

OFFICE MEMORANDUM

Subject: Updation/Revision of the compendium on 'Channel of Submission and level of final disposal of cases' of the Ministry- regarding

The undersigned is directed to refer OM No.1/2/2024-IWSU (E-252191) dated 9th December, 2024 on the above mentioned subject. The updated Channel of Submission and level of disposal of cases in respect of Information Technology Division is as under.

Information Technology (IT)

S1. 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/DS→JS	Secretary
2.	New Proposal on IT enabled Services/AMC	US/DS→JS	Secretary
3.	Release of Funds upto 03 crore	US/DS	Joint Secretary
4.	Setting up of Committee for opening of bids for the IT enabled Services/ AMC	US/DS	Joint Secretary
5.	Implementation of e Office in the Ministry and Attached Offices	US→DS	Joint Secretary
6.	Renewal of Domain Name of Websites/portals of the Ministry and Attached Offices	US→DS	Joint Secretary
7.	Major Changes / Modification in the Website of the Ministry	US→DS	Joint Secretary
8.	General / Admin. Matters (like RFD, Budget, Annual Report etc.)	US→DS	Joint Secretary

2. This issues with the approval of Joint Secretary(IT).


(Vikram Singh)
Deputy Secretary (IT)

To

1. IWS Unit


13/12/2024

Copy to

1. PPS to JS(IT)

2. DS(IT)