

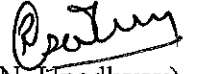
No. A-60015/72/2021-Admn.  
Government of India  
Ministry of Civil Aviation  
\*\*\*\*

“B” Block, Rajiv Gandhi Bhawan,  
Near Safdarjung Airport, New Delhi- 110003.  
Dated 28.07.2021.

**OFFICE MEMORANDUM**

**Subject: Review of Channel of Submission and level of final disposal of different categories of cases.**

The undersigned is directed to forward herewith a revised Channel of Submission and level of final disposal of cases dealt by various Sections/Divisions of the Ministry, incorporating the changes as approved by Secretary (CA) for strict compliance. A copy of the same is available at the Ministry's website i.e. [www.civilaviation.gov.in](http://www.civilaviation.gov.in) for wide publicity.



(R.N. Upadhyay)

Under Secretary to the Govt. of India  
Tele No. 24640217

Encl: As above.

1. All Sections/Divisions of MoCA
2. PS to HMCA/PS to HMOS(CA)
3. Sr.PPS to Secretary (CA)
4. US (KM) – with a request to upload the same at MoCA's website.
5. All Joint Secretaries/Directors/Dy. Secretaries/ Under Secretaries level officers.
6. All Attached/Subordinate Offices/PSUs/Autonomous bodies under control of this Ministry.
7. E-Office Notice Board

MINISTRY OF CIVIL AVIATION

**GOVERNMENT OF INDIA**

**MINISTRY OF CIVIL AVIATION**

**CONSOLIDATED DEPARTMENTAL INSTRUCTIONS**

**ON**

**THE CHANNEL OF SUBMISSION AND LEVEL**

**OF**

**FINAL DISPOSAL OF VARIOUS CASES**

**ADMN (O&M) Section  
JULY 2021**

**MINISTRY OF CIVIL AVIATION**

**BROCHURE SHOWING CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES DEALT BY VARIOUS SECTIONS/DIVISIONS.**

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**COMMON GENERAL INSTRUCTIONS FOR ALL SECTIONS**

| S. No.    | SUBJECT   | CHANNEL OF SUBMISSION | FINAL LEVEL OF DISPOSAL |
|-----------|---|-----------------------|-------------------------|
| <b>1.</b> | <b>PARLIAMENTARY MATTERS:-</b>  |                       |                         |
| i)        | Starred Question  | DIR/JS/SECY/MOS       | Minister                |
| ii)       | Un-starred Questions  | US/DIR/JS             | MOS                     |
| iii)      | Assurances  | DIR/JS/SECY.          | MOS                     |
| iv)       | Calling Attention Motions   | DIR/JS/SECY/MOS       | Minister                |
| v)        | Special Mentions  | DIR/JS/SECY.          | MOS                     |
| vi)       | Consultative Committee Brief on Items.  | SO/US/DIR             | JS                      |
| <b>2.</b> | <b>VIP REFERENCES:-</b>   |                       |                         |
| i)        | Received from Prime Minister, Cabinet Ministers & Chief Ministers of States                   | SO/DIR/JS             | Minister                |
| ii)       | Other than those received from Prime Minister, Cabinet Ministers & Chief Ministers of States. | SO/DIR/JS             | MOS                     |
| <b>3.</b> | <b>PMO/CAB SECTT. MATTERS</b>   | US/DIR/JS             | SECRETARY               |

4. After approval on return route, e-files will be marked directly to SOs by Directors/ Dy. Secretaries.

5. All cases requiring concurrence of IFD, approval of/consultation with other Ministries or approval of Cabinet etc. shall be so routed from the appropriate level before final disposal.

6. The nomenclature "Director" shall also include "Deputy Secretary" wherever applicable and vice versa.

7. Files will be put up by ASO/Section Officer.

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**AIR INDIA SECTION**

| Sl. No. | Subject   | CHANNEL OF SUBMISSION | FINAL LEVEL OF DISPOSAL         |
|---------|---|-----------------------|---------------------------------|
| 1.      | Constitution of Boards of Air India and its subsidiary companies.               | US/JS/SECY            | Minister                        |
| 2.      | Appointment to Board Level posts in AIL and its subsidiary companies            | US/JS/SECY            | Minister                        |
| 3.      | Deputation/Delegation abroad of Chief Executive of AIL                          | DIR/JS/SECY           | Minister                        |
| 4.      | Disposal of aircraft  | DIR/JS/SECY           | Minister                        |
| 5.      | EFC/PIB Notes   | US/JS/SECY            | Minister                        |
| 6.      | Import/Export-exemption from duties   | US/DIR/JS             | Secretary                       |
| 7.      | Five Year Plan/Annual Plan  | SO/US/DIR             | JS                              |
| 8.      | Committees of Parliament e.g. COPU, Paper laid, Standing Committee              | SO/US/DIR             | JS                              |
| 9.      | Performance Review Meetings of AI/HCL Ltd.                                      | JS                    | Secretary                       |
| 10      | Issue of entry passes to AIL/HCI Ltd Staff                                      | SO/DIR                | JS                              |
| 11      | Wage agreements   | SO/US/DIR             | JS                              |
| 12      | Labour matters including strikes  | SO/US/DIR             | JS                              |
| 13      | Monthly/Quarterly Performance Reports   | SO/US/DIR             | JS                              |
| 14      | ATN on C&AG's Report Paras/Committee on draft Audit paras.                      | SO/US/DIR             | JS                              |
| 15      | Industrial disputes (ID) matters- Ref. to M/o Labour                            | SO/US/DIR             | JS                              |
| 16      | Legal matters (Govt. of India Performa party)                                   | SO/US/DIR             | JS                              |
| 17      | Complaints –Ordinary  | SO/US                 | DIR                             |
| 18      | Reference received under RTI Act  | SO                    | CPIO/<br>Appellate<br>Authority |
| 19      | Appointment of CEOs in Subsidiaries of Air India                                | Dir/JS/Secy           | Minister                        |
| 20      | Matter related to Haj Air Charter Operations                                    |                       |                                 |
|         | Constitution of Haj Air Travel Committee, Issue of Tender, finalization of MoUs | US/DIR/JS             | Secretary                       |
|         | Award of Tender and issuance of Lol   | Dir/JS/Secy           | Minister                        |
|         | General issues  | SO/US/DIR             | JS                              |
| 21      | Draft MoU/MoU/MoU Evaluation in respect of AIL & its Subsidiaries               | US/DIR/JS             | Secretary                       |

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|    |  |                         |                       |
|----|--|-------------------------|-----------------------|
| 22 | Representation/Complaints/Matters-Reference from Rajya Sabha Secretariat/Lok Sabha Secretariat/NHRC  | US/DIR/JS               | Secretary             |
| 23 | Relaxation to travel by airline other than Air India – <b>Routine matters</b>  | SO                      | US                    |
| 24 | Relaxation to travel by airline other than Air India – <b>Policy matters</b>   | US/DIR/JS               | Secretary             |
| 25 | Proposal from MEA- Relaxation to travel by airline other than Air India  | US/DIR/JS               | Secretary             |
| 26 | SESF Matters – <b>General matters</b>  | SO/US/DIR               | JS                    |
| 27 | SESF Matters – <b>Policy matters</b>   | US/DIR/JS               | Secretary             |
| 28 | All matters related to Disinvestment of Air India in consultation with DIPAM   | US/DIR/JS               | Secretary             |
| 29 | Matter relating to AIAHL – <b>General matters</b>  | SO/US/DIR               | JS                    |
| 30 | Matter relating to AIAHL – <b>Policy matters</b>   | US/DIR/JS               | Secretary             |
| 31 | Gol Guarantee related matters  | US/DIR/JS               | Secretary             |
| 32 | Matter related to Airport Operators in context with disinvestment of Air India – <b>General matters</b>  | SO/US/DIR               | JS                    |
| 33 | Matter related to Airport Operators in context with disinvestment of Air India – <b>Policy matters</b>   | US/DIR/JS               | Secretary             |
| 34 | Legal Matter and Court Cases:<br>(a) <b>General</b><br><br>(b) Affidavit to be filed by Ministry   | US/DIR<br><br>US/DIR/JS | JS<br><br>Secretary   |
| 35 | Material for Annual Report of the Ministry   | US/DIR                  | JS                    |
| 36 | Laying of Annual Report  | Dir/JS/Secy             | Minister              |
| 37 | Factual information to be sought from other organizations  | ASO                     | SO                    |
| 38 | Cases to be disposed off as per precedence where decision is already available   | ASO/SO                  | US                    |
| 39 | Reminders:<br>1 <sup>st</sup> reminder<br>2 <sup>nd</sup> reminder<br>3 <sup>rd</sup> reminder<br>4 <sup>th</sup> & more reminder<br>Keeping in view the importance of the matter, DO reminder for JS/SECY can be submitted. |                         | SO<br>US<br>DIR<br>JS |
| 40 | Info to be provided to C&W Section/other sections – <b>General matters</b>   | SO/US                   | DIR                   |
| 41 | Info to be provided to C&W Section/other sections – <b>Policy matters</b>  | SO/US/DIR               | JS                    |

MINISTRY OF CIVIL AVIATION

**AGREEMENT SECTION**

| Sl. No. | Subject  | CHANNEL OF SUBMISSION     | FINAL LEVEL OF DISPOSAL |
|---------|--|---------------------------|-------------------------|
| 1.      | Proposals relating to amendment to the Aircraft, Rules   | DIR/JS/Secy.              | Minister                |
| 2.      | <b>Exemption from provision of Aircraft Rules:-</b><br>a) Routine exemption such as those under Rule 5 etc.<br>b) Exemption under Rule 160   | SO/DIR<br>DIR/JS/Secy.    | JS<br>Minister          |
| 3.      | a) Policy matters relating to International Civil Aviation Organization (ICAO)<br>b) Day to day routine matters  | US/DIR/JS<br>US/DIR       | Secretary<br>JS         |
| 4.      | Nomination of officers for ICAO assignment   | US/DIR/JS                 | Secretary               |
| 5.      | <b>Establishment matters relating to Representative of India on Council of International Civil Aviation Organization (ICAO):</b><br>a) Policy matters, appointment recall etc. of the ROI<br>b) Day to day routine matters | US/DIR/JS/Secy.<br>US/DIR | Minister<br>JS          |
| 6.      | International Civil Aviation Organization vacancies-forwarding of applications   | US/DIR                    | JS                      |
| 7.      | Air Services Agreements Policy matters   | DIR/JS/Secy.              | Minister                |
| 8.      | Matters relating to Double Taxation Avoidance Agreements   | US/DIR                    | JS                      |
| 9.      | Matters relating to Joint Commission Meetings  | SO/US                     | DIR                     |
| 10.     | Payment of contribution to ICAO  | SO/US                     | DIR                     |
| 11.     | Matters relating to Official Language  | SO/US                     | DIR                     |
| 12.     | O&M matters  | SO/US                     | DIR                     |
| 13.     | Grant of Visa to employees of foreign airlines   | SO/US                     | DIR                     |

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|     |   |   |   |
|-----|---|---|---|
| 14. | <p><b>Mandatory free/concessional air passages:</b></p> <p>a) If the request is to be agreed and is within the guidelines</p> <p>b) If the request is to be rejected because it is not within the guidelines</p> <p>c) If the request is not within the guidelines and is to be covered by discretionary quota of the Minister</p> <p>d) Extension of validity period</p> <p>e) Cargo within guidelines</p> | <p>US/JS/Secy.</p> <p>SO/DIR</p> <p>US/DIR/JS/Secy.</p> <p>SO/US</p> <p>SO/US</p> | <p>Minister</p> <p>JS</p> <p>Minister</p> <p>DIR</p> <p>DIR</p> |
| 15. | <p><b>Permission to foreign aircraft for staying in India beyond 2 months:-</b></p> <p>a) upto 6 months</p> <p>b) upto 1 year</p> <p>c) Beyond 1 year</p>   | <p>SO/US/DIR</p> <p>SO/ DIR/JS</p> <p>DIR/JS/Secy.</p>                            | <p>JS</p> <p>Secretary</p> <p>Minister</p>                      |
| 16. | <p><b>Non scheduled operations:-</b></p> <p>a) Policy matters</p> <p>b) Others</p>  | <p>SO/ DIR/JS</p> <p>SO/US/DIR</p>  | <p>Secretary</p> <p>JS/Secretary</p>                            |
| 17. | <p>Relaxation of the conditions stipulated in Tourist Charter Guidelines</p>  | <p>SO/US/DIR</p>  | <p>JS/Secretary</p>   |
| 18. | <p>Relaxation of the stipulated period for application for permission for non-scheduled flights.</p>  | <p>SO/US/DIR</p>  | <p>JS</p>   |
| 19. | <p><b>Coordination of international cooperation proposals including proposals for foreign collaboration/ training matters relating to ESCAP, ICAO, EU etc:-</b></p> <p>a) Policy matters</p> <p>b) Others</p>   | <p>SO/DIR/JS</p> <p>SO/US/DIR</p>   | <p>Secretary</p> <p>JS/Secretary</p>                            |
| 20. | <p><b>Allocation of Traffic Rights:-</b></p> <p>a) National carriers</p> <p>b) Private carriers</p>   | <p>SO/DIR</p> <p>US/DIR/JS</p>  | <p>JS</p> <p>Secretary</p>                                      |
| 21. | <p><b>Code share by Airlines: -</b></p> <p>a) National Carriers</p> <p>b) Private Carriers</p>  | <p>SO/US/DIR</p> <p>SO/DIR/JS</p>   | <p>JS</p> <p>Secretary</p>                                      |
| 22. | <p><b>All foreign deputations relating to MCA:-</b></p> <p>a) Upto Directors</p> <p>b) JS &amp; Above</p>   | <p>SO/DIR/JS</p> <p>SO/DIR/JS/SECY</p>  | <p>Secretary</p> <p>Minister</p>                                |



MINISTRY OF CIVIL AVIATION

**AAI SECTION**

| Sl. No | Subject   | CHANNEL OF SUBMISSION  | FINAL LEVEL OF DISPOSAL  |
|--------|---|--|--|
| 1.     | <b>Administrative/Policy matters:-</b><br>a) AAI Act Amendments<br>b) Formulation/amendments of AAI Rules/Regulations<br>c) Appointment of Chairman, Airports Appellate Tribunal<br>d) Appointment of Board Members<br>e) Annual reports/Annual Accounts of AAI to be laid in Parliament<br>f) Cabinet Notes and other policy matters | SO/DIR/JS/Secy<br>SO/DIR/JS/Secy<br>SO/US/JS/Secy.<br>US/Dir/JS/Secy.<br>SO/DIR/JS/Secy.<br>SO/DIR/JS/Secy | Minister<br>Minister<br>Minister<br>Minister<br>Minister<br>Minister |
| 2.     | PIB/EFC/SFC for construction of aerodromes/ airstrips/ civil enclaves/ runways/ taxiway/ aprons/ terminal buildings/ residential accommodation, office accommodation.   | US/DIR/JS  | Secretary  |
| 3.     | Transfer of Aerodromes  | SO/US/Jt.Secy.   | Secretary  |
| 4.     | Land acquisition for aerodromes/disposal of surplus land at aerodromes.   | US/DIR/JS/Secy   | Minister   |
| 5.     | <b>Parliamentary matters:-</b><br>a) Briefs for Parliamentary Committee etc and conveying of facts<br>b) Briefs for COPU<br>c) Conveying of facts   | SO/US/Dir<br>SO/US<br>SO/US/   | Joint Secretary<br>Joint Secretary<br>Joint Secretary                |
| 6.     | <b>Audit objections/Audit Paras:-</b><br>a) Ordinary cases<br>b) PAC matters<br>c) C&AG's Audit Paras   | SO<br>SO/Dir/JS<br>SO/US/Dir   | US Secretary<br>Joint Secretary                                      |
| 7.     | Legal matters and court cases   | SO/US/DIR  | Joint Secretary  |
| 8.     | <b>Reports/Returns:-</b><br>a) Material for Annual Reports<br>b) Monthly/Fortnightly Report to Cabinet /PMO<br>c) O&M   | SO/US/DIR<br>SO/US/DIR<br>SO/US  | Joint Secretary<br>Joint Secretary<br>Director                       |

MINISTRY OF CIVIL AVIATION

**AD SECTION**

| S No. | Subject   | Channel of Submission   | Final Level of Disposal                                     |
|-------|---|---|---|
| 1.    | <b>Construction of new Greenfield Airport:-</b><br><br>1.1 Seeking Comments of concerned Ministries/ Departments on the proposal<br>1.2 Initial examination of the project proposal<br>1.3 Grant of Site Clearance<br>1.4 In Principle approval | SO/US<br><br>SO/US/Director<br><br>SO/Dir/JS/Secretary<br>SO/Dir/JS/Secretary                             | Joint Secretary<br><br>Joint Secretary<br>HMCA<br>HMCA      |
| 2.    | <b>PPP of airports:</b><br>2.1 Examination of proposal submitted by AAI<br>2.2 Seeking approval for sending the proposal to PPPAC<br>2.3 Comments of AAI on PPP matters<br>2.4 Policy issues relating to PPP airports                           | SO/Dir/JS/Secretary<br><br>SO/US<br><br>US/Director/JS/Secretary<br><br>SO/US<br>US/Director/JS/Secretary | HMCA<br><br>Joint Secretary<br>HMCA<br><br>Director<br>HMCA |
| 3.    | 3.1 Implementation of AERA orders/issue of Directions to AERA<br>3.2 Processing of tariff related policy issues<br>3.3 Issuing directions/advisory to AERA  | SO/US/Dir<br><br>SO/US/Director/JS<br><br>US/Director/JS/Secretary  | Joint Secretary<br>Secretary<br><br>HMCA                    |
| 4.    | Issues related to AERA Appellate Authority  | SO/Dir/JS   | Secretary   |
| 5.    | Cabinet Notes and other policy matters  | SO/Dir/JS/Secretary   | HMCA  |
| 6.    | <b>Parliamentary Matters:</b><br>6.1 Brief to Parliamentary Committee<br>6.2 Oral Evidence<br>ATR of Parliamentary Committees<br>ATR of Parliamentary Committees to be sent to other Sections of Ministry                                       | SO/US<br><br>SO/Dir<br>US/Director/JS/Secretary   | Joint Secretary<br><br>Secretary<br>HMCA                    |
| 7.    | <b>Legal matters and court cases</b><br>7.1 If the Ministry is proforma party<br>7.2 Engagement of Legal Counsel/Advocate<br>7.3 Engagement of ASG, SG & AG<br>7.4 Approval of Affidavit<br>7.5 Payment of Legal Fee                            | SO/US<br>SO/Director/JS<br><br>US/Director/JS/Secretary<br>SO/US/Director/JS<br>SO/US/Director            | JS<br>Secretary<br><br>HMCA<br>Secretary<br>JS through IFD  |

MINISTRY OF CIVIL AVIATION

|     |   |   |   |
|-----|---|---|---|
| 8.  | <b>Audit Objections/Audit Paras:</b><br>8.1 PAC matters<br>8.2 C&AG's Audit Paras<br>8.3 Approval of ATR on PAC/COPU Reports  | SO/Dir/JS<br>SO/US<br>US/Director/JS/Secretary                                | Secretary<br>Joint<br>Secretary<br>HMCA |
| 9.  | <b>Appointment of Chairperson, Members and Secretary in AERA</b><br><br>9.1 Calling for advertisement<br>9.2 Sending references to the Selection Committee<br>9.3 Final approval for appointment to the post/processing of ACC approval | SO/Director/JS/Secretary<br>SO/US/Director/JS<br><br>US/Director/JS/Secretary | HMCA<br>Secretary<br><br>HMCA           |
| 10. | <b>Approval of Master Development Plan (MDP) submitted by JV/PPP Airports</b><br>10.1 Seeking Comments of concerned Ministries/Departments on the MDP<br>10.2 Approval of MDP   | SO/US<br><br>SO/Dir/Joint Secretary   | Joint<br>Secretary<br><br>Secretary     |
| 11. | Exemption for Aeronautical and other airport charges for aircraft   | SO/US/Joint Secretary   | Secretary                               |

MINISTRY OF CIVIL AVIATION

**AS SECTION**

| Sr. No. | Subject   | CHANNEL OF SUBMISSION                                | FINAL LEVEL OF DISPOSAL                    |
|---------|---|--|--|
| 1.      | <p><b><u>Aviation Security:</u></b></p> <p>a)Relaxation of instructions on Security</p> <p>b)Schemes/Projects relating to BCAS</p>  | <p>DIR/JS/Secy</p> <p>US/DIR/JS</p>                  | <p>Minister</p> <p>Secretary</p>           |
| 2.      | Other Policy issues:  | DIR/JS/Secy.   | Minister                                   |
| 3.      | <p><b><u>Framing/Amendment of Recruitment Rules for posts in BCAS:</u></b></p> <p><b>Recruitment Rules:-</b></p> <p>Group 'C'</p> <p>Group 'A' &amp; 'B' posts /(Below JS Level)</p> <p>Group "A" &amp; "B" (JS &amp; above)</p> <p>(Framing of or important amendments to Recruitment rules for posts of Heads of Department Or Service Rules for Organized Services)</p> <p>(The above delegation powers on "Recruitment Rules" for various categories has been approved by HMCA vide this Ministry's OM No. I-29/1/2003-O&amp;M dated 29<sup>th</sup> July 2016.</p> | <p>SO/US/DIR</p> <p>US/DIR/JS</p> <p>DIR/JS/Secy</p> | <p>JS</p> <p>Secretary</p> <p>Minister</p> |
| 4       | Creation of posts   | DIR/JS/Secy  | Minister                                   |

MINISTRY OF CIVIL AVIATION

**ADMINISTRATION**

| Sr. No | Subject  | CHANNEL OF SUBMISSION                                | FINAL LEVEL OF DISPOSAL                    |
|--------|--|--|--|
| 1.     | <p><b>Recruitment Rules:-</b></p> <p>Group 'C'</p> <p>Group 'A' &amp; 'B' posts /(Below JS Level)</p> <p>Group "A" &amp; "B" (JS &amp; above)</p> <p>(Framing of or important amendments to Recruitment rules for posts of Heads of Department Or Service Rules for Organized Services)</p> <p>(The above delegation powers on "Recruitment Rules" for various categories has been approved by HMCA vide this Ministry's OM No. I-29/1/2003-O&amp;M dated 29<sup>th</sup> July 2016.</p> | <p>SO/US/DIR</p> <p>US/DIR/JS</p> <p>DIR/JS/SECY</p> | <p>JS</p> <p>Secretary</p> <p>MINISTER</p> |
| 2.     | <p><b>Pension/Gratuity:-</b></p> <p>All grades</p>   | <p>SO/US</p>   | <p>DIR</p>                                 |
| 3.     | <p><b>Joint Consultative Machinery:-</b></p> <p>Office Council</p>   | <p>SO/US/DIR</p>                                     | <p>JS</p>                                  |
| 4.     | <p><b>Acceptance of the recommendations of Departmental Promotion Committee:-</b></p> <p>Group 'B' (Gazetted)</p> <p>Group 'B' (Non-Gazetted)</p> <p>Group 'C'</p>   | <p>US/DIR/JS</p> <p>SO/US/DIR</p> <p>SO/US</p>       | <p>Secretary</p> <p>JS</p> <p>DIR</p>      |
| 5.     | <p><b>Verification of character and antecedents</b></p>  | <p>SO/US</p>   | <p>DIR</p>                                 |
| 6.     | <p><b>Fixation of Pay/RP( pay will be fixed in consultation with Integrated Finance where this is required under the existing instructions)</b></p>  | <p>SO/US</p>   | <p>DIR</p>                                 |

MINISTRY OF CIVIL AVIATION

|   |  |  |                                    |
|---|--|--|------------------------------------|
| 7.  | <b>Appointment/Promotion/</b><br><b>Permanency:-</b><br>Group 'A'<br>Group 'B' (Gazetted)<br>Group 'B' (Non-Gazetted)<br>Group 'C'   | DIR/JS/Secy<br>US/DIR/JS<br>SO/US/DIR<br>SO/US | Minister<br>Secretary<br>JS<br>DIR |
| 8.  | <b>Creation of Posts (Concurrence of FA will be taken wherever required as per necessary instructions on the subject):-</b><br>Group 'A' 'B' & 'C'<br>Creation of posts for new Assets<br>(Subject to the general and specific instructions issued by the M/O Finance and DOP&T)   | DIR/JS /Secy<br>US/DIR/JS                      | Minister<br>Secretary              |
| 9.  | <b>Advances/Withdrawals*:</b><br>Festival<br>Computer<br>House Building Advances<br>GPF advance/withdrawals  | SO/US<br>SO/US<br>SO/US<br>SO/US               | DIR<br>DIR<br>DIR<br>DIR           |
| *(if the applicant is competent to sanction advance in his case, the next higher officer will approve). |  |  |                                    |
| 10.   | <b><u>Establishment Matters:-</u></b><br>i) Delegation/Deputation of officer for training, attending conferences, etc. abroad (Concurrence of FA will be taken wherever required as per necessary instructions on the subject):-<br>Officers of the level upto Director & equivalent<br>Officers of the level of Joint Secretary & above | US/DIR/JS<br>DIR/JS/SECY                       | Secretary<br>Minister              |

MINISTRY OF CIVIL AVIATION

|   |             |           |
|---|-------------|-----------|
| <b>ii) Training within India:-</b>  |             |           |
| Group 'A'   | US/DIR/JS   | Secretary |
| Group 'B'   | SO/US/DIR   | JS        |
| Group 'C'   | SO/US       | DIR       |
| <b>iii) Administrative Matter relating to CSS/CSSS/CSCS/General Civil Service:-</b>   |             |           |
| Group 'A'   | DIR/JS/SECY | Minister  |
| Group 'B' (Gazetted)  | US/DIR/JS   | Secretary |
| Group 'B' (Non-gazetted)  | SO/US/DIR   | JS        |
| Group 'C'   | SO/US       | DIR       |
| iv) Dispensation with the Medical Certificate on first appointment (FR 10)  | SO/US/DIR   | JS        |
| v) Transfer on Lien: (FR-14)  | SO/US/DIR   | JS        |
| Gazetted  | SO/US       | DIR       |
| Non Gazetted  |             |           |
| <b>vi) Posting/Transfers:-</b>  |             |           |
| Group 'A'   | US/DIR/JS   | Secretary |
| Group 'B'(Gazetted)   | SO/US/DIR   | JS        |
| Group 'B'(NG)/Group 'C'   | SO/US       | DIR       |
| vii) Permission for undertaking work for private/public body etc. and acceptance of fee (SR 11)   | SO/US/DIR   | JS        |
| viii) Travel by air by non-entitled officers (SR 48 B) (Concurrence of FA will be taken wherever required as per necessary instructions on the subject) | US/DIR/JS   | Secretary |
| ix) Grant of Leave/LTC*/Joining Time  |             |           |
| All grades  | SO/US       | DIR       |
| *(Head of Department (HOD) is competent to sanction advance, in his case the next higher authority)   |             |           |

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|       |   |             |           |
|-------|---|-------------|-----------|
| x)    | <b>Confirmation:</b>  |             |           |
|       | Group 'B' (Gazetted/NG)   | SO/US/DIR   | JS        |
|       | Group 'C'   | SO/US       | JS        |
| xi)   | <b>Forwarding of application:</b>   |             |           |
|       | Group 'A'   | US/DIR/JS   | Secretary |
|       | Group 'B' and 'C'   | SO/US/DIR   | JS        |
| xii)  | <b>Appointment on Compassionate grounds</b>   | US/DIR/JS   | Secretary |
| xiii) | <b>Intimation under Conduct Rules:-</b>   |             |           |
|       | Secretary   | DIR/JS/Secy | Minister  |
|       | JS & Addl Secretary   | US/DIR/JS   | Secretary |
|       | Upto Director Level   | SO/US/DIR   | JS        |
|       | All Group B (Gazetted/Non Gazetted) & Group C                                       | SO/US       | DIR       |
| xiv)  | <b>All service matters in respect of R.G. Bhavan Departmental Canteen Employees</b> | SO/US       | DIR       |
| xv)   | <b>Engagement of casual labours</b>   | SO/US       | DIR       |



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**CASH SECTION**

| Sl. No. | Subject  | CHANNEL OF SUBMISSION | FINAL LEVEL OF DISPOSAL                      |
|---------|--|-----------------------|--|
| 1.      | <b>Drawl and disbursement of All type of payments in respect of officers and staff of the Ministry such as:-</b><br>a) Reimbursement of tuition fee.<br>b) TA/LTC, Conveyance<br>c) Medical<br>d) Advance/Withdrawal from GPF, OTA/HBA/Car/Motor Cycle | SO<br>SO<br>SO<br>SO  | Dir<br>Dir<br>US in certain cases Dir<br>Dir |
| 2.      | Income Tax calculations and return   | SO                    | SO   |
| 3.      | Budget of Ministry (Main) , which includes preparation of BE, RE and booking of expenditure under various sub-heads reconciliation and preparation with PAO of monthly expenditure Statement.  | SO                    | Dir  |
| 4.      | Maintenance of Cash Book Acquaintance Rolls, Contingent Register etc., Preparing Contingent bills)   | Cashier               | SO   |
| 5.      | Drawl of loans and advances sanctioned to AAI, drawl of grants-in-aid to IGURA & subsidy to Air India for Haj Charter Operation.   | Cashier               | SO   |
| 6.      | Procurement, issuing and maintenance of Accounts of service Postage Stamps.  | Cashier               | SO   |
| 7.      | Verification of service and necessary entries in the service book.   | SO                    | SO   |
| 8.      | GPF-Maintenance of Accounts, Transfer of Accounts, Issue of new Account No. and other Records and final payment, Issue of annual GPF a/c Statement   | SO                    | SO   |
| 9.      | Long term/short term advance - watch the recoveries and calculation of interest.   | SO                    | SO   |
| 10.     | CGEGIS- Maintenance of Accounts and payment  | SO                    | Dir  |
| 11.     | Collection of fee in connection with Right to Information Act and depositing with Bank.  | Cashier               | SO   |

**C&W SECTION**

| <b>S. No.</b> | <b>Subject</b>  | <b>CHANNEL OF SUBMISSION</b> | <b>FINAL LEVEL OF DISPOSAL</b> |
|---------------|---|------------------------------|--------------------------------|
| 1.            | Annual Report.  | SO/Dir/JS                    | Secretary                      |
| 2.            | Citizen Charter.  | US/Dir/JS                    | Secretary                      |
| 3.            | Result Frame Work Documents.  | US/Dir/JS                    | Secretary                      |
| 4.            | Examination of draft bills/ordinances/draft Cabinet Notes/ Acts. received from various State Govts. and various administrative Ministries/Deptt. which do not pertain to any particular Section/ Deptt. and require coordination. | Dir/JS/Secy                  | Minister                       |
| 5.            | Monthly Summary for the Cabinet.  | SO/US/Dir                    | JS                             |
| 6.            | References received from other Ministries /Deptts. calling for information of various types.  | SO/US/Dir                    | JS/<br>Secretary               |
| 7.            | Monthly D.O. letter to Cabinet Secy./ Secy. to P.M.   | US/Dir/JS                    | Secretary                      |
| 8.            | Dissemination of Administrative Circulars/ Orders/instructions on various Matters received from Nodal Ministries/ Departments /Org.   | SO                           | US/JS                          |
| 9.            | Participation in National and International fairs/ Exhibitions and Seminars.  | SO/US/Dir                    | JS/<br>Secretary               |
| 10.           | Distribution of Republic Day and Independence Day Passes, Calendars and Diaries etc.  | SO                           | US                             |
| 11.           | Implementation of the decisions of the Cabinet /Cabinet Committee – submission of monthly Report –Reg.  | SO/Dir/JS                    | Secretary                      |
| 12.           | Submission of returns on Employment of family members of Govt. servants in foreign missions and foreign organizations abroad (while the officer is posted in India) to be sent to External Affairs.                               | SO/US                        | Dir                            |

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|                        |   |            |           |
|------------------------|---|------------|-----------|
| 13.                    | ACC Appointments Monthly returns about the status of vacancies and proposals in the PSUs/autonomous bodies (online).            | SO/US/Dir  | JS        |
| 14.                    | Monthly status of ACC cases with regard to (a) pending proposals, (b) compliance of ACC decisions & directions.                 | SO/Dir/JS  | Secretary |
| 15.                    | Request for advertisement received from various sources.  | SO/US      | Dir       |
| 16.                    | Welfare of women- submission of Half yearly and Annual data/information.  | SO/Dir/JS  | Secretary |
| 17.                    | Welfare of Senior Citizen.  | SO/US/Dir  | JS        |
| 18.                    | Weekly Senior Level Officers Meeting  | US/Dir/ JS | Secretary |
| 19.                    | Compilation of information on PMO/VIP/Deliverables /RFD etc. for weekly meetings as follow-up to Senior Level Officers meeting. | SO/US/Dir  | Secretary |
| <b><u>SCT Cell</u></b> |   |            |           |
| 20.                    | Annual Report reg. Representation of SC/ST/OBC in Central Govt. Service.  | SO/US      | Dir       |
| 21.                    | Complaints from Associations for non-observance of reservation orders.  | SO/US      | Dir       |
| 22.                    | Representations from SCs/STs employees reg. harassments.  | SO/US/Dir  | JS        |
| 23.                    | Monitoring of reservation orders for posts reserved for SCs/STs.  | SO/US      | Dir       |
| 24.                    | Inspection of rosters maintained by the Deptt. and all the Organizations under its control.                                     | SO/US      | Dir       |
| 25.                    | Annual return for physically handicapped persons.   | SO/US      | Dir       |
| 26.                    | Annual/ Half yearly return for Ex- servicemen.  | SO         | US        |
| 27.                    | Monitoring of reservation orders for posts reserved for physically handicapped.   | SO/US      | Dir       |
| 28.                    | Monitoring of reservation orders for posts reserved for Ex-servicemen.  | SO/US      | Dir       |

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|                                 |   |            |                                    |
|---------------------------------|---|------------|------------------------------------|
| 29.                             | Recruitment of Minorities in Govt. Services-Quarterly report to be sent to Ministry of Home Affairs (Minorities Cell)                                 | SO/US      | Dir                                |
| 30.                             | Prime Minister's New 15-Point Programme for the Welfare information relating to total Number of employees relating to Minorities.                     | US/Dir/JS  | Secretary                          |
| 31.                             | Prime Minister's New 15-Point Programme for the Welfare of Minorities-Annual Report.  | US/Dir/JS  | Secretary                          |
| 32.                             | Special Recruitment Drive launched for filling up the backlog reserved vacancies of SCs, STs and OBCs- Half yearly and Annual Report.                 | US/Dir./JS | Secretary                          |
| 33.                             | Nomination of the Liaison Officer for the works relating to the welfare of SCs/STs, Physically Handicapped Persons and Ex-Servicemen in the Ministry. | SO/US/Dir  | JS                                 |
| <b><u>Public Grievances</u></b> |   |            |                                    |
| 34.                             | Forwarding of Grievances received from various sources to concerned organization/ Admn. Section for redressed.  | SO/US      | Dir                                |
| 35.                             | Issue of suitable communication to the petitioner/DPG/DARPG etc. reg. Redressal of the Grievance/closure of the case.                                 | SO/US      | Dir                                |
| 36.                             | Formulation Citizen's Charter in respect of Ministry & its Organisations/Admn. Section.   | US/ Dir/JS | Secretary                          |
| 37.                             | Circulation of the consolidated report on pending PG cases to all Organization .  | SO         | US/Dir                             |
| 38.                             | Circulation of various instructions/Guidelines received from DPG/DARPG etc. regarding Public Grievances Redress Machinery (PGRM).                     | SO         | US/Dir./JS                         |
| 39.                             | Appointment of Public Grievance Officer in the Ministry.  | SO/Dir/JS  | Secretary                          |
| 40.                             | Matters relating to women welfare looking into reports/ of Women complaints of sexual Cell/Complaints harassment etc.                                 | SO/US      | Chairperson of women Cell/JS/Secy. |

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|                        |   |                       |                                      |
|------------------------|---|-----------------------|--------------------------------------|
| 41.                    | Constitution of Women Cell, Nomination of Nodal Officer in the Ministry (main) for looking after matters relating to women welfare.                     | <b>SO/Dir/JS</b>      | <b>Secretary</b>                     |
| 42.                    | Constitution of Complaints Committee to look into Complaints of sexual harassment of women at work place, nomination of Chairperson /Nodal Officer etc. | <b>SO/Dir/JS</b>      | <b>Secretary</b>                     |
| <b><u>RTI Cell</u></b> |   |                       |                                      |
| 43.                    | Application for information Under RTI Act, 2005 Registering, Opening of file and issuing letter to concerned CPIOs.                                     | <b>SO</b>             | <b>US</b>                            |
| 44.                    | 1 <sup>st</sup> Appeal under RTI Act, registering of Appeal.  | <b>Concerned CPIO</b> | <b>Concerned Appellate Authority</b> |
| 45.                    | All other RTI related matters.  | <b>SO/US/Dir</b>      | <b>JS</b>                            |

MINISTRY OF CIVIL AVIATION

**GENERAL SECTION**

| Sl.No. | Subject   | CHANNEL OF SUBMISSION                               | FINAL LEVEL OF DISPOSAL |
|--------|---|---|-------------------------|
| 1.     | <b>Sanction of new residential telephones:-</b><br>a)Non-entitled Officers<br>b)Entitled Officers   | SO/HOO(US)/HOD/<br>SO/HOO(US)                       | JS<br>HOD(DIR)          |
| 2.     | <b>Expenditure of contingencies:-</b><br>Recurring & non-recurring<br>Up to Rs. 1000/-<br><br>More than Rs.1000/-(in each case)<br>For above  | SO<br>SO/HOO(US)                                    | HOO(US)<br>HOD(DIR)     |
| 3.     | <b>Writing of Losses:-</b><br>a)Irrecoverable losses of Stores for public money (Rs.10,00,000 for losses of stores not due to theft, fraud and negligence and Rs.1,00,000 for other cases). Loss of Revenue or irrecoverable loans and advances (Upto 50,000).<br>b)Deficiencies and depreciations in the value of stores upto 50,000). | SO/HOO(US)/HOD(DIR)<br>SO/HOO(US)/HOD(DIR)          | JS<br>JS                |
| 4.     | <b>Disposal of obsolete surplus and unserviceable stores</b>  | SO/ HOO(US)   | HOD(DIR)                |
| 5.     | <b>Printing and binding</b>   | SO/ HOO(US)   | HOD(DIR)                |
| 6.     | <b>Local purchase of stationary</b>   | HOO(US)/HOD(DIR)/<br>JS<br>(As per competence/DFPR) | FA                      |
| 7.     | <b>Motor Vehicle(Staff Car):-</b><br>a)Purchase<br>b)Maintenance, upkeep and repairs  | HOD(DIR)/JS/FA<br>SO/HOO                            | SECRETARY<br>HOD(DIR)   |
| 8.     | <b>Furniture and fixture, purchase &amp; repair</b>   | SO/HOO(US)/HOD(DIR)<br>(As per competence/DFPR)     | JS                      |
| 9.     | <b>Purchase of official/non-official publication:-</b>  | SO/HOO(US)  | HOD(DIR)                |
| 10.    | <b>Repair/maintenance of computers and other machines:-</b><br>a)Upto Rs.1000/- per annum in each case.<br>b)Above Rs.1,000/-per annum in each case   | SO/HOO(US)<br>SO/HOO(US)                            | HOD(DIR)<br>HOD(DIR)    |
| 11.    | <b>Telephone charges</b>  | SO/HOO(US)  | HOD(DIR)                |

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|     |   |  |   |
|-----|---|--|---|
| 12. | Local purchase of rubber stamps and other seals   | SO/HOO(US)   | HOD(DIR)  |
| 13. | Supply of uniforms, badges and other articles of clothing and washing allowances                    | SO/HOO(US)/HOD(DIR)  | JS  |
| 14. | Expenditure on entertainments and light refreshments  | SO/HOO(US)   | HOD(DIR)  |
| 15. | Supply of Identity cards(Photo/temporary)<br>a)Casual Labourers<br>b) Temporary/Permanent Employees | SO<br><br>SO/HOO(US)/HOD(DIR<br>(As per MHA<br>Instructions) | HOO(US)<br><br>JS<br>(As per<br>MHA's<br>circulars<br>issued<br>from time<br>to time. |

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**SD&IT DIVISION**

| Sl. No. | Subject   | CHANNEL OF SUBMISSION | FINAL LEVEL OF DISPOSAL      |
|---------|---|-----------------------|------------------------------|
| 1.      | Release of funds/grants to IGRUA and RGNAU  | SO/US/JS              | Secretary                    |
| 2.      | Payment related to DigiSky project, Maintenance of MoCA website, LAN revamping, PPP model of IGRUA, AirSewa project and other various projects. | SO/US/JS              | Secretary                    |
| 3.      | Parliament matters  | SO/US/JS              | Secretary                    |
| 4.      | Budget and Revised Estimates  | SO/US                 | JS                           |
| 5.      | Updation of online Portals  | SO/US                 | JS                           |
| 6.      | Maintenance of Website  | SO/US                 | JS                           |
| 7.      | Monthly DO, achievements  | SO/US                 | JS                           |
| 8.      | References from VIP/PMO   | US/JS/SECY            | Minister                     |
| 9.      | Miscellaneous and routine matters   | SO                    | US                           |
| 10.     | Miscellaneous innovative initiatives  | SO/US/JS              | Secretary                    |
| 11.     | RTI Applications  | SO/CPIO               | N.A.                         |
| 12.     | RTI Appeals   | SO                    | US/First Appellate Authority |
| 13.     | Court Cases   | SO/US                 | JS                           |
| 14.     | Policy matters of UAVs, IGRUA, RGNAU, FTOs, AME schools, Aerospots, MRO & Aerospace, HR & Skill Development                                     | SO/US/JS              | Secretary                    |
| 15.     | Appointment of Director, IGRUA  | US/JS/SECY            | Minister                     |
| 16.     | Agreements, Rules & Regulations IGRUA   | SO/US/JS              | Secretary                    |
| 17.     | Submission of Annual Reports and Audited Accounts   | US/JS/SECY            | Minister                     |
| 18.     | Selection of VC, NAU  | SO/US/JS              | Secretary                    |
| 19.     | Drafting of Ordinances of NAU   | SO/US/DIR             | JS                           |



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|     |   |          |           |
|-----|---|----------|-----------|
| 20. | Exemptions, permissions for UAV operations, BVLOS         | SO/US/JS | Secretary |
| 21. | Drone Rules, regulations                                  | SO/US/JS | Secretary |
| 22. | Drones policy matters                                     | SO/US/JS | Secretary |
| 23. | Antidrones issues   | SO/US/JS | Secretary |
| 24. | LAN, NIC matters, Cyber issues                            | SO/US    | JS        |
| 25. | Meetings/ proposals of Investment clearance cell (ICC)    | SO/US    | JS        |
| 26. | Preparation of Vision/Mission and other related Documents | SO/US/JS | Secretary |

\* The list is indicative. However, in view of the importance of issues the same may be submitted for perusal/ approval of Secretary.

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**DT SECTION**

| Sl. No.   | Subject  | CHANNEL OF SUBMISSION | FINAL LEVEL OF DISPOSAL |
|---|--|-----------------------|-------------------------|
| 1.  | National Civil Aviation Policy                                 | DIR/JS/Secy           | Minister                |
| 2.  | a) Regional Connectivity Scheme (RCS-UDAN) Policy              | DIR/JS/Secy           | Minister                |
|   | b) Other work relating to RCS-UDAN                             | SO/US/DIR             | JS                      |
|   | c) UDAN International  | US/DIR/JS             | Secretary               |
| 3.  | Pawan Hans Ltd and Helicopter Operations                       | US/DIR/JS             | Secretary               |
| 4.  | Air Connectivity in North Eastern Region & Buddhist Circuit    | DIR/JS/Secy           | Minister                |
| 5.  | Wings India  | DIR/JS/Secy           | Minister                |
| 6.  | General Aviation   | SO/US/DIR             | JS                      |
| 7.  | Domestic Air Transport   |                       |                         |
|   | a) FDI Policy  | DIR/JS/Secy           | Minister                |
|   | b) Policy on Security Clearance                                | DIR/JS/Secy           | Minister                |
|   | c) Initial NOC for operating air services:                     |                       |                         |
|   | (i) Schedule Services  | US/DIR/JS             | Secretary               |
|   | (ii) Other Services  | US/DIR/JS             | Secretary               |
| d) Verification of Character/ Antecedent by MHA for Directors/ Shareholders of Airlines | SO/US/DIR  | JS                    |                         |
| 8.  | Reports>Returns:-  |                       |                         |
|   | a) Annual Report and Audit Report                              | SO/US/DIR             | JS                      |
|   | b) Monthly, Fortnightly Reports for the Cabinet/PM             | SO/US/DIR             | JS                      |
|   | c) Other Monthly/Quarterly Reports/Returns                     | SO/US/DIR             | JS                      |
|   | d) Quarterly progress report on Official Language              | SO                    | US                      |
| 9.  | Legal matters:-  |                       |                         |
|   | a) Legal matters/Court case                                    | SO/US/DIR             | JS/Secretary            |
|   | b) Miscellaneous   | SO/US/DIR             | JS                      |
| 10.   | Matters related to Foreign Investment Promotion Board (FIPB):- |                       |                         |
|   | a) Matters involving policy decisions                          | DIR/JS/Secy           | Minister                |
|   | b) Other matters   | SO/US/DIR             | JS                      |

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**DG SECTION**

| S. No. | Subject   | CHANNEL OF SUBMISSION  | FINAL LEVEL OF DISPOSAL   |
|--------|---|--|---|
| 1.     | <p><b>Administrative Matters (DGCA/AAIB)</b></p> <p>(i) Creation of Posts</p> <p><b>(ii) Recruitment Rules (DGCA/AAIB):-</b></p> <p>Group 'C'</p> <p>Group 'A' &amp; 'B' posts /(Below JS Level)</p> <p>Group "A" (JS &amp; above)<br/>(Framing of or important amendments to Recruitment rules for posts of Heads of Department Or Service Rules for Organized Services)</p> <p><b>(The above delegation powers on "Recruitment Rules" for various categories has been approved by HMCA vide this Ministry's OM No. I-29/1/2003-O&amp;M dated 29<sup>th</sup> July 2016.</b></p> <p>(iii) Appointment/promotion of Group "A" posts in DGCA/AAIB</p> <p>(iv) Confirmation/resignation/voluntary retirement of Group 'A' posts</p> <p>(v) Deputation/ Delegation abroad</p> <p>(vi) Appointment of consultants on contract</p> <p>(vii) Disciplinary Proceedings</p> | <p>Dir/JS/Secy</p> <p>US/Dir</p> <p>US/Dir/JS</p> <p>Dir/JS/Secy</p> <p>Dir/JS/Secy</p> <p>Dir/JS/Secy</p> <p>Dir/JS/Secy<br/>US/Dir/JS</p> <p>Dir/JS/Secy</p> | <p>Minister</p> <p>JS</p> <p>Secretary</p> <p>Minister</p> <p>Minister</p> <p>Minister</p> <p>Minister<br/>Secy</p> <p>Minister</p> |
| 2.     | Matters related to flying/gliding and ballooning clubs subvention grants-in-aid, management, procurement of aircraft/equipment  | US/Dir/JS  | Secy  |
| 3.     | Clarification in respect of Rules and Regulations in conformity to General Instructions issued by Government  | US/DIR   | JS  |
| 4.     | Framing/ Amendment in Rules/Regulations under Aircraft Act/ Aircraft Rules/ AAIB Rules  | Dir/JS/Secy  | Minister  |
| 5.     | References other than those from VIPs   | US/Dir   | JS  |

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|     |   |              |                             |
|-----|---|--------------|-----------------------------|
| 6.  | Cabinet Notes   | Dir/JS/Secy  | Minister                    |
| 7.  | <b>Aviation Safety</b>  |              |                             |
|     | (a) Setting up Court/Committee of Inquiry                                     | Dir/JS/Secy  | Minister                    |
|     | (b) Accident Investigation Reports:-  |              |                             |
|     | (i) Accident Investigation Conducted by Court of Inquiry/Committee of Inquiry | Dir/JS/Secy  | Minister                    |
|     | (ii) Accident Investigation conducted by Inspector of Accidents               | US/Dir/JS    | Secretary                   |
|     | (c) Information on Air Accidents/Incidents                                    | US/Dir       | JS                          |
|     | (d) Policy matters  | Dir/JS/Secy. | Minister                    |
| 8.  | Appeal Cases (Pilot Licensing)  | US/Dir/JS    | Secretary                   |
| 9.  | Replies of Audit Para   | US/Dir/JS    | JS-to be coordinated by IFD |
| 10. | (i) Court cases and legal matters (filing of affidavit etc)                   | US/Dir/JS    | Secretary                   |
|     | (ii) Court cases and legal matters (forwarding)                               | US/Dir       | JS                          |
| 11. | Laying of Annual Reports  | Dir/JS       | Minister                    |
| 12. | Material for Annual report of Ministry  | US/Dir       | JS                          |
| 13. | EFC/PIB Notes   | US/JS/SECY   | Minister                    |
| 14. | Annual Plan   | SO/US/DIR    | JS                          |
| 15. | Reports>Returns   | SO/US/DIR    | JS                          |
| 16. | ICAO/FFA matters/ Serious Safety Concerns                                     | DIR/JS/SECY  | Minister                    |
| 17. | Performance review of DGCA/ AAIB  | JS           | Secretary                   |

MINISTRY OF CIVIL AVIATION

**ECONOMIC REGULATORY (ER) DIVISION**

| S. No. | Subject Matters  | CHANNEL OF SUBMISSION | FINAL LEVEL OF DISPOSAL |
|--------|--|-----------------------|-------------------------|
| 1.     | First and Second reminder all subjects                   | ASO                   | US/DD                   |
| 2.     | Third reminder on all subjects                           | ASO – US/DD.          | DDG/ EA                 |
| 3.     | Minutes of the meeting taken by Senior Officers          | YP*- US/DD.           | DDG/ EA                 |
| 4.     | Minutes of the meeting taken by Secretary                | US/DD – DDG/EA        | Secretary               |
| 5.     | Proposals initiating sanctions for expenditure           | SO – US/DD.           | DDG/ EA                 |
| 6.     | Proposals to IFD after in-principle approval is obtained | SO – US/DD.           | DDG/ EA                 |
| 7.     | Meeting Notice   | ASO                   | US/DD                   |
| 8.     | Progress of work monitoring (Secretary level)            | SO – US/DD.           | DDG/ EA                 |
| 9.     | Progress reports to Cabinet Secretary/PMO                | SO/US/DD – DDG/EA.    | Secretary               |
| 10.    | Policy Papers  | SO/US/DD – DDG/EA.    | Secretary               |
| 11.    | Comments on Policy Papers                                | SO – US/DD.           | DDG/ EA                 |

*\* Note-On Items 3, US/DS may seek the help of Young Professionals, if available.*

**FINANCE SECTION**

| Sl. No. | Subject  | CHANNEL OF SUBMISSION | FINAL LEVEL OF DISPOSAL |
|---------|--|-----------------------|-------------------------|
| 1.      | Compilation of Budget  | FO/US                 | Dir                     |
| 2.      | Budget proposals of Ministry of Civil Aviation   | US/DIR                | JS&FA                   |
| 3.      | Budget proposals relating to loans and advances of Government Servants                           | FO/US                 | Dir                     |
| 4.      | Internal and Extra Budgetary Resources Budget Estimates of the PSUs                              | FO/US/DIR             | JS&FA                   |
| 5.      | Budget Announcement Paras – Quarterly/ Monthly updation  | FO/US/DIR             | JS&FA                   |
| 6.      | Misc. Budget matters   | FO                    | US                      |
| 7.      | Notes on Demands for Grants  | US                    | Dir                     |
| 8.      | Finalization of Details Demands for Grants   | FO/US/DIR/JS&FA       | Secretary               |
| 9.      | Proposals for opening of New Heads/Sub-Heads in Demands for Grants.                              | FO/US/DIR             | JS&FA                   |
| 10.     | Vote on Account & Supplementary Demands for Grants   | FO/US/DIR/JS&FA       | Secretary               |
| 11.     | Preparation of ATRs on recommendation of Parliamentary Standing Committee on Transport & Tourism | US/DIR/JS&FA          | Secretary               |
| 12.     | Surrender, Appropriation & Re-appropriation proposals  | FO/US/DIR/JS&FA       | Secretary               |
| 13.     | Release of Grants-in-aid, Budgetary support etc  | SO/US/DIR             | JS&FA                   |
| 14.     | Release of Grants-in-aid to the Departmental Canteen/ Recreation Club etc.                       | SO/US/DIR             | JS&FA                   |
| 15.     | Proposal for withdrawal of advance from Contingency Fund of India                                | FO/US/DIR/JS&FA       | Secretary               |
| 16.     | Review of Guarantees and Quarterly Report of Guarantees  | FO/US/DIR             | JS&FA                   |
| 17.     | Monitoring of expenditure  | US/DIR/JS&FA          | Secretary               |
| 18.     | FRBM Related Reports and Returns to be submitted to Ministry of Finance                          | FO/US/DIR/EA          | JS&FA                   |
| 19.     | Output Outcome Monitoring Framework-Quarterly updation   | FO/US/DIR/JS&FA       | Secretary               |
| 20.     | Financial proposals pertaining to PSUs/Attached/Sub-ordinate offices.                            | SO/US/DIR             | JS&FA/<br>Secretary     |
| 21.     | Investment/Expenditure proposals beyond the delegated powers to attached offices                 | SO/US/DIR             | JS&FA                   |

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|     |   |                              |                        |
|-----|---|------------------------------|------------------------|
| 22. | Investment/Expenditure proposals requiring approval of SFC  | US/DIR/JS&FA                 | Secretary              |
| 23. | Investment / Expenditure proposals requiring approval of PIB/DIB  | US/DIR/JS&FA                 | Secretary              |
| 24. | Investment/Expenditure proposals requiring approval of EFC:<br>a) Chaired by Secretary (CA)<br>b) Chaired by Secretary (Exp)        | US/DIR/JS&FA<br>US/DIR/JS&FA | Secretary<br>Secretary |
| 25. | Submitting comments/observations on proposals related to Disinvestments of PSUs and related issues                                  | US/DIR/FA                    | Secretary              |
| 26. | Vetting of MoUs with PSUs   | SO/US/DIR                    | JS&FA                  |
| 27. | Examination of Expenditure sanctions  | SO/US/DIR                    | JS&FA                  |
| 28. | Draft Audit paras/CAG Paras/Inspection Report – vetting of ATN  | SO/US/DIR                    | JS&FA                  |
| 29. | Revision of existing tariff of User Charges being levied and collected by DGCA, BCAS and AAI  | FO/US/DIR                    | JS&FA                  |
| 30. | Pay Commission pay revision proposals etc   | SO/US/DIR                    | JS&FA                  |
| 31. | Creation/Revival of posts and review of manpower etc  | SO/US/DIR/JS&FA              | Secretary              |
| 32. | Fixation of pay of officers etc.  | SO/US/DIR                    | JS&FA                  |
| 33. | Continuation of Temporary Posts   | SO/US/DIR                    | JS&FA                  |
| 34. | Revision of Pay Scales/ Allowances/ Wage Settlements etc  | US/DIR/JS&FA                 | Secretary              |
| 35. | Financial proposals relating to Contingent Expenditure of Department in excess of the powers delegated to Head of Department        | SO/US/DIR/JS&FA              | Secretary              |
| 36. | Sanction of expenditure in excess of permissible limits   | SO/US/DIR                    | JS&FA                  |
| 37. | Entertainment expenditure in connection with lunch/dinners hosted by Secretary/Minister etc.  | SO/US/DIR/JS&FA              | Secretary              |
| 38. | Information for Parliament Questions requested by Finance Ministry/D.P.E. etc.  | SO/US/DIR                    | JS&FA                  |
| 39. | Compilation of financial information to be furnished to D/o Expenditure, D/o Economic Affairs, DONER & other Ministries/Departments | US/DIR                       | JS&FA/<br>Secretary    |
| 40. | Comments on Cabinet Notes received from other Ministries/other Division of MCA  | SO/US/DIR                    | JS&FA                  |
| 41. | RTI   | SO/FO                        | US                     |

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|     |  |                            |                        |
|-----|--|----------------------------|------------------------|
| 42. | RTI Appeal   | SO/FO/US                   | Dir                    |
| 43. | Periodical reports and returns to C&W Section and other Sections   | SO                         | US                     |
| 44. | Deputation of officers on foreign assignments/tours/training etc.  | US/DIR/JS&FA/<br>Secretary | Secretary/<br>Minister |
| 45. | Air travel by non-entitled officers  | SO/US/DIR/JS&FA            | Secretary              |
| 46. | Proposals regarding travel by private airlines   | SO/US/DIR                  | JS&FA                  |
| 47. | Recording & Review of Files  | FO/SO                      | US                     |
| 48. | Finalization of terms and conditions of Board Level appointment of PSUs and Autonomous Bodies  | SO/US/DIR/JS&FA            | Secretary              |
| 49. | Montly D.O. letter from JS&FA to Secy. (Exp.)  | SO/US/DIR                  | JS&FA                  |
| 50. | Updation of Autonomous bodies portal   | SO/US/DIR                  | JS&FA                  |
| 51. | Issues related to GeM  | US/DIR                     | JS&FA                  |
| 52. | National Pension System  | US/DIR                     | JS&FA                  |
| 53. | General Circulars & Guidelines   | SO                         | US                     |
| 54. | Any other case where advise is Sought:<br><br>a) Where precedents are not available or rules are note clear;<br>b) Where precedents are available and/or rules are clear | SO/US/DIR<br><br>SO/US     | JS&FA<br><br>DIR       |



MINISTRY OF CIVIL AVIATION

**HINDI SECTION**

| Sl. No. | Subject  | CHANNEL OF SUBMISSION    | FINAL LEVEL OF DISPOSAL    |
|---------|--|--------------------------|----------------------------|
| 1.      | <b>Translation Work</b><br>(i) Routine Translation Work including un starred Parliament questions of the Ministry<br><br>(ii) starred Parliament questions     | AD(OL)<br><br>AD(OL)     | DD(OL)<br><br>Director(OL) |
| 2.      | Translation work related to Minister's Office and other VIP matters  | AD(OL)                   | Director (OL)              |
| 3.      | <b>IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY:-</b><br><br>i) Ensuring the compliance of statutory and administrative requirements of official language policy | AD(OL)/ DD(OL)/ DIR(OL)  | Joint Secretary            |
|         | ii) Appointments to/Meeting of Hindi Salahkar Samiti   | DIR(OL)/JS/ Secretary    | Minister                   |
|         | iii) Holding meetings of the Official Language Implementation Committee and action taken on the minutes of the meeting   | AD(OL)/ DIR(OL)/ JS      | Secretary                  |
|         | iv) Inspections by the Parliamentary Committee on official language  | AD(OL)/ DIR(OL) / JS     | Secretary                  |
|         | v) Quarterly Progress Reports on official Language policy  | AD(OL)/ DD(OL)/DIR(OL)   | Joint Secretary            |
|         | vi) Hindi Training matters   | AD(OL)/ DD(OL)/DIR(OL)   | Joint Secretary            |
|         | vii) Hindi Incentive schemes   | AD(OL)/ DD(OL)/DIR(OL)   | Joint Secretary            |
|         | viii) Inspections of official language policy in the Ministry, Undertakings and attached subordinate offices   | AD(OL)/ DD(OL)/DIR(OL)   | Joint Secretary            |
|         | ix) Hindi Workshops  | AD(OL)/ DD(OL)/ DIR (OL) | Joint Secretary            |
|         | x) Hindi <i>pakhwada</i> celebration   | AD(OL)/ DD(OL)/ DIR(OL)  | Joint Secretary            |
|         | xi) All other matters relating to official language policy   | AD(OL)/ DD(OL)/ DIR (OL) | Joint Secretary            |

MINISTRY OF CIVIL AVIATION

**PARLIAMENT UNIT**

| S.No | SUBJECT  | CHANNEL OF SUBMISSION | FINAL LEVEL OF DISPOSAL |
|------|--|-----------------------|-------------------------|
| 1.   | Collection and coordination of replies to Parliament Questions, Notice for Calling Attention, Short Notice Questions, Half an hour discussion etc.   | Parl. Asstt           | SO/US                   |
| 2.   | Marking of questions to Sections.  | SO/US                 | DirJS                   |
| 3.   | Consultative Committee   | US/ Dir/ JS/ Secy     | Minister                |
| 4.   | Finalization of Minutes of Consultative Committee  | US/ Dir/ JS/ Secy     | Minister                |
| 5.   | Action Taken Report on the Minutes of the Consultative Committee   | US/ Dir/JS/Secy       | Minister                |
| 6.   | Opening speech of Minister for Consultative Committee  | US/ Dir/JS/ Secy      | Minister                |
| 7.   | Preparation of booklet for the Meeting of the Consultative Committee (Folders etc.)  | Parl. Asstt.          | SO                      |
| 8.   | Preparation of President's Address   | US/Dir/JS/ Secy       | Minister                |
| 9.   | Keeping watch/maintaining records of all special Mentions and matters under Rule 377   | Parl. Asstt./SO/US    | Dir                     |
| 10.  | Keeping watch/maintaining records of all assurances given in both the Houses   | Parl. Asstt./SO/US    | Dir                     |
| 11.  | Collection, processing, coordination, and dissemination of information in regard to assurances of other Ministries.  | SO/US/Dir             | JS                      |
| 12.  | Providing Secretarial Assistance/information to Minister, Members of Consultative Committee and all other Deptts./PSUs under the control of Ministry in the matters relating to parliamentary work | Parl. Asstt.          | Parl. Asstt./ SO        |
| 13   | Transfer of Question to Ministries/Deptts.   | SO/US/ Dir            | JS                      |

MINISTRY OF CIVIL AVIATION

**VIGILANCE SECTION**

| Sl. No. | Subject   | CHANNEL OF SUBMISSION             | FINAL LEVEL OF DISPOSAL                          |
|---------|---|-----------------------------------|--|
| 1.      | Complaints having vigilance angle relating to non-gazetted/gazetted officers under the Ministry of Civil Aviation:  | SO/Dir                            | CVO  |
| 2.      | Complaints having vigilance angle pertaining to Board level officers of public sector undertaking under the administrative control of Ministry of Civil Aviation:                                   | SO/Dir                            | CVO  |
| 3.      | i) Disciplinary cases having vigilance angle (where disciplinary authority is Minister)<br>ii) Disciplinary cases having vigilance angle (where disciplinary authority is other than the Minister). | SO/DIR/CVO/Secy<br><br>SO/DIR/CVO | Minister<br><br>Concerned Disciplinary Authority |
| 4.      | Appointment of Chief Vigilance Officer/other Chief Vigilance Personnel on deputation basis in Public Sector Undertakings etc. under the administrative control of this Ministry.                    | Section/US/CVO/Secy               | Minister   |
| 5.      | Various Vigilance Reports and Returns to C&W Section  | SO/US                             | Dir  |
| 6.      | Various Vigilance Reports and Returns to DoPT / CVC   | SO/Dir                            | CVO  |
| 7.      | Communication with CBI  | SO/Dir                            | CVO  |
| 8.      | General Vigilance Admn.   | Section / US                      | CVO  |
| 9.      | Vigilance Clearance   | Section / US                      | CVO  |
| 10.     | Reminders to Sections under this Ministry   | Section                           | SO   |
| 11.     | Reminders to attached/ subordinate offices/ PSUs/ autonomous bodies   | Section                           | US   |
| 12.     | Routine information/ comments from attached/ subordinate offices/ PSUs/ autonomous bodies   | Section                           | SO   |
| 13.     | Routine reply including any same issue on which decision in another case has already been taken earlier   | Section                           | US   |
| 14.     | Sharing of "agreed list" and "list of doubtful integrity" with CBI  | SO/Dir                            | CVO  |
| 15.     | Decision regarding "sanction for prosecution" and "sanction for investigation"  | SO/DIR/CVO/Secy                   | Concerned Disciplinary Authority                 |
| 16.     | If proposed course of action is agreed with by Approving Authority, on return route, e-files will be marked directly to Signing Authority by JS/Dir.  |                                   |  |