

महासागर विकास विभाग  
DEPARTMENT OF OCEAN DEVELOPMENT  
महासागर भवन, ब्लॉक-12, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड,  
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संख्या

No. DOD/25/21/99-Estt.

नई दिल्ली-110003

New Delhi-110003

26.12.2002

OFFICE MEMORANDUM

Subject:- Level of final disposal and channel of submission of cases in the Department of Ocean Development.

In accordance with para 22 of Central Secretariat Manual of Office Procedure (Eleventh Edition, 1996) the Departmental instructions regarding level of final disposal and channel of submission of cases in the Department of Ocean Development are enclosed herewith for information and compliance.

2. This issues with the approval of Hon'ble Minister of Ocean Development.
3. These instructions will take immediate effect.

*K. Narayanan*  
(K. Narayanan)

Under Secretary to the Govt. of India  
Tele.No.24364903

To

All Officers / Sections, Department of Ocean Development, New Delhi.

Copy to :

1. Director, CMLRE, Church Landing Road, Kochi-682016.
2. Project Director, ICMAM Project Directorate, Chennai-601302.
3. Director, INCOIS, Plot No.3, Nandagiri Hills Layout, Jubilee Hills, Hyderabad-500033.
4. Director, NCAOR, Headland Sada, Vasco-Da-Gama, Goa-403804.
5. Director, NIOT, Chennai-601302.

Copy also to : Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan,  
New Delhi.

*K. Narayanan*  
(K. Narayanan)

Under Secretary to the Govt. of India  
Tele.No.24364903

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**DEPARTMENT OF OCEAN DEVELOPMENT**

*Level of final disposal and channel of submission of cases in the Department of Ocean Development*

S.No.	Type of cases	Level of Final disposal	Channel of Submission
(1)	(2)	(3)	(4)
<b>A</b>	<b><u>ESTABLISHMENT</u></b>		
<b>1.</b>	<b>Recruitment, appointment &amp; creation of posts</b>  <b>(a) Framing of Recruitment Rules</b>  <b>(b) Appointments</b> (i) Group A  (ii) Group B (iii) Group C (iv) Group D  <b>(c) Creation of posts</b> (i) Scientific  (ii) Other than scientific	Minister (OD)   Minister (OD)/ ACC  Secy Dir/DS US  Secy or such other authority as has been declared by DST/MOF  Minister(OD)-MoF	SO-US-DS/Dir-JS-Secy   SO-US-DS/Dir-JS-Secy  SO-US-DS/Dir-JS SO-US SO  SO-US-DS/Dir-JS-FA  SO-US-DS/Dir-JS-FA-Secy
<b>2.</b>	<b>Transfer &amp; posting, deputation, training, leave, confidential rolls, etc.</b>  <b>(a) Transfer &amp; posting</b> (i) Group A & B Officers • Above US • Upto US level & Gazetted Group B  (ii) Group B & C – Non Gazetted (iii) Group D	Secy JS  DS/Dir US	SO-US-DS/Dir-JS SO-US-DS/Dir  SO-US SO

**(b) Training within India****(i) Group A**

- Above US
- Upto US level & Gazetted Group B

Secy  
JSSO-US-DS/Dir-JS  
SO-US-DS/Dir**(ii) Group B & C – Non Gazetted**

DS/Dir

SO-US

**(iii) Group D**

US

SO

**(c) Forwarding of Application and according sanction for appointment on deputation****(i) US and above**Secy  
JSSO-US-DS/Dir-JS  
SO-US-DS/Dir**(ii) Other than those covered at (i) above.****(d) Sanction of Leave****(i) Group A**Secy  
DS/Dir  
USSO-US-DS/Dir-JS  
SO-US  
SO**(ii) Group B&C****(iii) Group D****(e) ACRs****(i) Matters regarding reporting/ review/accepting authorities**

Secy

US-DS/Dir-JS

**(ii) Communication of adverse /critical remarks****(i) Group A**JS  
DS/DirSO-US-DS/Dir  
SO-US**(ii) Other than those covered at (i) above****(iii) Disposal of representations on adverse/critical ACRs****(i) Group A**Secy  
JSSO-US-DS/Dir-JS  
SO-US-DS/Dir**(ii) Other than those covered at (i) above****(f) Delegation/ deputation of officer for meetings, training; conferences etc, abroad**

Minister(OD)/Committee of Secretaries

SO-DS/Dir-JS-FA

	(g) Constitution of Delegation/ officers for conferences/ meeting abroad	Secy	SO-DS/Dir-JS
3.	Pay & Increments (i) Fixation of pay (ii) Sanction of annual increment	DS/Dir SO	SO/US
4.	Maintenance of Service Book and Attestation of entries therein	SO	
5.	Distribution of work among officers	Secy	SO-US-DS/Dir-JS
6.	Change of home town	HOD	SO-US
7.	Issue of 'No Demand Certificate'	SO	
8.	Issues of 'No Objection Certificate (for matters like passport, writing of exam; further studies etc.)  (i) Group A & B (ii) Group C & D	DS/Dir HOO	SO-US SO
9.	Issue of Retirement orders	HOD	SO-US
10.	Travel/ tour etc.  (i) Air travel by non entitled officers (ii) Train journeys by a class higher than the entitlement	Secy JS	P.O.-Sr. Sct.-JS SO-US-DS/Dir-JS
11.	Conversion of temporary posts into permanent ones	Secy	SO-US-DS/Dir-JS-FA
12.	Matters relating to joining time  (i) Group A & B (ii) Group C & D	DS/Dir US	SO-US SO
13.	Declaration of Government Servants as Ministerial or Non Ministerial	DS/Dir	SO-US
14.	(a) Suspension of lien (i) Group A (ii) Group B  (b) Termination of lien (i) Group A (ii) Group B	JS DS/Dir  Secy JS	SO-US-DS/Dir SO-US-DS/Dir  SO-US-DS/Dir-JS SO-US-DS/Dir

15.	Retention of Government Servants after the attainment of 50/55 years of age or completion of 30 years of service  (i) Group A (ii) Group B (iii) Group C (iv) Group D	Minister(OD) Secy DS/Dir US(A)	SO-US-DS/Dir-JS-Secy SO-US-DS/Dir-JS SO-US SO
16.	Declaration of HOD	JS	SO-US-DS/Dir
17.	Declaring Gazetted Officers to be Head of Office	HOD	SO-US
18.	Declaration of DDO	HOD	SO
19.	Engagement of consultants	Secy.	SO- US- DIR/DS-JS
20.	Matters relating to autonomous bodies (i) Creation of posts, appointment of Director, amendment in bye laws and Memorandum of association (ii) Other matters	Secy  JS	SO- US- DIR/DS-JS  SO- US/ DIR/DS
B	<b>CASH SECTION</b>		
1.	Bills in respect of Gazetted/ Non Gazetted staff regarding : Pay, OTA, Honorarium, Tuition fee, Reimbursement of Medical claims etc.	DDO	
2.	Contingent Bills	DDO	Cashier
3.	TA bills including Air India, Indian Air Lines Bills/ NOMTA bills	DDO	Cashier
4.	Loans and Grants in aid bills	DDO	Cashier
5.	LTC/TA advance TA bills of non officials	US US	D.A-SO D.A-SO
6.	Maintenance of GPF accounts	DDO	D.A
7.	Transfer grant/ advance	US	DDO
8.	GPF advance & withdrawals Above 75% to 90%	DS/Dir JS	DA-SO-US DA-SO-US-DS/Dir/
9.	TA on transfer	DS/Dir	DA-SO-US-DS/Dir/JS
10.	Issue of annual GPF A/c slips	DDO	DA
11.	LTC claims	US	DDO
12.	Periodical returns to Finance relating to expenditure	DDO	DA

	control over expenditure against budget grants including scrutiny of sanctions & reconciliation of expenditure	DS/DIR	DO/US
17.	Reappropriation	AS & FA	DO/US- DS/DIR
18.	Local Audit Inspection	DS/DIR	DO/US
19.	Utilisation Certificates regarding Grants in aid coordination of	DS/DIR	DO/US
20.	Regularisation of excess, if any, on the basis of final estimates under the various grants	AS&FA-Secy	DO/US-DS/Dir

21.	Coordination work relating to (a) Internal Audit	DO/US	
22.	Public Accounts Committee/ Estimates Committee - reference & Coordination thereof	DS/DIR	
23.	Proposal for release of grants/other expenditure including contracts/agreements (subject to orders of MOF issued from time to time)		
	(i) Upto 5 lakhs	US	DO
	(ii) Upto 25 lakhs	DS/Dir	DO/US
	(iii) Above 25 lakhs	AS&FA	DO/US-DS/DIR
24.	Proposals of establishment matters like grant of special pay, higher rate of DP etc.	DS/Dir	DO/US
25.	Continuation of temporary posts in Department	AS&FA	DO/US -DS/DIR
26.	Proposal for incurring contingent expenditure not covered under the power of Head of Department	DS/DIR	DO/US
27.	Conversion of temporary post into permanent in the Department	AS&FA	DO/US-DS/DIR
28.	Expenditure on hospitality to foreign delegation	DS/DIR	DO/US
29.	Engagement of consultants by the Department	AS&FA	DO/US -DS/DIR

30		DO/US	DO/US
31.	Proposals for provision of budgetary support in excess of budget provision	Secy(E)	DO/US-DS/Dir-AS&FA
32.	Proposal received in Finance Division regarding revision of pay scales of officers/ staff of autonomous institutions	AS&FA	DO/US-DS/Dir
33.	Proposals received in Finance for grant of financial relief to autonomous bodies	AS&FA	DO/US-DS/Dir
34.	Annual budget proposals in respect of department, attached offices, autonomous institutions etc., received in IFD	AS&FA	DO/US-DS/Dir
35.	Proposal for Demands for supplementary grants	Secy(E)	DO/US-DS/Dir-JS&FA
36.	Proposals received in IFW for creation of posts in autonomous bodies requiring Department of Expenditure approval	AS&FA	DO/US-DS/Dir
D.	<b>VIGILANCE</b>		
1.	Complaints against (i) Group A & B officers (ii) Others	Secy CVO	SO-US-DS/DIR-CVO SO-US-DS/DIR
2.	Court cases of (i) Group A & B officers (ii) Others	Secy CVO	SO-US-DS/Dir-CVO SO-US-DS/Dir
3.	Examination of Immovable Property returns	CVO	SO-US-DS/Dir
4.	Granting ex-post facto approval for acquiring, selling/disposal etc., of immovable property & movable property	CVO	SO-US-DS/DIR
5.	Non acceptance of advice of CVC	Minister(OD)	SO-US-DS/DIR-CVO- Secy
6.	Conducting of vigilance inspections	CVO	SO-US-DS/DIR

7.	Various activities requiring prior permission/ sanction under Conduct Rules (i) Group A officers (ii) Others	Secy CVO	SO-US- DS/DIR- CVO SO-US- DS/DIR
8.	Clarification & interpretation of CCS(CCA), CCS(Conduct) Rules and AIS (Discipline & Appeal) Rules and AIS (Conduct) Rules	CVO	SO-US- DS/DIR
9.	Appointment of part time Vigilance Officers	CVO	SO-US- DS/DIR
E.	<b>PARLIAMENT SECTION</b>		
1.	Liaison with D/o. Parl. Affairs	Parl. Asst.	Parl. Asst.
2.	Preparation of notice list of questions admitted for answer in Lok Sabha and Rajya Sabha	Parl. Asst.	Parl. Asst.
3.	Circulation of Calendar of sitting of LS/RS	Parl. Asst.	Parl. Asst.
4.	Arranging passes for officers for LS/RS	DS/DIR	Parl. Asst.-US
5.	Agenda Material for meeting of the consultative committee attached to Department of Ocean Development	DS/DIR	Parl. Asst.-US
6.	Work relating to Subordinate Legislation of LS/RS	JS	PA-US-DS/DIR
7.	List of Business of LS/RS	US	Parl. Asst.
8.	Marking and issue of notice of LS/RS questions etc.	Parl. Asst.	
9.	Disputed notice of Parl. Questions	JS	PA-US-DS/DIR
10.	Follow up with section for implementation of assurances & maintenance of assurance register	Parl. Asst.	Parl. Asst.
11.	Laying of annual reports of autonomous bodies in LS/RS	Minister (OD)	PA-Programme Officer-JS/Secy
12.	Preparation of pads for Minister and Sr. Officers	Parl. Asst.	Parl. Asst.



13.	Distribution of admitted LS/RS questions	Parl. Asst.	Parl. Asst.
14.	Circulation of orders, instructions, circulars received from LS/RS and DPA	US	Parl. Asst.
15.	Standing Committee on Parliament Attached to Department of Ocean Development  (i) Coordination (ii) Submission of background note and other material (iii) Processing of the recommendations of Parliamentary Standing Committee; and (iv) Preparation of Action Taken Report	DS/DIR Secy  Secy  Secy	PA-US US-DS/DIR-JS  US-DS/DIR-JS  US-DS/DIR-JS
<b>F. HINDI SECTION</b>			
1.	Translation of letters/documents/ Parliament Questions etc., Budget, Annual Report of the Department	AD(OL)	Translators
2.	Circulation of orders regarding use of Hindi to different sections of the Department and autonomous bodies.	AD(OL)	Translators
3.	Submission of returns to Department of Official Language	DS/DIR	AD(OL)
4.	Liaison with the Department of Official Language in connection with the use of Hindi	AD(OL)	Translators
5.	Liaison with Sections/ Officers for submission of quarterly Progress Report regarding use of HINDI	AD(OL)	Translators
6.	Nomination of Non Hindi knowing employees for training in Hindi	DS/DIR	AD(OL)

7.	Nomination of LDCs & Stenographers for training in Hindi typing and Stenography (through Admn. Section of the Department)	DS/DIR	Translators/AD(OL)
8.	Material for inclusion in the Annual admin. Report of the Department of Official Language/ Department of Ocean Development	JS	AD(OL)
9.	Liaison with the Committee of Parliament on Official Languages	JS	AD(OL)
10.	Hindi Workshops/ Seminars	JS	
11.	Selection of Book for award	Secy	AD(OL)/DS/DIR
G.	<b>GENERAL</b>		AD(OL)/DS/DIR/JS
1.	(a) Policy matters, rules (b) Defence and legal clearances/ vetting	Minister(OD) Secy	SO -PO-JS-FA-Secy SO -PO-JS-FA
2.	Scientific cooperation/ bilateral/ multilateral/ MOUs	Minister(MEA)	SO-PO-JS-FA-Secy- Minister(OD)
3.	Approvals of Projects/Schemes  (i) Projects/ Schemes below and upto Rs. 10.00 crores (ii) Above Rs. 10.00 crores and below Rs. 50 crores (iii) SFC/EFC/CCEA approval	Secy  Minister(OD)  M(MOF)-M(Cabinet) as per instructions of Deptt. of Expenditure	SO-PO-Sct.D/Sct.G-JS- FA-Secy  SO-PO-Sct.D/Sct.G-JS- FA-Secy  SO-PO-Sct.D/Sct.G-JS- FA-Secy-Minister
4.	Budget proposals (Plan & Non Plan)	JS	SO -US -DS/DIR
5.	Monitoring/ review of progress of projects/ schemes & release of grants  (i) Upto Rs.25 lakhs (Sct.F & G) (ii) More than Rs.25 lakhs upto Rs.1.00 crore/ Rs.2.50 crores (iii) More than Rs.2.50 crores.	Programme Officer JS  Secy	SO SO -PO-IFD  SO -PO-IFD-JS-AS&FA

6.	<p>(a) <b>Contracts/purchases</b> (other than cases of HOD powers)</p> <p>(b) <b>Disposal of obsolete, surplus and un-serviceable stores</b></p>	<p>P.O. – less than or equal to Rs.25 lakhs JS– upto 2.5 crores Secy – above Rs.2.50 crores (subject to DFPR)</p> <p>DS/Dir</p>	<p>SO-SSO-IFD-PO SO-PO-IFD-JS&amp;FA SO-PO-IFD-AS&amp;FA</p> <p>SO-US</p>
7.	<b>Files for inter-ministerial consultations/ legal advice</b>	JS/FA./Secy (depending on the case)	SO-PO-JS-FA-Secy
8.	<p><b>Cabinet Notes/ Notes to PMO</b> (i) Where department concurs; (ii) Where department disagrees</p>	Secy Minister(OD)	SO-PO-JS-FA-Secy SO-PO-JS-FA-Secy
9.	<p><b>Autonomous bodies</b> (i) Powers for sanction of new projects/schemes</p> <p>(ii) Powers for expenditure, Policy issues, Rules &amp; Powers, Recruitments.</p>	<p>GC - Upto Rs.50 .00 crores as per MOF order No.1(3)/PF.II/2001 dated 18.4.2002 subject to budget allocation and subject to a representative of Dept. of Expenditure in the GC for cases beyond Rs.25 crores.</p> <p>GC – all powers subject to restrictions as per DFPRs, guidelines of GFRs and Govt. instructions from time to time.</p>	<p>Director-FC-GC</p> <p>Director-FC-GC</p>
10.	<p><b>Scientific Committees</b> (with official members only)</p> <p>- Composition - Formation - Policy issues (with non-official members)</p>	Secretary Secretary Minister(OD) Finance Minister	SO-PO-JS-FA SO-PO-JS-FA SO-PO-JS-FA-Secy SO-PO-JS-FA-Secy