

# **GOVERNMENT OF INDIA**

**MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE**



## **COMPENDIUM - 2025 ON CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES**

**- BY -**

**INTERNAL WORK STUDY UNIT (IWSU)**

**April - 2025**

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## Adaptation Cell

<b>S. No .</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	National Adaptation Fund for Climate Change (NAFCC)		
(i)	Review meetings with NABARD and States Executing Entities	US→DS	Eco-Adv.
(ii)	Examination of physical and financial progress of projects and release of funds	US/DS→Eco.Adv. →AS	Secretary
(iii)	Issuing of Sanction order for releasing fund to NABARD (for the respective state)	SO→US→DS	Eco-Adv.
(iv)	Review Meetings of NSCCC	US/DS→Eco.Adv.→AS	Secretary
2	Preparation of National Adaptation Plan		
(i)	Review meetings with Working Groups	DD→DS	Eco.Adv.
(ii)	Coordination with concerned Divisions for NAP matters	DD→DS	Eco.Adv.
(iii)	Review meetings for approval of drafts	DD→DS→Eco.Adv.	Secretary
3	UNFCCC Matters on Adaptation, Loss and damage and Global Goal on Adaptation		
(i)	Examination of Reports, Information Note and Technical Papers published by UNFCCC	US/ Dy. Director →DS	Eco. Adv.
(ii)	Preparation of Position Papers on Matter related to Adaptation, Loss and damage, Global Goal on Adaptation including submissions to UNFCCC	US/ Dy. Director →DS	Eco. Adv.
(iii)	Finalisation and Submission of India's position of agenda items for Adaptation, Loss and damage, Global Goal on Adaptation	US/ Dy. Director → DS →Economic Advisor	AS
(iv)	Approval and Submission of briefs and submissions	US/ Dy. Director → DS →Economic Advisor	AS/Secretary

(v)	Preparation of briefs for inter-sessional events- Dialogue, Workshops and Round Tables by the UNFCCC	US/ Dy. Director → DS →Economic Advisor	AS/Secretary
4	(i) Parliament Unstarred Questions related to Adaptation	US/DD/DS→Eco.Adv.→ AS→ Secy.	MoS
	(ii) Parliament Starred Questions related to Adaptation	US/DD/DS→Eco.Adv.→ AS→ Secy.	Minister

## Budget Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Scrutiny of Budget Proposals and finalization of Budget Estimates (BE) for following years and Revised Estimate (RE) for current year as per Budget Ceiling provided by the Ministry of Finance.	Sr.AO/CA→CCA→AS&FA	Secretary
2.	Scrutiny of proposals for inclusion in the Supplementary Demand for Grants and subsequent follow-up action on the Supplementary Demand for Grants	Sr.AO/CA→CCA→AS&FA	Secretary
3.	Processing of re-appropriation proposals within the delegated powers of the Ministry and beyond the powers of the Ministry.	Sr.AO/CA→CCA→AS&FA	Secretary
4.	Submission of Surrender of Savings to Ministry of Finance	Sr.AO/CA→CCA→AS&FA	Secretary
5.	Work related to Departmental related Parliamentary Standing Committee on Demand for Grants	Sr.AO/CA→CCA→AS&FA	Secretary
6.	Preparation and Printing of Detailed Demands for Grants.	AAO/Sr.AO→CA→CCA	AS&FA
7.	Issues of corrigendum to the Detailed Demand for Grants etc.	AAO/Sr.AO→CA→CCA	AS&FA
8.	Preparation of Explanatory Notes on saving / Excess above 100 crore in the Grants.	AAO/Sr.AO→CA→CCA	AS&FA
9.	Coordination & Monitoring regarding submission of ATNs on CAG"s/PAC paras to Audit / Monitoring Cell of the Ministry of Finance / PAC.	AAO/Sr.AO→CA→CCA	AS&FA
10.	CGA/Ministry of Finance and other miscellaneous Budget related Matters.	AAO/Sr.AO→CA→CCA	AS&FA
11.	Scrutiny and allocation of funds under loans to Government Servants	AAO→Sr.AO→CA	CCA

12.	Disposal of Public Grievances (PG)	PG Officer	PG Officer
13.	Disposal of Public Grievances (PG) Appeal	Appellate Authority	Appellate Authority
14.	Disposal of RTI Application	Sr. AO	Sr. AO
15.	Disposal of RTI Appeal	CA	CA

### Civil Construction Unit

<b>S. No</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	Framing / Amendment of Recruitment of Rules of Group "C".	SO/EO→SE→CE	Secretary
2	Finalization of the terms of deputation.	SO/EO→SE→CE	Secretary
3	Appointment (Group 'C') Posts of CCU.	SO→EO	SE
4	In principle approval for appointment of Consultants (Manpower)	EE/SE→CE→AS&FA	Secretary
5	Training: (i) EE & above (In country)	SO→EO→SE	CE
	(ii) All others (In country)	SO→EO	SE
	(iii) Upto the level of SE (Foreign Country)	EO/SE→CE→AS&FA	Secretary
	(iv) CE (Foreign Country)	EO/SE→CE→AS&FA→Secy.	Minister
6	Transfers / Postings (Within CCU)		
	(a) Technical Staff (Gazetted)	SO→EO→SE	CE
	(b) Ministerial Staff		
	(c) Technical Staff (Non-Gazetted)	SO→EO	SE
7	Opening / Closing / Shifting of Divisions and technical & Non-Technical posts within the sanctioned strength.	EO→SE→CE	Secretary
8	Opening / Closing / Shifting of Sub-Divisions and technical & non-technical posts within the sanctioned strength.	SO→EO→SE	CE
9	Court Cases	EE→EE(P)→SE	CE / Secretary



10	Acceptance of Arbitration Award as per prevalent delegation of financial powers to CPWD officials		
	(i) Within CE's power	EE/EE(P)→SE→FO	CE
	(ii) Beyond CE's power	EE/EE(P)/SE→FO→CE	Secretary
11	Technical Examiner / Technical Examination / Inspection	EE(P)→SE	CE
12	Allocation /Distribution of Capital Budget / Issue of Authorizations.	FO	CE
13	Annual Action Plan / Budget	EE→FO→SE	CE
14	Accounts / Audit	EE→FO→SE	CE
15	Co-ordination & Monitoring of with Field Unit	AE(P)→EE(P) →SE	CE
16	Execution of Project: Preparation of Preliminary Estimate /Detailed Estimates and their approval. (As per delegation of financial powers to CPWD officers)	JE/AE/AE(P)→EE/EE(P)	EE/SE/CE
17	Payment of Contractor Bill	JE→AE→AAO	EE
18	Acceptance of Tender		
(a)	Acceptance of Tender (Works having estimated / tendered cost upto Rs. 1 crore)	AE(P)→AAO	EE
(b)	Acceptance of Tender (Works having estimated / tendered cost more than Rs. 1 crore but less than 10 crores)	EE→ Tender Evaluation Committee →EE(P)  Tender Evaluation Committee: Chairman - EE, Members – SO/US(IFD), SO/US (User Dept.), AAO	SE
(c)	Acceptance of Tender (Works having estimated / tendered cost more than Rs. 10 crores but less than 30 crores)	EE→EE(P)→Tender Evaluation Committee  Tender Evaluation Committee: Chairman - SE, Members - US(IFD), US (Concerned Dept.), US (User Dept.), EE(P)	CE

(d)	Acceptance of Tender (Works having estimated / tendered cost more than Rs. 30 crores but less than 50 crores)	EE→EE(P) →Tender Evaluation Committee  Tender Evaluation Committee: Chairman - SE, Members – Dir(IFD), Dir (Concerned Division), Dir (User Dept.) EE(P)	Concurrence of FA & Approval of Secretary
(e)	Acceptance of Tender (Works having estimated / tendered cost more than Rs. 50 crores), tenders to be called in two bid system (Tech. & Financial).	EE→EE(P) →Tender Evaluation Committee  Tender Evaluation Committee: Chairman - SE, Members – Dir(IFD), Dir (Concerned Division), Dir (User Dept.) EE(P)	CE – Technical Bid Financial Bid - Concurrence of FA & Approval of Secretary
19	Conciliator for work contracts in CCU, MoEF&CC	EE→EE(P)	SE
20	Approval of various technical matters which are delegated beyond CE level in CPWD (e.g. listing of Govt organisations for consultancy work of proof checking etc., approval of private testing lab, variations in contract, declaration of specialized works, other matters requiring approval of ADG /SDG etc.)	EE→EE(P)→SE	CE
21	Disposal of Public Grievances (PG)	EE, (**CED-I, II, III, IV) EO to CE	EE, (CED-I, II, III, IV) EO to CE
22	Disposal of Public Grievances (PG) Appeal	EO	SE
23	Disposal of RTI Application	*EE, (CED-I, II, III, IV) **EO to CE	EE, (CED-I, II, III, IV) EO to CE
24	Disposal of RTI Appeal	EO	SE

\*EE – Executive Engineer

\*\*EO to CE – Engineer Officer to Chief Engineer

\*\*\*CED – Civil Engineering Division

### Climate Change Division

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1.	Administrative Matters		
(i)	Matters related to Hiring of Consultants in the Division	ASO/SO/US/ Scientist 'F'/Dir./DS→ JS →AS	Secretary
(ii)	Processing monthly remuneration and extension of consultants	ASO/SO→US →Scientist 'F'/ Dir./DS	JS
(iii)	Processing of Interns for Winter and Summer Internship programme of Ministry	ASO/SO→US →Scientist 'F'/ Dir./DS	JS
(iv)	Processing for Disciplinary actions, if any	ASO/SO→US →Scientist 'F'/ Dir./DS	JS
(v)	Issuing work allocation within the Division	ASO/SO→US →Scientist 'F'/ Dir./DS	JS
(vi)	Weeding out of files	ASO/SO→US →Scientist 'F'/ Dir./DS	JS
(vii)	Processing for quarterly reports of Hindi to OL Division	ASO/SO→US →Scientist 'F'/ Dir./DS	JS
2.	Public Grievances (PG)		
(i)	Examination of all PGs (at PG portal, received from President Secretariat or received directly)	ASO/SO	US
(ii)	Processing and approval of response on files	ASO/SO/US → Scientist 'F'/Dir. /DS	JS
(iii)	Processing of Santushti Cell matter	ASO/SO/US → Scientist 'F'/Dir. /DS	JS
(iv)	Disposal including disposal on portal	ASO/SO	US
3.	Matters related to Budget, PFMS and Accounts		
(i)	Processing Budget paras	ASO/SO→US→ Director	JS
(ii)	Settlement of BE & RE	ASO/SO→US→ Director	JS
(iii)	Processing of cases-Demand for Grants-	US→ Scientist'F'/Dir./DS	JS

	Supplementary and/or Surrenders and Savings		
(iv)	Processing of demands for funds from other Divisions	ASO/SO→US→ Scientist 'F'/ Dir./DS	JS
(v)	Issuing Sanctions orders for releasing funds under Grants-in-aid and Grants-in- General and follow up in Cash Section and PAO	ASO/SO→US	Scientist 'F'/ Dir./DS
(vi)	Budget Announcements – Inputs and regular update on the action taken	ASO/SO/US → Dir./DS →Eco. Adv.	AS/Secretary
4.	Audit matters		
(i)	Examination of Audit Paras and Drafting of Response	ASO/SO→US	Scientist 'F'/ Dir./DS
(ii)	Coordination for inputs	US	Scientist 'F'/ Dir./DS
(iii)	Processing and approval of reply	ASO/SO→US→Scientist 'F' / Dir./DS	JS
(iv)	Sr. Officers' Meeting- Providing inputs regarding PG, RTI, Budget, Parliament matters	ASO/SO→US	Scientist 'F'/ Dir./DS
5.	Parliament Matters-coordination		
(i)	<ul style="list-style-type: none"> <li>Parliament Questions</li> <li>Zero Hour matters</li> <li>Rule 377 matters</li> <li>Assurance</li> <li>Special Mentions</li> </ul>	US/DD/ Sc. C/Sc. 'F'/ Dir. /DS→JS→ AS→Secy.	Minister
(ii)	Processing for transfer of Parliament Question to other Ministries	US/DD/ Sc. C→Sc. 'F'/ Dir./DS→JS	AS
(iii)	Processing of matters related to Parliamentary Committee(s)	US/DD/Sc. C→Sc. 'F'/ Dir./ DS→JS	AS/Secretary
6.	COP Logistics: Indian Pavilion, Delegation office and related arrangements		
(i)	Processing the proposal for in-principal approval regarding Pavilion and Delegation office	US/Scientist 'F'/ Dir./DS → JS→AS→Secy.	Minister

(ii)	Submission of proposals to official contractors /COP Presidency	US→ Scientist 'F'/ Dir./DS	JS
(iii)	Preparation of Tender/Bid invite/Notice to hire agency for conceptualization of Design and Overall Management of India Pavilion and Delegation Office, set up during COP	US→ Scientist 'F'/ Dir./DS	JS
(iv)	Soliciting approval of Deptt. of Expenditure through IFD	US→ Scientist 'F'/ Dir./DS	JS
(v)	Coordination with Embassy for setting up and operationalisation of India pavilion and delegation office during COP	ASO/SO→US	Sci. 'F'/Dir. /DS
(vi)	Invite and Examination of Side event proposals	Sci. C/US→Sci. F/ Dir./DS	JS
(vii)	Coordination with concerned agencies	Sci. C/US	Sci. F/Dir./DS
(viii)	Registration work during COP- Processing for arranging passes and badges during COP	Sci. C/US/Sci. F/ Dir./ DS→ JS→AS	Secretary
(ix)	Accommodation Booking	Sci. C/US/Sci. F/Dir./DS → JS→AS	Secretary
(x)	Processing of inwards claims received Ministry External Affairs	Sci. C/US→ Sci. F/Dir./DS	JS
7.	Processing of Deputation Matters		
(i)	Proposal of delegation for deputation	US/Dir./Scientist 'F'/DS→ JS→AS	Secretary
(ii)	Processing for approval of delegation (through Admn, IFD of the MoEFCC)	US/Dir./Scientist 'F'/ DS→ JS→AS→Secy.	Minister
(iii)	Processing for Clearance from MEA, SCOS, PMO	ASO/SO→US	US/Scientist F/ Dir.

8.	Matters related to PMO		
(i)	Examination of issue raised in the reference and Coordination with relevant Ministries/ Departments	US/ Sci. C→Sci.'F'/Dir./DS	JS
(ii)	Processing the case for approval on draft reply disposal of Reference	US/ Sci. C/ Sci.'F'/Dir./DS →JS→AS	Secretary
(iii)	Disposal of PMO reference	US/ Sci. C	Sci. 'F'/Dir./DS
9.	VIP Reference		
(i)	Examination of issue raised in the reference and Coordination with relevant Ministries/Departments	US/ Scientist C	Scientist 'F'/ Dir./DS
(ii)	Processing Response and Final Approval of the reply	US/Scientist C →Scientist 'F'/ Dir./DS → JS→AS	Minister/ Secretary
10.	Matters related to UNFCCC, Paris Agreement, Kyoto PROTOCOL, Negotiations including coordination with G-77, BASIC & LMDC Groups		
(i)	Composition of Delegation	Dy. Director/ Sc. C→Sci. 'F'/Dir./DS→JS→AS	Minister/ Secretary
(ii)	Coordination with Embassy for logistic arrangements	ASO/SO/US	Sci. F/Dir./DS
(iii)	Meeting of Inter-ministerial Consultative Group	Dy. Director/ Sc. C→Scientist 'F'/Dir. /DS →JS	AS
(iv)	Technical Briefs	Dy. Director/Sc. C/ Scientist 'F'/Dir./DS→JS → AS→ Secy.	Minister/ Secretary
(v)	Preparation for Meeting with think tank and civil societies	Dy. Director/ Sc. C→Scientist 'F'/Dir. /DS →JS	AS
(vi)	Preparation for Meeting with Media	Dy. Director/ Sc. C→Scientist 'F'/Dir./DS →JS	AS
(vii)	Debriefing to HMEFCC/Secretary-Post COP	Dy. Director/ Sc. C→Scientist 'F'/Dir. /DS →JS	AS

(ix)	Inputs for coordination meeting with G-77, BASIC & LMDC Groups	Dy. Director/ Sc. C→Sci 'F' /Dir. /DS	JS
(x)	Attending virtual meetings of G-77, BASIC & LMDC Groups	Dy. Director/ Sc. C→Sci 'F' /Dir. /DS	JS
(xi)	Submission of report on participation in CoP	Dy. Director/ Sc. C/Scientist 'F' /Dir. /DS→JS→AS→Secy.	Minister/ Secretary
(xii)	Meeting of AIPA – Planning, Approval Agenda Notes/ Minutes and follow up action	Dy. Director/Sc. C/Scientist 'F' /Dir. /DS→JS→AS	AS/Secretary
11.	Matters related to Bunkers' Fuels International Civil Aviation Organisation and IMO		
(i)	Inputs to M/o Shipping/ Civil Aviation	Dy. Director/ Sc. C→Sci. 'F' /Director/DS→JS	AS/Secretary
12.	Global Stock take and Matters related to Article 2,3, and 4	Dy. Director/ Sc. C→Sci. 'F' /Director/DS→JS	AS/Secretary
13.	Preparation of NDC		
(i)	Preparation of Meeting with stakeholders	Dy. Director/ Sc. C→Sci.'F' /Dir./DS →JS	AS/Secretary
(ii)	Coordination and Meeting with NITI Aayog Team	Dy. Director/ Sc. C→Sci.'F' /Dir./DS	JS
(iii)	Coordination with relevant Ministries	Dy. Director/ Sc. C→Sci.'F' /Dir./DS	JS
(iv)	Meetings with civil societies/think tanks	Dy. Director/ Sc. C→Sci.'F' /Dir./DS →JS	AS/Secretary
(v)	Meetings of IMCG	Dy. Director/ Sc. C→Sci.'F' /Dir./DS →JS	AS/Secretary
(vi)	Meeting of AIPA	Dy. Director/Sc. C/Sci.'F' /Dir./DS →JS →AS	Secretary
(vii)	Note for the Cabinet on NDC	Dy. Director/Sc.C/Sci. 'F' /Dir./DS→JS→AS →Secy.	Minister
14	All matters related to Article 4 and 5 of Paris Agreement.	Dy. Director/Sc. C→Sci. 'F' /Dir./DS →JS	AS/Secretary

15.	National Action Plan on Climate Change		
(i)	Coordination with line ministries of nine missions regarding their implementation of their respective mission through Quarterly Progress Reports.	Scientist 'C'/ Deputy Director→Director/ Sc. F	JS/Secretary
(ii)	Revision of Policy Document- NAPCC	Scientist 'C'/ Deputy Director→ Director/Sc. F→ JS→AS	Secretary/ Minister
16.	State Action Plan on Climate Change		
(i)	Review Meetings of ECCC and NSCCC	Scientist 'C'/ Dy. Director→ Dir./Sc. F	JS/Secretary
(ii)	Examination of SAPCC proposals	Scientist 'C'/ Deputy Director→Director	Scientist 'F'/ Director
(iii)	Coordination with respective state in concern with their SAPCC	Scientist 'C'/ Deputy Director→Director	Scientist 'F'/ Director
(iv)	Processing SAPCC financial assistance proposal for approval of IFD	ASO/SO →US→DS	Scientist 'F'/ Director
(v)	Issuing of Sanction order for releasing fund to respective state for SAPCC	ASO/SO→US	Scientist 'F'/ Director
(vi)	Bilateral Cooperation including Technical Committee Projects	Scientist 'C'/ Deputy Director→Director → JS	AS/Secretary
17.	Vision 2047- Inputs to nodal Division	Scientist 'C'/ Deputy Director→Director	JS
18.	Legal Matters		
(i)	Examination of Writ Petition	US →Scientist 'F'/ Dir./DS	JS
(ii)	Preparation of Affidavit	US →Scientist 'F'/ Dir./DS	JS
(iii)	Filing of Affidavit	US →Scientist 'F'/ Dir./DS	JS/AS
(iv)	Coordination meeting with Counsel/ASG	US →Scientist 'F'/ Dir./DS	JS
(v)	Action on Court Order issued from time to time	US →Scientist 'F'/ Dir./DS	JS
(vi)	Coordination with relevant ministries	US →Scientist 'F'/ Dir./DS	JS



(vii)	Attending Court hearing	US →Scientist 'F'/ Dir./DS	JS
19.	Cabinet Notes- Providing Inputs to Divisions/ Ministries	US/Scientist 'C'/ Dy. Director→Director /Scientist 'F'/DS	JS/AS/ Secretary
20.	EFC Proposals/SFC		
(i)	Examination of EFC proposals	ASO/SO/US→ Dir/Sc. F/ DS	JS
(ii)	Processing the case for approval of inputs/ comments to other divisions or Ministries	ASO/SO/US→ Dir/Sc. F /DS	JS or AS/ Secretary
21.	Matters related to Apex Authority for Implementation of the Paris Agreement (AIPA)	US/Scientist 'C'/ Dy. Director/Director/Scientist 'F'/ DS →JS →AS	Secretary
22.	Green Climate Fund		
(i)	Proposal Invite and Examination and Coordination with Proponents	US/Scientist 'C'/ Dy. Director → Dir./DS	Eco Adv.
(ii)	Preparation of Meeting of GCF-Empowered Committee	US/Scientist 'C'/ Dy. Director → Dir./DS	Eco Adv.
(iii)	Processing and Approval of GCF Projects	US/Scientist 'C'/ Dy. Director / Dir./DS → Economic Adv. → AS	Secretary
(iv)	GCF- National Focal Point GFC Board Meetings Coordination with Secretariat	US/Scientist 'C'/ Dy. Director → Dir./DS	Eco. Adv./AS
(v)	Stocktake of the approved Projects	US/Scientist 'C'/ Dy. Director → Dir./DS	Eco. Adv./AS
23.	GEF Project (focal area-climate change) Examination of Proposals and Inputs to IC Division	US/Scientist 'C'/ Dy. Director → Director/ Scientist 'F'/ DS	Eco. Adv./AS
24.	Annual Plan <ul style="list-style-type: none"> <li>• Compilation of inputs received from the officers of CC Division</li> <li>• Processing approval and final transmission to concerned Division</li> </ul>	Sc. C/ US→ Scientist 'F'/ Director	JS

25.	PM Council on Climate Change (PMCCC); Executive Committee on Climate Change (ECCC) <ul style="list-style-type: none"> <li>• Preparation of Agenda</li> <li>• Coordination for the PMO</li> <li>• Preparation of briefs for PMO</li> <li>• Preparation of Presentation</li> <li>• Coordination with the Nodal Ministries</li> <li>• Preparation of minutes</li> </ul>	Scientist 'C' / Dy. Director → Dir/ Sc. F/ DS	JS/AS/ Secretary
26.	All matters related to Article 9, 10,11 and 12 of Paris Agreement		
(i)	Examination of Reports, Information Note and Technical Papers published by UNFCCC	US/ Dy. Director →Dir./DS	Eco. Adv.
(ii)	Preparation of Position Papers on Matter related to climate finance including submissions to UNFCCC	US/ Dy. Director →Dir./DS	Eco. Adv.
(iii)	Finalisation and Submission of India's position of agenda items for climate finance	US/ Dy. Director → Dir./DS →Economic Advisor	AS
(iv)	Approval and Submission of briefs and submissions	US/ Dy. Director → Dir./DS →Economic Advisor	AS/Secretary
(v)	Preparation of briefs for inter-sessional events- Dialogue, Workshops and Round Tables by the UNFCCC	US/ Dy. Director → Dir./DS →Economic Advisor	AS/Secretary
27.	All World Bank and ADB Matters		
(i)	Examination of Reports/ Technical Papers/ Policy Papers at the draft stage	US/ Dy. Director →Dir./DS	Eco. Advisor
(ii)	Finalisation and Approval of MoEFCC's inputs on draft reports,	US/ Dy. Director →Dir./DS →Economic Advisor	AS/Secretary

	etc. by ADB and World Bank		
(iii)	Meetings with ADB/ Work Bank Teams	Dir./DS →Economic Advisor	AS/Secretary
(iv)	Meetings with Team in DEA	Dir./DS →Economic Advisor	AS/Secretary
28.	Multilateral, Regional Cooperation & Adaptation Communication		
(i)	Examination of Issues/ Agenda items for the meeting and preparation of briefs	US/ Dy. Director →Dir./DS	Eco. Adv.
(ii)	Coordination meetings	US/ Dy. Director →Dir./DS	Eco. Adv.
(iii)	High Level Meeting- Preparation of briefs and attending the meetings	Dir./DS → Eco. Adv.	AS/Secretary/ Minister
29.	UNDP projects in CC Division	US/Scientist 'C'/ Dy. Director→Scientist 'F'/ DS→JS	Secretary
30.	Leadership Group for Industry Transition		
(i)	Coordination with concerned Ministries	US/ Dy. Director → Dir./DS	Eco. Adv.
(ii)	Coordination with Lead- IT Sectt.	US/ Dy. Director → Dir./DS	Eco. Adv.
(iii)	Meeting of Lead- IT Members	US/ Dy. Director → Dir./DS	Eco. Adv.
(iv)	Lead- IT Ministerial	US/ Dy. Director → Dir./DS → Eco. Adv.	AS/Secretary/ Minister
31.	Providing Inputs to Other Ministries/ Divisions	US/Scientist 'C'/ Dy. Director →Dir./Scientist 'F'/ DS	AS/JS
32.	Processing of Invites for Various Events	US/Scientist 'C'/ Dy. Director → Dir./Scientist 'F'/ DS	As per level of Invite- Secretary/AS/JS
33.	Inputs for Economic Survey	US/Scientist 'C'/ Dy. Director →Dir./DS→ Ec. Adv.	AS
34.	Disposal of Public Grievances (PG)	ASO/SO	US

35.	Disposal of Public Grievances (PG) Appeal	Scientist 'F'/Director/DS	JS
36.	Disposal of RTI Application	ASO/SO	US
37.	Disposal of RTI Appeal	ASO/SO	Scientist 'F'/Director/DS-FAA

### **Conservation & Survey – I (Biosphere Reserve)**

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Designation of Biosphere Reserve	Director → Scientist 'G' → AS → Secy.	Minister
2.	Sanctioning of Management Action Plan/Integrated Management Plan	ASO/SO/Scientist 'B'/Scientist 'C' → Director → Scientist 'G'	AS/Secy. (As per delegation of financial powers)
3.	Submission of Reports/ requisite information to UNESCO	ASO/SO/Scientist 'B'/Scientist 'C'/ Director → Scientist 'G' → AS	Secretary
4.	Budget Matter Discussion with State Govts. on MAP/IMP	ASO/SO/Scientist 'B'/ Scientist 'C' → Director	Scientist 'G'
5.	Forwarding of Application for Awards	ASO/SO/Scientist 'B'/ Scientist 'C' → Director → Scientist 'G'	AS
6.	Material for annual report	ASO/SO/Scientist 'B'/ Scientist 'C' → Director	Scientist 'G'
7.	Reply to Starred/Unstarred Questions	ASO/SO/Scientist 'B'/ Scientist 'C' → Director → Scientist 'G' → AS/Secy.	Minister
8.	Submission of information to GC/Budget	ASO/SO/Scientist 'B'/ Scientist 'C' → Director	Scientist 'G'
9.	Submission of information to PG/RTI Cell	ASO/SO/Scientist 'B'/ Scientist 'C' → Director	Scientist 'G'
10.	Disposal of Public Grievances (PG)	SO	Director
11.	Disposal of Public Grievances (PG) Appeal	SO	Appellate Authority
12.	Disposal of RTI Application	SO	Scientist 'F'
13.	Disposal of RTI Appeal	SO	Director

### Conservation & Survey-I (Mountain)

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Matter related to GBPNIHE's Society	Scientist-E→JS→Secy.	Minister
2.	Appointment of Director, GBPNIHE	Scientist-E→JS→Secy.	Minister
3.	Framing of Recruitment Rules for 'A' and 'B' Posts (GBPNIHE)	Scientist-E→JS→Secy.	Minister
4.	Reply of Starred Parliament Questions/Assurances	Scientist-E→JS→Secy.	Minister
5.	Reply of Unstarred Parliament Questions/Assurances	Scientist-E→JS→Secy.	Minister
6.	MP/VIP references received from MoEFCC	Scientist-E→JS→Secy.	Minister
7.	Foreign deputation of officers of MoEF&CC JS & above for the Conference/Workshop etc.	Scientist-E→JS→Secy.	Minister
8.	Laying Annual Report/Audited Report of GBPNIHE	Scientist-E→JS→Secy.	Minister
9.	Approval of Plan Scheme (NMHS)	Scientist-E→JS→Secy.	Minister
10.	Matters related to Governing Body of GBPNIHE	SO→ Scientist E→JS	Secretary
11.	Matters related to Steering Committee of National Mission on Himalayan Studies (NMHS)	SO→ Scientist E→JS	Secretary
12.	Matters related to Board of Governors of ICIMOD	SO→ Scientist E→JS	Secretary
13.	Annual Action Plan	SO→ Scientist E→JS	Secretary
14.	Foreign deputation of Scientist of GBPNIHE for training/workshop/conference etc.	SO→ Scientist E→JS	Secretary
15.	Recruitment/Promotions of Scientists of GBPNIHE	SO→ Scientist E→JS	Secretary
16.	PMO references	SO→ Scientist E→JS	Secretary
17.	Court Cases (GBPNIHE)	SO→ Scientist E→JS	Secretary
18.	Release of Fund/grants to GBPNIHE and NMHS	SO→ Scientist E	JS/Secretary
19.	Matter related to STAG of NMHS	SO→ Scientist E	JS
20.	Matters/ Programmes related to ICIMOD	SO→ Scientist E	JS
21.	Annual Contribution to ICIMOD	SO→ Scientist E	JS
22.	Approval of Budget estimates for GBPNIHE and NMHS	SO→ Scientist E	JS

23.	Submission of information to GC and other Divisions of the Ministry	SO→ Scientist E	JS
24.	Material for annual report	SO→ Scientist E	JS
25.	Disposal of Public Grievances (PG)	SO	Scientist 'E'
26.	Disposal of Public Grievances (PG) Appeal	SO→Scientist 'E'	JS
27.	Disposal of RTI Application	SO	Scientist 'E'
28.	Disposal of RTI Appeal	SO→Scientist 'E'	JS

## Conservation & Survey – II

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1.	Creation of Posts (Gr. 'A')	US/Dir/DS→JS→Secy.	Minister
2.	Framing/ amendment of Recruitment Rules for Group 'A' and 'B' posts	(ASO/SO/US)→Dir/DS→JS	Secretary
3.	Framing/ amendment of Recruitment Rules for Gr.'C'	(ASO/SO/US)→Dir/DS	JS
4.	Appointment of Group' A' Posts (BSI & ZSI)	US/Dir/DS→JS→Secy.	Minister
5.	Approval of budget estimates for BSI and ZSI	(ASO/SO/US)→Dir/DS	JS
6.	Material for annual report	(ASO/SO/US)→Dir/DS	JS
7.	Administrative matters of BSI and ZSI such as representations/ requests from officers with regard to posting, ante-dating etc., complaints of officers of organisations, issuing of NOCs for application to other posts, grant of ACP, vigilance matters, etc.	(ASO/SO/US)→Dir/DS	JS
8.	Capital works and minor works (minor works beyond delegated financial powers of BSI/ZSI)	(ASO/SO/US)→Dir/DS	JS/Secretary (as per delegated financial powers)
9.	Revival/ upgradation of posts in BSI/ZSI	(ASO/SO/US)→Dir/DS→JS	Secretary
10.	Foreign visits of scientists to conferences/ symposium for JS and above level	US/Dir/DS→JS→Secy.	Minister
11.	Foreign visits of scientists to conferences/ symposium upto Director level	(ASO/SO/US)→Dir/DS→JS	Secretary
12.	Signing of MoUs	US/Dir/DS→JS	Secretary
13.	Delegation of financial powers	(ASO/SO/US)→Dir/DS→JS	Secretary
14.	Disposal of Public Grievances (PG)	SO	US
15.	Disposal of Public Grievances (PG) Appeal	SO	DS



16.	Disposal of RTI Application	SO	US
17.	Disposal of RTI Appeal	SO	DS

### Conservation & Survey-III (Biodiversity)

<b>S.No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	<p>Convention on Biological Diversity(CBD)</p> <ul style="list-style-type: none"> <li>To prepare country brief for negotiation in Conference of Parties(CoP) meetings to the CBD and CoP-Meeting of Parties to the Nagoya Protocol on Access and Benefit Sharing.</li> <li>To prepare compliance reports and National Reports and submitting to CBD.</li> <li>To identify experts and nominate for participation in CoP/CoP-MoP meetings.</li> <li>Implementation of Kunming-Montreal Global Biodiversity Framework</li> </ul>	Scientist 'E'→ Scientist 'G'→ AS →Secy.	Minister
2.	<p>Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services(IPBES)</p> <ul style="list-style-type: none"> <li>Nomination of experts to IPBES for task force, workshops, assessments and Plenary Sessions</li> </ul>	US→ Scientist 'E'→ Scientist 'G'	AS/ Secretary
3.	<p>Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA) and Subsidiary Body on Implementation (SBI)</p>	Scientist 'E'→ Scientist 'G'→ AS→ Secy.	Minister

	<ul style="list-style-type: none"> <li>Nomination of experts to attend technical annual meetings of SBSTTA and SBI and review the scientific output of these meetings.</li> </ul>		
4.	National Biodiversity Authority: <ul style="list-style-type: none"> <li>Administrative and budgetary matters of NBA</li> </ul>	ASO→US→ Scientist 'E'	Scientist 'G'
5.	National Biodiversity Authority: <ul style="list-style-type: none"> <li>Release of Grants to NBA</li> </ul>	US→ Scientist 'E'→ Scientist 'G'	AS
6.	Biological Diversity Act 2002 <ul style="list-style-type: none"> <li>Matters related of effective implementation of Biological Diversity Act, 2002(and its amendments), its Rules 2024</li> </ul>	US→ Scientist 'E'→ Scientist 'G'	AS
7.	CBD Contributions <ul style="list-style-type: none"> <li>Annual Contributions to the CBD and Nagoya Protocol Trust Funds</li> </ul>	Scientist 'E'→ Scientist 'G'→ AS	Secretary
8.	Disposal of Public Grievances (PG)	ASO	US
9.	Disposal of Public Grievances (PG) Appeal	ASO	Scientist 'E'
10.	Disposal of RTI Application	ASO	US
11.	Disposal of RTI Appeal	ASO	Scientist 'E'

### **Conservation & Survey-III (Biosafety)**

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Cartagena Protocol on Biosafety (CPB) under Convention on Biological Diversity (CBD)	Scientist D→ DS → AS→ Secy.	Minister
2.	Nagoya-Kuala Lumpur supplementary protocol on liability and redress under CPB	Scientist D→ DS → AS→ Secy.	Minister
3.	Court Cases	Scientist D→ DS → AS	AS/Secretary (as per cases)
4.	Rules for the manufacture, use/import/export and storage of hazardous microorganisms/ Genetically engineered organisms or cells (Rules 1989) amendment	Scientist D→ DS →AS→ Secy.	Minister
5.	Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA)	Scientist D→ DS →AS→ Secy.	Minister
6.	Genetic Engineering Appraisal Committee	Scientist D→ DS →AS→ Secy.	Minister
7.	Parliament Inputs to other Divisions	Scientist D	DS
8.	Disposal of Public Grievances (PG)	Scientist D	Scientist D
9.	Disposal of Public Grievances (PG) Appeal	DS	DS
10.	Disposal of RTI Application	Scientist D	Scientist D
11.	Disposal of RTI Appeal	DS	DS

### Control of Pollution Division

<b>S No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	Parliamentary matters (Starred Questions/ Unstarred Questions/ Assurances/Rule 377/ Departmental Parliamentary Committee Meetings) & VIP references	(US/DD/JD/AD/Dir/Sc F) →JS→Secy.	MoS/Minister
2	Framing rules/ regulations, policies on (Standard/RO /Industrial Pollution/ Recruitment Rules etc.)	(US/DD/JD/AD/Dir/Sc F) →JS→Secy.	Minister
3	Appraisal of projects under CP Scheme	US→Director	JS
4	Approval of projects recommended by Project Appraisal Committee under CP Scheme	(US/DD/JD/AD) → (Dir/Sc F) →JS	Secretary
5	Import/Export for Custom Duty Exemption	(US/DD/JD/AD) → (Dir/Sc F)	JS
6	Court cases filing of affidavits seeking adjournments	(US/DD/JD/AD) → (Dir/Sc F)	JS
7	Issues of sanctions with administrative approval and approval of IFD (in GIA)  Issues of sanctions with administrative approval and approval of IFD (in Scheme)	(US/DD/JD/AD) → (Dir/Sc F)→JS	Secretary
8	Public Grievances received from PMO/ Cabinet Secretary	(US/DD/JD/AD)→ (Dir/Sc F)	JS
9	Monthly DO submissions	(US/DD/JD/AD) → (Dir/Sc F)	JS
10	Providing information to other wings/divisions of the Ministry	(US/DD/JD/AD)	Dir/Sc F

11	Providing information to other Ministries	(US/DD/JD/AD) → (Dir/Sc F)	JS
12	Providing information/briefings/presentations called by Secy./MEF	(US/DD/JD/AD) → (Dir/Sc F)	JS
13	Progress Monitoring of Schemes, NITI Aayog related output/Outcome, performance Indices, scheme Budget etc.	(US/DD/JD/AD) → (Dir/Sc F)	JS
14	Disposal of Public Grievances (PG)	US/DD/JD/AD	US/DD/JD/AD
15	Disposal of Public Grievances (PG) Appeal	Dir/Scientist 'F'	Dir/Scientist 'F'
16	Disposal of RTI Application	Scientist 'D'	Scientist 'D'
17	Disposal of RTI Appeal	Dir/Scientist 'F'	Dir/Scientist 'F'

### Desertification Cell

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Activity plan	TO→ AIGF/DIGF→IGF	ADGF
2.	UNCCD and related matters	TO→ AIGF/DIGF→IGF	ADGF
3.	Technical studies/pilot projects	TO→ AIGF/DIGF→IGF	ADGF
4.	Technical meetings, workshops and events	TO→ AIGF/DIGF→IGF	ADGF
5.	Bi-lateral, Multi-lateral, GEF project coordination	TO→ AIGF/DIGF→IGF	ADGF
6.	Inputs for technical matters	TO→ AIGF/DIGF→IGF	ADGF
7.	Disposal of Public Grievances (PG)	TO/ACF→ AIGF	DIG
8.	Disposal of Public Grievances (PG) Appeal	TO/ACF→ AIGF	IGF
9.	Disposal of RTI Application	TO	ACF
10.	Disposal of RTI Appeal	TO/ACF→AIGF	DIG/IGF

## Development Monitoring and Evaluation Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Handling and coordinating matters referred by the NITI Aayog on OOMF, Evaluation of Schemes and Ministry of Planning	AD→DD→Dir	Sr. EA
2.	Finalization of Output Outcome Monitoring Framework (OOMF)	AD/DD→Dir→Sr.EA	Secretary
3.	Approval for Laying of OOMF in Parliament	Dir→Sr.EA→Secy.	MoS
4.	Constitution of Evaluation Monitoring Committee (EMC)	AD/DD→Dir→Sr.EA	Secretary
5.	Preparation of ToR for Evaluation of Monitoring Committee	AD/DD→Dir→Sr.EA	Secretary
6.	Vetting of ToR by Inter Ministerial Group (IMG)	AD/DD→Dir→Sr.EA	Secretary
7.	Disposal of Public Grievances (PG)	AD	DD
8.	Disposal of Public Grievances (PG) Appeal	AD/DD	Director
9.	Disposal of RTI Application	AD	DD
10.	Disposal of RTI Appeal	AD/DD	Director



### Economic Division

<b>S.No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Handling and coordinating all matters referred by the Department of Commerce, DPIIT, D/o Economic Affairs, DBT Mission, Cabinet Secretariat as Economic Division is the nodal Division for these Ministries /Departments	RO/AD→DD→Dir	Sr. EA
2.	Coordination of matters on preparation of Economic Survey with Department of Economic Affairs and Budget Announcements	AD/DD→Dir→Sr.EA	Secretary
3.	Furnishing Comments on FTAs matters relating to Trade, Environment and Sustainable Development received from Department of Commerce	AD/DD→Dir→Sr.EA	Secretary
4.	Furnishing Comments on Draft EFCs received from Department of Commerce, DPIIT	AD/DD→Dir→Sr.EA	Secretary
5.	Furnishing Comments on Draft Cabinet Notes received from Department of Commerce, DPIIT	DD/Dir→Sr.EA→Secy.	Minister
6.	Draft Replies to Parliament Questions/ Paras contained in Reports of Parliamentary Standing Committee	DD/Dir→Sr.EA→Secy.	Minister
7.	Disposal of Public Grievances (PG)	AD	DD
8.	Disposal of Public Grievances (PG) Appeal	AD/DD	Director
9.	Disposal of RTI Application	AD	DD
10.	Disposal of RTI Appeal	AD/DD	Director

### **Eco-Sensitive Zone**

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Declaration of Eco-Sensitive Zone (ESZ) proposals for Draft, Amendment and Final Notifications	JD/AD/Dir → Scientist 'G' → AS → Secy.	Minister
2.	Declaration of Eco-Sensitive Area (ESA) for Draft, Amendment and Final Notifications	JD/AD/Dir → Scientist 'G' → AS → Secy.	Minister
3.	Parliament Questions and Parliament related matters	JD/AD/Dir → Scientist 'G' → AS → Secy.	Minister
4.	VIP/PMO References	JD/AD/Dir → Scientist 'G' → AS → Secy.	Minister
5.	Court Cases	JD/AD/Dir → Scientist 'G' → AS	Secretary
6.	Monthly DO to Cabinet	JD/AD/Dir → Scientist 'G' → AS	Secretary
7.	ESZ Meetings	ASO → JD/AD/Dir → Scientist 'G'	AS
8.	Follow-up relating to Eco-Sensitive Area/Zone	ASO → JD/AD → Dir	Scientist 'G'
9.	Examination of ESZ proposals	JD/AD → Dir	Scientist 'G'
10.	Legal vetting and Hindi Translation	ASO → JD/AD → Dir	Scientist 'G'
11.	Publication in Gazette of India	ASO → JD/AD → Dir	Scientist 'G'
12.	Updating of ESZ status on Ministry website	ASO → JD/AD	Director
13.	Preparation of weekly status of Proposal	ASO → JD/AD	Director
14.	Disposal of Public Grievances (PG)	ASO → JD/AD	Director

15.	Disposal of Public Grievances (PG) Appeal	JD/AD	Scientist 'F'
16.	Disposal of RTI Application	ASO→JD/AD	Scientist 'E'
17.	Disposal of RTI Appeal	JD/AD	Scientist 'F'

## Environment Education

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Parliament questions (starred)	Sc.E →JS→Secy.	Minister
2.	Parliament questions (unstarred)	Sc.E →JS→Secy.	Minister
3.	Parliament assurances	Sc.E →JS→Secy.	Minister
4.	Matters raised in Parliament under Rule 377, Special Mention, etc.	Sc.E →JS→Secy.	Minister
5.	VIP references	Sc.E →JS→Secy.	Minister
6.	Matters related to Parliament Standing Committee, Parliament Accounts Committee, etc.	SO →Sc.E →JS	Secretary
7.	PMO references	SO →Sc.E →JS	Secretary
8.	Matters related to Scheme appraisal	SO →Sc.E →JS	Minister/ Secretary (as per delegation of powers)
9.	Matters related to Guidelines of the Scheme	SO →Sc.E →JS	Secretary
10.	Policy decisions related to major matters: <ul style="list-style-type: none"> <li>• portal developments/ technological interventions</li> <li>• inter-ministerial collaborations</li> <li>• collaborations with international organizations</li> <li>• organization of outreach activities/ campaigns</li> <li>• development of knowledge products</li> </ul>	SO →Sc.E →JS	Secretary
11.	Annual Action Plan	SO →Sc.E	JS
12.	Providing comments/ inputs to various Ministries/ Departments	SO →Sc.E →JS	JS/ Secretary

13.	Sanction of grants-in-aid for implementation of Scheme	SO → Sc.E → JS	JS/ Secretary (as per delegation of financial powers)
14.	Finalization of indicators for output-outcome monitoring framework	SO → Sc.E	JS
15.	Budget estimation and related matters	SO → Sc.E	JS
16.	Routine matters related to: <ul style="list-style-type: none"> <li>• inter-ministerial collaborations</li> <li>• collaboration with international organizations</li> <li>• portal development/ maintenance</li> <li>• development of knowledge products</li> <li>• organization of outreach activities/ campaigns</li> <li>• audit matters</li> <li>• output-outcome monitoring framework</li> <li>• consultations with other Divisions</li> </ul>	SO → Sc.E	JS
17.	Annual Report	SO → Sc.E	JS
18.	Routines matters related to implementation of scheme, co-ordination with Implementing Agencies, etc.	SO	Sc.E
19.	Disposal of Public Grievances (PG)	SO	Scientist 'E'
20.	Disposal of Public Grievances (PG) Appeal	SO	JS
21.	Disposal of RTI Application	SO	Scientist 'E'
22.	Disposal of RTI Appeal	SO	JS

**Environmental Information Awareness Capacity Building and  
Livelihood Programme**

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Budget related matters and all matters related to release of recurring grant for EIACP Hubs/RPs	RO →DD →Director	JS
2.	All matter related to EIACP Hubs/RPs	RO →DD →Director	JS
3.	Policy matters on GSDP/Capacity Building/ GSDP Outlet/ Mission LiFE	RO →DD →Director	JS
4.	Routine matters related to Green Skill Development Programme/ Coordination with SCGJ and NCVET on GSDP/ Capacity Building	RO →DD →Director	JS
5.	All matters related to release of funds under GSDP/LiFE/Capacity Building/ Workshops/IT etc.	RO →DD →Director	JS
6.	Matters related to recruitment and Continuation of EIACP Programme Cell	RO/DD →Director→ JS	Secretary
7.	All Website/IT related Matters/ Updation of data on the DRC portal/ SIDH related matters	RO →DD →Director	JS
8.	Updation of Output Outcome Monitoring Framework (OOMF) related to EIACP / Preparation of thematic maps/LiFE Reports/Data collection and maintenance for Data Strategy Unit/ Annual Report material	RO→DD→ Director	JS
9.	EIACP Monthly Report Preparation/ Preparation of infographics /posters/videos on Environmental Days	RO →DD →Director	JS
10.	Parliament questions (starred)/ Parliament assurances/VIP references	DD→ Director→JS→ Secy.	Minister
11.	Parliament questions (unstarred)	DD→ Director →JS → Secy.	Minister
12.	PMO references/coordination with other Divisions/Nodal Ministries /Departments/ Preparation of Inputs of Parliament Questions etc. and Paras contained in Reports of Parliamentary Standing Committee.	RO/ DD→ Director	JS
13.	Preparation of RTI/PG information/Court Cases	DD→ Director	JS
14.	Steering Committee/Digital Public Infrastructure (DPI) Committee	RO →DD →Director	JS
15.	Disposal of Public Grievances (PG)	RO	DD

16.	Disposal of Public Grievances (PG) Appeal	RO→DD	Director
17.	Disposal of RTI Application	RO	DD
18.	Disposal of RTI Appeal	RO	Director

### Externally Aided Project

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Submission of new proposals to DEA for posing it to Bilateral and Multilateral Agencies	AIGF→IGF→ ADGF→DGF&SS	Minister/ Secretary
2.	Nomination of officers for Foreign visits	AIGF → IGF→ ADGF→DGF&SS	Minister/ Secretary (as per extant guidelines)
3.	General Correspondence with DEA/funding agencies	TA/SO→ AC(F ) →AIGF	IGF
4.	Comments on DPR/PPR of EAP to DEA	AC(F )/AIGF → IGF→ ADGF	DGF&SS
5.	For routine matters	TA/SO→ AC(F)→ AIGF	IGF
6.	Disposal of Public Grievances (PG)	TA/SO	ACF
7.	Disposal of Public Grievances (PG) Appeal	TA/SO →ACF	AIGF
8.	Disposal of RTI Application	TA/SO	ACF
9.	Disposal of RTI Appeal	TA/SO	AIGF



### Forest Conservation Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Policy matters	SO/TO/Dir/AIGF/Scientist/IGF → ADG → DGF&SS → Secy.	Minister
2.	Issuing 'in-principle' approval under the Van (Sanrakshan Evam Samvardhan) Adhiniyam, 1980 for all proposals.	SO/TO/Dir/AIGF/IGF → ADG → DGF&SS → Secy.	Minister
3.	Issuing final approval under Van (Sanrakshan Evam Samvardhan) Adhiniyam, 1980 (cases requiring attention of higher authorities)	SO/TO → Dir/AIGF → IGF	ADG/ DGF&SS
4.	Issuing final approval under Van (Sanrakshan Evam Samvardhan) Adhiniyam, 1980 (except in cases requiring attention of higher authorities)	TO/SO → Dir/AIGF	IGF
5.	Placing of diversion proposals under Van (Sanrakshan Evam Samvardhan) Adhiniyam, 1980 before the Advisory Committee (AC) (cases where attention of higher authorities is required)	TO/SO → Dir/AIGF → IGF	DGF&SS / Secretary
6.	Placing of diversion proposals under Van (Sanrakshan Evam Samvardhan) Adhiniyam, 1980 before the Advisory Committee (AC) (except in cases where attention of higher authorities is required)	TO/SO → Dir/AIGF	IGF
7.	Inputs/information to other Divisions (requiring attention of higher authorities)	SO /TO → Dir/AIGF → IGF	DGF&SS
8.	Inputs/information to other Divisions (except cases requiring attention of higher authorities)	SO → Dir/AIGF	IGF
9.	Approval of draft letters of 'in-principle' approval & final approvals	TO/SO → Dir/AIGF	IGF
10.	Disposal of Public Grievances (PG)	TO	Scientist 'E'
11.	Disposal of Public Grievances (PG) Appeal	TO	IGF
12.	Disposal of RTI Application	TO	Scientist 'E'
13.	Disposal of RTI Appeal	TO	AIGF

## Forest Establishment

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1.	Appointment/ confirmation/ Promotion of Group A officers	[SO/US/AC(F)/AIGF/DIGF] → [IGF/JS] → [ADGF/DGF&SS] → Secy.	Minister
2.	Referring of cases to (Administrative Division) i.e. P-III) for filling of Gr A posts on promotion under the flexible complementary scheme	[SO/US/AC(F)] → [AIGF/DIGF]	IGF/JS
3.	Framing/amendment of Recruitment Rules for Group A & B posts for final approval	[AIGF//DIGF] → [IGF/JS] → [ADGF/DGF&SS]	Secretary
3.1	Framing/important amendment of Recruitment Rules for the post of Head of Department	[SO/US/AC(F)/AIGF/DIGF] → [IGF/JS] → [ADGF/DGF&SS] → Secy.	Minister
3.2	Framing/amendment of Recruitment Rules for Group A & B posts (Except those indicated in 3.1)	[SO/US/AC(F)/AIGF/DIGF] → [IGF/JS] → [ADGF/DGF & SS]	Secretary
4.	Framing/amendment of Recruitment Rules for Group C & D posts for final approval	[SO/US] → [AIGF/DIGF]	IGF/JS
5.	Personnel matters relating to ICFRE,FSI,IGNFA,DFE, WCCB and NZP which involve the exercise of discretion and/or relaxation of rules i.e. where they are based on clear- cut precedents	[SO/US/AC(F)/AIGF/DIGF] → [IGF/JS] → [ADGF/DGF&SS]	[IGF/JS] / [ADGF/DGF&SS]/ Secretary */ Minister* (*as the case may be)
6.	Approval of draft reply statements in Court cases /Contempt matters in court cases.	[SO/US/AC(F)] → [AIGF/DIGF] → IGF/JS]	[ADGF/DGF&SS]/ Secretary */ Minister* (*only in policy questions/ matters)

7.	VIP/MP References	[SO/US/AC(F)/AIGF/DIGF] →[IGF/JS]→[ADGF/ DGF&SS]→Secretary(EFCC)	Minister
8.	Parliament Questions and Assurances: i)Starred Questions and Assurances ii) Unstarred Questions& Assurances iii)Other matters raised in Parliament (including matters raised under Rule 377 and in RS by way of special Mention)	[SO/US/AC(F)/AIGF/DIGF] →[IGF/JS]→[ADGF/ DGF&SS]→Secy.	Minister
9.	Disposal of Public Grievances (PG)	ASO/SO	US
10.	Disposal of Public Grievances (PG) Appeal	ASO/SO → US	DIGF
11.	Disposal of RTI Application	ASO/SO	US
12.	Disposal of RTI Appeal	ASO/SO	DIGF

## Forest Policy Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Forest Policy Matters: <ul style="list-style-type: none"> <li>National Forest Policy, 1988 and its review, revision and implementation</li> <li>State Forest Policies</li> <li>Formulation of policy and guidelines on various forestry related matters</li> </ul>	ACF/AIGF/DIGF →IGF/ADGF →DGF&SS →Secy.	Minister
2.	Matters related to amendment in IFA, 1927 <ul style="list-style-type: none"> <li>Amendment and draft bill approval</li> </ul>	ACF/AIGF/DIGF→IGF/ADGF→DGF&SS→Secy.	Minister
3.	Amendment in Central Act / New Bill <ul style="list-style-type: none"> <li>Providing comments to various ministries</li> </ul>	ACF/AIGF/DIGF→ IGF /ADGF→DGF&SS→Secy.	Minister
4.	No objection/comments on Amendment in State Forest Acts <ul style="list-style-type: none"> <li>Providing comments to MHA</li> </ul>	ACF/AIGF/DIGF→ IGF /ADGF→DGF&SS→Secy.	Minister
5.	Matter related to USAID FOREST PLUS Programme	TO/ACF→AIGF/DIGF →IGF	ADGF
6.	Matter related to National consultation meeting with PCCF & HoFF of all states	TO/ACF/AIGF/DIGF/IGF→ADGF→DGF&SS	Secretary
7.	Matter related to International corporations on forestry matters: <ul style="list-style-type: none"> <li>(1) United Nations Forum on Forests (UNFF)</li> <li>(2) Committee on Forestry (COFO) of Food &amp; Agriculture organization (FAO) of the United Nations</li> </ul>	ACF/AIGF/DIGF→IGF/ADGF→DGF&SS→Secy.	Minister

	(3) Asia Pacific Forestry Commission (APFC) of FAO (4) Centre for International Forestry Research (CIFOR) (5) Asia Pacific Forest Invasive Species Network (APFISN) (6) International Poplar Commission of FAO (7) UN-REDD of United Nations Framework Convention on Climate Change		
8.	Providing inputs to IC/CC/CS/HSM/Economic and other Divisions in the Ministry on forestry matters related to international issues	TO/ACF→AIGF/ DIGF	IGF
9.	Providing inputs to PL division and other division	TO/ACF→AIGF/ DIGF	IGF
10.	Matter related to processing of foreign visit deputation approval	ACF/AIGF/DIGF→IGF/ADGF→DGF&SS→Secy.	Minister
11.	Parliament Questions (Starred/Unstarred) Assurance, Zero Hours and Special Mention	ACF/AIGF/DIGF→IGF/ADGF→DGF&SS→Secy.	Minister
12.	VIP Reference	ACF/AIGF/DIGF → IGF/ADGF→DGF&SS→Secy.	Minister
13.	Court Cases	TO/ACF→AIGF/ DIGF	IGF
14.	Routine issues	TO/ACF→AIGF/ DIGF	IGF
15.	E-samiksha	TO/ACF→AIGF/ DIGF	IGF
16.	Disposal of Public Grievances (PG)	TO	ACF
17.	Disposal of Public Grievances (PG) Appeal	TO→ACF	AIGF
18.	Disposal of RTI Application	TO	ACF
19.	Disposal of RTI Appeal	TO	AIGF

*In Policy matters, decision / level of final disposal by DGF&SS/ Secretary/ Minister depending on the issue involved in the case.*

## Forest Protection Division

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1.	Centrally Sponsored Scheme: Forest Fire Prevention and Management Scheme	[TO/ACF]→[AIGF/DIG]	IGF*/ADGF*/DGF&SS*/Secretary* *As per the cases
2.	Issues relating to forests protection including control of illicit felling of trees, deforestation, and encroachment of forest land	[TO/ACF] →[AIGF/DIGF]	IGF/[ADGF*/DGF&SS*]/Secretary *  *As per the cases
3.	Disaster Management related matters	[TO/ACF]→[AIGF/DIGF]	IGF/ [ADGF*/DGF&SS*] /Secretary * /Minister*
4.	Approval of draft reply statements in Court cases/contempt matters	[TO/ACF→[AIGF/DIGF] →IGF	ADGF*/DGF&SS*/Secretary* *As per the cases
5.	Parliament related matters (LS/RS Questions), Rule 377, Assurance, Zero Hour and Parliament Standing Committee	AIGF→IGF→DGF&SS→Secy.	Minister
6.	VIP/MP References	IGF→ [ADGF/DGF&SS] → Secy.	Minister
7.	Routine issues	[SO/ACF] →AIGF	IGF
8.	Disposal of Public Grievances (PG)	TO	AIG
9.	Disposal of Public Grievances (PG) Appeal	TO/ACF → AIGF	IGF
10.	Disposal of RTI Application	TO/ACF	AIG
11.	Disposal of RTI Appeal	TO/ACF	IGF

*\* In Policy matters, the decision/level of final disposal will be DGF&SS/Secretary/Minister depending on the issues involved.*

## General Administration

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Approval of tender : Cost upto Rs. 3 Crores	SO→US→Dir	JS
2.	Approval of tender : Cost above Rs. 3 Crores and upto Rs. 5 Crores	US→Dir→JS	AS
3.	Approval of tender : Cost above Rs. 5 Crores and upto Rs. 100 Crores	Dir→JS→AS	Secretary
4.	Award of Tender	SO→US→Dir	JS/AS/ Secretary (as per DFPR)
5.	Procurement of Desktop PC – Above the Delegated power of HOD	SO→US→Dir	JS/AS/ Secretary (as per DFPR)
6.	Payment of excess fuel for government vehicles	Dir→JS→AS	Secretary
7.	Renovation work and Minor Civil & Electrical Work through CCU	Dir→JS→AS	Secretary
8.	Procurement of laptops	Dir→JS→AS	Secretary
9.	Payment of bills raised by Service provider as per GeM contract	SO→US→Dir	JS
<b>Cases within the Delegated power of HOD</b>			
10.	Maintenance of office building / cleanliness / conservancy / repair / renovations / furnishing	ASO→SO→US	HoD
11.	Maintenance of Staff Car	ASO→SO→US	HoD
12.	Procurement of i. Furniture ii. Stationery iii. Office equipment (Photocopier, Printer, Cartridges, Television, Refrigerator, Water dispenser, Hotcase etc.)	ASO→SO→US	HoD
13.	Reimbursement of bags, telephone bills etc.	ASO→SO→US	HoD
14.	IT items other than laptop	ASO→SO→US	HoD
15.	Payment of NDMC bills	ASO→SO→US	HoD
16.	Payment of fuel bills within limit	ASO→SO→US	HoD
17.	Payment of bills raised by Service provider as per GeM contract	ASO→SO→US	HoD
18.	Disposal of Public Grievances (PG)	ASO/SO	US
19.	Disposal of Public Grievances (PG) Appeal	ASO/SO →US	Director
20.	Disposal of RTI Application	SO	US
21.	Disposal of RTI Appeal	SO/US	Director
22.	Award of work on Single Source Selection	US/Dir→JS→AS	Secretary
23.	Procurement of new Vehicles/ Condemnation of old Vehicles	US/Dir→JS→AS	Secretary

### General Coordination

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Forwarding minutes of the CCEA received from Cabinet Secretariat to the Divisions concerned	ASO→SO→US	DS/Dir
2.	JCM Matters <ul style="list-style-type: none"> <li>• Conduct of Departmental Council Meetings</li> <li>• Approval to agenda</li> <li>• Preparation/approval of minutes and circulation of minutes to the Divisions concerned for follow up action on the proceedings</li> </ul>	ASO/SO/US→DS/Dir.→JS	Secretary
3.	Office Council Meetings <ul style="list-style-type: none"> <li>• Conduct of meeting</li> <li>• Preparation &amp; approval of agenda and circulation of minutes to the Divisions concerned for follow up action on the proceedings.</li> </ul>	ASO/SO→US→DS/Dir.	JS
4.	Meeting of Secretary, (EFCC) with Sr. Officers <ul style="list-style-type: none"> <li>• Conduct of meeting</li> <li>• Approval to agenda and minutes of the meeting</li> </ul>	ASO/SO/US→DS/Dir.→JS	Secretary
5.	Awards:  Nomination of MoEFCC Officers for recommendations of Padma Awards and Nodal Officer to coordinate with MHA.	ASO/SO/US→DS/Dir.→JS	Secretary
6.	Grant of honorarium to the officials of the Ministry	ASO/SO/US→DS/Dir.→JS	Secretary



7.	Nomination of Nodal Officers/Nodal Divisions to deal with various communication received from other Ministries/Departments	ASO/SO/US→DS/Dir.→JS	Secretary
8.	Monthly D.O. letter to the Cabinet Secretary <ul style="list-style-type: none"> <li>Collection of information from Divisions concerned</li> <li>Submission of consolidated information received from various Divisions for approval of Secretary, EFCC</li> </ul>	US/DS/Dir.→JS→AS	Secretary
9.	Celebration / Observance of important Days - Ekta Week, Armed Forces Flag Day	ASO/SO→US→DS/Dir.	JS
10.	Circulation of important orders/ circulars of general nature received from Cabinet Secretariat/P.M.O., Ministry of Finance, Ministry of Home Affairs and President Secretariat etc.	ASO/SO→US	DS/Dir.
11.	Coordination in respect of matters of general nature not pertaining to any other Division (depending upon the nature of report to be consolidated)	ASO/SO→US→DS/Dir.	JS
12.	Circulation of Audit Paras received from Audit Office/O/o C&AG	ASO/SO→US	DS
13.	Welfare activities-Farewell programme for the retiring Government officers/staff in the Ministry	ASO/SO→US→DS/Dir.	JS
14.	Matter related to PMREF Portal	ASO/SO/US→DS/Dir.→JS	Secretary
15.	Compilation of the achievements of the Ministry	ASO/SO/US→DS/Dir.→JS	Secretary

16.	Disposal of Public Grievances (PG)	ASO/SO	US
17.	Disposal of Public Grievances (PG) Appeal	ASO/SO→US	DS/Dir
18.	Disposal of RTI Application	ASO/SO	US
19.	Disposal of RTI Appeal	ASO/SO	DS/Dir

## Green India Mission

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Formation of National Executive Council and National Governing Council and Meeting of National Governing Council	IGF→ADGF→DGF&SS →Secy.	Minister
2.	Meeting of National Executive Council	IGF→ADGF→DGF&SS	Secretary
3.	Approval of Externally Aided Projects (EAP)	AIGF/DIGF/IGF→ADGF → DGF&SS	Secretary
4.	Convergence guidelines: preparation & finalization	IGF→ ADGF→DGF&SS	Secretary
5.	Strengthening of Mission Directorate: engagement of consultants	AIGF/DIGF→IGF→ADGF	DGF&SS
6.	Examination and approval of Perspective Plans and Annual Actions Plans	AIGF/DIGF→ IGF	ADGF & Mission Director
7.	Evaluation of reports	AIGF/DIGF→ IGF	ADGF & Mission Director
8.	Monitoring and Evaluation of performance of States	AIGF/DIGF→ IGF	ADGF & Mission Director
9.	Strengthening of Mission Directorate: procurement etc.	AIGF/DIGF→IGF	ADGF & Mission Director
10.	Implementation of EAP	AIGF/DIGF→IGF →ADGF	DGF&SS
11.	Approval of Annual Progress Report	AIGF/DIGF→IGF	ADGF & Mission Director
12.	Miscellaneous matters such as communication within & outside the Ministry etc.	AIGF/DIGF	IGF
13.	Disposal of Public Grievances (PG)	AIGF	DIGF
14.	Disposal of Public Grievances (PG) Appeal	AIGF/DIGF	IGF
15.	Disposal of RTI Application	AIGF	DIGF
16.	Disposal of RTI Appeal	AIGF	IGF

## Hazardous Substances Management Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Parliamentary matters  (Starred Questions/ Unstarred Questions/Assurances/Rule 377 & VIP references)	Sc 'D'/Sc 'E'→Dir→JS/AS→Secy.	MoS/ Minister
2.	Departmental Parliamentary Committee Meetings	Sc 'D'/Sc 'E'→Dir→JS/AS	Secretary
3.	Matters relating to notification of rules/regulations relating to environmentally sound management of wastes as well as chemicals  (Hazardous waste, solid waste, plastic waste, flyash, battery waste, e-waste, C&D waste, bio-medical waste, hazardous chemicals, chemical accidents, Public liability insurance, GCP, Ecomark, Carbon Credits etc.)	Sc 'D'/Sc 'E'→Dir→JS/AS→Secy.	Minister
4.	Interpretation of waste management rules and issuing policy clarifications	Sc 'D'/Sc 'E'→Dir→JS/AS	Secretary
5.	Matters relating to multi-lateral environmental conventions/agreements relating to wastes and chemicals (Basel, Stockholm, Rotterdam, Minamata/IUCN)	Sc 'D'/Sc 'E'→Dir	JS/AS (National Focal Point)
6.	Country position regarding multilateral agreements	Sc 'D'/Sc 'E'→Dir→JS/AS	Secretary
7.	Funds release for projects proposals including contributions for multilateral agreements	ASO/TO/SO→ Sc 'D'/Sc 'E'→Dir.	JS/AS/ Secretary As per financial delegation
8.	Import/Export permissions of Hazardous Waste under Hazardous and Other Waste (Management and transboundary movement) Rules, 2016	SO/ASO→ Sc 'D'/Sc 'E'→Dir.	JS
9.	Policy matters under HoWM Rules, 2016	Sc 'D'/Sc 'E'→Dir→JS/AS→Secy.	Minister
10.	Prior Informed Consent/ consent on Form-A/Form-B for	Sc 'D'/Sc 'E'→Dir	JS/AS

	import/Export of mercury under Minamata convention		(National Focal Point)
11.	Review of GEF funded projects(UNDP/ UNIDO/UNEP)	SO→Sc 'D'/Sc 'E'→Dir	JS/AS (National Project Director)
12.	Court cases filing of affidavits	Sc 'D'/Sc 'E'→Dir	JS/AS
13.	Issues of sanctions with administrative approval and approval of IFD	ASO/TO/SO	Sc 'D'/Sc 'E'
14.	Public Grievances received from PMO/Cabinet Secretary	Sc 'D'/Sc 'E'→Dir	JS/AS
15.	Monthly DO submissions	ASO/TO/SO→Sc 'D'/Sc 'E'→Dir	JS/AS
16.	Providing information to other wings/divisions of the Ministry	ASO/TO/SO→Sc 'D'/Sc 'E'→Dir	JS/AS
17.	Providing information to other Ministries	ASO/TO/SO→Sc 'D'/Sc 'E'→Dir	JS/AS
18.	Providing information/ briefings/ presentations called by Secy./MEF	Sc 'D'/Sc 'E'→Dir	JS/AS
19.	Disposal of Public Grievances (PG)	ASO/TO/SO → Sc 'D'/Sc 'E'	Director
20.	Disposal of Public Grievances (PG) Appeal	Sc 'D'/Sc 'E'	JS
21.	Disposal of RTI Application	ASO/TO/SO	Sc 'D'/Sc 'E'
22.	Disposal of RTI Appeal	ASO/TO/SO	Dir./Sci 'F'

### Impact Assessment Division

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1.	Constitution of State Level Environmental Impact Assessment Authority (SEIAA) and State Level Environmental Appraisal Committee (SEAC)	Sc C/D/E/F→JS→AS→Secy.	Minister
2.	Notification under the Environment (Protection) Act, 1986 and the amendments therein	Sc C/D/E/F→JS→AS →Secy.	Minister
3.	OMs/Circulars on EIA matters	Sc D/E→JS→AS→ Secy.	Minister
4.	Approval / Rejection of Environmental Clearance under the EIA Notification, 2006 and subsequent amendments	Sc C/D/E/F→ JS→AS→Secy.	Minister
5.	Approval / Rejection of Clearance for the projects / activities under the CRZ Notification, 2011 and subsequent amendments	Sc C/D/E/F→ JS→ AS→Secy.	Minister
6.	Amendment in Environmental Clearance / CRZ Clearance	Sc C/D/E/F →JS→AS→Secy.	AS (Factual corrections)  Minister (For technical in nature)
7.	Transfer of Environmental Clearance	Sc E→JS	AS (without change of ownership)
		Sc C/D/E/F → JS→AS→Secy.	Minister (With change of ownership)
8.	Extension of validity of Environmental Clearance	Sc C/D/E/F→ JS→AS→ Secy.	Minister
9.	Grant / rejection / Amendment / Corrigendum / Validity extension for ToR	Sc C/D→ Sc E/F	JS
10.	Out of turn appraisal/ consideration of proposals for EC	Sc C/D/E/F →JS	AS (for PSU proposals and

			defence related projects)
		Sc C/D/E/F → JS → AS → Secy.	Minister (for Private proposals)
11.	Post EC - Monitoring and Compliance	RA → Sc C/D → Sc E/F	JS (except showcase cases)
		RA/Sc C/D → Sc E/F → JS	AS (for showcase cases)
12.	Returning of incomplete application for EC/ToR/CRZ/Amendments	RA/RO/Sc C/ D	Sc E/F
13.	Reply to Writ Petition / Original Application	Sc C/D/E/F → JS → AS	Secretary
14.	Show-cause notice under section 5 of the Environment (Protection) Act, 1986	Sc C/D → Sc E/F → JS	AS (Without closure)
		Sc C/D/ E/F → JS → AS	Secretary (With closure)
15.	Hearing opportunity to the project proponent	Sc C/D → Sc E/F → JS	AS
16.	Direction under Section 5 of the E(P) Act, 1986	Sc C/D → Sc E/F → JS	AS (Without closure)
		Sc C/D/E/F → JS → AS	Secretary (With closure)
17.	Revocation of the directions issued for closure of units / projects under section 5 of the Environment (Protection) Act, 1986	Sc C/D → Sc E/F → JS	AS (Without closure)
		Sc C/D/E/F → JS → AS	Secretary (With closure)
18	Disposal of Public Grievances (PG)	RA/RO	Sci 'C'/Sci 'D'

19	Disposal of Public Grievances (PG) Appeal	RA/RO → Sci 'C'/Sci 'D'	Sci 'E'/Sci 'F'
20	Disposal of RTI Application	RA/RO	Sci 'C'/Sci 'D'
21	Disposal of RTI Appeal	RA/RO	Sci 'E'/Sci 'F'



## Indian Forest Service-I

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1.	Cadre Review	SO/US/Dir→JS→DGF &SS/Secy. Inter Ministerial Cadre Review committee	Minister (EF&CC)/ Minister (DoPT)
2.	Cadre Clearance for IFS Officer For Deputation to autonomous bodies within or outside the Ministry under Rule 6(2) of the IFS (Cadre) Rules.	SO/US/DS→JS	Minister
3.	Appointment of IFS officers under central Staffing scheme. Appointment of officers on central deputation IGF level and above posts	(SO/US/DS/Dir) → JS→DGF&SS→Secy.	Spl. Selection Committee/ Minister /ACC of CFEB
4.	Appointment of officers on central deputation for posts upto DIG level	SO/US/DS/Dir	Central Forestry Establishment Board (CFEB)/ Minister
5.	Extension of deputation tenure.	SO/US/DS/Dir→JS→DGF&SS→Secy.	Minister /ACC
6.	Premature repatriation	(SO/US/DS/Dir) →JS→DGF&SS→Secy.	Minister/Cabinet Secy. or ACC as the case be
7.	AGMUT Cadre Management  (a) Transfers in different constituents of AGMUT cadre form DCF to PCCF  (b) Convening of DPC	SO/DS/Dir→JS→DGF&SS/Secy.  US/DS→JS→DGF&SS	Minister  AGMUT Cadre Managing Committee / Minister
8.	Consultancy /Assignments with  I. (a) International Organization/Institutes	SO/US/Dir→JS→DGF &SS→Secy.	Minister /Committee chaired by Cabinet (P) & Secy. Finance as Members

	II. International Institutions/Organizations	SO/US/DS/Dir→JS→DGF&SS	Minister
9.	Commercial employment case of IFS Pensioners  (a) DGF & SS equivalent level posts  (b) All other cases  (c) Policy matters relating to acceptance of commercial employment by All India Service/ Pensioners (i.e. IFS)	  DS/Dir→JS→DGF&SS  SO/US/DS/Dir→JS→DGF & SS→Secy.  SO/US/DS/Dir→JS→DGF & SS→Secy.	    Minister
10.	Review at the age of 50 years of age of officers  (a) Cases where the State Govt. have recommended retention of the officer in service and it is proposed to accept the same  (b) State Govt. recommended retention in service but Central Govt. propose to retire the officer.	  SO/US/DS/Dir→JS→DGF&SS→Secy.  SO/US/DS/Dir→JS→DGF&SS→Secy.	  Minister  Minister /ACC
11.	Memorials relating to a adverse entries in ACRs	SO/US/DS/Dir→JS→DGF & SS	Minister
12.	Permission under AIS Conduct Rules for acquiring movable/ immovable property for  (a) Inter-cadre transfers of officers  (b) Inter-cadre deputation	  SO/US/DS/Dir→JS→DGF & SS→Secy.  US/DS/Dir→JS→DGF & SS→Secy.	  Minister /ACC  Minister /ACC
13.	AGMUT Cadre Management  Attachment IFS Probationers for field Training	  SO/US→DS/Dir→JS	  DGF&SS
14.	Consultancy /Assignments with		

	(a) National Organizations /Institutes	SO/US→DS/Dir→JS	DGF&SS
	(b) Study Leave for pursuing higher Studies with National Institutions.	SO/US→DS/Dir→JS	DGF&SS
15.	Cadre Clearance for IFS Officer		
	(a) For attending training/study Tours /workshop/seminars where clearance is Conditional' or discretion is to be Exercised.	SO/US→DS/ Dir	JS
	(b) N.O.C. for foreign visit on personnel ground	SO/US→Dir	JS
	(c) Implement of Forestry Experts-forwarding of application to Min. of Agriculture and Ministries who are clear form vigilance.	SO/US→DS/Dir	JS
16.	Central Deputation under Central Staffing scheme of DoPT drawing of panel.	SO/US→DS/Dir	JS
17.	Review at the age of 50 years of age of officers:		
	(a) Provident Fund part withdrawal involving relaxation of rules.	SO/US→DS/Dir	JS
18.	Earned leave sanction of Concerned Controlling IFS officer of MOE&CC/ attached officer	SO/US→DS/Dir	Concerned controlling officer of the rank of JS and above
19.	Communication of adverse remarks	SO/US→DS/Dir	JS
20.	Permission under AIS Conduct Rules for acquiring movable /immovable property for Super time Scale level and above	US→DS/Dir	JS
21.	Cadre Clearance for IFS Officer For attending		

	training / study tours/ seminars/ /workshops where no deviation from Rules is Involved.	SO/US	DS/Dir
22.	Pay fixation	SO/US	DS/Dir
23.	Settlement of dues under CGEGIS on retirement etc.	SO/US	DS/Dir
24.	Sanction of LTC/Leave Salary advance etc.	SO/US	DS/Dir
25.	Sanction of Terminal Leave	SO/US	DS/Dir
26.	Pay fixation of officers Central Designation/ AGMUT cadre	SO/US	DS/Dir
27.	Pay Fixation	SO/US	DS/Dir
28.	Permission under AIS Conduct Rules for acquiring movable/ immovable property for Sr. Scale level	SO/US	DS/Dir
29.	Disposal of Public Grievances (PG)	SO	US
30.	Disposal of Public Grievances (PG) Appeal	SO→US	Dir
31.	Disposal of RTI Application	SO	US
32.	Disposal of RTI Appeal	SO	Dir

## Indian Forest Service-II

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1	Direct Recruitment through IFS Examination by UPSC and allied matters  Policy matters on IFS recruitment	US/Dir→JS→DGF&SS→Secy.	Minister
2	Direct Recruitment through IFS Examination by UPSC and allied matters Matters relating to issue of Notification and Rules regarding Examination  -In case of any deviation from existing Rules	SO/US/DS/Dir→JS→DGF&SS→Secy.	Minister
3	Direct Recruitment through IFS Examination by UPSC and allied matters  Decision on the findings of Appellate Board -If the Appellate Board's opinion is to be rejected	(SO/US/DS/Dir) → JS→DGF&SS→Secy.	Minister
4	Direct Recruitment through IFS Examination by UPSC and allied matters  Verification of Character and antecedents of candidates recommended for IFS - In cases of adverse remarks	(SO/US/DS/Dir) → JS→DGF&SS→Secy.	Minister
5	Direct Recruitment through IFS Examination by UPSC and allied matters Cancellation of candidature on medical and other grounds	(SO/US/DS/Dir) → JS→DGF&SS→Secy.	Minister
6	Cadre allocation of IFS Direct Recruit Determination of State wise number of vacancies	(SO/US/DS/Dir) → JS→DGF&SS→Secy.	Minister
7	Cadre allocation of IFS Direct Recruit Cadre allocation as per laid down guidelines	(SO/US/DS/Dir) → JS→DGF&SS→Secy.	Minister

8	Fixation of seniority of Direct Recruit IFS officers Seniority in special cases in relaxation of the rules.	US/DS/Dir→JS→ DGF&SS→Secy.	Minister
9	Preparation of Select List for promotion to IFS by UPSC Induction into IFS after receipt of requisite details from State Government	(SO/US/DS/Dir) → JS→DGF&SS→Secy.	Minister
10	Rules & Regulations under AIS Act Amendment to the framing of Rules Regulations relating to IFS under AIS Act.	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister
11	Rules & Regulations under AIS Act All Policy Matters	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister
12	IFS (Probation) Rules Confirmation in other cases	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister
13	IFS (Probation) Rules Extension of period of Probation	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister
14	IFS (Probation) Rules Discharge from service	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister
15	IFS (Probation) Rules Removal from service	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister
16	Cadre Review Approval of Cadre Review Committee's Recommendation & issue of final notification	DS/Dir→JS → DGF&SS→Secy.	Minister/DoPT
17	Voluntary retirement of IFS officers	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister
18	Technical resignation of IFS officers	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister
19	Grant of extension of service beyond superannuation / re-employment to superannuating IFS officers	(SO/US/DS/Dir) → JS→DGF&SS→ Secy.	Minister/ DoPT
20	Direct Recruitment through IFS Examination by UPSC and allied matters  Communicating the tentative number of gross vacancies to UPSC	SO/US→DS/Dir→JS	DGF&SS
21	Rules & Regulations under AIS Act	SO/US/DS/Dir→JS→ DGF&SS	Secretary

	Disposal of cases involving relaxation of rules/ instructions		
22	Direct Recruitment through IFS Examination by UPSC and allied matters  Medical Examination and physical fitness of candidates recommended for IFS  In case of any deviation	SO/US/DS/Dir→JS→DGF&SS	Secretary
23	Direct Recruitment through IFS Examination by UPSC and allied matters  Appeal against Medical Exam Board: Consultation with DGHS	SO/US/DS/Dir→JS→DGF&SS	Secretary
24	Direct Recruitment through IFS Examination by UPSC and allied matters Decision on the findings of Appellate Board	SO/US/DS/Dir→JS→DGF&SS	Secretary
25	Cadre Review Cadre Review-brief for the Cadre Review Committee	SO/US/DS/Dir→JS→DGF&SS	Secretary
26	Cadre Review Temporary addition to the IFS Cadres	SO/US→DS/Dir →JS	DGF&SS
27	Direct Recruitment through IFS Examination by UPSC and allied matters Matters relating to issue of Notification and Rules regarding Examination - Where there is no deviation from existing Rules	SO/US→DS/Dir	JS
28	Direct Recruitment through IFS Examination by UPSC and allied matters  Medical Examination and physical fitness of candidates recommended for IFS - In clear cases	SO/US→DS/Dir	JS
29	Fixation of seniority of Direct Recruit IFS officers Fixation of seniority in accordance with the rules.	SO/US→DS/DIR	JS

30	Fixation of seniority of Direct Recruit IFS officers Determination of inter- seniority of direct recruits on the results of Probationers final examination	SO/US→DS/DIR	JS
31	Preparation of Select List for promotion to IFS by UPSC Determination of State-wise number of vacancies	SO/US→DS/DIR	JS
32	Preparation of Select List for promotion to IFS by UPSC Comments on the minutes of Selection Committee, whether clear or there is any divergence of opinion	SO/US→DS/DIR	JS
33	Preparation of Select List for promotion to IFS by UPSC Notifying the Select List after approval of UPSC	SO/US→DS/DIR	JS
34	Direct Recruitment through IFS Examination by UPSC and allied matters  Verification of Character and antecedents of candidates recommended for IFS - In cases of no adverse remarks	SO/US→DS	JS
35	Preparation of Select List for promotion to IFS by UPSC Fixation of seniority and Year of Allotment of promote IFS officers	SO/US→DS/Dir	JS
36	Preparation of Select List for promotion to IFS by UPSC Counting of previous defence service for seniority / pension	SO/US→DS/Dir	JS
37	Re-fixation of seniority in accordance with Rules (Both Direct Recruit & Promotee) On the basis of factual error/omission	SO/US→DS/Dir	JS
38	Re-fixation of seniority in accordance with Rules (Both Direct Recruit & Promotee) On the basis of representation/ suo-moto	SO/US→DS/Dir	JS
39	IFS (Probation) Rules Confirmation in clear cases	SO/US→DS/Dir	JS



40	Cadre Review Concurrence for filling up vacant cadre posts	SO/US→DS/Dir	JS
41	Publication of IFS Civil list	SO/US→DS/Dir	JS
42	Regulation of pay of IFS officers under Rule 9 of Pay Rule	SO/US→DS/ Dir	JS
43	Cadre allocation of IFS Direct Recruit Issue of notification	SO/US	Dir
44	Rules & Regulations under AIS Act, 1956 Advice to the State Governments bases on existing orders/ instructions/precedence/ settled policy not involving any relaxation or exercise of discretion.	SO/US	Dir
45	Preparation of Select List for promotion to IFS by UPSC Nomination of Departmental Member on the Selection Committee	SO/US	Dir
46	Preparation of Select List for promotion to IFS by UPSC Issue of notification	SO	US
47	Fixation of seniority of Direct Recruit IFS officers Communication of finalised seniority to the State Govt. Ministries/Depts.	SO/US	US
48	Disposal of Public Grievances (PG)	SO	US
49	Disposal of Public Grievances (PG) Appeal	SO→US	Dir
50	Disposal of RTI Application	SO	US
51	Disposal of RTI Appeal	SO	Dir

### Information Technology Cell

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
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 Rs. 03 crore	US/DS	JS
4.	Setting up of Committee for opening of bids for the IT enabled Services/ AMC	US/DS	JS
5.	Implementation of e Office in the Ministry and Attached Offices	US→DS	JS
6.	Renewal of Domain Name of Websites/portals of the Ministry and Attached Offices	US→DS	JS
7.	Major Changes/Modification in the Website of the Ministry	US→DS	JS
8.	General / Admin. Matters (like RFD, Budget, Annual Report etc.)	US→DS	JS
9.	Disposal of Public Grievances (PG)	US	US
10.	Disposal of Public Grievances (PG) Appeal	DS	DS
11.	Disposal of RTI Application	US	US
12.	Disposal of RTI Appeal	DS	DS

## Integrated Finance Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Scrutiny and release of funds in fresh cases (excluding grants in aid cases)	ASO→SO/US→DS/DIR	FA
2.	Scrutiny and release of funds in grant in aid cases	ASO→SO/US→DS/DIR	FA
3.	Scrutiny and release of subsequent installments and re-validation proposals under the continuing projects (including grants in aid cases)	ASO→SO/US→DS/DIR	FA
4.	All deputation/delegation abroad.	ASO→SO/US→DS/DIR	FA
5.	Membership contribution of India to International Bodies	ASO→SO/US→DS/DIR	FA
6.	Creation/Revival/Continuation/Conversion/Transfer/Up-gradation/Down-gradation/Abolition of posts.	ASO→SO/US→DS/DIR	FA
7.	Cases involving delegation of financial powers to Subordinate Authorities	ASO→SO/US→DS/DIR	FA
8.	All cases to be referred to Min. of Finance/DoPT or any other Ministry/Deptt of GoI.	ASO→SO/US→DS/DIR	FA
9.	Cases relating to Note for Cabinet/Cabinet Committee /EFC/PIB/SFC/DIB of scheme/ Projects	ASO→SO/US→DS/DIR	FA
10.	Cases relating to purchase of new vehicle, Mature/Pre-mature condemnation of vehicle	ASO→SO/US→DS/DIR	FA
11.	Cases relating to Engagement /extension of contract of Consultants/Consultancy Services/Non-consultancy Services	ASO→SO/US→DS/DIR	FA
12.	Cases relating to Constitution of Expert/Technical Committee, etc.	ASO→SO/US→DS/DIR	FA
13.	Any other cases where advice is sought where precedents are not available or rules are not clear.	ASO→SO/US→DS/DIR	FA

14.	Replies to Audit objections and Action Taken Notes on Audit Paras, PAC Cases.	ASO→SO/US→DS/DIR	FA
15.	Scrutiny and examination of proposal for miscellaneous expenditure related to IC Division, Media Cell, IA Division, etc.	ASO→SO/US→DS/DIR	FA
16.	Scrutiny and examination of proposal regarding TA/DA, Sitting Fee and hospitality	ASO→SO/US→DS/DIR	FA
17.	Coordination work with Department of Expenditure like EFC/SFC guidelines, compilation of monthly DO letter to be forwarded from FA to Secretary (DOE)	ASO→SO/US→DS/DIR	FA

### Internal Work Study Unit

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Updation of Induction Material	US→Dir/DS→JS/AS	Secretary
2.	Preparation and review of Record Retention Schedules concerning substantive function of the Ministry in consultation with the National Archives of India (NAI)	US→Dir/DS→JS/AS	Secretary
3.	Annual Programme of O&M Inspection of various sections/divisions and other offices under the Ministry and follow up action.	US→Dir/DS	JS
4.	Collection and Scrutiny of various O&M returns relating to Record Management, checks on delays etc. as prescribed in the Manual of Office Procedure.	US→Dir/DS	JS
5.	Issue of Compendium on the 'Channel of Submission and level of final disposal of cases'	US→Dir/DS→JS/AS	Secretary
6.	Responsibilities relating to Departmental Record Room of this Ministry	Records Keeper→ Records Officer→US	DS/Dir.
7.	Disposal of Public Grievances (PG)	ASO	US
8.	Disposal of Public Grievances (PG) Appeal	ASO→US	DS
9.	Disposal of RTI Application	ASO	US
10.	Disposal of RTI Appeal	ASO	DS

## International Cooperation Division

<b>S No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Policy Decisions	DS/Dir →JS/AS →Secy.	Minister
2.	Bilateral Cooperation in respect of Agreements / MoUs with other countries.	ASO/SO/US → DS/Dir → JS/AS	Secretary
3.	High level bilateral meetings	ASO/ SO/US → DS/Dir → JS/AS	Secretary/ Minister
4.	Meetings with Embassies / Foreign Delegations at official level	ASO/ SO/US → DS/Dir → JS/AS	Secretary
5.	Finalization and entering into Memorandum of Understanding (MoU) with other countries/organisations	DS/ Dir→JS/AS →Secy.	Minister
6.	Organisation of Joint Working Group (JWGe) meetings	ASO/SO/US → DS/Dir → JS/AS	Secretary
7.	Comments to MEA / line Ministries on major international matters	ASO/ SO/US → DS/Dir → JS/AS	Secretary/ Minister
8.	Inputs / Comments to MEA / line Ministries / Divisions on bilateral issues	ASO→SO/US → DS/Dir	JS/AS
9.	Foreign Travel w.r.t. bilateral meetings: JS and above level officers	SO/US → DS/Dir → JS/AS → Secy.	Minister
10.	Foreign Travel w.r.t. bilateral meetings: Officers upto Director level	SO/US → DS/Dir → JS/AS	Secretary
11.	Clearances from Administrative Ministry Angle in respect of visit of Ministers / Officers of State Governments	ASO→SO/US → DS/Dir	JS/AS
12.	Important issues of BRICS/SCO/G20/BIMSTEC/SA CEP/SAARC/ASEAN/G7	DS/Dir → JS/AS→Secy.	Minister
13.	Budget matters: <ul style="list-style-type: none"> <li>• Preparation of IC Division's budget</li> <li>• Making commitment of funds to various Divisions for undertaking foreign travel</li> <li>• Making commitments of funds to various Divisions for contributions</li> </ul>	ASO → SO/US→DS/Dir	JS

14.	Monthly DO	ASO→ SO/US → DS /Dir	JS
15.	Material for Annual Report	ASO → SO/US →DS/Dir	JS/AS
16.	Externally Aided Projects	ASO → SO/US →DS/Dir	JS/AS
17.	Inputs sought by other Ministries / Divisions	ASO → SO/US →DS/Dir	JS/AS
18.	Parliament Questions		
	▪ Starred	DS/Dir → JS/AS→Secy.	Minister
	▪ Unstarred	DS/Dir→ JS/AS→ Secy.	MoS
	▪ Assurance	DS/Dir → JS/AS→Secy.	MoS
	▪ Furnishing inputs to other divisions / Inter-Parliamentary Union / briefing material	ASO → SO/US→ DS/Dir	JS/AS
19.	PMO / VIP / MP / Cabinet References	DS/Dir→ JS/AS→ Secy.	Secretary/ Minister
20.	Weeding out of old records / files	ASO→SO/US → DS /Dir	JS/AS
21.	Processing of GEF funded Projects and review of UNDP Projects	ASO→SO/US → DS/Dir	JS/AS
22.	Processing of comments on EPPR	ASO→SO/US → DS/Dir	JS/AS
23.	Matters related to consultants	ASO→ SO/US → DS/Dir	JS/AS
24.	Disposal of Public Grievances (PG)	ASO→ SO	US
25.	Disposal of Public Grievances (PG) Appeal	ASO→SO/US	DS/Dir.
26.	Disposal of RTI Application	ASO→SO	US
27.	Disposal of RTI Appeal	ASO→SO	DS/Dir.

## Library

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Policy Matters	SO/US→ DS→ JS	Secretary
2.	Procurement of Books/ Newspaper/Magazines for Officers of the Ministry.	SO→ US→ DS	HoD
3.	Newspaper reimbursement for SO and above in the Ministry.	SO→ US→ DS	HoD
4.	E-Library related matters	SO/US→ DS	JS
5.	Matters related to PM-One Nation One Subscription (ONOS) Scheme	SO/US→ DS	JS
6.	Formation of Committees (Library Purchase Committee, Stock Verification committee etc.)	SO→ US→ DS	JS
7.	Disposal of Public Grievances (PG)	SO	US
8.	Disposal of Public Grievances (PG) Appeal	SO→US	DS
9.	Disposal of RTI Application	SO	US
10.	Disposal of RTI Appeal	SO	DS



### Lifestyle for Environment Cell

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Parliament questions (starred)	SO/US/Sci E/Director → Sci-G→AS → Secy.	Minister
2.	Parliament questions (unstarred)	SO/US/Sci E/Director → Sci-G →AS → Secy.	Minister
3.	Parliament assurances	SO/US/Sci E/Director → Sci-G →AS → Secy.	Minister
4.	Matters raised in Parliament under Rule 377, Special Mention, etc.	SO/US/Sci E/Director → Sci-G →AS → Secy.	Minister
5.	VIP references	SO/US/Sci E/Director → Sci-G →AS → Secy.	Minister
6.	Matters related to Parliament Standing Committee, Parliament Accounts Committee, etc.	SO/US/Sci E/Director→ Sci-G →AS	Secretary
7.	PMO references	SO/US/Sci E/Director → Sci-G →AS	Secretary
8.	Policy decisions related to major matters: <ul style="list-style-type: none"> <li>• portal developments/ technological interventions</li> <li>• inter-ministerial collaborations</li> <li>• collaborations with international organizations</li> <li>• organization of out reach activities/ campaigns</li> <li>• development of knowledge products</li> </ul>	SO/US/Sci E/Director → Sci-G →AS	Secretary
9.	Providing comments/ inputs to various Ministries/Departments	SO/US →Sci E/Director→ Sci-G	AS

10.	Finalization of indicators for output-outcome monitoring framework	SO/US → Sci E/Director→ Sci-G	AS
11.	Budget estimation and related matters	SO→ US → Sci E/Director	Scientist 'G'
12.	Routine matters related to: <ul style="list-style-type: none"> <li>• inter-ministerial collaborations</li> <li>• collaboration with international organizations</li> <li>• portal development/ maintenance development</li> <li>• development of knowledge products</li> <li>• organizations of out reach activities/ campaigns</li> <li>• audit matters</li> <li>• output-outcome monitoring framework</li> <li>• consultations with other Divisions</li> </ul>	SO→ US → Sci E/Director	Scientist 'G'
13.	Meetings with international organizations including UNICEF, UNDP, etc. <ul style="list-style-type: none"> <li>• Finalization of RODs</li> </ul>	SO→ US → Sci E/Director	Scientist 'G'
14.	Annual Report	SO→ US → Sci E/Director	Scientist 'G'
15.	Disposal of Public Grievances (PG)	SO	US
16.	Disposal of Public Grievances (PG) Appeal	SO→ US → Sci E/Director	Scientist 'G'
17.	Disposal of RTI Application	SO	US
18.	Disposal of RTI Appeal	SO→ US	Scientist 'E'

### Media Cell

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	Policy issues	US/DS/Dir→JS→AS	Secretary/ Minister
2	Production of Documentary Series/ Songs/ Films, etc.	US/DS/Dir→JS→AS	Secretary/ Minister
3	Logo Support to Organizations	US/DS/Dir→JS→AS	Secretary
4	Approval of Action Plan	US/DS/Dir→JS→AS	Secretary
5	Creation of Newspaper Design/ Advts	US/DS/Dir→JS→AS	Secretary
6	Release of Funds above Rs.50 lakh	US/DS/Dir→JS→AS	Secretary
7	Release of Funds above Rs.25 Lakh up to Rs.50 lakh	US→DS/Dir→JS	AS
8	Publication of Advts/ Press clippings in Newspapers/ Magazines	US→DS/Dir→JS	AS
9	Radio Spots on Radio Channels /FMS	US→DS/Dir→JS	AS
10	Participation at festivals/ exhibitions	US→DS/Dir→JS	AS
11	General/Administrative matters like RFD, Budget, Annual Report, etc	US→DS/Dir→JS	AS
12	Awareness Campaign on Social Media	ASO→US→DS/Dir	JS
13	Release of Funds up to Rs.25 lakh	ASO→US→DS/Dir	JS
14	Disposal of Public Grievances (PG)	ASO/SO	US
15	Disposal of Public Grievances (PG) Appeal	ASO/SO →US	DS
16	Disposal of RTI Application	ASO/SO	US
17	Disposal of RTI Appeal	ASO/SO	DS

## National Afforestation and Eco-Development Board

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Awards	TO/AIGF/DIGF→IGF→DGF&SS→ Secy.	Minister
2.	Fixation of Afforestation targets under 20 point programme to states	TO→ AIGF/DIGF→IGF	DGF&SS
3.	Proposals received under Eco-Development Scheme	TO/AC→AIGF/DIGF→IGF	DGF&SS
4.	Monitoring and Evaluation	TO/AC→AIGF/DIGF→IGF	DGF&SS
5.	Sanction of Leave	SO/US	IGF
6.	Pay fixation/Release of Periodical increments	SO/US→AIGF/DIGF→IGF	IGF/HoD
7.	House Keeping Activities	SO/US/AC	HoD/IGF
8.	Conduct Rules/ Disciplinary Action	SO/US→ HoD→ IGF Administrative Division/ Vigilance Wing (MoEF&CC)	Ministry
9.	Disposal of Public Grievances (PG)	TO/SO	ACF
10.	Disposal of Public Grievances (PG) Appeal	TO/SO→ACF	DIGF
11.	Disposal of RTI Application	TO/SO	ACF
12.	Disposal of RTI Appeal	TO/SO	DIGF

### National Museum of Natural History

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Setting up of Regional Museums of Natural History (RMNHs)	Sc F→JS→Secy.	Minister
2.	Constitution of Advisory Committee	Sc F→JS→Secy.	Minister
3.	MoU with International Museums/ Institutions/ Organisations	Sc F→JS→Secy.	Minister
4.	Creation of Posts	US→Sc F→JS	Secretary
5.	Sanction of Plan Schemes	US→Sc F→JS	Secretary
6.	Outsourcing of manpower in NMNH	US→Sc F→JS	Secretary
7.	Deputation (In the country)	US→Sc F→JS	Secretary
8.	Framing RRs for Gr. 'C' posts in NMNH	SO→US→Sc F	JS
9.	Approval of budget estimates	SO→US→Sc F	JS
10.	Administrative approval for works	SO→US→Sc F	JS
11.	Expenditure Sanction for work	SO→US→Sc F	JS
12.	Record Management and weeding out of files in NMNH Cell	SO→US→Sc F	JS
13.	Filling up the post of Scientist	SO→US→Sc F	JS
14.	Promotion of Scientist	SO→US→Sc F	JS
15.	Disposal of Public Grievances (PG)	SO	US
16.	Disposal of Public Grievances (PG) Appeal	SO→US	Scientist 'F'
17.	Disposal of RTI Application	SO	US
18.	Disposal of RTI Appeal	SO	Scientist 'F'

### National Tiger Conservation Authority

<b>S.No</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Administrative Matter	SO→AIGF/DIGF	IGF
2.	Establishment Matter	SO →AIGF/HOO	IGF
3.	Financial Matter	DDF/AIGF/DIGF→IGF → ADG(PT) & MS (NTCA)	Secretary
4.	Policy Matter	AIGF / DIGF → IGF → ADG (PT)&MS(NTCA)	Secretary / Minister & Chairman (NTCA)
5.	Technical Matter	AIGF/DIGF → IGF	ADG (PT)&MS(NTCA)
6.	Disposal of Public Grievances (PG)	SO	AIGF
7.	Disposal of Public Grievances (PG) Appeal	SO→AIGF	DIGF
8.	Disposal of RTI Application	SO	AIGF
9.	Disposal of RTI Appeal	SO	DIGF

### Non-Governmental Organisations Cell

<b>S.No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Parliament Question/ Assurances etc.	ASO/US/DS/Dir→DDG (Stats.)/ Statistical Advisor (SA)→Sr.EA→Secy.	Minister
2.	MP/VIP cases received from MoEF&CC	ASO/US/DS/Dir→DDG (Stats.)/ SA →Sr.EA→Secy.	Minister
3.	Policy matters /references from NITI Aayog on NGO grants	ASO/US/DS/Dir→DDG (Stats.)/ SA →Sr.EA	AS/Secretary
4.	Material for Annual Report of MoEFCC	ASO/US→DS/Dir	DDG (Stats.)/ SA
5.	Misc. Matters	ASO/US→DS/Dir	DDG (Stats.)/ SA
6.	Disposal of Public Grievances (PG)	US	US
7.	Disposal of Public Grievances (PG) Appeal	US	DS
8.	Disposal of RTI Application	US	US
9.	Disposal of RTI Appeal	DS	DS

## Official Language

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Implementation of Official Language Policy of the Union	Director →JS→ Secy. Dy. Director → Director →JS Assistant Director →Dy. Director → Director JTO/STO →Assistant Director →Dy. Director	Minister/Secretary/JS/Director  (as per subject matter)
2.	Translation of documents	Assistant Director →Dy. Director	Director
3.	Disposal of Public Grievances (PG)	Assistant Director	Deputy Director
4.	Disposal of Public Grievances (PG) Appeal	Assistant Director→Dy. Director	Director
5.	Disposal of RTI Application	Assistant Director	Deputy Director
6.	Disposal of RTI Appeal	Assistant Director	Director



## Ozone Cell

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	National policies and regulations for implementation of provisions of the Montreal Protocol under Ozone Depleting Substance (ODS) Rules	Scientist 'F'→ JS	Secretary
2	Oversee the implementation of Ozone Depleting Substance (ODS) Rules	Scientist 'F'	JS
3	Reporting of Data under Article 7 of the Montreal Protocol and Country Programme Progress Report Data.	Scientist 'F'→ JS	Secretary
4	Recommendation for issuance of License by DGFT for export and import of ODS and Hydrofluorocarbons (HFCs)	Scientist 'D'→ Scientist 'F'	JS
5	Brief for Negotiations in Montreal Protocol meetings i.e. Meeting of the Parties (MOP), Open Ended Working Group (OEWG), Executive Committee and other meeting on Montreal Protocol	Scientist 'F'→ JS	Secretary
6	Follow up action on decision of the Montreal Protocol meetings i.e. Meeting of the Parties (MOP), Open Ended Working Group (OEWG), Executive Committee and other meeting on Montreal Protocol	Scientist 'F'	JS
7	Furnishing comments on policy documents, project proposals and other documents related to Montreal Protocol	Scientist 'F'	JS
8	Approval, Monitoring and Evaluation of Ozone Depleting Substances Phase out Projects	Scientist 'F'	JS
9	Project Management Unit for the production and consumption sector phase out projects	Scientist 'F'	JS
10	Management of Institutional Strengthening Project	Scientist 'F'	JS
11	Coordination between Implementing Agencies	Scientist 'F'	JS
12	Fiscal Incentives i.e. Customs Duty exemptions provided to non-ODS		

	technologies under notification of the Department of Revenue, Ministry of Finance.  Oversee and review of the implementation of India Cooling Action Plan.	Scientist 'F'→ JS	Secretary
13	Awareness and Capacity Building for implementation of Montreal Protocol Phase-out projects in coordination with CPCB, SPCBs and line Ministries/ Departments.	Scientist 'F'	JS
14	Review of progress of the delayed projects	Scientist 'D'	Scientist 'F'
15	Information dissemination related to Montreal Protocol implementation in India	Scientist 'D'	Scientist 'F'
16	Routines Matters	Scientist 'D'	Scientist 'F'
17	Disposal of Public Grievances (PG)	Scientist 'D'	Scientist 'D'
18	Disposal of Public Grievances (PG) Appeal	Scientist 'F'	Scientist 'F'
19	Disposal of RTI Application	Scientist 'D'	Scientist 'D'
20	Disposal of RTI Appeal	Scientist 'F'	Scientist 'F'

## Parliament

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Lok Sabha / Rajya Sabha Questions (Starred and Unstarred)	US/Dir→ JS→ AS→ Secy.	Minister
2.	Consultative Committee attached with MoEF&CC	US/Dir→ JS→ AS→ Secy.	Minister
3.	Parliamentary Assurances of Lok Sabha and Rajya Sabha.	US/Dir→ JS→ AS→ Secy.	Minister
4.	Matters Raised Under Rule 377 in Lok Sabha and Special Mention in Rajya Sabha and Zero Hours in Lok Sabha and Rajya Sabha.	US/Dir→JS→ AS→ Secy.	Minister
5.	Issues likely to be raised during the Budget/ Monsoon/ Winter Session of Parliament	US/Dir → JS→ AS	Secretary
6.	Handling of Parliamentary Matter in the Ministry	US/Dir → JS→ AS	Secretary
7.	Government Business during the Session Period	US/Dir → JS→ AS	Secretary
8.	All Parliamentary Committees of Lok Sabha and Rajya Sabha.	US/Dir → JS→ AS	Secretary
9.	Study visits of various Parliamentary Committees	US/Dir → JS→ AS	Secretary
10.	Oral Evidences in respect of various Committees	US/Dir → JS→ AS	Secretary
11.	Resolution of disputed question within the division	US →Dir→ JS	AS
12.	Assurances from other Ministries regarding information	US →Dir	JS/AS
13.	Matter raised under Rule 377 and Special Mention from other Ministries	US →Dir	JS/AS
14.	Private Members Bills / Resolutions in both the Houses of Parliament	US/Dir→ JS→ AS→ Secy.	Minister
15.	RF Tag, Car Parking Labels and Passes issued in favour of Official Gallery Cards for official Gallery/ outer lobby for Lok Sabha and Rajya Sabha	ASO → SO → US	Director
16.	Monthly report on pending Subordinate legislation	SO → US → Dir	JS

17.	Uploading of matters on India Code Portal	SO → US → Dir	JS
18.	Disposal of Public Grievances (PG)	SO	US
19.	Disposal of Public Grievances (PG) Appeal	SO	Director
20.	Disposal of RTI Application	SO	US
21.	Disposal of RTI Appeal	SO	Director

### Personnel-I

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Vacancy reporting for recruitment of Scientists (Group "A")	US→DS/Dir→JS	AS
2.	Appointment of Scientists (Group "A") after approval of Minister	SO→US→DS/Dir	JS
3.	Confirmation of Scientists (Group : "A")	US/DS/Dir→JS→AS→Secy.	Minister
4.	Sending proposal for Promotion of Scientists under FCS	ASO/US→ DS/Dir	JS
5.	Disciplinary Proceedings/ Suspension of Group A/B Officer	DS/Dir → JS→AS→ Secy.	Minister
6.	Disciplinary Proceedings/ Suspension of Group 'C' Officer	ASO→SO→US	DS/Director
7.	Appointment of Technical staff (Group "B", Gazetted/Non-Gazetted)	US→ DS/Dir → JS	Secretary
8.	Confirmation of Technical staff (Group "B", Gazetted /Non-Gazetted)	SO/US→ DS/Dir →JS	Secretary
9.	Posting & Transfer of Scientists and Technical staff	US/ DS/Dir → JS→AS	Secretary
10.	Promotion of Technical staff	US/ DS/Dir → JS→AS	Secretary
11.	Appointment of Group C posts	ASO→SO→US	DS/Director
12.	GPF Withdrawal	ASO→SO→US	HOD
13.	LTC Advance	ASO→SO→US	HOO
14.	Court Cases (For filing affidavit/counter)	SO/US→ DS/Dir	JS
15.	Court Cases (In contempt cases)	US→ DS/Dir →JS	Secretary
16.	Leave encashment/Children Education Allowance/Medical bill reimbursement	ASO/SO/US	HOD
17.	Computer Advance/House Building Advance	ASO/SO/US	HOD
18.	Misc. references (*Such as seeking and providing factual	ASO/SO/US	DS/Director

	information from/to divisions of the Ministry etc.)		
19.	Transfer TA Advance/Festival Advance	ASO/SO/US	HOO
20.	Pensionary benefits	ASO/SO/US	HOO
21.	Parliament matter (inputs to other division)	SO/US→ DS/Dir	JS
22.	Parliament matter (inputs to other Ministry)	SO/US→ DS/Dir → JS	Secretary
23.	Starred/Unstarred Question	US→ DS/Dir →JS→ Secretary	Minister
24.	Review of services of Group 'A' & 'B' under FR 56 (j)	US/ DS/Dir→JS→ Secretary	Minister
25.	Review of services of Group 'C' under FR 56 (j)	SO→ DS/Dir → JS	Secretary
26.	Forwarding of application of Group 'A' officers (JS and above level Officer) (Scientists) for direct recruitment/ deputation in central Govt/State Govt etc.	US→DS/Dir →JS	Secretary
27.	Forwarding of application of Group 'A' officers (Other than JS level Officer) (Scientists/Technical staff ) for direct recruitment/ deputation in central Govt/State Govt etc.	US→DS/Dir →JS	AS
28.	Forwarding of application of Group 'B' and Group 'C' officers(Scientists/Technical staff ) for direct recruitment /deputation in central Govt/State Govt etc.	US→DS/Dir	JS
29.	Ex-India leave for JS and above level Officer	US→DS/Dir →JS	Secretary
30.	Ex-India leave for Group 'A' Officers (Other than JS level Officer)	US→DS/Dir →JS	AS
31.	Ex-India leave for Group 'B', and Group 'C' officers	US→DS/Dir	JS

32.	Joining educational institutions by JS and above level Officer outside normal office hours.	SO → DS/Dir → JS	Secretary
33.	Joining educational institutions by Group 'A', officers (Other than JS level Officer) outside normal office hours.	SO → DS/Dir → JS	AS
34.	Joining educational institutions by Group 'B' and Group 'C' officers outside normal office hours.	SO → DS/Dir	JS
35.	Commencement of Internship Session (Winter / Summer)	SO/US → DS/Dir → JS	Secretary
36.	Payment of Stipend to interns	SO/US → DS/Dir	HOD
37.	Uploading of Data on Representation of Reserved Categories in Post and Services (RRCPS) Portal	SO/US → DS/Dir	JS
38.	Disposal of Public Grievances (PG)	ASO/SO	US
39.	Disposal of Public Grievances (PG) Appeal	ASO/SO	DS/Director
40.	Disposal of RTI Application	ASO/SO	US
41.	Disposal of RTI Appeal	ASO/SO	DS/Director

## Personnel-II

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Taking on strength of Group 'A' Officers (DS & above)	US → DS/Dir → JS	AS
2.	Taking on strength of Group 'A' Officer (upto US level) and Group B Officers	SO → US → DS/Dir	JS
3.	Posting & Transfer of Group 'A' Officers	DS/Dir → JS → AS	Secretary
4.	Posting & Transfer of Group 'B' Officers	ASO/SO → US → DS/Dir	JS
5.	Posting & Transfer of Group 'C' Officials	ASO/SO → US	DS/Director
6.	Mandatory Training Programme for Group 'A' Officers upto Director level	SO/US	JS
7.	Mandatory Training Programme for Group 'A' Officers of JS and above level	SO/US → JS	AS
8.	Mandatory Training Programme for Group 'B' Officers (if already approved by controlling officer concerned)	ASO → US	DS/ Director
9.	Mandatory Training Programme for Group 'C' Officials (if already approved by controlling officer concerned)	ASO → SO	US
10.	Forwarding of application of Group 'A' Officers (Central Staffing Scheme) for deputation / premature repatriation	US/DS/Dir → JS → Secretary	Minister
11.	Forwarding of application of Group 'A' (other than Central Staffing Scheme)	US → JS	Secretary
12.	Forwarding of application of Group 'B' & 'C' Officers for deputation / relieving	US	JS
13.	Ex-India Leave, related matters for JS and above level Officers	US → JS	Secretary
14.	Ex-India Leave, related matters for Group 'A' Officers (Other than JS level Officer)	US → JS	AS



15.	Ex-India Leave, related matters for Group 'B' Officers & Group 'C' Officials	US/DS/Dir	JS
16.	Issue of order for Maternity Leave / Child Care Leave / Half Pay Leave or any other Regular Leave of Group 'A', 'B', & 'C' Officers (If leave is already approved by controlling authority)	ASO/SO → US	DS/Director
17.	No Objection Certificate for Passport/ Visa, Pursuing any Course for Group 'A' Officers	US/DS/Dir → JS	AS
18.	No Objection Certificate for Passport/ Visa, Pursuing any Course for Group 'B' & 'C' Officers	US/DS/Dir → JS	JS
19.	Miscellaneous Training of Group 'A' Officers (Other than Mandatory)	US/DS/Dir → JS	AS
20.	Miscellaneous Training of Group 'B' Officers (Other than Mandatory)	ASO/SO → US → DS/Dir	JS
21.	Miscellaneous Training of Group 'C' Officials (Other than Mandatory)	ASO/SO → US	DS/ Director
22.	Appointment of Group 'C' posts	ASO → SO → US	DS/Director
23.	Confirmation of Group 'B' Officers (Gazetted / Non-Gazetted)	ASO/SO → US → DS/Dir	JS
24.	Confirmation of Group 'C' Officials	ASO → SO → US	DS/ Director
25.	Promotion of Group 'C' Officials	ASO → SO → US	DS/Director
26.	Reporting of vacancy of Group 'A' & 'B' Officers to DoPT / DoEA / MoS&PI, etc.	ASO/SO → US → DS/Dir	JS
27.	Reporting of vacancy of Group 'C' Officials to DoPT, SSC, etc.	ASO → SO → US	DS/Director
28.	Pay fixation of Group 'A' Officers	ASO → SO → US	DS/Director
29.	Pay fixation of Group 'B' & 'C' Officers	ASO → SO	US
30.	Authority Slip on e-Sampada Portal (for Government Accommodation), related matters	ASO → SO	US
31.	Outsourcing staff (Office Assistant, MTS, Driver) Transfer / Posting	ASO → SO	US
32.	Court cases (for filing affidavit / counter)	SO → US → DS/Dir	JS
33.	Court cases - In contempt matters	DS/Dir → JS → AS	Secretary
34.	Pensionary benefits, post retirement related matters	ASO → SO → US	HoO

35.	Leave encashment / Children Education Allowance / Medical bill reimbursement	SO → US → DS/Dir	HoD
36.	Compassionate Appointment	ASO/SO → US → DS/Dir	JS
37.	Change in details of Service Book of Group 'A', 'B' & 'C' Officers	ASO/SO → US → DS/Dir	HoD
38.	Hiring of manpower (through GeM, open advertisement, etc.)	US/DS/Dir → JS → AS	Secretary
39.	Miscellaneous matters related to Group 'A' Officers (JS level and above)	SO → DS/Dir → JS	AS
40.	Miscellaneous matters related to Group 'A' Officers (upto Director level)	SO → DS/Dir	JS
41.	Miscellaneous matters related to Group 'B' Officers	ASO/SO → DS/Dir	JS
42.	Miscellaneous matters related to Group 'C' Officials	ASO → SO → US	DS/Director
43.	Parliament matter (inputs to other Division / Ministry)	ASO/SO → US → DS/Dir	AS
44.	Changes / Relaxation of guidelines related to engagement of Consultant	US/DS/Dir → JS → AS	Secretary
45.	Engagement of Consultant by other Divisions	ASO/SO → US → DS/Dir	JS
46.	Replies to Audit Para	ASO/SO → US → DS/Dir	JS
47.	Disposal of Public Grievances (PG)	ASO/SO	US
48.	Disposal of Public Grievances (PG) Appeal	ASO/SO	DS/Director
49.	Disposal of RTI Application	ASO/SO	US
50.	Disposal of RTI Appeal	ASO/SO	DS/Director

### Personnel-III

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Initiating the proposals for promotion under Revised Flexible Complementing Scheme (RFCS)	SO → US → DS/Dir	JS
2.	Initiating the proposals for Recruitment of Group 'A' Posts of Scientists on Direct Recruitment/ Deputation basis	SO/US → DS/Dir	JS
3.	Constitution of Departmental Screening Committees in the Chairpersonship of DS/Director (Admn.) for Screening of the applications received in respect of the posts of Scientist 'B' & Scientist 'C' for Direct Recruitment	US→DS/Dir →JS	Secretary
4.	Constitution of Departmental Screening Committees in the Chairpersonship of JS(Admn.) for Screening of the applications received in respect of the posts of Scientist 'D' & above for Direct Recruitment	US→DS/Dir → JS	Secretary
5.	Seeking approval of the Minutes of the Departmental Screening Committees mentioned in column 2, at Sl. No. 3 & 4	US→DS/Dir → JS	Secretary
6.	Constitution of Expert Selection Committees for interviewing the shortlisted candidates by the Departmental Screening Committees	US→DS/Dir → JS	Secretary
7.	Constitution of Internal Screening Committees for screening/ evaluation of Annual Work Reports vis-a-vis criteria for considering the promotion/ upgradation of the eligible Scientists of the Ministry and its Subordinate Offices	US→DS/Dir → JS	Secretary
8.	Constitution of Assessment Board for assessment of the 'Screened-in'	US→DS/Dir → JS	Secretary

	Scientists through an interview for considering their promotion/ upgradation from grade 'B' to 'C', grade 'C' to 'D' and 'D' to 'E'.		
9.	Constitution of Departmental Peer Review Committee for assessment of the 'Screened-in' Scientists through an interview for considering their promotion/ upgradation from grade 'E' to 'F' and 'F' to 'G'.	US→DS/Dir → JS	Secretary
10.	Seeking approval/ Acceptance of the Competent Authority for proposals recommended by the Committees mentioned in column 2, from Sl. No. 6 to 9.	US/DS/Dir→JS → AS→ Secretary	Minister
11.	Communicating the approvals of the recommended candidates selected on DR/ Deputation basis to the concerned divisions	ASO/ SO	US
12.	Revision of RRs/ policy and Amendments thereon, if any	US/DS/Dir → JS → AS→ Secretary	Minister
13.	Extension of Service beyond the age of Superannuation	US/DS/Dir → JS → AS→ Secretary	Minister
14.	Disposal of Public Grievances (PG)	ASO/SO	US
15.	Disposal of Public Grievances (PG) Appeal	ASO/SO	DS/Director
16.	Disposal of RTI Application	ASO/SO	US
17.	Disposal of RTI Appeal	ASO/SO	DS/Director
18.	Court Cases (For filing affidavit/counter affidavit)	SO/US → DS/Dir	JS
19.	Court Cases (In contempt cases)	US→DS/Dir → JS	Secretary

### Policy & Law Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	Starred Parliament Question and Assurances	US→Dir→JS/AS→Secy.	Minister
2	Unstarred Parliament Question	US→Dir→JS/AS	Minister
3	Matter raised under Rule 377 in LS and by way of Special Mention in RS and other Parliament matter	US→Dir→JS/AS→Secy.	Minister
4	Private Member Bill/Resolution	US→Dir→JS /AS→Secy.	Minister
5	VIP reference	US/Dir→JS→AS	Secretary/ Minister
6	Contempt Court Cases	US/Dir→JS→AS	Secretary
7	Court Cases	SO→US→Dir	JS
8	Budget Matter	SO→US→Dir	JS
9	Recording/review/weeding out of old files	SO→US→Dir	JS
10	Furnishing of comments on Misc. references received from various Divisions in the Ministry	SO→US→Dir	JS
11	Disposal of Public Grievances (PG)	SO	US
12	Disposal of Public Grievances (PG) Appeal	SO→US	Director
13	Disposal of RTI Application	SO	US
14	Disposal of RTI Appeal	SO	Director

National Green Tribunal

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	Establishment of NGT(PB) and its Zonal Benches	Dir→JS/AS→Secy.	Minister
2	Appointment of Chairperson, Judicial/Expert Member	Dir→JS/AS→Secy.	Minister
3	Empanelment of Counsels in the NGT	Dir→JS/AS→Secy.	Minister
4	Deputation Abroad of Chairperson & members of the NGT	Dir→JS/AS→Secy.	Minister
5	Framing of Recruitment Rules	Dir→JS/AS→Secy.	Minister
6	Framing of medical Scheme	Dir→JS/AS→Secy.	Minister
7	Amendment in RRs	Dir→JS/AS→Secy.	Minister
8	Air-Travel (non-entitled class)	US/Dir→JS→AS	Secretary
9	Demand for additional Grants	SO→US→Dir	JS

Legal Monitoring Cell

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	Monthly report of updation of Court Cases	Dir→JS→AS	Secretary
2	Misc. matter regarding Court Cases	Dir→JS→AS	Secretary
3	Monitoring of Court Cases	Dir	JS
4	Daily report of Associate (Legal)	Dir	JS
5	Legal opinion	US→Dir	JS
6	Ascertaining of divisions to which cases pertains	Director	Director

## Project Elephant

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Steering Committee of PE	Scientist C/Scientist D/ AIG→IGF→ADGF→ DGF&SS/Secy.	Minister
2.	Constitution of Committee for Strengthening of Elephant Reserves and Elephant Corridors	Scientist C/ Scientist D/ AIG→IGF→ADGF→ DGF&SS/Secy.	Minister
3.	Constitution of Committee to recommendation of Gajah	Scientist C/Scientist D/ AIG→IGF→ADGF→ DGF&SS/Secy.	Minister
4.	VIP references	Scientist C/Scientist D/ AIG→IGF→ADGF→ DGF&SS/Secy.	Minister
5.	Declaration of Elephant Reserves /Corridors	Scientist C/Scientist D/ AIG→IGF→ADGF→ DGF&SS/Secy.	Minister
6.	Parliament Question (i) Starred/Unstarred Question	Scientist C/Scientist D/ AIG→IGF→ADGF→ DGF&SS/Secy.	Minister
7.	Other matters raised in Parliament (Rules 377 in Lok Sabha & Special Mention in Rajya Sabha)	Scientist C/Scientist D/ AIG→IGF→ADGF→ DGF&SS/Secy.	Minister
8.	Court cases and Legal Matters	Scientist C/ Scientist D/ AIG→IGF→ ADGF	Secretary/ DGF&SS or IGF (as the case may be)
9.	Strengthening of PE Division	Scientist C/Scientist D/ AIG→IGF→ ADGF	DGF & SS
10.	Grant-in-Aid under CSS-PE	Scientist C/ Scientist D/ AIG→IGF→ ADGF	DGF&SS/ Secretary

11.	Matter related to NTCA,CZA, WCCB etc.	Scientist C/Scientist D→AIG→IGF	IGF/ADGF
12.	Man-Elephant Conflict	Scientist C/Scientist D→AIG→IGF	IGF/ADGF
13.	Complaints about Wild & Captive Elephants	Scientist C/Scientist D→AIG→IGF	IGF/ ADGF
14.	Welfare and Management of Captive Elephant	Scientist C/Scientist D→AIG→IGF	IGF/ ADGF
15.	Matter related to MIKE CITES, WWF, WTI etc.	Scientist C/Scientist D/→AIG→IGF	IGF/ ADGF
16.	Matter related to Elephant Reserve/Corridors	Scientist C/Scientist D→AIG→IGF	IGF/ ADGF
17.	Matter related to elephant death due to various reasons	Scientist C/Scientist D→AIG→IGF	IGF/ ADGF
18.	Central Sector Expenditure matters	Scientist C/Scientist D→AIG	IGF
19.	PMO matters	Scientist C/Scientist D →AIG	IGF
20.	Disposal of Public Grievances (PG)	Scientist C/Scientist D	AIG
21.	Disposal of Public Grievances (PG) Appeal	Scientist C/Scientist D	IGF
22.	Disposal of RTI Application	Scientist C/Scientist D	Scientist C/Scientist D
23.	Disposal of RTI Appeal	Scientist C/Scientist D	AIG



## Protocol

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Correspondence with MEA and Embassies/High Commissions for issue of Diplomatic/Official passports and visa (Note Verbal)	PO/SO	US/DS/JS
2.	Correspondence and follow up actions for setting bills with M/s Balmer Lawrie and other Travel Agencies	PO/SO→US→DS	JS
3.	Correspondence with travel agencies e.g. Balmer Lawrie/Ashok Travel & Tours regarding ticketing/billing	PO/SO→US→DS	JS
4.	Approved National & International travel bills(Air travel tours of entitled officers – their booking and payment of bills)	ASO→PO/SO	US/DS
5.	Independence/Republic Days passes – Correspondence with M/o Defence etc.	ASO	PO/SO
6.	Work relating to Receptions at Rashtrapati Bhawan for VIPs upto AS level	ASO	PO/SO
7.	Booking of VIP/Ceremonial Lounge for MOEF/Secretary during international visits	ASO	PO/SO
8.	To see off and receive MOEF/Secretary on International Tours	ASO	PO/SO
9.	To see of and receive VVIPs who have appointments with MOEF/Secretary	PO/SO	PO/SO
10.	Disposal of Public Grievances (PG)	PO/SO	US
11.	Disposal of Public Grievances (PG) Appeal	PO/SO→US	DS
12.	Disposal of RTI Application	PO/SO	US
13.	Disposal of RTI Appeal	PO/SO	DS

### Public Grievance Cell

S.No.	Items of Work	Channel of Submission	Level of Final Disposal
1.	Public Grievances, reminders to various Divisions/Sections for Redressal of PG	ASO→SO→US	DS
2.	Appeals of disposed PG, reminders to various Divisions/Sections for Redressal of Appeals	SO→US	DS
3.	Nomination for attending meetings DARPG	SO→US→DS	JS
4.	General Administrative work related to PG Cell	SO→US→DS	JS
5.	Disposal of Public Grievances (PG)	ASO→SO	US
6.	Disposal of Public Grievances (PG) Appeal	ASO→SO/US	DS
7.	Disposal of RTI Application	ASO→SO	US
8.	Disposal of RTI Appeal	ASO→SO	DS

### Regional Office Headquarters Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1	Establishment and service matters of 11 Regional Offices (ROs).	Research Investigator /DEO/Technical Officer → Asst. Commissioner/ Under Secretary → AIGF	IGF
2	Performance of Budget, Annual Action Plan, Annual Report and monitoring expenditure reports under Plan Scheme of “Strengthening of Forestry Division – Regional Offices”	RI/DEO/TO→ Asst. Commissioner/US→ AIGF	IGF
3	Follow up action on the evaluation and monitoring of reports received from R.Os under Van (Sanrakshan Evam Samvardhan) Adhiniyam, 1980 & Environment (Protection) Act (EPA.)	RI/TO→ Asst. Commissioner → AIGF	IGF
4	Scrutiny and analysis of Quarterly Projects Reports (QPR) on compensatory afforestation from Stats/UTs	RI/DEO/TO→ Asst. Commissioner/US→ AIGF	IGF
5	Scrutiny and analysis of monthly reports & QPRs received from States under Van (Sanrakshan Evam Samvardhan) Adhiniyam, 1980 & EPA	RI/TO→ Asst. Commissioner → AIGF	IGF
6	Parliament Questions & Assurances Starred Question & Assurances Unstarred Question & Assurances Other matters raised in Parliament(including those raised by way of spl mention in RS) under Rule 377 in LS & RS	TO/Asst. Commissioner / AIGF → IGF → ADGF/ DGF&SS →Secy.	Minister
7	VIP References	TO/Asst. Commissioner / AIGF → IGF → ADGF/ DGF&SS →Secy.	Minister
8	Authorization of the DDGF (C) of the Regional Offices for signing documents for registration of land in the name of the MoEF&CC.	Asst. Commissioner/US/ AIGF/IGF→ADGF→ DGF&SS	Secretary

9	Inputs/Information to other Divisions	RI/DEO/TO→ Asst. Commissioner /US →AIGF	IGF
10	Court Cases	RI/TO →Asst. Commissioner → AIGF	IGF
11	Audit Paras	RI/DEO/TO→ Asst. Commissioner/US→AIGF	IGF
12	Disposal of Public Grievances (PG)	RI/DEO/TO→ ACF/US	AIGF
13	Disposal of Public Grievances (PG) Appeal	RI/DEO/TO→ ACF/US → AIGF	IGF
14	Disposal of RTI Application	RI/DEO/TO	ACF
15	Disposal of RTI Appeal	RI/DEO/TO	AIGF

### Research and Training Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Policy decisions	DIGF/IGF→ADGF→ DGF&SS →Secy.	MoS/Minister
2.	Cabinet Notes	DIGF/IGF→ADGF→DGF&SS → Secy.	MoS/Minister
3.	Parliament Questions, Assurances, matters raised under Rule 377, Zero Hour Questions and Special Mentions	DIGF/IGF→ADGF→ DGF&SS	MoS/Minister
4.	VIP References	DIGF/IGF→ADGF→ DGF&SS	MoS/Minister
5.	Foreign deputation (JS and above)	DIGF/IGF→ADGF→ DGF&SS →Secy.	MoS/Minister
6.	Laying of Annual Reports/Authentication of Papers	DIGF/IGF→ADGF→DGF&SS	MoS
7.	Mission Karmayogi (Policies and programmes)	DIGF→JS/AS → DGF&SS	Secretary
8.	Audit Paras	ACF/AIGF→DIGF/IGF→ADGF	Secretary
9.	Financial Proposals/ matters	ACF/AIGF→DIGF→IGF	As per delegated financial powers
10.	Signing of MoUs on matter pertaining to Research and Training by Institutes of the ministry with the external agencies/ institutes	DIGF/IGF→ ADGF	Secretary
11.	Bilateral / Multilateral Meetings	DIGF/IGF→ ADGF	DGF&SS
12.	Foreign deputation of officers up to the rank of DIGF	ACF/AIGF→DIGF/IGF→ADGF	DGF&SS
13.	Technical approval of NIRANTAR proposals	RI/TO/ACF/AIGF→DIGF/IGF	ADGF
14.	Approval of Research proposals	RI/TO→ACF/AIGF→DIGF/IGF	ADGF
15.	Annual Plans- IGNFA, ICFRE, IIFM and CASFOS	RI/TO→ACF/AIGF→DIGF/IGF	ADGF

16.	Approval of Annual Plan of FTCB scheme including the selection of institutions	TO/SO→ACF/AIGF→DIGF/IGF	ADGF
17.	All Technical matters pertaining to IGNFA, ICFRE, IIFM and CASFOS	ACF/AIGF→DIGF/IGF	ADGF
18.	Submission of the proposals for funding under CAMPA-NA	TO/SO→ACF/AIGF → DIGF	IGF/ADGF
19.	Administrative matters of IGNFA and DFE & CASFOS	ACF/AIGF→DIGF/IGF	ADGF
20.	Budget & Account matters/ BE/ RE of IGNFA, ICFRE, IIFM and CASFOS	RI/TO/SO→ACF/AIGF→DIGF	IGF/ADGF
21.	Legal matters	ACF/AIGF→DIGF/IGF→ADGF	DGF&SS
22.	Submission of information to other ministries / organization	TO/SO→ACF/AIGF→DIGF	IGF/ADGF
23.	Material for Annual Report (of the Ministry)	TO/SO→ACF/AIGF→DIGF	IGF/ADGF
24.	Input on monthly DO to Cabinet Secretary	TO/SO→ACF/AIGF→DIGF	IGF/ADGF
25.	Acceptance of Utilization Certificate	ASO/SO→ACF/AIGF	DIGF
26.	Nomination of officers for in-service training under FTCB scheme	TO/SO → ACF/AIGF	DIGF
27.	Mission Karmayogi – Routine matters	ASO/SO → AIGF	DIGF
28.	Disposal of Public Grievances (PG)	ASO→SO	AIGF
29.	Disposal of Public Grievances (PG) Appeal	ASO/SO → AIGF	DIGF
30.	Disposal of RTI Application	ASO/SO → ACF	AIGF
31.	Disposal of RTI Appeal	ASO/SO → ACF	DIGF

## Research in Environment

<b>S. No</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Parliament questions (starred)	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
2.	Parliament questions (unstarred)	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
3.	Parliament assurances	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
4.	Matters raised in Parliament under Rule 377, Special Mention, etc.	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
5.	VIP references	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
6.	Matters related to Parliament Standing Committee, Parliament Accounts Committee, etc.	ASO/SO/JD→Sci 'G' →AS	Secretary
7.	PMO references	ASO/SO/JD→Sci 'G' → AS	Secretary
8.	Guidelines of R&D Scheme	ASO/SO/JD→Sci 'G' → AS	Secretary
9.	Sanction of grants-in-aid above ₹1crore for implementation of R&D scheme	ASO/SO/JD→Sci 'G' →AS	Secretary
10.	Policy decisions related to major matters: <ul style="list-style-type: none"> <li>• Portal developments/ technological interventions</li> <li>• inter-ministerial collaborations</li> <li>• collaborations with international organizations</li> <li>• organizations of outreach activities/ campaigns</li> <li>• development of knowledge products</li> </ul>	ASO/SO/JD→Sci 'G' → AS	Secretary
11.	Annual Action Plan	ASO/SO→JD→Sci 'G'	AS
12.	Providing comments/ inputs to various	ASO/SO→JD→Sci 'G'	AS

	Ministries/ Departments		
13.	Sanction of grants-in-aid above ₹50.00 Lakh and upto ₹1.00 crore for implementation of R&D scheme	ASO/SO→JD→Sci 'G'	AS
14.	Finalization of indicators for output-outcome monitoring framework	ASO/SO→JD→Sci 'G'	AS
15.	Budget estimation and Related matters	ASO → SO → JD	Scientist 'G'
16.	Sanction of grants-in-aid upto ₹50.00 Lakh for implementation of R&D scheme	ASO → SO → JD	Scientist 'G'
17.	Routine matters related to: <ul style="list-style-type: none"> <li>• inter-ministerial collaborations</li> <li>• collaboration with international organizations</li> <li>• portal development/maintenance</li> <li>• development of knowledge products</li> <li>• organization of outreach activities/campaigns</li> <li>• audit matters</li> <li>• output-outcome monitoring framework</li> <li>• consultations with other Divisions</li> </ul>	ASO →SO → JD	Scientist 'G'
18.	Annual Report	ASO →SO → JD	Scientist 'G'
19.	Disposal of Public Grievances (PG)	ASO →SO	JD
20.	Disposal of Public Grievances (PG) Appeal	ASO →SO→ JD	Scientist 'G'
21.	Disposal of RTI Application	ASO →SO	JD
22.	Disposal of RTI Appeal	ASO →SO	Scientist 'G'



### Right to Information Cell

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Designation of CPIOs/FAAs	SO→US	DS
2.	Up-dation of Ministry's website relating to RTI Act,2005	SO→US→DS	JS
3.	RTI Returns to the Ministry	SO→US	DS
4.	Correspondence with CIC/ DoPT	SO→US→DS	JS
5.	Matters related with CPIOs/FAAs issue of Departmental guidelines	US →DS	JS
6.	Policy Decision	US/DS →JS→AS	Secretary
7.	Disposal of Public Grievances (PG)	SO	US
8.	Disposal of Public Grievances (PG) Appeal	SO→US	DS
9.	Disposal of RTI Application	SO	US
10.	Disposal of RTI Appeal	SO	DS

### Statistics Division

<b>S. No</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Annual Report and Publications like the SDG Implementation Report	AD→DDG→Sr. EA	Minister
2.	Preparation of Environmental Report – National/States/UTs/ Hotspot	AD →DDG→Sr. EA  (File moves to IFD for release of installments)	Secretary
3.	SDG Coordination Unit	AD →DDG	DDG/Sr.EA
4.	Global Indices	AD →DDG→Sr. EA	Secretary
5.	Matters on Environmental Accounts	AD →DDG	DDG/Sr. EA
6.	Statistical Cell – Other Matters	AD →DDG	DDG/Sr. EA
7.	Disposal of Public Grievances (PG)	AD	AD
8.	Disposal of Public Grievances (PG) Appeal	AD	DDG
9.	Disposal of RTI Application	AD	AD
10	Disposal of RTI Appeal	DDG	DDG
SGSR – Cell			
11	SGDG – 3 related Matters	Director(ED)→ DDG	Secretary

### Survey and Utilization Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Policy Decisions	IGF→ADG →DGF&SS→Secy.	MoS/ Minister
2.	Cabinet Notes	IGF→ADG →DGF&SS→Secy.	MoS/ Minister
3.	Parliament Questions, Assurances, matter raised under Rule 377, Zero Hours Questions and Special Mentions	ACF/AIG/IGF→ADG→DGF&SS	MoS/ Minister
4.	VIP Reference	ACF/AIG/IGF→ADG→DGF&SS	MoS/ Minister
5.	India State of Forest Report	AIG→IGF→ADG →DGF&SS	MoS/ Minister
6.	Appointment/ removal of the Chairperson/members Central Empowered Committee	IGF/ADG →DGF&SS→Secy.	MoS/ Minister
7.	Matters related to uniform definition of Aravalli Hills and Ranges as per Supreme Court Order	ACF/AIG →JS→AS	Secretary
8.	Audit para	ACF/AIG →IGF/ADG	Secretary
9.	Approval of Nomination for foreign visit/ Country Position/Annual Contributions to international organisations	IGF→ADG →DGF&SS	Secretary
10.	Financial Proposals/ matters	ACF →AIG →IGF	As per delegated financial power
11.	Bilateral / Multilateral Meetings	ACF/AIG →IGF→ADG	DGF&SS
12.	Matters related to survey and forest boundary demarcation and digitisation	ACF→AIG→IGF	ADGF
13.	Matters related to India and Forest and Wood Certification Scheme (IFWCS) –PRAMAN	ACF→AIG→IGF	ADGF
14.	No objection certificate (NoC) to Directorate General of Foreign Trade, New Delhi for export and import of wood and wood products	ACF→AIG	IGF
15.	Budget & Accounts Matters /Annual Plan/BE/RE	ACF→AIG	IGF

16.	Matters related to State Forest Development Corporations	ACF→AIG	IGF
17.	Matters related to Wood Based Industries	ACF→AIG	IGF
18.	Matters related to National Working plan Code	ACF→AIG	IGF
19.	Matters related to International organisation (ITTO)	ACF→AIG	IGF
20.	Matters related International Bamboo and Rattan Organisation (INBAR)	ACF→AIG	IGF
21.	Matters related to Tariff on wood products pertaining to bilateral/ multilateral Trade Negotiations by the Department of Commerce	ACF→AIG	IGF
22.	Matters related to Non Timber Forest Produce (NTFP)	ACF→AIG	IGF
23.	Legal Matters	ACF →AIG	IGF
24.	Routine General issues/Administrative issues	ACF	AIG
25.	Technical Matters related to IWST, Bengaluru	ACF →AIG	IGF
26.	Disposal of Public Grievances (PG)	ACF	AIGF
27.	Disposal of Public Grievances (PG) Appeal	ACF →AIG	IGF
28.	Disposal of RTI Application	ACF	AIGF
29.	Disposal of RTI Appeal	ACF	IGF

### Sustainable Coastal Management Division

<b>S. No.</b>	<b>Items of work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Recruitment of Consultant	SO→DS	JS
2.	Administrative matters of Consultants	SO→DS	JS
3.	Hiring of vehicle	SO→DS	JS
4.	Release of Bills	SO→DS	JS
5.	Beach Cleaning issues	SO→DS	JS
6.	VIP Reference	Sc B→ Dir	JS
7.	Court Cases of SCMD	DS/Dir	JS
8.	Court cases other than SCMD	Dir	JS
9.	All Parliament Question	Sc B/C/Dir→ JS→SS/AS→ Secy.	MoS/ Minister
10.	SICOM Closure issues	SO→Dir	JS
11.	Administrative issues of NCSCM	SO→DS/Dir	JS
12.	Project related issues of NCSCM	SO/Sc B/C →DS/Dir→JS*	JS/ Secretary*
13.	Scientific Works (SCMD)	Sc B/C→ Dir	JS
14.	Scientific work (NCSCM)	Sc B/C→ Dir	JS
15.	Disposal of Public Grievances (PG)	Sc B/C→ DS	Dir
16.	Disposal of Public Grievances (PG) Appeal	Sc B/C→ DS/Dir	Scientist 'F'
17.	Disposal of RTI Application	Scientist 'B'	Scientist 'C'
18.	Disposal of RTI Appeal	Scientist 'B'	Scientist 'F'

*\*As per delegation of power*

### Swachh and Swastha Bharat Cell

<b>S. No</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Parliament questions (starred)	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
2.	Parliament questions (unstarred)	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
3.	Parliament assurances	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
4.	Matters raised in Parliament under Rule 377, Special Mention, etc.	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
5.	VIP references	ASO/SO/JD→Sci 'G'→AS→Secy.	Minister
6.	Matters related to Parliament Standing Committee, Parliament Accounts Committee, etc.	ASO/SO/JD →Sci 'G' →AS	Secretary
7.	PMO references	ASO/SO/JD →Sci 'G' → AS	Secretary
8.	Guidelines for Swachhta Action Plan	ASO/SO/JD →Sci 'G' → AS	Secretary
9.	Sanction of grants-in-aid above ₹1crore for implementation of SAP	ASO/SO/JD →Sci 'G' →AS	Secretary
10.	Policy decisions related to major matters: <ul style="list-style-type: none"> <li>• inter-ministerial collaborations</li> <li>• collaborations with international organizations</li> <li>• organizations of outreach activities/ campaigns</li> <li>• development of knowledge products</li> </ul>	ASO/SO/JD →Sci 'G' → AS	Secretary
11.	Annual Action Plan	ASO/SO→JD→Sci 'G'	AS
12.	Providing comments/ inputs to various Ministries/ Departments	ASO/SO→JD→Sci 'G'	AS
13.	Sanction of grants-in-aid above ₹50.00 Lakh and upto ₹1.00 crore for implementation of SAP	ASO/SO→JD →Sci 'G'	AS
14.	Budget estimation and Related matters	ASO→SO→JD	Scientist 'G'

15.	Sanction of grants-in-aid upto ₹50.00 Lakh for implementation of SAP	ASO→SO→JD	Scientist 'G'
16.	Routine matters related to: <ul style="list-style-type: none"> <li>• inter-ministerial collaborations</li> <li>• collaboration with international organizations</li> <li>• development of knowledge products</li> <li>• organization of outreach activities/campaigns</li> <li>• audit matters</li> <li>• output-outcome monitoring framework</li> <li>• consultations with other Divisions</li> </ul>	ASO→SO→JD	Scientist 'G'
17.	Annual Report	ASO→SO→JD	Scientist 'G'
18.	Disposal of Public Grievances (PG)	ASO→SO	JD
19.	Disposal of Public Grievances (PG) Appeal	ASO→SO→JD	Scientist 'G'
20.	Disposal of RTI Application	ASO→SO	JD
21.	Disposal of RTI Appeal	ASO→SO	Scientist 'G'

### Vigilance Division

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1	Disciplinary Proceedings		
(i)	Processing of Disciplinary Proceedings cases including Appeal, Review and Memorials in the case of IFS officers and other officers for imposition of penalty.	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(ii)	Disciplinary Proceedings against AGMUT cadre of IFS officers for Penalty.	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(iii)	Appointment of Inquiry Officer (IO) and Presenting Officer (PO) in case of IFS officers and other officers.	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(iv)	Consultation with UPSC in Disciplinary Proceedings cases.	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(v)	Consultation with CVC in Disciplinary Proceedings cases.	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
2	Prosecution Sanction Cases		
(i)	Grant of Prosecution Sanction in respect of IFS officers	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(ii)	Grant of Prosecution Sanction in respect of Group B and above officers	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(iii)	Grant of Prosecution Sanction in respect of officers/officials below Group B	ASO/SO/US→DS/Dir.→JS&CVO	Secretary
(iv)	Consultation with CVC/DoPT in Prosecution sanction cases.	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
3	Complaints		
(i)	Complaints forwarded by CVC in which report is sought	ASO/SO/US→DS/Dir.	JS&CVO Secretary, (in special cases)



(ii)	Complaints forwarded by CBI/PMO/DoPT/VIP etc.	ASO/SO/US→DS/Dir.	JS&CVO Secretary, (in special cases)
(iii)	Complaints received from Individuals in the Ministry.	ASO/SO→US→DS/Dir	JS&CVO Secretary, (in special cases)
(iv)	Investigation of Complaints	ASO/SO→US→DS/Dir	JS&CVO Secretary, (in special cases)
4	Suspension		
(i)	Processing of Suspension cases in respect of IFS Officers and Other officers upto Group B	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(ii)	Processing of Suspension cases in respect of officers/officials below Group B.	ASO/SO/US→DS/Dir.→JS&CVO	Secretary
5	Vigilance Clearance		
(i)	Grant of Vigilance Clearance in respect of Secretary (EF&CC)/ DGF&SS/Addl. Secretary/Joint Secretary Level Officer	ASO/SO/US→DS/Dir.→JS&CVO	Secretary
(ii)	Grant of Vigilance Clearance in respect of IFS officers and other officers upto the level of Deputy Secretary/Director/Scientists/Group B officers/officials including Scientific/Technical Officers/Group C officials (Below Pay Level 14) Scientists above Pay Level 15	ASO/SO/US→DS/Dir.	JS&CVO
6	Permission/Intimation for acquisition/disposal of Movable/Immovable Property		
(i)	All IFS officers, Group A and above officers	ASO/SO/US→DS/Dir.	JS&CVO Secretary, (if required)
(ii)	Group B and below	ASO/SO→US	DS/Dir.

7	Parliament Question		
(i)	Starred Question	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(ii)	Unstarred Question	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
(iii)	Matters raised under Rule 377 in L.S. and by way of special and other Parliamentary matters.	ASO/SO/US→DS/Dir.→JS&CVO→Secy.	Minister
8	Court Cases	ASO/SO→US→DS/Dir	JS&CVO  Secretary in important /Contempt cases
9	Misc. references to be sent to		
(i)	CVC	ASO/SO→US→DS/Dir	JS&CVO  Secretary if necessary
(ii)	DoPT/Legal Affairs	ASO/SO/US→DS/Dir.→JS&CVO	Secretary
10.	Disposal of Public Grievances (PG)	ASO/SO/US→DS/Dir	JS&CVO
11.	Disposal of Public Grievances (PG) Appeal	ASO/SO/US→DS/Dir	JS&CVO
12.	Disposal of RTI Application	ASO→SO	US(CPIO)
13.	Disposal of RTI Appeal	ASO→SO	DS/Dir. (FAA)

### Wetlands Division

<b>S. No.</b>	<b>Items of Work</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	SFC Memo of NPCA Scheme and any important/policy decisions	RA/SO → Scientist→ JS → Secy.	Minister
2.	VIP References	RA/SO → Scientist → JS → Secy.	Minister
3.	Parliament Questions & Assurances (Starred), Matters under Rule 377/Special Mentions/ Calling Attention Motions /Zero Hour	RA/SO → Scientist → JS → Secy.	Minister
4.	Court matters - Affidavits/Counter Affidavits etc. (If required/special matters)	LA → Scientist → JS → Secy.	Minister
5.	Parliament Questions & Assurances (Unstarred)	RA/SO → Scientist → JS → Secy.	MoS
6.	Sanctioning of IMPs/Proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA)received from State Govts/UTs above Rs. 5.00 crore	RA/SO/Scientist B/C/D→ Scientist E/F → JS	Secretary
7.	Sanctioning of Scheme/Proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA)received from Universities/Govt Institutions for above Rs. 1.00 crore	RA/SO/Scientist B/C/D→ Scientist E/F → JS	Secretary
8.	Projects received from voluntary agencies / NGOs Private Institutions for above Rs. 50 lakhs	RA/SO/Scientist B/C/D→ Scientist E/F → JS	Secretary
9.	Sanctioning of IMPs/Proposals under the National Plan for Conservation of Aquatic Ecosystems(NPCA)received from State Govts/UTs Upto Rs. 2.50 crore	RA/SO→ Scientist B/C/D → Scientist E/F	JS

10.	Sanctioning of Scheme/Proposals under the National Plan for Conservation of Aquatic Ecosystems (NPCA) received from Universities/Govt Institutions for up to Rs. 50.00 lakh	RA/SO→Scientist B/C/D → Scientist E/F	JS
11.	Sanctioning of scheme/ proposals under the National Plan for Conservation of Aquatic Ecosystems (NPCA) Projects received from volunteer agencies/ NGOs Private Institutions costing up to Rs. 25 lakh	RA/SO→Scientist B/C/D → Scientist E/F	JS
12.	<u>Court matters</u> Affidavits/Counter Affidavits relating to Court Cases Routine matters	LA→ Scientist B/C/D→ Scientist E/F	JS
13.	Monitoring of Projects/ IMPs under the National Plan for Conservation of Aquatic Ecosystems (NPCA)	RA/SO→ Scientist B/C/D	Scientist E/F
14.	Disposal of Public Grievances (PG)	RA/SO	Scientist C/D/E/F
15.	Disposal of Public Grievances (PG) Appeal	RA/SO	Scientist C/D/E/F
16.	Disposal of RTI Application	RA/SO	Scientist C/D/E/F
17.	Disposal of RTI Appeal	RA/SO	Scientist C/D/E/F

### Wildlife Division

S. No.	Items of Work	Channel of Submission	Level of Final Disposal
1.	Research Project and Survey: Research Project and Survey: (i) In country (a) State Officers (b) Central Govt.  (ii) Externally Aided Projects	Scientist/AIG/DIG/ IGF → ADGF→DGF&SS→ Secy.	Minister
2.	Parliament Questions & Assurances (i) Starred Questions & Assurances  (ii) Unstarred Questions & Assurance	TO/AIG/DIG/IGF→ ADGF →DGF&SS → Secy.  TO/AIG/DIG→ IGF→ ADGF→DGF&SS	Minister
3.	(a) Deputation of officers abroad (b) Cultural and other exchange Programmes	TO/AIG/DIG→IGF→ADGF→ Secy.	Minister
4.	Seminar, Workshops, symposia (i) At International Level	AIG/DIG/IGF→ADGF→ DGF&SS→ Secy.	Minister
5.	Wildlife (Protection) Act, 1972- implementation of the Act and Rules made there under, and (a) Amendment of the Provisions of the Act, Rule etc.	TO/DIG/IGF→ADGF→ DGF&SS→ Secy.	Minister
6.	Import and Export Policy in respect of wild animals and the articles/products there from	TA/TO/AIG/DIG/ IGF→ADGF→DGF&SS→ Secy.	Minister
7.	Laying of Annual Reports of Various Institutions	Scientist/AIG/DIG→ IGF→ADGF	Minister
8.	Fellowship and Awards (incountry)	TA/TO/AIG/IGF→ ADGF→DGF&SS→ Secy.	Minister
9.	Conduct of meeting National Board for Wildlife (NBWL) under the Chairmanship of P.M. & Standing Committee of NBWL under the Chairmanship of MEFCC	Scientist/DIG /IGF →ADGF→DGF&SS → Secy.	Minister
10.	VIP/PMO Reference	TO/Scientist/AIG/DIG→IGF →ADGF	Minister
11.	Assignment of Foreign Experts	TO/AIG/DIG→IGF→ ADGF	Secretary

12.	Wildlife Institute of India/CZA Grant in aid and other related matters	Scientist/AIG→IGF→ADGF	Secretary
13.	Financial matter related to WCCB/NZP.	Scientist/AIG→IGF→ADGF	Secretary
14.	Budget and related matters	Scientist/AIG/IGF→ADGF→DGF&SS	Secretary
15.	Sanction & Release of funds of Central Sector Scheme & Centrally Sponsored Schemes- Development of Wildlife Habitats.	Scientist/IGF→ADGF→DGF&SS	Secretary
16.	Senior Officer meeting /PRAGATI/PRAKRITI	Scientist/AIG/DIG/IGF→ADGF→DGF&SS	Secretary
17.	International Conventions Membership payment	TO/AIG/DIG→IGF→ADGF	Secretary
18.	Legal matters/Court cases	Scientist/AIG/DIG/IGF→ADGF→DGF&SS	Secretary
19.	Eco-tourism policy	TO-DIG/IGF→ADGF→DGF&SS	Secretary
20.	Audit Para/Audit Matters	TO/Scientist→IGF→ADGF	DGF&SS
21.	Coordination with Armed Forces	TO→AIG/DIG→IGF	ADGF
22.	Exchange of Animals other than Zoo Animals	TO→AIG→IGF	ADGF
23.	Import/Export of Technical Equipments & accessories & medicines & pharmaceutical Formalities	TO/AIG→DIG→IGF	ADGF
24.	Follow up action on National Wildlife Action Plan	TO→AIG/DIG→IGF	ADGF
25.	International Whaling Commission matters	TO→DIG→IGF	ADGF
26.	Wildlife Crime Control Bureau (i) Administrative matters & Budget Matters	TA/TO→AIG→IGF	ADGF (ex-officio Director, WCCB)
27.	Seminar, Workshops, symposia (i) At National Level	TO→AIG/DIG→IGF	ADGF
28.	Wildlife Advisory Boards for State/Union Territories and related matters	TO→DIG→IGF	ADGF
29.	Wildlife (Protection) Act, 1972- implementation of the Act and Rules made there under, and (b) Interpretation of the provisions of the Act	TO→AIG/DIG→IGF	ADGF
30.	Follow up of decision taken in the meeting	TO→DIG→IGF	ADGF

31.	Survey and census of wild animals (except tiger and elephant)	TO→AIG/DIG→IGF	ADGF
32.	UNDP and GIZ Projects	Scientist/AIG→IGF	ADGF
33.	Project Snow Leopard	TA/TO→AIG →IGF	ADGF
34.	Wildlife Week, Wildlife Conservation Awareness activities (including Filming etc.)	TA/TO→AIG/DIG	IGF
35.	Approval of Visit of foreigners to restricted areas	TO→AIG/DIG	IGF
36.	Reports and returns and coordination with other Divisions/ other Organisations of the Ministry.	TA/TO→AIG/DIG	IGF
37.	Review of Management Plans Protected Area Network and other Wildlife related matters	TO→AIG/DIG	IGF
38.	World Heritage Convention, CMS	TA→AIG/DIG	IGF
39.	Other administrative matters of various Institutions under Wildlife Divisions	TA/TO→AIG/DIG	IGF
40.	Eco-Sensitive Zone	TA→DIG	IGF
41.	Human Wildlife Conflict management	TA→AIG/DIG	IGF
42.	Disposal of Public Grievances (PG)	TA/TO	JD/ Scientist 'E'
43.	Disposal of Public Grievances (PG) Appeal	TA/TO→AIG	DIGF
44.	Disposal of RTI Application	TA/TO	JD/ Scientist 'E'
45.	Disposal of RTI Appeal	TA/TO	DIGF