

CHAPTER 3

POWERS AND DUTIES OF OFFICERS, CHANNEL OF SUBMISSION AND NORMS OF DISCHARGE OF FUNCTION

3.1 Officers exercise powers in accordance with power conferred on them by various statutes, rules etc. e.g. CCS (CCA), Rules, GFR, DFPR, CCS (Leave) Rules, etc. as well as administrative orders etc. issued by Government of India from time to time. As per the procedure prescribed in the Central Secretariat Manual of Office Procedure, a Section, which is the lowest organisational unit in the Ministry and consists of Assistants supervised by a Section Officer, initiates the processing of a case immediately after receiving a reference/communication by registering / diarising the receipt and initiating the note. The case/subject is placed before the Under Secretary for advice and orders. Cases of minor and routine nature are disposed of at the level of Under Secretary.

3.2 In matters, which are important in nature, the file is submitted for advice and orders to the higher level by the Under Secretary, and decisions of certain nature are disposed off at the level of Deputy Secretary/Director as per the delegated financial and administrative powers.

3.3 More important matters are placed by the Deputy Secretary/Director before the Joint Secretary who takes a decision as per the delegated powers on issues relating to administrative, financial and policy matters.

3.4 However, issues with major policy implications and major administrative and financial matters, requiring the advice and approval of higher authorities, are placed by the Joint Secretary before the Secretary of the Ministry for orders. Cases which require the approval of the Minister in-charge or the Cabinet/Cabinet Committees are placed before the Minister in-charge and/or Cabinet/Cabinet Committees for orders/approval.