

Comp. No. 120765  
F.No. Estt-42/3/2017-Estt-MoMA-Part(4)  
**GOVERNMENT OF INDIA**  
**MINISTRY OF MINORITY AFFAIRS**

11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi- 110 003.

Dated: 18<sup>th</sup> July, 2025

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to this Ministry's OM dated 19.06.2025 (Copy enclosed) vide which the Channel of Submission for various matters in this Ministry as per level of final disposal was issued.

2. Now, it has been observed that the said instructions are not being scrupulously. Accordingly, all the Divisional Heads are, once again, requested to ensure that the channel of Submission as per level of final disposal, as under, is being followed:

S.No	Level of Final Disposal	Channel of Submission
i.	Hon'ble Minister (MA)	DS/Dir.-→JS→Secy→ Hon'ble MoS(MA)/ 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

3. This issues with the approval of the Competent Authority.

  
(Sumit Sharma) 18/07/25

Under Secretary to the Government of India

Copy to:

- i. O/o AS & FA, MoMA
- ii. PPS to JS (CPSB)/ O/o JS (RS)/ O/o JS (SCSM)/ O/o DDG (AKV), MoMA.
- iii. e-Office Notice Board.
- iv. Sr. Tech Director (NIC) – for uploading of on website
- v. Hindi Section - *for Hindi Translation.*

Copy for information to:

- i. PS to Hon'ble Minister (MA)
- ii. PS to Hon'ble MoS (MA)
- iii. Sr. PPS to Secretary (MA)

**F.No. 42/3/2017-Estt-MoMA-Part(4)**  
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**MINISTRY OF MINORITY AFFAIRS**

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

Dated: 19<sup>th</sup> June, 2025

**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 involve more than four levels, to facilitate quick decision making. In line with the instructions/ guidelines contained in the CSMoP and to increase efficiency in decision making and quick disposal of cases, it has been decided, 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 MoS (MA) / 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 issues with the approval of competent authority and may be noted for strict compliance by all concerned.

  
(Vikas Mohan)

Under Secretary to the Government of India

Copy to:

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