.	Evaluation of reports	(Consultant/SO/US)→Dir →JS	AS/SS
7.	Monitoring and Evaluation of performance of States	(Consultant/SO/US)→Dir →JS	AS/SS
8.	Strengthening of Mission Directorate: procurement etc.	(Consultant/SO/US)→Dir →JS	AS/SS
9.	Implementation of EAP	(Consultant/SO/US)→Dir →JS	AS/SS
10.	Approval of Annual Progress Report	(Consultant/SO/US)→Dir →JS	AS/SS
11.	Miscellaneous matters such as “communication within & outside the Ministry etc.	(Consultant/SO/US)→Dir	JS

HAZARDOUS SUBSTANCE MANAGEMENT DIVISION (HSMD)

S. No	Type of cases	Chanel of Submission	Level of final disposal
1.	Parliamentary matters (Starred Questions/Unstarred Questions/ Assurances/Rule 377/ Departmental Parliamentary Committee Meetings) & VIP references	(US/DD/JD/AD/Dir/Sc F) → JS→Secy.	MoS/MEF
2.	Framing rules/regulations, policies on matters of wastes and chemicals management (Hazardous waste, solid waste, flyash, battery waste, bio-medical waste, e-waste, C&D waste, hazardous chemicals, chemical accidents, Public liability insurance, etc)	(US/DD/JD/AD/Dir/Sc F) → JS→Secy.	MEF
3.	Interpretation of waste management rules and issuing policy clarifications	(US/DD/JD/AD) →Dir/Sc F	JS
4.	Major decisions/Country's position related various multi-lateral conventions/agreements (Basel, Stockholm, Rotterdam, Minamata/SAICM)	(US/DD/JD/AD/Dir/Sc F) → JS→Secy.	MEF
5.	Reporting and attending technical matters of multi-lateral lateral conventions (Basel, Stockholm, Rotterdam, Minamata)	(US/DD/JD/AD) →Dir/Sc F	JS (National Focal Point)
6.	Appraisal of projects under HSM Scheme	US/DD/JD/AD	Dir/Sc F
7.	Approval of projects recommended by Project Evaluation Committee under HSM Scheme	(US/DD/JD/AD) → Dir/Sc F→JS	Secy.
8.	Import/Export permissions of Hazardous Waste under Hazardous and Other Waste (Management and transboundary movement) Rules, 2016	(US/DD/JD/AD/Dir/Sc F) → JS→Secy.	MEF

9.	Prior Informed Consent/ consent on Form-A/Form-B for import/Export of mercury under Minamata convention	(US/DD/JD/AD) →Dir/Sc F	JS (National Focal Point)
10.	Review of GEF funded projects (UNDP/UNIDO/UNEP)	(US/DD/JD/AD) → Dir/Sc F	JS
11.	Court cases filing of affidavits seeking adjournments	(US/DD/JD/AD) → Dir/Sc F	JS
12.	Issues of sanctions with administrative approval and approval of IFD	US/DD/JD/AD	Dir/Sc F
13.	(i) Public Grievances (ii) Public Grievances received from PMO/Cabinet Secretary	US/DD/JD/AD (US/DD/JD/AD) →Dir/Sc F	US/DD/JD / AD JS
14.	Monthly DO submissions	(US/DD/JD/AD) → Dir/Sc F	JS
15.	Providing information to other wings/divisions of the Ministry	(US/DD/JD/AD) →Dir/Sc F	JS
16.	Providing information to other Ministries	(US/DD/JD/AD) →Dir/Sc F	JS
17.	Providing information/briefings/presentations called by Secy/MEF	(US/DD/JD/AD) →Dir/Sc F	JS
18.	RTI matters (i)Applications (ii)Appeals	US/DD/JD/AD→ Dir/Sc F	US/DD/JD / AD Dir/Sc F

Impact Assessment (IA) Division

S No	Type of Cases	Channel of submission	Level of final disposal
1.	Constitution of State Level Environmental Impact Assessment Authority (SEIAA) and State Level Environmental Appraisal Committee (SEAC)	(Sc C/D/Sc E/F) →JS→ AS→ Secy.	MEF&CC
2.	Notification under the Environment (Protection) Act, 1986 and the amendments therein	(Sc D/Sc E/F)→JS→ AS → Secy.	MEF&CC
3.	OMs / Circulars on EIA matters	Sc D/Director → JS AS → Secy.	MEF&CC
4.	Approval / Rejection of Environmental Clearance under the EIA Notification, 2006 and subsequent amendments	(Sc C/D/Sc E)→ JS→ AS→ Secy.	MEF&CC
5.	Approval / Rejection of Clearance for the projects / activities under the CRZ Notification, 2011 and subsequent amendments	(Sc C/D/Sc E)→ JS→ AS→ Secy.	MEF&CC
6.	Amendment in Environmental Clearance / CRZ Clearance	Sc C/D→ Sc E→ JS→ AS→ Secy.	AS (Factual corrections) MEF&CC (For technical in nature)
7.	Transfer of Environmental Clearance	Sc E→JS	AS (without change of ownership) MEF&CC (With change of ownership)
8.	Extension of validity of Environmental Clearance	(Sc C/D/Sc E/F)→ JS→ AS→ Secy.	MEF&CC
9.	Grant / rejection / Amendment / Corrigendum / Validity extension for ToR	Sc C/D→ Sc E/F	JS
10.	Out of turn appraisal / consideration of proposals for EC	Sc C/D→ Sc E/F→ JS→AS	Secretary (PSU) MEF&CC (Private)
11.	De-listing of proposals from the pendency list	Sc C/D→ Sc E/F	JS

12.	Transfer of proposals to SEIAA / SEAC	Sc C/D→ Sc E/F	JS
13.	Monitoring of approved projects	Sc C/D→ Sc E/F→ JS	JS/ AS
14.	Returning of incomplete application for EC/ToR/CRZ/Amendments	RA/RO/Sc D	Director/MS
15.	Reply to Writ Petition / Original Application	Sc D→Sc E	JS/ Secretary
16.	Show-cause notice under section 5 of the Environment (Protection) Act, 1986	Sc C/D→ Sc E/F→ JS	AS/ Secretary
17.	Direction under Section 5 of the E(P) Act, 1986	Sc C/D→ Sc E/F→ JS→ AS	Secretary (Without closure) /MEF&CC (With closure)
18.	Hearing opportunity to the project proponent	Sc D→Sc E	JS
19.	Revocation of the directions issued for closure of units / projects under section 5 of the Environment (Protection) Act, 1986	Sc C/D→ Sc E/F→ JS→ AS	Secretary (Without closure) /MEF&CC (With closure)

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

S. No.	Types of Cases	Channel of Submission	Level of final disposal
1.	<p>Matters relating to UNEP:</p> <p style="padding-left: 40px;">I. Participation in the Annual meeting of United Nations Environment Assembly (UNEA).</p> <p style="padding-left: 40px;">II. Statements/Interventions to be delivered in the UNEA.</p>	<p style="padding-left: 40px;">Dir→JS→AS→Secy.</p> <p style="padding-left: 40px;">Dir→JS→AS→Secy.</p>	<p>Minister</p> <p>Minister</p>
2.	<p>Sustainable Consumption and Production (SCP):</p> <p style="padding-left: 40px;">I. Participation in the international meetings on SCP organized by UNEP.</p>	<p>SO/US→Dir→JS→AS</p>	<p>Secretary /Minister</p>
3.	<p>Sustainable Development (SD) and Sustainable Development Goals (SDGs):</p> <p style="padding-left: 40px;">I. Policy issues relating to sustainable Development</p> <p style="padding-left: 40px;">II. Participation in the meetings on sustainable development organized by the United Nations</p> <p style="padding-left: 40px;">III. Statements/Interventions to be delivered in the above meetings relating to SD</p> <p style="padding-left: 40px;">IV. Policy issues relating to SDGs</p> <p style="padding-left: 40px;">V. Participations in the negotiating meetings on</p>	<p style="padding-left: 40px;">Dir→JS→AS→Secy.</p> <p style="padding-left: 40px;">Dir→JS→AS→Secy.</p> <p style="padding-left: 40px;">Dir→JS→AS→Secy.</p> <p style="padding-left: 40px;">Dir→JS→AS→Secy.</p> <p style="padding-left: 40px;">(SO/US/Dir) →JS→AS</p>	<p>Minister</p> <p>Minister</p> <p>Minister</p> <p>Minister</p> <p>Minister</p>

	SDGs		
	VI. Statements/Interventions to be delivered in the context of SDGs	SO/US/Dir→JS→AS	Minister
4.	SWITCH-Asia Programme of UNEP		
	I. Participation in the international meetings relating to SWITCH Asia Programme	SO/US/Dir→JS→AS	Minister
5.	Matters relating to other UN and Multilateral Bodies		
	I. Participation in the international meetings/ conferences	Dir→JS→AS→Secy.	Minister
	II. Statements /interventions to be delivered	SO/US-Dir→JS→AS	Secretary
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	SO/US→Dir→JS→AS	Secretary/ Minister
	II. Statements to be delivered	SO/US→Dir→JS→AS	Secretary
7.	Matters relating to UNEP		
	I. Annual Contribution to the UNEP's Environment Fund	SO/US→Dir→JS→AS	AS
	II. Inter-ministerial consultation/ Coordination on UNEP related matters	SO/US→Dir→JS	Secy.
	III. New Emerging Issues	SO/US→Dir→JS	AS

8.	<p>Implementation of UNEP funded Project on ‘Supporting the Shift Towards Sustainable Consumption and Production through policy activities in India’</p> <p>I. Policy related issues with UNEP</p> <p>II. Hosting of Workshops/ National Consultations</p>	<p>SO/US→Dir→JS→AS</p> <p>SO/US→Dir→JS</p>	<p>Secretary</p> <p>AS</p>
9.	<p>Sustainable Consumption and Production (SCP)</p> <p>I. Organization of National/ International Conference on SCP</p> <p>II. Finalization of Agenda items</p> <p>III. Invitation to the line Ministries and other stakeholders</p> <p>IV. Follow up actions</p>	<p>SO/US→Dir→JS→AS</p> <p>SO/US→Dir→JS</p> <p>SO/US→Dir→JS</p> <p>SO/US→Dir→JS</p>	<p>Secretary</p> <p>AS</p> <p>AS</p> <p>AS</p>
10.	<p>Sustainable Development (SD) and Sustainable Development Goals (SDGs)</p> <p>I. Follow up actions</p> <p>II. New Emerging Issues</p>	<p>SO/US→Dir→JS</p> <p>SO/US→Dir→JS</p>	<p>AS</p> <p>AS</p>
11.	<p>SWITCH-Asia Programme of UNEP</p> <p>I. Follow up actions</p>	<p>SO/US→Dir→JS</p>	<p>AS/Secretary</p>
12.	<p>Matters relating to other UN and Multilateral Bodies</p> <p>I. Follow up actions</p>	<p>SO/US→Dir→JS</p>	<p>AS</p>
13.	<p>Interaction with UNDP</p> <p>I. Policy related issues</p>	<p>SO/US→Dir→JS→AS</p>	<p>Secretary</p>

	II. Implementation of UNDP supported projects	SO/US-Dir→JS	AS
14.	All Regional Bodies such as SAARC, SACEP, ASEAN, AECEN, ASEM, ADB, World Bank, etc.		
	I. Contribution to the SACEP	SO/US→Dir→JS→AS	Secretary
	II. Follow up actions	SO/US→Dir→JS	AS/ Secretary
	III. New Emerging issues relating to SAARC, SACEP, ASEAN, AECEN, ASEM, etc.	SO/US→Dir→JS	AS/ Secretary
	IV. Interaction/negotiation with the World Bank on implementation of new projects	SO/US→Dir→JS	AS/ Secretary
15.	Interaction with UNDP		
	I. Any other matter with UNDP	SO/US→Dir	JS/AS
16.	Matters relating to UNEP	SO/US→Dir	JS
	I. Follow up actions		
17.	Furnishing comments of miscellaneous references received from various Division of MoEFCC	SO/US→Dir	JS
18.	Recording/Reviewing/weeding out of old files	SO/US→Dir	JS

International Cooperation (IC-II)

Sl. No.	Types of cases	Channel of Submission	Level of final disposal
1.	Constitution of JWG	Dir→JS→AS→Secy.	Minister
2.	Finalization of MoU	Dir→JS→AS→Secy.	Minister
3.	Matter relating to ICEF Society	SO/US→Dir→JS→AS	Secretary
4.	Comments to MEA/line ministry	SO/US→Dir	JS
5.	Clearance from Administrative Ministry angle in respect of visit of Ministers/ Officials of State Government	SO/US→Dir	JS

Integrated Finance Division (IFD)

S. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Scrutiny and release of funds in fresh cases (excluding grants in aid cases) having financial implications of upto Rs.5 lakh where (i) No relaxation is involved. (ii) Cases where any relaxation is involved	SO/US SO/US→DS/Dir	DS/Dir FA
2.	Scrutiny and release of funds in grant in aid cases having a financial implication of Rs. 50 lakhs where (i) No relaxation is involved. (ii) cases where any relaxation is involved	SO/US SO/US→DS/DIR	DS/Dir FA
3.	Scrutiny and release of subsequent installments and re-validation proposals under the continuing projects (including grants in aid cases) having a financial implication of Rs.50 lakhs where - (i) No relaxation is involved. (ii) Cases where any relaxation is involved.	SO/US (ASO/SO/US) →DS/Dir	DS/DIR FA

4.	All cases other than those mentioned in 1-3 above.	SO/US →DS/Dir	FA
5.	All deputation/delegation abroad.	ASO→DS/Dir	FA
6.	Membership contribution of India to International Bodies	ASO→DS/Dir	FA
7.	Creation/continuation of posts.	SO/US→DS/Dir	FA
8.	Cases involving delegation of financial powers to Subordinate Authorities	SO/US→DS/Dir	FA
9.	All cases to be referred to Min. of Finance/DOPT or any other Ministry/Deptt of GoI.	SO/US→DS/Dir	FA
10	Cases relating to EFC/SFC of scheme/Projects	SO/US→DS/Dir	FA
11.	Any other cases where advice is sought where precedents are not available or rules are not clear.	SO/US→DS/Dir	FA
12.	Replies to Audit objections and Action Taken Notes on Audit Paras, PAC Cases.	SO/US→DS/Dir	FA
13.	Scrutiny and examination of proposal for misc expenditure related to IC Division, Media Cell, DC Cell, IA Division	(ASO/SO/US) →DS/Dir	FA
14.	Scrutiny and examination of proposal regarding TA/DA, Sitting Fee - (i) where no relaxation is involved. (ii) Cases where any relaxation is involved.	SO/US SO/US- DS/Dir	DS/Dir FA
15.	Coordination work with Department of Expenditure like EFC/SFC guidelines, updating and uploading the data of ABs/	(ASO/SO) →DS/Dir	FA

	SBs on the web-page of DoE, compilation of monthly DO letter to be forwarded from SS&FA to Secretary (DOE), general circulation of guidelines of DoE.		
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Indian Forest Service-I (IFS-I)

Sl. No.	Types of cases	Channel of Submission	Level of final disposal
1.	Cadre Review	SO/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/US/DS→JS	Minister
3.	Appointment of IFS officers under central Staffing scheme. Appointment of officers on central deputation IGF level and above posts	(SO/US/DS/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/US/DS/Dir	Central Forestry Establishment Board (CFEB)/ Minister
5.	Extension of deputation tenure.	SO/US/DS/Dir→JS→DGF&SS→Secy.	Minister /ACC
6.	Premature repatriation	(SO/US/DS/Dir) →JS→DGF&SS→Secy.	MEF/ Cabinet Secy. or ACC as the case be
7.	AGMUT Cadre Management (a) Transfers in different constituents of AGMUT cadre form DCF to PCCF (b) Convening of DPC	SO/DS/Dir→JS→DGF&SS/Secy. US/DS→JS→DGF & SS	Minister AGMUT Cadre Managing Committee / Minister
8.	Consultancy /Assignments with I. (a) International	SO/US/Dir→JS→DGF &SS→Secy.	Minister /Committee chaired by

	Organization/Institutes II. International Institutions/Organizations .	SO/US/DS/Dir→JS→ DGF&SS	Cabinet (P) & Secy. Finance as Members Minister
9.	Commercial employment case of IFS Pensioners (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/Dir→JS→DGF&SS SO/US/DS/Dir→JS→ DGF & SS→Secy. SO/US/DS/Dir→JS→ DGF & SS→Secy.	Minister Minister Minister
10.	Review at the age of 50 years of age of officers (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/US/DS/Dir→JS→ DGF & SS-Secy. SO/US/DS/Dir→JS→ DGF & SS→Secy.	Minister Minister /ACC
11.	Memorials relating to a adverse entries in ACRs	SO/US/DS/Dir→JS→ DGF & SS	Minister
12.	Permission under AIS Conduct Rules for acquiring movable/immovable property for (a) Inter-cadre transfers of	SO/US/DS/Dir→JS→	Minister /ACC

	officers (b) Inter-cadre deputation	DGF & SS→Secy. US/DS/Dir→JS→DGF & SS→Secy.	Minister /ACC
13.	AGMUT Cadre Management Attachment IFS Probationers for field Training	SO/US→DS/Dir→JS	DGF&SS
14.	Consultancy /Assignments with (a) National Organizations /Institutes (b) Study Leave for pursuing higher Studies with National Institutions.	SO/US→DS/Dir→JS SO/US→DS/Dir→JS	DGF&SS DGF&SS
15.	Cadre Clearance for IFS Officer (a) For attending training/study Tours/workshop/seminar s 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/US→DS/ Dir SO/US→Dir SO/US→DS/Dir	JS JS JS
16.	Central Deputation under Central Staffing scheme of DoPT drawing of panel.	SO/US→DS/Dir	JS
17.	Review at the age of 50 years of age of officers:		

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

Indian Forest Service (IFS-II)

S. No.	Types of cases	Channel of Submission	Level of final disposal
1	<p>Direct Recruitment through IFS Examination by UPSC and allied matters</p> <p>Policy matters on IFS recruitment</p>	US/Dir→JS→DGF&SS →Secy.	Minister
2	<p>Direct Recruitment through IFS Examination by UPSC and allied matters</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>Direct Recruitment through IFS Examination by UPSC and allied matters</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→Secy.	Minister
4	<p>Direct Recruitment through IFS Examination by UPSC and allied matters</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→Secy.	Minister
5	<p>Direct Recruitment through IFS Examination by UPSC and allied matters</p> <p>Cancellation of candidature on medical and other grounds</p>	(SO/US/DS/Dir) →JS→DGF&SS→Secy.	Minister
6	<p>Cadre allocation of IFS Direct Recruit</p> <p>Determination of State wise</p>	(SO/US/DS/Dir) →JS→DGF&SS→Secy.	Minister

	number of vacancies		
7	Cadre allocation of IFS Direct Recruit Cadre allocation as per laid down guidelines	(SO/US/DS/Dir) →JS→DGF&SS→Secy.	Minister
8	Fixation of seniority of Direct Recruit IFS officers Seniority in special cases in relaxation of the rules.	US/DS/Dir→JS→DGF &SS→Secy.	Minister
9	Preparation of Select List for promotion to IFS by UPSC Induction into IFS after receipt of requisite details from State Government	(SO/US/DS/Dir) →JS→DGF&SS→Secy.	Minister
10	Rules & Regulations under AIS Act Amendment to the framing of Rules Regulations relating to IFS under AIS Act.	(SO/US/DS/Dir) →JS→DGF&SS→ Secy.	Minister
11	Rules & Regulations under AIS Act All Policy Matters	(SO/US/DS/Dir) →JS→DGF&SS→ Secy.	Minister
12	IFS (Probation) Rules Confirmation in other cases	(SO/US/DS/Dir) →JS→DGF&SS→ Secy.	Minister
13	IFS (Probation) Rules Extension of period of Probation	(SO/US/DS/Dir) →JS→DGF&SS→ Secy.	Minister
14	IFS (Probation) Rules Discharge from service	(SO/US/DS/Dir) →JS→DGF&SS→ Secy.	Minister
15	IFS (Probation) Rules Removal from service	(SO/US/DS/Dir) →JS→DGF&SS→ Secy.	Minister
16	Cadre Review Approval of Cadre Review Committee's Recommendation & issue of final notification	DS/Dir→JS →DGF&SS→Secy.	Minister /DoPT
17	Voluntary retirement of IFS officers	(SO/US/DS/Dir) →JS→DGF&SS→ Secy.	Minister
18	Technical resignation of IFS	(SO/US/DS/Dir)	Minister

	officers	→JS→DGF&SS→ Secy.	
19	Grant of extension of service beyond superannuation / re-employment to superannuating IFS officers	(SO/US/DS/Dir) →JS→DGF&SS→ Secy.	Minister/ DoPT
20	Direct Recruitment through IFS Examination by UPSC and allied matters Communicating the tentative number of gross vacancies to UPSC	SO/US→DS/Dir→JS	DGF&SS
21	Rules & Regulations under AIS Act Disposal of cases involving relaxation of rules/ instructions	SO/US→DS/Dir→JS→ DGF&SS	Secretary
22	Direct Recruitment through IFS Examination by UPSC and allied matters Medical Examination and physical fitness of candidates recommended for IFS In case of any deviation	SO/US→DS/Dir→JS→ DGF&SS	Secretary
23	Direct Recruitment through IFS Examination by UPSC and allied matters Appeal against Medical Exam Board: Consultation with DGHS	SO/US→DS/Dir→JS→ DGF&SS	Secretary
24	Direct Recruitment through IFS Examination by UPSC and allied matters Decision on the findings of Appellate Board	SO/US→DS/Dir→JS→ DGF&SS	Secretary
25	Cadre Review Cadre Review-brief for the Cadre Review Committee	SO/US- DS/Dir→JS→DGF&SS	Secretary
26	Cadre Review		

	Temporary addition to the IFS Cadres	SO/US→DS/Dir →JS	DGF&SS
27	Direct Recruitment through IFS Examination by UPSC and allied matters Matters relating to issue of Notification and Rules regarding Examination - Where there is no deviation from existing Rules	SO/US→DS/Dir	JS
28	Direct Recruitment through IFS Examination by UPSC and allied matters Medical Examination and physical fitness of candidates recommended for IFS - In clear cases	SO/US→DS/Dir	JS
29	Fixation of seniority of Direct Recruit IFS officers Fixation of seniority in accordance with the rules.	SO/US→DS/DIR	JS
30	Fixation of seniority of Direct Recruit IFS officers Determination of inter- seniority of direct recruits on the results of Probationers final examination	SO/US→DS/DIR	JS
31	Preparation of Select List for promotion to IFS by UPSC Determination of State-wise number of vacancies	SO/US→DS/DIR	JS
32	Preparation of Select List for promotion to IFS by UPSC Comments on the minutes of Selection Committee, whether clear or there is any divergence of opinion	SO/US→DS/DIR	JS
33	Preparation of Select List for promotion to IFS by UPSC Notifying the Select List after approval of UPSC	SO/US→DS/DIR	JS

34	Direct Recruitment through IFS Examination by UPSC and allied matters Verification of Character and antecedents of candidates recommended for IFS - In cases of no adverse remarks	SO/US→DS	JS
35	Preparation of Select List for promotion to IFS by UPSC Fixation of seniority and Year of Allotment of promote IFS officers	SO/US→DS/Dir	JS
36	Preparation of Select List for promotion to IFS by UPSC Counting of previous defence service for seniority / pension	SO/US→DS/Dir	JS
37	Re-fixation of seniority in accordance with Rules (Both Direct Recruit & Promotee) On the basis of factual error/omission	SO/US→DS/Dir	JS
38	Re-fixation of seniority in accordance with Rules (Both Direct Recruit & Promotee) On the basis of representation/suo-moto	SO/US→DS/Dir	JS
39	IFS (Probation) Rules Confirmation in clear cases	SO/US→DS/Dir	JS
40	Cadre Review Concurrence for filling up vacant cadre posts	SO/US→DS/Dir	JS
41	Publication of IFS Civil list	SO/US→DS/Dir	JS
42	Regulation of pay of IFS officers under Rule 9 of Pay Rule	SO/US→DS/ Dir	JS
43	Cadre allocation of IFS Direct Recruit Issue of notification	SO/US	Dir
44	Rules & Regulations under AIS Act, 1956		

	Advice to the State Governments bases on existing orders/ instructions/precedence/ settled policy not involving any relaxation or exercise of discretion.	SO/US	Dir
45	Preparation of Select List for promotion to IFS by UPSC Nomination of Departmental Member on the Selection Committee	SO/US	Dir
46	Preparation of Select List for promotion to IFS by UPSC Issue of notification	SO	US
47	Fixation of seniority of Direct Recruit IFS officers Communication of finalised seniority to the State Govt. Ministries/Deptts.	SO/US	US

Information Technology (IT)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Reply to the Cabinet Note / Comments on EFC&SFC Proposal/Reply to the Mission Documents received from other Ministries	US/ Sci F→JS→AS	Secretary
2.	New Proposal on IT enabled Services/AMC	US/ Sci F→JS→AS	Secretary
3.	Release of Funds above Rs.50 Lakh	US/ Sci F→JS→AS	Secretary
4.	Release of Funds above Rs.25 Lakh and upto Rs.50 Lakh	US→Sci F→JS	Additional Secretary
5.	Setting up of Committee for opening of bids for the IT enabled Services/AMC	US→Sci F→JS	Additional Secretary
6.	Release of Funds upto Rs.25 Lakh	US→Sci F	Joint Secretary
7.	Implementation of eOffice in the Ministry and Attached Offices	US→Sci F	Joint Secretary
8.	Renewal of Domain Name of Websites/portals of the Ministry and Attached Offices	US→Sci F	Joint Secretary
9.	Major Changes / Modification in the Website of the Ministry	US→Sci F	Joint Secretary
9.	General / Admin. Matters (like RFD, Budget, Annual Report etc.)	US→Sci F	Joint Secretary

Internal Work Study Unit (IWSU)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Up-dation of Induction Material	(ASO/SO/US)→Dir→JS	AS
2.	Preparation and review of record retention schedules concerning substantive function of the Ministry in consultation with the National Archives of India (NAI)	(ASO/SO/US)→Dir→JS	AS
3.	Annual Programme of O&M Inspection of various sections/divisions and other offices under the Ministry	(ASO/SO/US) →Dir	JS
4.	Scrutiny 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/SO/US→Dir	JS
5.	Issue of compendium on the 'channel of Submission and level of final disposal of cases'	(ASO/SO/US/Dir)→JS→AS	Secretary
6.	Updation of Organisational Chart of the Ministry	(ASO/SO/US) →Dir→JS	AS
7.	Method Studies: Work Study for assessing manpower requirement Including Method Studies.	(ASO/SO/US) →Dir	JS
8.	Responsibilities relating to Departmental Record Room of this Ministry	Records Officer→Dir	Chief Records Officer

Media Cell

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Policy issues	US→Dir→JS→AS	Secy/ HMEFCC
2.	Production of Documentary Series/ Songs/ Films, etc.	US→Dir→JS→AS	Secy/ HMEFCC
3.	Approval of Action Plan	US→Dir→JS→AS	Secretary
4.	Creation of Newspaper Design/ Advts	US→Dir→JS→AS	Secretary
5.	Release of Funds above Rs. 50 lakh	US→Dir→JS→AS	Secretary
6.	Release of Funds above Rs. 25 Lakh up to Rs. 50 lakh	US→Dir→JS	Additional Secretary
7.	Publication of Advts/ Press clippings in Newspapers/ Magazines	US→Dir→JS	Additional Secretary
8.	Radio Spots on Radio Channels/ FMs	US→Dir→JS	Additional Secretary
9.	Participation at festivals/ exhibitions	US→Dir→JS	Additional Secretary
10.	General/ Administrative matters like RFD, Budget, Annual Report, etc	US→Dir→JS	Additional Secretary
11.	Logo Support to Organizations	ASO/US→Dir	Joint Secretary
12.	Awareness Campaign on Social Media	ASO/US→Dir	Joint Secretary
13.	Use of website for spreading awareness	ASO/US→Dir	Joint Secretary
14.	Design for e-magazine	ASO/US→Dir	Joint Secretary
15.	Visit of Student/ Faculty and Delegates to IPB for Tour and education	ASO/US→Dir	Joint Secretary

16.	Setting up of Exhibition Centre at Ground Floor, IPB	ASO/US→Dir	Joint Secretary
17.	Release of Funds up to Rs. 25 lakh	ASO/US→Dir	Joint Secretary
18.	Public Grievance matters	ASO/US→Dir	Joint Secretary
19.	RTI matters	ASO	US

National Afforestation & Eco-Development Board (NAEB)

S.No.	Types of Cases	Channel of Submissions	Level of Final Disposal
1.	IPVM Awards	To/AIGF/DIGF→IGF→ DIGF&SS→Secretary	Minister
2.	Fixation of Afforestation targets under 20 point programme to states	TO→AIGF/DIGF→IGF	DGF&SS
3.	Proposals received under National Afforestation Programme and Eco-Development Scheme	TO/AC→AIGF/DIGF→ IGF	DGF&SS
4.	Monitoring and Evaluation	TO/AC→AIGF/DIGF→ IGF	DGF&SS
5.	Proposals for approval of AWP under Support to Regional Centers and Publications	TO/AC→AIGF/DIGF→ IGF	DGF&SS
6.	Sanction of Leave	SO/US	IGF
7.	Pay fixation/Release of Periodical increments	SO/US→AIGF/DIGF→ IGF	IGF/HoD
8.	House Keeping Activities	SO/US/AC	HoD
9.	Conduct Rules/Disciplinary Action	SO/US→HoD→ Administration Division/Vigilance Wing (MoEF&CC)	Ministry

NGO Cell

S.No.	Types of cases	Channel of submission	Level of Final Disposal
1.	Parliament Question/Assurances etc.	ASO/US/Dir→SA→Sr.EA→Secy.	Minister
2.	MP/VIP cases received from MoEF&CC	ASO/US/Dir→SA→Sr.EA→Secy.	Minister
3.	NITI Aayog/Policy Matters	ASO/US/Dir→SA→Sr. EA	AS/Secretary
4.	Compilation of dictionary of NGOs	ASO/US→Dir	SA
5.	Material for annual report	ASO/US→Dir	SA
6.	Public Grievances	ASO/US→Dir	SA

National Museum Natural History (NMNH CELL)

S. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1	Setting up of Regional Museums of Natural History (RMNHs)	US→JS/AS→Secy.	Minister
2	Constitution of Advisory Committee	US→JS/AS→ Secy.	Minister
3	MoU with International Museums/ Institutions/ Organisations	US→JS/AS→ Secy.	Minister
4	Creation of Posts	US→JS→AS	Secretary
5	Outsourcing of manpower in	US→JS→AS	Secretary
6	Deputation (In the country)	SO/US →JS	AS
7	Administrative approval for works	SO/US	JS
8	Record Management 86 weeding out of files in NMNH Cell	SO/US	JS
9	Promotion of Scientist	SO/US	JS

National Tiger Conservation Authority (NTCA)

S. No.	Type of Cases	Channels of Submission	Level of final disposal
1.	Administrative Matter	SO→AIGF → DIGF	IGF
2.	Establishment Matter	SO →AIGF	DIGF / HOO
3.	Financial Matter	DDF → DIGF/IGF → ADG (PT)&MS(NTCA)	Secretary
4.	Policy Matter	AIGF / DIGF → IGF → ADG (PT)&MS(NTCA)	Secretary / Minister & Chairman (NTCA)
5.	Technical Matter	AIGF/DIGF → IGF	ADG (PT)&MS(NTCA)

Ozone Cell (OC)

S. No.	Type of Cases	Channel of Submission	Level of final disposal
1	Policy and Compliance with Ozone Depleting Substance (ODS) Rules	Director/Additional Director	Secretary
2	Work relating to Meeting of the Parties	Director/Additional Director	Secretary
3	Approval of Ozone Depleting Substances Phase out Project	Director/Additional Director	AS
4	Fiscal Incentives	Director/Additional Director	AS
5	Work relating to Executive Committee and other meeting on Montreal Protocol	Director/Additional Director	AS
6	Follow up action on decision of the Executive Committee and Meeting of the Parties	Director/Additional Director	AS
7	Monitoring and Evaluation of ODS Phase out projects	Director/Additional Director	JS
8	Reporting of Data under Article 7 of the Montreal Protocol	Director/Additional Director	Secretary
9	Coordination between Implementing Agencies	Director/Additional Director	JS
10	Project Management Unit for the production sector phase out projects	Director/Additional Director	JS
11	Furnishing comments on policy documents project proposals and other documents related to Montreal Protocol	Director/Additional Director	JS
12	Awareness	Director/Additional Director	JS
13	Management of Institutional Strengthening Project	Director/Additional Director	JS

14	Coordination with CPCB, State Governments (SPCB)	Director/Additional Director	JS
15	Review of Progress of the delayed projects	Joint Director	Director/Additional Director
16	Information dissemination	Joint Director	Director/Additional Director
17	Licensing for export and import of ODS	Director/Additional Director	JS
18	Routines Matters	Joint Director	Director/Additional Director

Official Language (OL)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Implementation of Official Language Policy of the Union	Director →JS→ AS	Secretary
2.	Translation of documents from English to Hindi	Asstt. Director → Dy. Director	Director

Parliament Section

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1	Lok Sabha / Rajya Sabha Questions (Starred and Unstarred)	SO/US/Dir→ JS→ AS→ Secy.	Minister
2	Consultative Committee attached with MoEF&CC	SO/US/Dir→ JS→ AS→ Secy.	Minister
3.	Parliamentary Assurances of Lok Sabha and Rajya Sabha.	SO/US/Dir→ JS→ AS→ Secy.	Minister
4.	Matters Raised Under Rule 377 in Lok Sabha and Special Mention in Rajya Sabha and Zero Hours in Lok Sabha and Rajya Sabha.	SO/US/Dir→JS→ AS→ Secy.	Minister
5.	Parliamentary Forum on Millennium Development Goals	(SO/US/Dir) → JS→AS	Secretary
6.	Issues likely to be raised during the Budget/ Monsoon/ Winter Session of Parliament	(SO/US/Dir) → JS→ AS	Secretary
7.	Handling of Parliamentary Matter in the Ministry	(SO/US/Dir) → JS→ AS	Secretary
8.	Government Business during the Session Period	(SO/US/Dir) → JS→ AS	Secretary
9.	All Parliamentary Committees of Lok Sabha and Rajya Sabha.	(SO/US/Dir) → JS→ AS	Secretary
10.	Study visits of various Parliamentary Committees	(SO/US/Dir) → JS→ AS	Secretary
11.	Oral Evidences in respect of various Committees	(SO/US/Dir) → JS→ AS	Secretary
	Assurances from other Ministries regarding information	SO/US →Dir	Joint Secretary
	Matter raised under Rule 377 and Special Mention from other Ministries	SO/US →Dir	Joint Secretary
12.	Miscellaneous	SO→US	Director

13.	Private Members Bills / Resolutions in both the Houses of Parliament	SO→US	Director
14.	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

Project Elephant (PE)

S. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Steering Committee of PE	Scientist D→IGF→ADG	Minister
2.	Constitution of Committee for Strengthening of Elephant Reserves and Elephant Corridors	Scientist D/IGF→ADG → DGF&SS→Secy.	Minister
3.	Constitution of Committee to recommendation of Gajah	Scientist D/IGF→ADG→ DGF&SS→ Secy.	Minister
4.	PMO/VIP references	Scientist D→IGF→ADG	Minister
5.	Declaration of Elephant Reserves/Corridors	Scientist D→IGF→ADG→ DGF&SS→ Secy.	Minister
6.	Parliament Question (i) Starred Question	Scientist D/IGF→ADG→ DGF&SS→ Secy.	Minister
7.	Other matters raised in Parliament (Rules 377 in Lok Sabha & Special Mention in Rajya Sabha)	Scientist D→IGF→ADG	Minister
8.	Court cases and Legal Matters	Scientist D→IGF→ADG→DGF&SS	Secretary
9.	Strengthening of PE Division	Scientist D →IGF→ADG	DGF &SS
10.	Grant-in-Aid under CSS-PE	Scientist D→IGF	ADG/IGF
11.	Matter related to NTCA,CZA, WCCB etc	Scientist D→IGF	ADG
12.	Man-Elephant Conflict	Scientist D→IGF	ADG
13.	Complaints about Wild & Captive Elephants	Scientist D→IGF	ADG
14.	Welfare and Management of Captive Elephant	Scientist D→IGF	ADG
15.	Matter related to MIKE CITES, WWF, WTI etc	Scientist D→IGF	ADG
16.	Matter related to Elephant Reserve/Corridors	Scientist D→IGF	ADG

17.	Matter related to elephant death due to various reasons	Scientist D→IGF	ADG
18.	Central Sector Expenditure matters	Scientist D→IGF	ADG
19.	Public Grievances	Scientist D→IGF	ADG
20.	RTI matters	Scientist D	IGF
21.	Parliament Questions (i) Unstarred Question	Scientist D	IGF

Administration/Personnel (P-I)

S. No.	Type of Cases	Channel of submission	Level of final disposal
1	Vacancy reporting for recruitment of Scientists (Group 'A')	US→DS→JS	Secretary
2	Appointment of Scientists (Group 'A') after approval of Minister	SO→US→DS	JS
3.	Confirmation of Scientists (Group : 'A')	US/DS→JS→AS→Secy.	Minister
4.	Sending proposal for Promotion of Scientists under FCS	ASO/US→DS	JS
5.	Disciplinary Proceedings/ Suspension of Group A/B Officer	DS→ JS→AS→Secy.	Minister
6.	Disciplinary Proceedings/ Suspension of Group 'C' Officer	ASO→SO→US	DS
7.	Appointment of Technical staff (Group : 'B', Gazetted/Non-Gazetted)	US→DS→ JS	Secretary
8.	Confirmation of Technical staff (Group : 'B', Gazetted/Non-Gazetted)	SO/US→DS→JS	Secretary
9.	Posting & Transfer of Scientists	US/DS→ JS→AS	Secretary

	and Technical staff		
10.	Promotion of Technical staff	US/DS→ JS→AS	Secretary
11	Appointment of Group C posts	ASO→SO→US	DS/Director
12.	GPF Withdrawal	ASO→SO→US	HOD
13.	LTC Advance	ASO→SO→US	HOO
14.	Court Cases (For filing affidait/ counter) * In contempt cases	SO/US→DS *US→DS→JS	JS Secretary
15.	Leave encashment/Children Education Allowance/Medical bill reimbursement	ASO/SO/US	HOD
16.	Computer Advance/House Building Advance	ASO/SO/US	HOD
17.	Misc. references	ASO/SO/US	DS
18.	Transfer TA Advance/Festival Advance	ASO/SO/US	HOO
19.	Pensionary benefits	ASO/SO/US	HOO
20.	RTI *Appeal	ASO/SO * ASO→SO	US/CPIO 1st Appellate Authority

21.	Parliament matter (inputs to other division/ Ministry) *Starred/Unstarred Question	SO/US→DS→JS *US→DS→JS	Secretary/ Minister
22.	Review of services of Group 'A' & 'B' under FR 56 (j)	US/DS→JS→ Secy.	Minister
23	Review of services of Group 'C' under FR 56 (j)	SO→DS→ JS	Secretary

Administration/Personnel (P-II)

S.No.	Type of Cases	Channel of submission	Level of final disposal
1	Initial Appointment of 'B' Officers and VRS Case of Group A & Group B Officers	DS→JS→Secy.	Minister
2	Taking on Strength of this Ministry for Group 'A' Officer after approval of Hon'ble Minister of concerned Dept./Ministry (Notification/ Office Order)	SO→US →DS	JS
3	Taking on Strength of this Ministry for Group 'B' Officer after approval of Hon'ble Minister of concerned Dept./Ministry (Notification/ Office Order)	ASO→US→DS	JS
4	Confirmation of Group 'B', Gazetted/Non-Gazetted Staff	ASO/US→JS→AS	Secretary
5	Reporting of Vacancy to DoPT/ DoEA/ MoS&PI etc.	SO→US→DS	JS
6	Posting & Transfer of Group A	DS→JS→AS	Secretary
7	Posting & Transfer of Group B	SO-US-DS	JS
8	Posting & Transfer of Group C	ASO→SO→US	DS/Director

9	Appointment of Group C posts	ASO/SO/US	DS/Director
10	Confirmation of Group C Staff	ASO-SO-US	DS/Director
11	Court Cases (For filing Affidavit/ Counter etc) except Contempt cases	SO→US→DS DS→JS→AS (Contempt cases)	JS Secretary
12	Leave encashment/Medical bill reimbursement/ Children Education Allowance	ASO→SO→US	HOD
13	Misc. references	ASO→SO→US	DS
14	Pensionary benefits	ASO→SO→US	HOO
15	RTI/ *Appeal	ASO→SO *ASO→SO	CPIO/ 1st Appellate Authority 1st Appellate Authority
16	Parliament matter (inputs to other division/ Ministry)	ASO→US→DS	JS

17	Changes/ Relaxation of guidelines related to engagement of Consultant	US/DS→JS	Secretary
18	Engagement of Consultant by other Divisions	ASO→US→DS	JS
19	Compassionate Appointment	ASO→US→DS	JS
20	Replies to Audit para	ASO→US→DS	JS
21	Changes in details of Service Book of Group A, B and Group C Officers	ASO→US→DS	HOD
22	Mandatory Training Programme for Group A Officers	SO/US→JS→AS	Secretary
23	Mandatory Training Programme for Group B	ASO→US→DS	JS
24	Mandatory Training Programme for Group C Staff	ASO→SO→US	DS
25	Forwarding of application of Group A Officers (Central Staffing Scheme) for deputation/ premature repatriation	US/DS→JS→Secy.	Minister
26	Forwarding of application of	ASO/US→JS	Secretary

	Group A , B & C Officers (other than Central Staffing Scheme) for deputation/ relieving		
27	Other miscellaneous matter requiring approval of Minister-in-charge	US/DS→JS→ Secy.	Minister

Administration/Personnel (P-III)

S.No.	Type of Cases	Channel of submission	Level of final disposal
1.	Processing the proposals for promotion under Flexible Complementing Scheme (FCS)	SO→US→DS	JS
2.	Processing of proposal for recruitment of Group'A' Posts of Scientists on Direct Recruitment / Deputation basis	SO/US→DS	JS
3.	Screening of applications for Recruitment of Scientists on Direct Recruitment / Deputation basis	SO→US→DS	JS
4.	Constitution of Departmental Screening Committees/Departmental Review Committees/ Expert Selection Committees/Departmental Assessment Committees/ Departmental Peer Review Committees for recruitment/Promotion in respect of Group-A scientists.	US→DS→ JS	Secretary
5.	Seeking approval of Competent Authority to the proposals recommended by the committees mentioned at column 2 Sl. No.4	US/DS→ JS→AS →Secy.	Minister
6.	Communicating the approvals of the recommended candidates selected on DR / Deputation basis to the concerned divisions	ASO/SO	US

	of the Scientists.		
7.	Communicating the approvals of the recommendations of DACs/DPRCs to the concerned divisions of the Scientists	ASO/SO	US
8.	Amendments to the Recruitment Rules of Group 'A' Scientific posts	US/DS→ JS/AS →Secy.	Minister
9.	Miscellaneous References and Monthly /Quarterly / Annual Reports / RTI etc.	ASO/ SO *In case of Appeal: ASO/ SO	US(CPIO) DS (1st Appeallate Authority)
10.	Court cases	SO/US → DS	JS
11.	Extension of services of Scientists beyond Superannuation under provisions of FR56(d) Composition of DSC/DPRC Proposals for Approval of ACC	US →JS →AS US/DS→JS/AS→Secy.	Secretary Minister

Policy and Law (P&L)

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

National Green Tribunal Cell (NGT)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Establishment of NGT(PB) and its Zonal Benches	Dir→JS→AS→ Secy.	Minister
2.	Appointment of Chairperson, Judicial/Expert Member	Dir→JS→AS→ Secy.	Minister
3.	Empanelment of Counsels in the NGT	Dir→JS→AS→ Secy.	Minister
4.	Deputation Abroad of Chairperson & members of the NGT	Dir→JS→AS→ Secy.	Minister
5.	Framing of Recruitment Rules	Dir→JS→AS→ Secy.	Minister
6.	Framing of medical Scheme	Dir→JS→AS→ Secy.	Minister
7.	Amendment in RRs	Dir→JS→AS→ Secy.	Minister
8.	Air-Travel (non-entitled class)	US/Dir→JS→AS	Secretary
9.	Demand for additional Grants	SO/US→Dir	JS

Legal Monitoring Cell (LMC)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Monthly report of updation of Court Cases on CCMS Portal	Associate (Legal)/ Senior Consultant/ Dir→JS/AS	Secretary
2.	Misc. matter regarding Court Cases	Associate (Legal)/ Senior Consultant/ Dir→JS/AS	Secretary
3.	Monitoring of Court Cases	Associate (Legal)/ Senior Consultant/ Dir	JS
4.	Daily report of Associate (Legal)	Associate (Legal)/ Senior Consultant/ Dir	JS
5.	Legal opinion	Associate (Legal)/ US→Dir or Senior Consultant (Legal)	JS
6.	Ascertaining of divisions to which cases pertains	Associate (Legal)/ Senior Consultant (Legal)	Director

Protocol

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Correspondence with MEA and Embassies/High Commissions for issue of Diplomatic/Official passports and visa (Note Verbal)	PO/SO	US/DS/JS
2.	Correspondence and follow up actions for setting bills with M/s Balmer Lawrie and other Travel Agencies	PO→US→DS	JS
3.	Correspondence with travel agencies e.g. Balmer Lawrie/Ashok Travel & Tours regarding ticketing/billing	PO→US→DS	JS
4.	Approved National & International travel bills(Air travel tours of entitled officers – their booking and payment of bills)	ASO→PO	US/DS
5.	Independence/Republic Days passes – Correspondence with M/o Defence etc.	ASO	PO/SO
6.	Work relating to Receptions at Rashtrapati Bhawan for VIPs upto AS level	ASO	PO/SO
7.	Booking of VIP/Ceremonial Lounge for MOEF/Secretary during international visits	ASO	PO/SO
8.	To see off and receive MOEF/Secretary on International Tours	ASO	PO/SO
9.	To see of and receive VVIPs who have appointments with MOEF/Secretary	PO/SO	PO/SO

Public Grievance Cell (PG)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Public Grievances, reminders to various Divisions/ Sections for redressal of PG.	(ASO/SO/US) →Dir	JS
2.	Appeals of disposed PG, reminders to various Divisions/ Sections for redressal of Appeals.	SO/US→Dir	JS
3.	COVID-19 related Cases/ reminders to various Divisions/ Sections for redressal of COVID-19 cases.	SO/US→Dir	JS
4.	Nomination for attending meetings DARPG	SO/US→Dir	JS / Secretary
5.	RTI related to PG cases	ASO/SO/US	Dir
6.	General Administrative work related to PG Cell	ASO/SO/US	Dir

Research in Education (RE)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Parliament questions (starred)	DS →Adv → AS → Secy.	Minister
2.	Parliament questions (unstarred)	DS → Adv→AS	Minister
3.	Parliament assurances	DS → Adv →AS → Secy.	Minister
4.	Matters raised in Parliament under Rule 377, Special Mention, etc.	DS →Adv → AS →Secy.	Minister
5.	VIP references	DS → Adv → AS → Secy.	Minister
6.	Matters related to Parliament Standing Committee, Parliament Accounts Committee, etc.	ASO/DS→Adv→AS	Secretary
7.	PMO references	ASO/DS →Adv →AS	Secretary
8.	Guidelines of R&D Scheme	ASO/DS →Adv → AS	Secretary
9.	Sanction of grants-in-aid above Rs. 2 crore for implementation of R&Dscheme	ASO/DS →Adv → AS	Secretary
10.	Policy decisions related to major matters: <ul style="list-style-type: none"> • portal developments/ technological interventions • inter-ministerial collaborations • collaborations with international organizations • organization of outreach activities/ campaigns • development of knowledge products 	ASO/DS →Adv →AS	Secretary
11.	Annual Action Plan	ASO/DS →Adv →AS	Secretary
12.	Providing comments/ inputs to various Ministries/ Departments	ASO/DS → Adv → AS	Secretary

13.	Sanction of grants-in-aid above Rs. 1 crore and upto Rs. 2 crore for implementation of R&D scheme	SSA/ASO → DS → Adv	AS
14.	Finalization of indicators for output-outcome monitoring framework	SSA/ASO → DS → Adv	AS/ Adv
15.	Budget estimation and related matters	SSA/ASO → DS	Adv
16.	Sanction of grants-in-aid upto Rs. 1 crore for implementation of R&D scheme	SSA/ASO → DS	Adv
17.	Routine matters related to: <ul style="list-style-type: none"> • inter-ministerial collaborations • collaboration with international organizations • portal development/ maintenance • development of knowledge products • organization of outreach activities/ campaigns • audit matters • output-outcome monitoring framework • consultations with other Divisions 	SSA/ASO → DS	Adv
18.	Annual Report	SSA/ASO → DS	Adv
19.	Appeals under RTI Act, 2005	SSA/ASO → DS	Adv
20.	Public Grievances and other references from public	SSA/ASO → DS	Adv
21.	Routines matters related to implementation of R&D scheme, co-ordination with State Nodal Agencies, etc.	SSA/ASO	DS
22.	Applications under RTI Act, 2005	SSA/ASO	DS

Regional Offices Head Quarters (ROHQ)

S. No.	Type of cases	Chanel of Submission	Level of final disposal
1	Project proposals for diversion of forest land under FCA, 1980	DIGF/IGF →ADGF→DGF&SS →Secy.	Minister
2	Parliament Questions & Assurances (a) Starred Question & Assurances (b) Unstarred Question & Assurances (c) Other matters raised in Parliament(including those raised by way of special mention in RS) under Rule 377 in LS & RS	RI/TO/US/DIGF→ IGF→ADGF→DGF&SS	MoS/ Minister
3	VIP References	TO/DIGF → IGF→ADGF→DGF&SS	MoS/Minister
4	Violation under FCA and Forest Working Plans approved by the Central Govt.	IGF→ADGF→DGF&SS	Minister
5	Court Cases	TO/US →DIGF-IGF	DGF&SS/ Secretary
6	Establishment and service matters of nineteen Integrated Regional Offices (IROs) – Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Lucknow, Nagpur, Ranchi and Shillong, Jammu, Jaipur, Shimla, Gandhinagar, Raipur, Kolkata, Guwahati, Hyderabad, Vijayawada.	RI/TO/US/DIGF→ IGF →ADGF	DGF&SS/Secretary
7	Performance Budget,	RI/TO/US	ADGF

	Annual Action Plan, Annual Report, and Monitoring of Plan Scheme of “Strengthening of Forestry Division – Regional Offices”	→DIGF→IGF	
8	Scrutiny, analysis and follow up action on the evaluation and monitoring of reports received from States/UTs and IROs under Forest (Conservation) Act, 1980 & Environment (Protection) Act	TO→DIGF → IGF	ADGF
9	Audit Paras	RI/TO/US →DIGF→IGF	ADGF
10	Scrutiny and analysis of Quarterly Projects Reports (QPR) on compensatory afforestation from Stats/UTs	TO→DIGF → IGF	ADGF
11	Inputs/Information to other Divisions	RI/TO/US→DIGF	IGF
12	RTI Matters	RI/TO/US	DIGF

Research & Training Division (RT Division)

Sl. No.	Types of cases	Channel of submission	Level of final disposal
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 level officers)
2.	Parliament Question & Assurance (i) Starred Question & Assurance	TO/SO/AIG/DIG→ ADG/DGF&SS	Minister
3.	Parliament Unstarred Question & Assurance	TO/SO/AIG/DIG→ ADG	MOS/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)	TO/SO/AIG/DIG →ADG/DGF&SS	Minister
6.	Handling of Audit Paras	TO/SO→AIG/DIG→ ADG/DGF&SS	Secretary
7.	Policy matters on IFS Training	TO/SO→AIG/DIG→ ADGF	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	RI/SO/TO→AIG/DIG →ADGF	DGF&SS

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/DGF&SS
	In Service training of IFS Officers (i) Approval of Institutions	TO/SO→AIG/DIG	ADG
15.	Release of funds/grants under approved schemes	RI/SO/TO→AIG/DIG	ADG/DGF&SS/ Secretary
16.	In Service training of IFS Officers (i) Nominations etc.	TO/SO→AIG	DIG

Right to Information Cell (RTI)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Designation of CPIOs/FAAs	SO→US→Dir	Advisor/JS
2.	Up-dation of Ministry's website relating to RTI Act,2005	SO→US→Dir	Advisor/JS
3.	RTI Returns to the Ministry	SO→US→Dir	Advisor/JS
4.	Correspondence with CIC/ DoPT	SO→US→Dir	Advisor/JS
5.	Matters related with CPIOs/FAAs issue of Departmental guidelines	US →Dir	Advisor/JS
6.	Policy Decision	US/Dir→JS→AS	Secretary

Swachh aur Swasth Bharat Cell (SSB)

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Parliament questions (Starred)	Scientist D → Adv→AS → Secy.	Minister
2.	Parliament questions (unstarred)	Scientist D → Adv→AS → Secy.	Minister
3.	Parliament Assurances	Scientist D → Adv→AS →Secy.	Minister
4.	Matters raised in Parliament under Rule 377, Special Mention, etc	Scientist D → Adv→AS → Secy.	Minister
5.	VIP References	Scientist D → Adv→AS → Secy.	Minister
6.	Matters related to Parliament Standing Committee, Parliament Accounts Committee, etc	RO/ Scientist D →Adv→AS	Secretary
7.	PMO Refrences	RO/ Scientist D →Adv→AS	Secretary
8.	Guideline of Swachhta Action Plan	RO/ Scientist D → Adv→AS	Secretary
9.	Policy decisions related to major matters:- <ul style="list-style-type: none"> • Inter-ministerial and intra ministerial collaborations • Organization of outreach activities/campaigns • development of creatives and knowledge products 	RO/ Scientist D → Adv→AS	Secretary
10.	Annual Action Plan	RO/ Scientist D → Adv→AS	Secretary
11.	Providing comments/inputs to various Ministries/Departments	RO/ Scientist D → Adv→AS	Secretary
12.	Finalisation of indicators for output-outcome monitoring framework	RO →Scientist D →Adv	AS
13.	Budget Estimation and related matters	RO → Scientist D	Adviser
14.	Sanction of funds upto Rs 1 crore for implementation of Swachhta Action Plan	RO → Scientist D	Adviser
15.	Routine Maters:	RO →Scientist D	Adviser

	<ul style="list-style-type: none"> • inter and intra Ministerial collaborations • organization of outreach activities/campaigns • output-outcome framework • consultations with other divisions • audit matters • development of creatives and knowledge products 		
16.	Annual Report	RO →Scientist D	Adviser
17.	Appeals under RTI Act, 2005	RO → Scientist D	Adviser
18.	Public grievances and other references from public	RO → Scientist D	Adviser
19.	Routine Matters related to implementation of Swachhta Action Plan, co-ordination with State/UT Nodal Agencies, etc	RO	Scientist D
20.	Applications under RTI Act, 2005	RO	Scientist D

Statistical Cell

Sl. No.	Types of cases	Channel of Submission	Level of Final Disposal
1.	Annual Report and Publications like the SDG Implementation Report	Consultant / AD → SA →Sr. EA →Secy.	Minister
2.	Preparation of Environment Report – National / States / UTs / Hotspot	AD →SA →Sr. EA →Secy. (File moves to IFD for release of instalments)	Minister
3.	SDG Coordination Unit	AD/Consultant →SA →AS →Secy.	Secretary (10% of the matters) AS (90%)
4.	Global Indices	AD/Consultant →SA →AS →Secy.	Secretary (for approval before NITI) AS(All other matters like Meetings etc.)
4.	Matters on Environmental Accounts	AD/Consultant →SA →Sr. EA →Secy.	SA / Sr. EA
5.	Statistical Cell – Other Matters	AD/Consultant →SA →Sr. EA →Secy.	SA / Sr. EA(80% of the matters) Secretary (20%)

Survey & Utilization (SU)

S.No.	Type of Cases	Channel of submission	Level of final disposal
1.	No objection certificate to Directorate General of Foreign Trade, New Delhi for export and import of wood and wood products such as red sanders and sandalwood	TO→AIG	IGF
2.	Policy Matter related to export and import of wood and wood products such as red sanders and sandalwood	IGF→ADG →DGF&SS	Secretary
3.	Matter related to State Forest Development Corporation Limited including Andaman & Nicobar Forest and Plantation Development Corporation Limited (ANIFPDCL), Port Blair.	TO→AIG	IGF
4.	Policy matter related to State Forest Development Corporation Limited including Andaman & Nicobar Forest and Plantation Development Corporation Limited (ANIFPDCL), Port Blair.	IGF→ADG→DGF&SS→ Secy.	MEF&CC
5.	Matter related to Wood Based Industries	TO→AIG	IGF
6.	Policy Matter related to Wood Based Industries	IGF→ADG→DGF&SS→ Secy.	MEF&CC
7.	Miscellaneous matter related to National Working plan Code	TO→AIG	IGF
8.	Matter related to revision of National Working plan Code	IGF→ADG →DGF&SS	MEF&CC
9.	Miscellaneous matter related to two international organisation	TO→AIG	IGF

	(ITTO),Yokohama, Japan and International Bamboo and Rattan Organisation (INBAR),Beijing, China		
10.	Important matter related to international Organisation (ITTO),Yokohama, Japan and International Bamboo and Rattan Organisation (INBAR),Beijing, China	IGF→ADG →DGF&SS	Secretary
11.	Misc. matter related to NTFP/MFP	TO→AIG	IGF
12.	Policy Matter related to related to NTFP/MFP	IGF→ADG→DGF&SS→Secy.	MEF&CC
13	Parliament Question, Assurance, Zero Hours and Special Mention	IGF→ADG →DGF&SS	MEF&CC
14.	RTI and appeal	TO→AIG→IGF	AIG for RTI application IGF for RTI appeal
15.	VIP Reference	IGF→ADG →DGF&SS	MEF&CC
16	Court Cases	IGF→ADG →DGF&SS	MEF&CC
17.	Routine issues	TO→AIG	IGF

VIGILANCE

Sl. No.	Type of cases	Chanel of Submission	Level of final disposal
1.	Disciplinary Proceedings		
	(i) Processing of Disciplinary Proceedings cases including Appeal, Review and Memorials in the case of IFS officers and other officers for imposition of penalty.	ASO/SO/US→DS/Dir. →JS &CVO → Secy.	Minister
	(ii) Disciplinary Proceedings against AGMUT cadre of IFS officers for Penalty.	ASO/SO/US→DS/Dir. →JS &CVO → Secy.	Minister
	(iii) Appointment of Inquiry Officer (IO) and Presenting Officer (PO) in case of IFS officers and other officers.	ASO/SO/US→DS/Dir→ JS &CVO → Secy.	Minister
	(iv) Consultation with UPSC in Disciplinary Proceedings cases.	ASO/SO/US→DS/Dir. →JS &CVO → Secy.	Minister
	(v) Consultation with CVC in Disciplinary Proceedings cases.	ASO/SO/US→DS/Dir. →JS &CVO → Secy.	Minister
2.	Prosecution Sanction Cases		
	(i) Grant of Prosecution Sanction in respect of IFS officers	ASO/SO/US→DS/Dir. →JS &CVO → Secy.	Minister
	(ii) Grant of Prosecution Sanction in respect of Group B and above officers	ASO/SO/US→DS/Dir. →JS &CVO→ Secy.	Minister
	(iii) Grant of Prosecution Sanction in respect of officers/officials below Group B	ASO/SO/US→DS/Dir. →JS &CVO	Secretary
	(iv) Consultation with CVC/DoPT in Prosecution sanction cases.	ASO/SO/US→DS/Dir. →JS &CVO → Secy.	Minister

3.	<p>Complaints</p> <p>(i) Complaints forwarded by CVC in which seeking report.</p> <p>(ii) Complaints forwarded by CBI/PMO/DoPT/VIP etc.</p> <p>(iii) Complaints received from Individuals in the Ministry.</p> <p>(iv) Investigation of Complaints</p>	<p>ASO/SO→US→DS/Dir. →JS&CVO</p> <p>ASO/SO→US→DS/Dir</p> <p>ASO/SO→US→DS/Dir</p> <p>ASO/SO→US→DS/Dir</p>	<p>CVC</p> <p>JS &CVO Secretary (in special cases)</p> <p>JS &CVO Secretary (in special cases)</p> <p>JS &CVO Secretary (in special cases)</p>
4.	<p>Suspension</p> <p>(i) Processing of Suspension cases in respect of IFS Officers and Other officers upto Group B</p> <p>(ii) Processing of Suspension cases in respect of officers/officials below Group B.</p>	<p>ASO/SO/US→DS/Dir. →JS&CVO→ Secy.</p> <p>ASO/SO/US-DS/Dir. →JS&CVO</p>	<p>Minister</p> <p>Secretary</p>
5.	<p>Vigilance Clearance</p> <p>(i) Grant of Vigilance Clearance in respect of Secretary (EF&CC) and DGF &SS</p> <p>(ii) Grant of Vigilance Clearance in respect of Addl. Secretary and equivalent</p> <p>(iii) Grant of Vigilance Clearance in respect of IFS officers above Pay</p>	<p>ASO/SO/US→DS/Dir. →JS&CVO</p> <p>ASO/SO/US→DS/Dir. →JS&CVO</p> <p>ASO/SO/US→DS/Dir. →JS&CVO</p>	<p>Minister</p> <p>Secretary</p> <p>Secretary</p>

	<p>Level 15</p> <p>(iv) Grant of Vigilance Clearance in respect of IFS officers up to Pay Level -14.</p> <p>(v) Grant of Vigilance Clearance in respect of Group A officers including Scientific Officers up to Scientist 'C'</p> <p>(vi) Grant of Vigilance Clearance in respect of Group B officers/officials and including Scientific/Technical Officers/officials and below.</p>	<p>ASO/SO→US→DS/Dir</p> <p>ASO/SO→US→DS/Dir</p> <p>ASO/SO→US→DS/Dir.</p>	<p>JS & CVO</p> <p>JS & CVO</p> <p>DS/Dir.</p>
6.	<p>Permission/Intimation for acquisition/disposal of Movable/Immovable Property</p> <p>(i) All IFS officers, Group A and above officers</p> <p>(ii) Group B and below</p>	<p>ASO/SO→US→DS/Dir →JS&CVO.</p> <p>ASO/SO→US→DS/Dir.</p>	<p>JS & CVO Secretary (EF&CC if required)</p> <p>DS/Dir.</p>
7.	<p>Parliament Question</p> <p>(i) Starred Question</p> <p>(ii) Unstarred Question</p> <p>(iii) Matters raised under Rule 377 in L.S. and by way of special and other Parliamentary matters.</p>	<p>ASO/SO/US→DS/Dir. →JS&CVO→Secy.</p> <p>ASO/SO→US→DS/Dir. →JS&CVO</p> <p>ASO/SO→US→DS/Dir. →JS&CVO</p>	<p>Minister</p> <p>Minister</p> <p>Minister</p>

8.	Court Cases	ASO/SO→US→DS/Dir	JS & CVO Secretary (EF&CC) in important/contempt cases
9.	Misc. references to be sent to (i) CVC (ii) DoPT/Legal Affairs	ASO/SO→US→DS/Dir ASO/SO→US→DS/Dir →JS&CVO	JS & CVO Secretary (EF&CC, if necessary) Secretary (EF&CC)

Wildlife Division (WL)

S. No.	Type of Cases	Channel of submission	Level of final disposal
1.	Research Project and Survey: Research Project and Survey: (i) In country (a) State Officers (b) Central Govt. (ii) Externally Aided Projects	Scientist/AIG/DIG/ IGF → ADGF→ DGF&SS→ Secy.	Minister
2.	Parliament Questions & Assurances (i) Starred Questions & Assurances (ii) Unstarred Questions & Assurance	TO/AIG/DIG/IGF→ ADG → DGF&SS → Secy. TO/AIG/DIG→ IGF→ADG → DGF&SS	Minister
3.	(a) Deputation of officers abroad (b) Cultural and other exchange Programmes	TO/AIG/DIG→IGF→ ADGF→Secy.	Minister
4.	Seminar, Workshops, symposia (i) At International Level	AIG/DIG/IGF→ADG→ DGF&SS→ Secy.	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.	TO/DIG/IGF→ADG→ DGF&SS→ Secy.	Minister
6.	Import and Export Policy in respect of wild animals and the articles/products therefrom	TA/TO/AIG/DIG/ IGF→ADG→ DGF&SS→ Secy.	Minister
7.	Laying of Annual Reports of Various Institutions	Scientist/AIG/DIG→ IGF→ADG	Minister
8.	Fellowship and Awards (in country)	TA/TO/AIG→IGF→ ADG→DGF&SS→ Secy.	Minister
9.	Conduct of meeting National Board for Wildlife (NBWL) under the	Scientist/DIG /IGF →ADG→DGF&SS → Secy.	Minister

	Chairmanship of P.M. & Standing Committee of NBWL under the Chairmanship of MEFCC		
10.	VIP/PMO Reference	TO/Scientist/AIG/DIG →IGF→ADG	Minister
11.	Assignment of Foreign Experts	TO→AIG/DIG→IGF→ADG	Secretary
12.	Wildlife Institute of India/CZA Grant in aid and other related matters	Scientist/AIG→IGF→ADG	Secretary
13.	Financial matter related to WCCB/NZP.	Scientist/AIG→IGF→ADG	Secretary
14.	Budget and related matters	Scientist/AIG/ IGF→ADG→DG F&SS	Secretary
15.	Sanction & Release of funds of Central Sector Scheme & Centrally Sponsored Schemes- Development of Wildlife Habitats.	Scientist /IGF →ADG→ DGF& SS	Secretary
16.	Senior Officer meeting /PRAGATI/PRAKRITI	Scientist/AIG/DIG/ IGF→ADG→ DGF&SS	Secretary
17.	International Conventions Membership payment	TO/AIG/DIG→IGF→ADG	Secretary
18.	Legal matters/Court cases	Scientist/AIG/DIG/ IGF→ADG→ DGF&SS	Secretary
19.	Eco-tourism policy	TO-DIG/ IGF→ADG→DGF&SS	Secretary
20.	Audit Para/Audit Matters	TO/Scientist →IGF→ADG	DGF& SS
21.	Coordination with Armed Forces	TO→AIG/DIG→IGF	ADGF
22.	Exchange of Animals other than Zoo Animals	TO→AIG →IGF	ADGF
23.	Import/Export of Technical Equipments & accessories & medicines & pharmaceutical Formalities	TO/AIG→DIG → IGF	ADGF
24.	Follow up action on National Wildlife Action Plan	TO→AIG/DIG →IGF	ADGF

25.	International Whaling Commission matters	TO→DIG→IGF	ADGF
26.	Wildlife Crime Control Bureau (i) Administrative matters & Budget Matters	TA/TO→AIG →IGF	ADG(WL) (ex-officio Director, WCCB)
27.	Seminar, Workshops, symposia (i) At National Level	TO→AIG/DIG→IGF	ADGF
28.	Wildlife Advisory Boards for State/Union Territories and related matters	TO→DIG→IGF	ADG
29.	Wildlife (Protection) Act, 1972-implementation of the Act and Rules made there under, and (b) Interpretation of the provisions of the Act	TO→AIG/DIG→IGF	ADG
30.	Follow up of decision taken in the meeting	TO→DIG→IGF	ADG
31.	Survey and census of wild animals (except tiger and elephant)	TO→AIG/DIG→IGF	ADG
32.	UNDP and GIZ Projects	Scientist/AIG→IGF	ADG
33.	Project Snow Leopard	TA/TO→AIG →IGF	ADG
34.	Wildlife Week, Wildlife Conservation Awareness activities (including Filming etc.)	TA/TO→AIG/DIG	IGF
35.	Approval of Visit of foreigners to restricted areas	TO→AIG/DIG	IGF
36.	Reports and returns and coordination with other Divs./ other Organisations of the Ministry.	TA/TO→AIG/DIG	IGF
37.	Review of Management Plans Protected Area Network and other Wildlife related matters	TO→AIG/DIG	IGF
38.	World Heritage Convention, CMS	TA→AIG/DIG	IGF
39.	Other administrative matters of various Institutions under Wildlife	TA/TO→AIG/DIG	IGF

	Divisions		
40.	Eco-Sensitive Zone	TA→DIG	IGF
41.	Public Grievance/RTI Matter	TA/TO- Scientist/AIG/DIG	IGF
42.	Human Wildlife Conflict management	TA→AIG/DIG	IGF

Wetlands Division (Wetlands)

S. No.	Type of cases	Channel of Submission	Level of Final Disposal
1.	SFC Memo of NPCA Scheme and any important/policy decisions	Scientist → JS→AS → Secy.	Minister
2.	VIP References	Scientist → JS→AS → Secy.	Minister
3.	Parliament Questions & Assurances (Starred), Matters under Rule 377/Special Mentions/ Calling Attention Motions /Zero Hour	Scientist → JS→AS → Secy.	Minister
4.	Parliament Questions & Assurances (Unstarred)	Scientist → JS→AS → Secy.	Minister of State
5.	Court matters - Affidavits/Counter Affidavits etc.	Scientist → JS→AS → Secy.	Minister
6.	Sanctioning of IMPs/Proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA) received from State Govts/UTs	Concerned Scientist →JS → AS	Secretary
7.	Sanctioning of Scheme/Proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA) received from Universities/Govt Institutions for above Rs. 2 crore	Concerned Scientist → JS →AS	Secretary
8.	Projects received from voluntary agencies / NGOs/Private Institutions costing Rs. 50 lakhs and above	Concerned Scientist → JS → AS	Secretary
9.	Sanctioning of IMPs/Proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA) received from State Govts/UTs Upto Rs. 2 crore	Concerned Scientist → JS	AS
10.	Sanctioning of Scheme/Proposals under the	Concerned Scientist → JS	AS

	National Plan for Conservation of Aquatic Ecosystems(NPCA) received from Universities/Govt Institutions for Rs 50 lakh to upto Rs. 1 crore		
11.	Sanctioning of scheme/proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA) Projects received from volunteer agencies/ NGOs Private Institutions costing from Rs. 25 lakh to below Rs. 50 lakhs	Concerned Scientist → JS	AS
12.	Monitoring of Projects/ IMPs under the National Plan for Conservation of Aquatic Ecosystems(NPCA)	Concerned Scientist → JS	AS
13.	Sanctioning of IMPs/Proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA) received from State Govts/UTs Upto Rs. 1 crore	Concerned Scientist	JS
14.	Sanctioning of Scheme/Proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA) received from Universities/Govt Institutions upto Rs 50 lakh	Concerned Scientist	JS
15.	Sanctioning of scheme under the National Plan for Conservation of Aquatic Ecosystems (NPCA) received from voluntary agencies/NGOs Private Institutions costing less than Rs. 25 lakh.	Concerned Scientist	JS
16.	<u>Court matters</u> Affidavits/Counter Affidavits relating to Court Cases Routine matters (Administrative)	Concerned Scientist	JS
17.	Sanctioning of scheme under the National Plan for Conservation of Aquatic Ecosystems (NPCA) received	Concerned Scientist	JS Forwarded to RE Division for

	from Universities / Government Institutions costing up to Rs. 15 lakhs.		further necessary action.
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