

Department of Pharmaceuticals
Channel of Submission

ADMN. SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal	Number of channel
1	Matters relating to hospitality in the Main Sectt.			
	(i). Cases where prescribed ceiling under hospitality rules do not exceed for lunch & dinner	ASO>US	DS	3
	(ii). Cases where prescribed ceiling under hospitality rules exceeds for lunch and dinner	SO>DS	EA	3
2	Purchase of Newspapers, reference books and magazines etc.	ASO >US	HoD	3
3	RTI Matters relating to the subject matters dealt with in Admn	SO	US	2
4	Appointment of Authorized Medical Attendant for Non-CGHS areas & settlement medical claims.	SO>US	HoD	3
5	Award of AMCs for FAX/RAX Machines/Elect. /Dispenser Hot & cold arrangement, Photocopiers electronic duplicating machines and other office equipment, computer/printer/UPS through GeM	ASO>US	HoD	3
6	Purchase of furniture/fixtue of office equipment, staff cars, Purchase of sundry items, stationary, etc. through GeM.	ASO>US	HoD	3
7	Payment of official and residential MTNL and BSNL telephone bills (Including telephone new connection/ intercom system) & reimbursement of take Pharma claims.	ASO>US	HoD	3
8	Issue of Identity Card for Regular Employees and Pensioners	SO	US	2
9	All general arrangements in connection with the proper maintenance of office, care taking arrangements, general cleanliness, Parking, space etc.	SO>US	HoD	3
10	Payment of Domestic/international travel bills Payment of are types bills.	ASO>US	HOD	3
11	Scrapping of obsolete/ unserviceable office equipment as a whole	SO>US>DS	EA	4

ESTT. SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal	No. of Channel
01.	All matters relating to Pension cases of staff of Main Secretariat (i) Preparation and processing of pension papers of staff of Main Secretariat through 'Bhavishya' portal; (ii) Monitoring and disposal of pension grievances through 'CPGRAMS' portal (iii) Monitoring and uploading of writeups from pensioners on 'ANUBHAV' portal	ASO ASO>US ASO>US	US DS DS	02 03 03
02	All service matters of all staff. i. Leave orders, release of increments etc. ii. Recruitment/pay fixation/posting/transfer/seniority lists/confirmation and discipline matters/nomination for pension, dcr gratuity. ii. Framing of Recruitment Rules and amendment thereto.	-- ASO>US SO>DS>JS/EA	SO HOD Secretary	01 03 04
03	Sponsoring of officials of the Ministry to various training programmes in India/ Abroad. i. Non-Gaz. Staff/Gaz. Staff below the rank of US (ii) Gaz. Staff of the rank of US/DS or Director (iii) JS and above	SO>US SO/US>EA SO/US>EA>Secretary	EA Secretary HMCF	03 04 04
04	All Matters relating to SCs/STs/OBCs/Ex-servicemen	ASO>US	EA/JS (E)	03
05	Misc. matters relating to RTIs, Leave etc.	ASO	US	02
06	Parliament Questions relating to the subject matters dealt with in Estt. matter	SO/US>EA>Secretary	HMCF	04
07	Appointments/ Relieving:			
	(a) Officers appointed under Central Staffing Scheme, Economic Adviser, etc.	SO>/US>EA>Secretary	Minister	04
	(b) Officers of the level of Under Secretary (Group 'A') and above and Dir(OL), DD(OL), AD (OL), etc.	ASO>US>EA	Secretary	04
	(c) All Group 'B' (Gazetted) and (Non-Gazetted) officers, STO, JTO including all Gazetted and Non-Gazetted isolated posts, etc.	ASO>US	EA/JS(E)	03
	(d) All Group 'C' posts including isolated posts, etc.	ASO	DS	02
	(e) Compassionate Appointment in LDC Grade	SO>DS>EA/JS(E)	Secretary	04
	(f) Formal staff of Hon'ble MCF/Hon'ble (MoS)	SO>US>EA/JS(E)	Secretary	04
08	Promotions through DPC:			
	a All Group 'B' (Gazetted) & (Non-Gazetted) posts	ASO>US	EA/JS(E)	03
	b All Group 'C' posts	ASO>US	DS	03

09	Resignation:-				
	a	All Group 'A' Officers	DS>EA> Secretary	Minister	04
	b	All Group 'B' (Gazetted) officers including all Gazetted isolated posts	US>EA> Secretary	Minister	04
	c	All Group 'B' (Non Gazetted) Officers including all non-gazetted isolated posts	ASO>US	EA	03
	d	All Group 'C'	ASO>US	DS	03
10	Voluntary Retirements:-				
	a)	All Group 'A' Officers and all Group B' (Gazetted) Officers	US>EA> Secretary	Minister	04
	b)	All Group B' (Non Gazetted) officers	ASO>US	EA	03
	c)	All Group 'C' posts	ASO>SO	DS	
11	Transfer/Posting:-				
	(a)	US/DS or Director and above	SO>US>JS/EA	Secretary	
	(b)	All Group 'B' (Non-Gazetted) officers and SO	ASO>US>EA/JS(E)	Secretary	
	(c)	All Group 'C' posts	ASO>US/DS	EA/JS(E)	
12	Completion of Probation period and confirmation:-				
	(a)	All Group 'B' (Non-Gazetted) officers	ASO>US	DS	
	(b)	All Group 'C' posts	ASO	DS	
13	Fixation of Pay:-				
	(a)	US and above	SO>US	DS	
	(b)	Up to SO	ASO	US	
	(c)	Pay related cases requiring approval of DoE	SO>DS	JS/EA	
	Release of annual Increment for all officials in Main Sectt. under administrative control		ASO	US	
14	Deputation Cases:-				
	I.	Forwarding of applications:-			
	(a)	JS and above	US>EA> Secretary	Minister	
	(b)	Dir/DS/US	ASO>US>EA	Secretary	
	(c)	Group 'B' (Gaz + Non Gaz)	ASO>US	JS/ EA	
	(d)	All Group 'C' posts	ASO>US	Dir	
	II.	Extension of tenure for deputation posts:-			
	(a)	Fourth Year	SO>DS>EA	Secretary	
	(b)	Fifth Year	DS>EA> Secretary	Minister	
	III.	Cadre clearance for extension of tenure in ex-cadre posts:-			
	(a)	For SO/DO/PS	SO>DS>EA/JS	Secretary	04
	(b)	For Assts, UDCs & LDCs	ASO>US	JS or EA	
16	Permission/Prior Sanction/ Approval under various provisions of Conduct Rules:-				
	(a)	Secretary	US>JS/EA> Secretary	Minister	

	(b)	AS and JS	SO>DS>JS/EA	Secretary	04
	(c)	Dir/DS	ASO>US	JS/EA	03
	(d)	US and Group 'B' (Gazetted)and (Non-Gazetted) and AllGroup 'C' posts	ASO>US	DS	
17	Retirement / Review under FR 56(j):-				
	(a)	For Group 'A' Officersand cases where Presidentis Appointing Authority	SO/US>EA> Secretary	Minister	
	(b)	For Group 'B' (Gazetted)officers than those mentioned in item (a)	SO>DS>EA	Secretary	
	(c)	For Group 'C' posts	ASO>US	EA/JS	
		Note : The Review Committees in cases at (b) &(c) are to be headed byJS or EA(Estt.).			
18	Creation/ continuation of posts in Main Sectt. (Rule 11-14 of DFPR):-				
	(a)	(i) Group 'A' posts and Group 'B' posts ii) Group 'C' posts	US/DS>EA/ JS (E)> Secretary SO>US	Minister EA	
	Framing/amendment of Recruitment Rules:-				
	(a)	Posts in Group 'A' & 'B'	SO/US>JS/EA > Secretary	Minister	
	(b)	Posts in Group 'C'	SO>US>EA> Secretary	Minister	
19.	Hiring of the Contractual Staff(MTS/DEO/ Drivers etc)		SO/US> DS/EA	Secretary	

PSU Section

S. No.	Class of Cases	Channe	Level of Final Disposal	No. of Channel
1.	All cases of Important, Urgent nature including Court Cases, Parliamentary Standing Committees meeting etc.	US /Director>EA	Secretary	04
2.	All routine, miscellaneous matters of PSUs received from CDN Section, DoP, DPE and other Departments	ASO>US	Director	03
3.	Matters relating to release of funds to PSUs.	ASO >Director >EA	Secretary	04
4.	RTIs / Appeals	US	Director	02
5.	Public Grievances	Director	EA	02
6.	Replies to Parliament Questions	US/Director>EA>Secretary	HMCF	04
7.	Replies to VIP references	US/Director>EA>Secretary	HMCF	04

IFD Section

Sl. No.	Type of Cases	Channel of Submission	Level of Final Disposal	Number of Channel
1.	Preparation of Budget Estimates and Revised Estimates, QEP, MEP etc.	ASO >US / Director > AS&FA	Secretary	04
2.	Preparation of Supplementary Demand for Grants	ASO >US/Director> AS&FA	Secretary	04
3.	Re-appropriation of Funds/ Surrender of Savings	ASO >US/Director> AS&FA	Secretary	04
4.	Monitoring of Expenditure	US>Director>AS&FA	Secretary	04
5.	Processing of proposals for release of grants	ASO/US>Director/ AS&FA	Secretary	04
6.	Furnishing information/replies to various receipts from Ministry of Finance	ASO>US/Director	AS&FA	03
7.	Monitoring of (a) Inspection Reports/Draft Audit Paras (b) CAG/PAC and APMS portal	ASO>US/Director ASO>US/Director	JS(Policy) Secretary	03 03
8.	Processing of CAG/ PAC Paras	US>Director	AS&FA	03
9.	Examination of EFC Notes	ASO>US>Director	AS&FA	04
10.	Furnishing of Monthly DO letter from AS & FA to Finance Secretary	ASO/US>Director	AS&FA	03
11.	Parliament Questions	ASO/US>Director	AS&FA	03
12.	RTI Matters	ASO	US	02
13.	Cases pertaining to relaxation of travel by AirIndia on official tours	Director	AS&FA	02
14.	Cases pertaining to court fees a. Upto Rs 25,000/- b. Upto Rs 50,000/- c. Above 50,000/-	a. ASO/US b. ASO/US c. ASO/ US	Director	02

Pricing Section

Sl. No.	Class of cases	Channel Submission	Level of Final Disposal	Number of Channel
1.	All administrative matters pertaining to NPPA	ASO>US/JD>JS	Secretary	04
2.	Court cases pertaining to DPCO, 1979 DPCO 1995 and DPCO, 2013	SO>US/JD	JS	03
3.	Review applications filed under Para 31 of DPCO 2013	JD>JS> Secretary	HMCF	04
4.	Releases of Funds to NPPA	US/JD/ JS	Secretary	04
5.	VIP references	US/JD> JS> Secretary	HMCF	04
6.	References received from NPPA/ Industry, etc.	ASO>US/JD> JS	Secretary	04
7.	RTI applications, CPGRAMS	SO>US	JD	03
8.	Parliamentary matters	US/JD> JS> Secretary	HMCF	04
9.	Administration of DPEA Fund	ASO/SO>US/ JD	JS	03

NIPER Section

S.No.	Class of Cases	Channel of Submission	Level of Final Disposal	Number of Channel
1.	Release of funds to NIPERs	SO>US/Director>JS	Secretary	04
2.	Parliament Questions/ Assurances	SO>US/Director>JS	Secretary	04
3.	Filing of Reply in Court Cases	SO>US >Director	Joint Secretary	04
4.	Grievances received on CPGRAMS	SO	Director	02
5.	Laying of Annual Reports/ Annual Audited accounts of NIPERs	US/Director>JS > Secretary	MoS (C&F)	04
6.	Miscellaneous matters of NIPERs	SO>US/Director	Joint Secretary	03
7.	Holding of Review meetings	SO>US/Director > JS	Secretary	04
8.	Various issues relating to R&D	YP> Director > JS	Secretary	04
9.	Finalization of EFC proposals	US > Director > JS	Secretary	04
10.	Finalization of Cabinet Notes	Director >JS> Secretary	HMCF	04
11.	Monthly D.O/Quarterly Reports/ Audit Paras/ Miscellaneous matters	SO> US/ Director	Joint Secretary	03
12.	MP/VIP references	US/ Director >JS> Secretary	HMCF	04

SCHEME Section

Sl. No.	Class of Cases	Channels of Submission	Level of Final disposal	Number of Channel
1	Release of funds under PLI/ APICF/PTUAS/ PPDS/ PMBJP	ASO/SO>US/DS>JS	Secretary	04
2	Parliamentary Questions/ Assurances	US/DS>JS> Secretary	HMCF	04
3	Court cases	ASO/SO>US/DS	Joint Secretary	03
4	EFC related matters	ASO/ SO>US/DS	Joint Secretary	03
5	Replies to Audit Paras	ASO/SO>US/DS	Joint Secretary	03
6	MP/VIP References	US/DS>JS> Secretary	HMCF	04
7	Monthly D.O./Quarterly Reports, etc	SO>US/DS	Joint Secretary	03
8	Budget matters	ASO/SO>US/DS	Joint Secretary	03
9	Information sought by Coordination, Miscellaneous matters / RTI matters	ASO/SO>US	DS/Director	03
10	Scrutiny and approval of proposals received under APICF / PTUAS/PPDS	SO>US/ DS>JS	SSC/ Secretary	04
11	Scrutiny and approval of proposals under PLI	SO>US/DS>JS	EC/ Secretary	04
12	Grant of Logo support	SO>US/DS>JS	Secretary	04
13	Organization of India Pharma & MD Event	SO>US/ DS>JS	Secretary	04

Policy Section

S. No.	Class of Cases	Channel of submission*	Level of Final Disposal	Number of Channel
1	References/ policy matters from Industry pertaining to issues with MoHFW, MoEF&CC, MoF, DPIIT	SO>DD/DS>JS	Secretary	04
2	Representations concerned with other Ministry	SO>DS>JS	Secretary	04
3	VIP / PMO references, Information to be provided to other Departments/Ministries	SO>DD>JS	Secretary	04
4	RTI matters, Issuance of reminders	SO	DD	02
5	Information for monthly DO and other information, as the case may be to Cabinet Secretariat	SO>DD	JS	03
6	Policy formulation with respect to schemes such as PLI and Park schemes.	DS> JS> Secretary	HMCF	04
7	Comments on draft policies of other Departments (draft Cabinet Notes)	DS>JS>Secretary	HMCF	04
8	Parliament Questions	DD/DS>JS>Secretary	HMCF	04
9	Other Parliament related matters	SO>DS>JS	Secretary	04

Medical Devices Section

Sr. No.	Class of Cases	Channel of Submission	Level of Final Disposal	Number of Channel
1	All policy related work	ASO>DS>JS	Secretary	04
2	Representations concerned with other Ministry	ASO>DS	JS	03
3	Parliamentary Matters	ASO>US>JS	Secretary	04
4	Matters related to PMO	ASO>DS>JS	Secretary	04
5	Matters received from other Ministries	ASO>US>JS	Secretary	04
6	Matters related to the schemes (i) Assistance to Medical Devices Industry for Common Facility Centre and (ii) Promotion of Medical Devices Parks	ASO>DS>JS	Secretary/ HMC	04

Coordination and Parliament Section

S.No.	Class of Cases	Channel of Submission	Level of Final Disposal	Number of channel
1	Matters related to the meetings of Consultative Committee for Ministry of Chemicals and Fertilizers	ASO> US/DS> EA	Secretary	4
2	Matters related to Standing Committee	ASO> US/DS> EA	Secretary	4
3	Study visit of Parliamentary Standing Committee for Ministry of Chemicals and Fertilizers	ASO> US or DS> EA	Secretary	4
4	Matters (Issues likely to be raised, budget speech and Bills and other Govt. items) related to Parliament Session in Lok/Rajya Sabha	ASO> US or DS> EA	Secretary	4
5	Sending Monthly D.O.	ASO> US or DS> EA	Secretary	4
6	Information sought by Hon'ble MCF/MOS	ASO> US or DS> EA	Secretary	4
7	Matters related to PMO	ASO>US or DS> EA	Secretary	4
8	Information sought by other Ministries/Departments	ASO>US or DS> EA	Secretary	4
9	Disposal of RTI Applications	ASO	US	2
10	Annual Report	ASO> US or DS> EA	Secretary	4
14	Updation of pending issues on E-Samiksha Portal	ASO> US	EA	3
15	Updation of Output-Outcome Monitoring Framework Portal	ASO>US	EA	3
16	Matters related to Public Grievances	ASO> US	DS	3
17	Organising weekly Senior Officers Meeting	US or DS> EA	Secretary	3

राजभाषा अनुभाग

क्र.सं.	विषय की श्रेणी	प्रस्तुत करने का चैनल	अंतिम निपटान का स्तर	चैनल की संख्या
1.	विभिन्न दस्तावेजों का अनुवाद कार्य एवं विधिक्षा	क.अनु.अधि./व.अनु.अधि.	उप-निदे. (रा.भा.)	02
2.	राजभाषा विभाग द्वारा प्रतिपादित नीतियों, नियमों तथा अनुदेशों का अपने विभाग, संबद्ध एवं अधीनस्थ कार्यालयों में प्रभावी ढंग से कार्यान्वयन	उप.निदे. (रा.भा.)>उप.सचि.	आर्थिक सलाहकार	03
3	विभाग में रिक्त पदों का भरना एवं परामर्शदाताओं की नियुक्ति	उप.निदे. (रा.भा.)>उप.सचि.	आर्थिक सलाहकार	03
4	विविध पत्राचार विभाग/ अधीनस्थ	क.अनु.अधि./ अनु.अधि.>उप-निदे. (रा.भा.)	उप.सचिव	03
5	हिंदी मामलों से संबंधित आरटीआई	व.अनु.अधि.>उप-निदे. (रा.भा.)	उप.सचिव	03
6	अधीनस्थ कार्यालयों का निरीक्षण	क.अनु.अधि./व.अनु.अधि.>उप-निदे. (रा.भा.)	आर्थिक सलाहकार	03
7	वार्षिक कार्यक्रम (राजभाषा विभाग द्वारा जारी)	क.अनु.अधि.>व.अनु.अधि.	उप-निदे. (रा.भा.)	02
8	विभागीय संसदीय राजभाषा समिति	उप-निदे. (रा.भा.)>उप-सचि.	आर्थिक सलाहकार/ सचिव	03
9	वार्षिक रिपोर्ट के लिए सामग्री उपलब्ध कराना	व.अनु.अधि	उप-निदे. (रा.भा.)	02
10	विभागीय कार्यशाला का आयोजन	व.अनु.अधि.>उप-निदे. (रा.भा.)>उप-सचि.	आर्थिक सलाहकार	04
11	संबद्ध/ अधीनस्थ कार्यालयों की तिमाही प्रगति रिपोर्ट की समीक्षा	क.अनु.अधि./व.अनु.अधि.>उप-निदे. (रा.भा.)	उप सचिव	03
12.	गौरव पुरस्कार योजना	क.अनु.अधि./व.अनु.अधि.>उप-निदे. (रा.भा.)	उप सचिव	03
13.	अधीनस्थ एवं संबद्ध कार्यालयों में राजभाषा अधिकारियों के पदों का संवर्ग समीक्षा	क.अनु.अधि./व.अनु.अधि.>उप-निदे. (रा.भा.)	उप सचिव	03
