

CHAPTER-XXIX

Channel of Submission and level of final disposals in various sections in the Ministry of Minority Affairs

P.No. 42/3/2017-Estt-MoMA-Part(4)
GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road, New Delhi – 110003.

Dated: 26st October, 2021

OFFICE MEMORANDUM

Sub.: Increasing efficiency in decision making – Channel of Submission – reg.

Central Secretariat Manual of Office Procedure (CSMoP) prescribes that the channels of submission should not be more than four in order to facilitate quicker decision making. In line with the instructions/ guidelines contained in the CSMoP and in order to increase efficiency in decision making and quick disposal of cases, it has been decided, with the approval of the Competent Authority, to modify the existing channel of submission for dealing various matters in this Ministry as per level of final disposal of the subject matter, as below:-

S.No.	Level of final disposal	Channel of submission
i.	Hon'ble Minister (MA)	DS/ Dir. ---> JS ----> Secy. ----> Hon'ble Minister (MA)
ii.	Hon'ble MoS (MA)	DS/ Dir. ----> JS ----> Secy. ----> Hon'ble MoS (MA)
iii.	Secretary (MA)	US ----> DS/ Dir. ----> JS ----> Secy
iv.	Joint Secretary	ASO/ SO ----> US ----> DS/ Dir. ----> JS

2. All the Officers/ officials in this Ministry are required to scrupulously follow the aforesaid Channel of Submission and submit the files / cases in conformity thereto.
3. This is for strict compliance by all concerned.


(S.K. Sharma)

Under Secretary to the Government of India

Copy to:

1. PS to Hon'ble Minister (MA)
2. Office of Hon'ble MoS (MA)
3. PSO to Secretary (MA)
4. PPS to JS (NS)/ PS to JS (NFH)/ PPS to JS (CPSB)/ PS to JS (SD)/ PS to DDG (RS)/ PS to JS & FA, MoMA.
5. All Directors / Deputy Secretaries, MoMA.
6. All Under Secretaries / DD, MoMA.
7. All Officers/ Staff, MoMA – through e-Office portal.
8. Sr. Tech. Director (NIC) - for uploading on website.
9. Notice Board (e-Office)
10. Office Order Folder.
11. Hindi Section – For Hindi translation.

Copy for information to: PS to JS (NFH)