

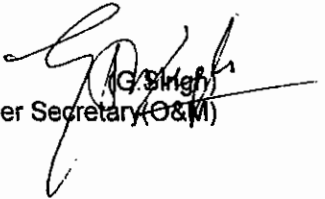
No.30/1/2003-OM&C
Planning Commission
(O & M and Coord. Section)

New Delhi, dated the 25th August, 2004

Office Order

An updated Division-wise Channel of Submission and level of disposal in respect of technical Divisions was circulated vide O&M and Coord. Section's Office Order No. 30/1/2002-O&M dated the 27th January, 2004.

The Channel of Submission in respect of Administration Sections has, now been prepared on the basis of information received from the concerned and is circulated herewith for information and necessary action


(G. Singh)
Under Secretary (O&M)

Encl : As above

All Heads of Divisions

Copy together with enclosure for information to : PS to DCH/MOS/ Members/ Secretary.

Planning Commission
(O&M and Coord Section)

Channel of Submission and Levels at which cases are finally disposed of relating to Administration/Accounts and House Keeping Sections.

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Administration-I Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
1	Administrative & establishment matters alongwith allocation of work among Members	Section Officer- Under Secretary- Director- Joint Secretary- Secretary	Deputy Chairman
2.	Administrative & establishment matters alongwith allocation & distribution of work among Pr.Adviser/Advisers/Jt.Secretary	Section Officer- Under Secretary- Director- Joint Secretary	Secretary
3.	Administrative & establishment matters alongwith allocation & distribution of work among Director/Jt. Adviser/ Dy. Adviser/Dy. Secretary/ Under Secretaries.	Section Officer- Under Secretary- Director	Joint Secretary
4.	Creation/Abolition/Continuation/Up gradation/ down gradation of temporary posts.	Section Officer- Under Secretary- Director- Joint Secretary	Secretary
5.	Framing/Amendment of Recruitment Rules in respect of Advisers/Jt. Advisers/Dy. Advisers	Section Officer- Under Secretary- Director- Joint. Secretary	Secretary
6.	Filling up of GCS Posts through UPSC in respect of Jt. Adviser/Dy. Adviser/Chief Librarian-cum- Documentation Officer	Section Officer- Under Secretary- Director- Joint Secretary	Secretary
7.	Filling up of posts under Central Staffing Scheme through Establishment Officer	Section Officer- Under Secretary- Director- Joint Secretary	Secretary/ Deputy Chairman
8.	Filling up of GCS Posts of Advisers	Section Officer- Under Secretary- Director- Joint Secretary	Deputy Chairman
9.	Grant of Leave		Section Officer
10.	Grant of HBA. etc.	Section Officer- Under Secretary- Director	Joint Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
11.	Encashment of leave to retiring personnel	Section Officer	Under Secretary
12.	Matters relating to CGHS Card/Govt. Accommodation		Section Officer
13.	Sending proposals to the Cabinet and its Committees like Cabinet Committees on Appointment, Accommodation, etc.	Section Officer- Under Secretary- Director- Joint Secretary- Secretary	Deputy Chairman
14.	Monitoring of ACC decisions and its reporting to Cabinet	Section Officer- Under Secretary	Jt. Secretary/ Secretary are kept informed from time to time.
15.	Parliament Questions	Section Officer- Under Secretary- Director- Joint. Secretary- Secretary (for starred Questions)	Minister of State for Planning
16.	Court cases pertaining to the Section	Section Officer- Under Secretary- Director	Joint Secretary
17.	Appointment of Non-Official Consultants and payments to Research Institutions etc. for undertaking consultancy studies under the Plan head "Payments for Professional and Special Services".	Section Officer- Under Secretary- Director- Joint Secretary	Secretary
18.	Annual Confidential Reports and communications of adverse remarks, wherever required	Section Officer- Under Secretary- Director	Joint Secretary
19.	Periodical report/returns/circulation of circulars/maintenance of Service Records & grant of increments		Section Officer
20.	Medical Reimbursement of US	Section Officer	Under Secretary
21.	Medical Reimbursement of DS & above	Section Officer- Under Secretary	Director
22.	Water & Electricity Bill from NDMC reg. Members/DCH	Section Officer	Under Secretary

Administration II Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
1.	Administrative/Establishment matters relating to Joint Director (OL), Senior Research Officers and Technical Officer of various Gr. 'A' services/posts	Section Officer-Under Secretary-Director	Joint Secretary
2.	Administrative/Establishment matters of Assistant Director (OL), Assistant Information Officers, Senior Research Assistant and Publicity Investigator of various Gr. 'B' services/posts	Section Officer-Under Secretary-Director	Joint Secretary
3	Recruitment to Gr. 'A' and 'B' posts of GCS on DR/Promotion/Deputation basis	Section Officer-Under Secretary-Director	Joint Secretary
4	Recruitment to Gr. 'C' posts of GCS on DR/Promotion/Deputation basis	Section Officer-Under Secretary	Director
5	Administrative/establishment matters of Senior Hindi Translators, Junior Hindi Translators, Senior Artists, Research Assistant, Artists, Computers Grade I & II and Carpenter (Gr. 'C' posts)	Section Officer-Under Secretary	Director
6	Grant of financial upgradation under ACP Scheme	Section Officer-Under Secretary-Director	Joint Secretary
7	Grant of HBA	Section Officer-Under Secretary-Director	Joint Secretary
8	Framing/Amendment of the Recruitment Rules for all the posts dealt in section	Section Officer-Under Secretary-Director	Joint Secretary/ Secretary
9	Reimbursement of medical claims in respect of officials dealt by the section	Section Officer	Under Secretary
10	Condonation of delay in submission of medical claims and seeking ex-post facto approval in respect of treatment taken in private/recognized private hospitals or in emergency	Section Officer-Under Secretary-Director	Joint Secretary
11	Leave account and release of increment in respect of officials dealt by the Section		Section Officer
12	Transfer postings of SROs, ROs, SRAs and RAs	Section Officer-Under Secretary-Director	Joint Secretary
13	Matter relating to CGHS Cards/Government accommodation		Section Officer
14	Matters relating to ACRs of officials dealt in section	Section Officer	Under Secretary
15	Continuation of Temporary posts	Section Officer-Under Secretary-Director	Joint Secretary
16	Review Cases in terms of FR 56(J) and Rule 48	Section Officer-Under Secretary-Director	Joint Secretary
17	Court cases/CAT Cases related with officials dealt in the section	Section Officer-Under Secretary-Director	Joint Secretary

Administration III Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
1	Co-terminus appointment in the offices of DCH/MOS/Members of Planning Commission other than Group 'D' posts	Section Officer – Under Secretary-Deputy Secretary	Joint Secretary
2.	Co-terminus appointment in the offices of DCH/MOS/Members in respect of Group 'D' posts	Section Officer-Under Secretary	Deputy Secretary
3.	Engagement of casual workers	Section Officer – Under Secretary-Deputy Secretary	Joint Secretary
4.	Administrative matters relating to appointment/transfer/confirmation etc of CSSS personnel other than group 'C' posts	Section Officer-Under Secretary-Deputy Secretary	Joint Secretary
5.	Administrative matters relating to the appointment/transfer/confirmation etc of CSSS in respect of Group 'C' posts	Section Officer-Under Secretary	Deputy Secretary
6.	Administrative matters relating to post of Photostat-cum Equipment Supervisor/Operator, APEO/Staff car drivers.	Section Officer-Under Secretary	Deputy Secretary
7.	Filling up Group 'D' posts through employment exchange.	Section Officer-Under Secretary	Dy. Secretary
8.	a) Medical reimbursement cases including medical advance. b) Cases where the medical treatment have been undertaken without prior permission or in emergency in non-recognised private hospital.	Section Officer-Under Secretary Section Officer-Under Secretary-Deputy Secretary	Deputy Secretary Joint Secretary
9.	Issue of CGHS Card/Govt. accommodation		Section Officer
10.	Correspondence with Directorate of Estates		Under Secretary
11.	Grant of HBA/and related matters a) For Groups 'A' & 'B' b) For Groups 'C' & 'D'	Section Officer-Under Secretary-Deputy Secretary Section Officer-Under Secretary	Joint Secretary Deputy Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
12.	Circulation of vacancies	Section Officer- Under Secretary	Deputy Secretary
13.	Forwarding of applications for outside posts	Section Officer- Under Secretary	Deputy Secretary
14.	Grant of leave		Section Officer
15.	Transfer & posting of CSSS personnel	Section Officer- Under Secretary	Deputy Secretary
16.	Deputing PS/PA/Steno for taking vibrating note in important meetings	Section Officer	Under Secretary
17.	Creation/abolition of posts	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
18.	Court cases	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
19.	Parliamentary Questions	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
20.	ACRs & Communication of adverse remarks	Section Officer- Under Secretary	Deputy Secretary
21.	Amendment to Recruitment rules	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
22.	Inter-cadre transfer in respect of (a) Group 'A' & 'B' posts (b) Group 'C' & 'D' posts\	Section Officer- Under Secretary- Deputy Secretary Section Officer- Under Secretary	Joint Secretary Deputy Secretary
23.	Verification of character, antecedents & medical examination of staff	Section Officer	Under Secretary
24.	Deputation/foreign service in India In respect of Group 'A' & 'B' posts In respect of Group 'C' & 'D' posts	Section Officer- Under Secretary- Deputy Secretary Section Officer- Under Secretary	Joint Secretary Deputy Secretary
25.	Framing of Recruitment Rules for Departmental Canteen	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
26.	All Administrative matters of Departmental Canteen employees	Section Officer- Under Secretary	Deputy Secretary

Administration IV Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
1	All Administrative/establishment matters of the officers and staff of Programme Evaluation Organisation (PEO) relating Group 'A' & 'B' posts.	Section Officer- Under Secretary - Deputy Secretary	Joint Secretary
2	All Administrative/establishment matters of the officers and staff of Programme Evaluation Organisation (PEO) relating Group 'C' & 'D' posts.	Section Officer- Under Secretary	Deputy Secretary
3	Framing of Recruitment Rules for the posts in PEO	Section Officer- Under Secretary - Deputy Secretary	Joint Secretary
4	Recruitment relating Group 'A' and 'B' posts of field units of PEO through UPSC/SSC.	Section Officer- Under Secretary - Deputy Secretary	Joint Secretary
5	Recruitment relating Group 'C' and 'D' posts of field units of PEO through SSC/Employment Exchange.	Section Officer- Under Secretary	Deputy Secretary
6	Transfer and Posting relating Group 'A' & 'B' posts of field units of PEO.	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
7	Transfer and Posting relating Group 'C' & 'D' posts of field units of PEO.	Section Officer- Under Secretary	Joint Secretary
8	Constitution of Departmental Promotion Committees for considering the case of promotion/confirmation relating Group 'A' & 'B' posts.	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
9	Constitution of Departmental Promotion Committees for considering the case of promotion/confirmation relating Group 'C' & 'D' posts.	Section Officer- Under Secretary	Deputy Secretary
10	Grant of House Building Advance relating Group 'A' & 'B' posts of Headquarters and field units of PEO .	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
11	Grant of House Building Advance relating Group 'C' & 'D' posts of Headquarters and field units of PEO	Section Officer- Under Secretary-	Deputy Secretary
12	Dealing with Court Cases filed by staff of PEO	Section Officer- Under Secretary - Deputy Secretary	Joint Secretary
13	Maintenance of Service Book/Leave Accounts/ release of increment.		Section Officer
14	Processing of cases for grant of financial upgradations under ACP Scheme relating Group 'A' & 'B' posts.	Section Officer- Under Secretary - Deputy Secretary	Joint Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
15	Processing of cases for grant of financial upgradations under ACP Scheme relating Group 'C' & 'D' post	Section Officer- Under Secretary	Deputy Secretary
16	Communication/ Processing of adverse remarks in respect of PEO staff.	Section Officer- Under Secretary - Deputy Secretary	Joint Secretary
17	Continuance of temporary posts in the PEO.	Section Officer - Under Secretary	Deputy Secretary
18	Issue of CGHS cards to staff of PEO Headquarter.		Section Officer
19	Parliament Questions - supply of information	Section Officer - Under Secretary	Deputy Secretary
20	Parliament Questions- Unstarred	Section Officer- Under Secretary - Deputy Secretary - Joint Secretary	Minister of State for Planning
21	Parliament Questions - Starred	Section Officer- Under Secretary- Deputy Secretary- Joint Secretary Secretary	Minister of State for Planning

Administration-V Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
01.	Administrative/Establishment matters relating to Section Officers.	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
02.	Administrative/Establishment matter relating to Assistants.	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
03.	Administrative/Establishment matters relating to Upper Division Clerks.	Section Officer- Under Secretary	Deputy Secretary
04.	Administrative/Establishment matters relating to Lower Division Clerks.	Section Officer- Under Secretary	Deputy Secretary
05.	Administrative/Establishment matters relating to Protocol Officer	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
06.	Administrative/Establishment matters relating to Protocol Assistant	Section Officer- Under Secretary	Deputy Secretary
07.	(I)Administrative/Establishment matter relating to Library Staff, Library Clerk, Library Information Assistant.)	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
	(II) Sr. Library & Information Officer	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
08.	Administrative/Establishment matters relating to staff of Pay & Accounts Office	Section Officer	Under Secretary
09.	ACP cases for the staff	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
10.	Processing of cases for Pension and Gratuity to all the retiring officers and staff of the Planning Commission including PEO.	Section Officer	Head of Office.
11.	Issue of identity card to Pensioners.	Section Officer	Head of Office.

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
12.	HBA cases	Section Officer – Under Secretary – Deputy Secretary	Joint Secretary
13.	Filling up of the posts of UDC/Assistant/ SO through Departmental Examination/ Direct Recruitment (through DOPT)	Section Officer – Under Secretary – Deputy Secretary	Joint Secretary
14.	Grant of Honorarium	Section Officer – Under Secretary – Deputy Secretary – Joint Secretary	Honorarium Committee
15.	Compassionate appointment	Section Officer – Under Secretary – Deputy Secretary	Committee on compassionate appointment
16.	Filling up of the posts of LDCs through SSC	Section Officer – Under Secretary – Deputy Secretary	Joint Secretary
17.	Issues of circulars		Section Officer
18.	Leave account and release of increment		Section Officer
19.	Reports>Returns		Section Officer
20.	Deputing officials for Night Duty/Resident Duty Clerk	Section Officer	Under Secretary
21.	Framing and amendment of Recruitment Rules for the ex-cadre posts of Library staff, Protocol Officer, Protocol Assistant, Assistant Welfare Officer and Senior Accountant (IF)	Section Officer – Under Secretary – Deputy Secretary	Joint Secretary
22.	Filling up of the ex-cadre posts on deputation basis as per Recruitment Rules.	Section Officer – Under Secretary – Deputy Secretary	Joint Secretary
23.	Transfer and posting of Lower Division Clerks, Upper Division Clerks and Assistants.	Section Officer- Under Secretary	Deputy Secretary
24.	Transfer/posting of Section Officers.	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
25.	Matter relating to CGHS Card/Govt. Accommodation		Section Officer

Accounts-I Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3.	4.
1.	Preparation of pay-bills of gazetted officers	Section Officer	Drawing & Disbursing Officer
2.	Calculation of income-tax of gazetted officers	Section Officer	Drawing & Disbursing Officer/ Director(Finance) (if required)
3.	Sanction of T.A. Advance	Section Officer	Head of Office
4.	Settlement of T.A. bills on official tours, transfers and on retirement etc. of gazetted officers.	Section Officer	Head of Office/ Concerned officer/ Director (Finance) (if required)
5.	Sanction of LTC Advance	Section Officer	Head of Office
6.	Settlement of LTC claims/bills	Section Officer	Head of Office/ Concerned officer/ Director (Finance) (if required)
7.	Preparation and reconciliation of claims/ bills from Airlines, and their settlement.	Section Officer	Drawing & Disbursing Officer/ Head of Office
8.	Arrangement for extension of credit facilities by Indian Airlines, Vayudoot and Air India.	Section Officer	Head of Office
9.	TA Bills of non-officials attending meetings of various Working Groups/Task Force/Advisory Committee/Steering Committee etc.	Section Officer	Head of Office/ Director (Finance) (if required)
10.	Preparation of DCRG, Commutation of Pension, & leave encashment bills of gazetted officers on their retirement	Section Officer	Drawing & Disbursing Officer
11.	Sanction of CGEIS & GPF and preparation of bills thereof in r/o gazetted officers on their retirement.	Section Officer	Head of Office
12.	Medical reimbursement bills	Section Officer	Head of Office
13.	Bills of tuition fees.	Section Office	Head of Office
14.	Preparation of HBA bills.	Section Officer	Drawing & Disbursing Officer

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3.	4.
15.	<u>Motor Car Advance</u> - processing of cases and preparation of bills.	Section Officer- Head of Office- Dy. Secretary	Joint Secretary
16.	<u>Computer Advance</u> - processing of cases and preparation of bills.	Section Officer- Head of Office	Dy. Secretary
17.	<u>Scooter Advance</u> - processing of cases and preparation of bills.	Section Officer- Head of Office	Dy. Secretary
18.	Processing of GPF withdrawals & advances of gazetted officers.	Section Officer	Head of Office - Deputy Secretary- Joint Secretary
19.	Conversion of GPF advance into withdrawal	Section Officer	Head of Office - Deputy Secretary-- Joint Secretary
20.	Preparation of GPF transfer statements	Section Officer	Drawing & Disbursing Officer
21.	Sanction for transfer of G.P.F. balance & preparation of bills thereof	Section Officer	Head of Office
22.	Submission of expenditure returns to IF Cell		Section Officer
23.	Submission of Weekly/ Monthly/ Quarterly/ Annual returns on O&M	Section Officer	Head of Office
24.	Submission of Quarterly return on Hindi	Section Officer	Head of Office – Director (Finance)
25.	Audit objections	Section Officer	Head of Office – Director (Finance)
26.	Parliament Questions	Section Officer	Head of Office – Director (Finance)
27.	Issue of Last Pay Certificates	Section Officer	Drawing & Disbursing Officer
28.	Recording & Weeding of files	Section Officer	Head of Office

ACCOUNTS-II SECTION

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
1	Preparation of pay-bills of all non-gazetted officers other than Group D officials.	Section Officer	Drawing & Disbursing Officer
	Calculation of income tax of all the Non-gazatted officers other than Gr. 'D'	Section Officer	Drawing & Disbursing Officer
2	Sanction of T.A. Advance	Section Officer	Head of Office
3	Settlement of TA bills on official tours, transfer and on Retirement etc. of all non-gazetted officers.	Section Officer	Head of Office
4	Sanction of LTC Advance	Section Officer	Head of Office
5	Settlement of LTC claims/bills	Section Officer	Head of Office/ Director (Finance) (if required)
6	Preparation of DCRG, Commutation of Pension & Leave encashment bills of all non-gazetted officers on their retirement	Section Officer	Drawing & Disbursing Officer
7	Sanction of CGEIS & GPF and preparation of bills thereof in r/o all non-gazetted officers on their retirement	Section Officer	Head of Office
8	Medical reimbursement bills	Section Officer	Head of Office
9	Bills of tuition fees	Section Officer	Head of Office
10	Preparation of HBA Bills	Section Officer	Drawing & Disbursing Officer
11	Motor Car Advance – processing of cases and preparation of bills.	Section Officer- Head of Office- Deputy Secretary	Joint Secretary
12	Computer Advance – processing of cases and preparation of bills	Section Officer- Head of Office	Deputy Secretary
13	Scooter Advance – processing of cases and preparation of bills	Section Officer- Head of Office	Deputy Secretary
14	Processing of GPF withdrawals & advances of all non-gazetted officers of PC	Section Officer	Head of Office
15	Conversion of GPF advance into withdrawal	Section Officer	Head of Office
16	Preparation of GPF transfer statements	Section Officer	Drawing & Disbursing Officer
17	Sanction for transfer of GPF balance & preparation of bills thereof	Section Officer	Drawing & Disbursing Officer
18	Issue of Last Pay Certificates	Section Officer	Drawing & Disbursing Officer
19	Recording & Weeding out of files		Section Officer
20	General Verification of Service	Section Officer	Head of Office
21	Verification of Service on foreign Service	Section Officer- Head of Office	Pay and Accounts Officer.

Accounts III Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
1.	Monthly/Supplementary pay bills of Group 'D'/ Departmental Canteen employees		Drawing & Disbursing Officer
2.	TA/DA, LTC Advance bills	Drawing & Disbursing Officer	Head of Office
3.	Cycle/Far/Natural Calamity Advance Bills	Drawing & Disbursing Officer	Head of Office
4.	House building Advance bills		Drawing & Disbursing Officer
5.	Festiva /Leave Salary advance bills	Drawing & Disbursing Officer	Head of Office
6.	GPF Advance/Withdrawal including conversion of GPF Advance into Withdrawal bills	Drawing & Disbursing Officer	Head of Office
7.	Maintenance of GPF Accounts of Group 'D' staff and allotment of GPF Accounts number to officers/officials of Planning Commission including reconciliation with Pay and Accounts Office		Drawing & Disbursing Officer
8.	Checking of final payment of GPF on retirement/transfer	Drawing & Disbursing Officer	Head of Office
9.	Checking of interest calculation on HBA/MCA/Scooter Advance etc.		Drawing & Disbursing Officer
10.	Overtime bills		Drawing & Disbursing Officer
11.	Children Education Allowance		Drawing & Disbursing Officer
12.	Reimbursement of Tuition fee bills	Drawing & Disbursing Officer	Head of Office
13.	Reimbursement of Medical bills	Drawing & Disbursing Officer	Head of Office
14.	Reimbursement of Telephone bills		Drawing & Disbursing Officer
15.	Reimbursement of News Paper bills, payment of News Paper Bills to Central News Agency	Drawing & Disbursing Officer	Head of Office
16.	Processing of Conveyance bills	Drawing & Disbursing Officer	Head of Office
17.	Disbursement of cheques to parties & officers/employees of Planning Commission		Drawing & Disbursing Officer
18.	Terminal Payments on retirement/death to Group 'D'/ Departmental Canteen staff viz. DCRG, Commutation of Pension, Leave encashment and CGEGIS		Drawing & Disbursing Officer

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
19.	Contingent bills	Drawing & Disbursing Officer	Director (Finance) (if required)
20.	Coordination work with the Audit party		Drawing & Disbursing Officer
21.	Payments and Receipts		Drawing & Disbursing Officer
22.	Disbursement of Pay and Allowances		Drawing & Disbursing Officer
23.	Refund of undisbursed amounts and maintenance of treasury challans		Drawing & Disbursing Officer
24.	Maintenance of Cash Book		Drawing & Disbursing Officer
25.	Effecting recoveries in respect of demands from Planning Commission Coop. Thrift & Credit Society, Hire Purchase Society, Welfare fund Society etc.		Drawing & Disbursing Officer

Accounts IV Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
01.	Preparation of all Establishment & pay bills of all Non-gazetted & gazetted officers of PEO, Hqrs.		Section Officer/ Drawing & Disbursing Officer, PEO
02.	Calculation of income tax of all the gazetted officers of PEO	Drawing & Disbursing Officer, PEO	Dir (Fin) (if required)
03.	Sanction of T.A. Advance	Drawing & Disbursing Officer, PEO	Head of Office
04.	Settlement of T.A. bills on official tours, transfers and on retirement etc. of all Non-gazetted/gazetted Officer	Drawing & Disbursing Officer, PEO	Head of office/ Concerned officer / Director (Finance) (if required)
05.	Sanction of LTC advance to officials of PEO (Hqrs)	Drawing & Disbursing Officer, PEO	Head of Office
06.	Settlement of LTC claims/bills of officials of PEO (Hqrs.)	Drawing & Disbursing Officer, PEO /Concerned Officer	Head of Office / Director (Finance) (if required)
07.	Settlement of LTC Claims of REOs	Drawing & Disbursing Officer, PEO	Head of Office/ Director (Finance) (if required)
08.	GPF Sanction cases of Non-gazetted & gazetted Officers of PEO (Hqrs) and preparation of bills	Drawing & Disbursing Officer, PEO- Head of Office- Dy Secretary	Joint Secretary
09.	GPF Sanction cases of REOs	Drawing & Disbursing Officer, PEO- Head of Office	Dy. Secretary
10.	Sanction of all short term & long term Loans & Advances	Drawing & Disbursing Officer, PEO- Head of Office- Dy. Secretary	Joint Secretary
11.	Preparation of Bills of Loans & Advances of PEO (Hqrs.)		Drawing & Disbursing Officer, PEO
12.	Settlement of GPF cases & Preparation of final withdrawal bills of all retiring Officers of PEO(Hqrs.)	Drawing & Disbursing Officer, PEO- Head of Office	Dy. Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
13.	Preparation/settlement of all Estt. bills of Retiring Non-gazetted/gazetted officers, PEO		Drawing & Disbursing Officer, PEO- Head of Office (if required)
14.	Sanction for final payment under CGEGI Scheme & preparation of bills of retiring Non-gazetted/gazetted officers, PEO, Hqrs.	Drawing & Disbursing Officer, PEO	Head of Office
15.	Verification of Service of all Non-gazetted/gazetted officers of PEO, Hqrs.	Drawing & Disbursing Officer, PEO	Head of Office.
16.	Preparation of Income-tax statements in respect of Staff/Officers of PEO (Hqrs)		Drawing & Disbursing Officer, PEO
17.	Submission of Annual Income-tax Return of PEO, Hqrs		Drawing & Disbursing Officer, PEO
18.	Scrutinizing & Preparation of OTA Bills		Drawing & Disbursing Officer, PEO
19.	Scrutinizing & Preparation of medical Bills	Drawing & Disbursing Officer, PEO	Head of Office
20.	Monthly/Quarterly Return on use of Hindi	Drawing & Disbursing Officer, PEO	Director (Finance)
21.	Review of files for indexing and recording	Drawing & Disbursing Officer, PEO	Director (Finance) (if required)
22.	Scrutinizing & preparation of Contingency bills of PEO (Hqrs)	Drawing & Disbursing Officer, PEO	Head of Office (if required)
23.	Compilation of Monthly Expenditure Statement for submission to I.F. Cell in respect of PEO as a whole	Drawing & Disbursing Officer, PEO	Director (Finance)
24.	Quarterly Allocation of budget to REOs	Drawing & Disbursing Officer, PEO	Director (Finance)
25.	Preparation of RE/BEs for submission to IF Cell in respect of PEO	Drawing & Disbursing Officer, PEO	Director (Finance)
26.	Review of Expenditure & Savings for submission to IF cell in respect of PEO	Drawing & Disbursing Officer, PEO	Director (Finance)
27.	Authorization of LOC to REOs	Drawing & Disbursing Officer, PEO	Director (Finance)

Career Management & Vigilance Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
C.M. Desk			
1	<ul style="list-style-type: none"> Obtaining Political clearance, FCRA clearance, Cadre clearance and factual information from other Ministries/Departments. Requests for issue of Diplomatic/ Official Passports and visa notes. Safe custody of Diplomatic/ Official/ ordinary Passports and issue of safe custody certificates. Inviting nominations and seeking information for formulating answers for Parliament Question etc. Communication of Government Orders/Sanctions etc. Authorization for release of foreign exchange to the delegates visiting abroad. 	Desk Attache	Desk Officer
2	<ul style="list-style-type: none"> Nomination of Officers/staff upto the level of Section Officer for various training programmes organized by Government Training Institutes where no expenditure is involved. Requesting senior officers for nominations for various training programmes/seeking views on any specific matter. 	Desk Attache/ Desk Officer	Director
3	<ul style="list-style-type: none"> Nomination of officers at the level of Under Secretary/Deputy Secretary/Director for various training programmes as also the nomination of Staff/Officers below Under Secretary level where some expenditure is involved. Approval for familiarizing programmes for probationers of various organized Group 'A' services and to others delegations from various organization /institutes in India. Relieving of officers upto the level of Director for participation in various training programmes in India 	Desk Attache/ Desk Officer/ Director	Joint Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
4	<ul style="list-style-type: none"> Nomination of officers at the level of Joint Secretary and above for training Programmes in India. Foreign visits of officers below the level of Joint Secretary. Consideration of requests made by International/foreign bodies for study visits to Planning Commission. Transfer/acceptance of Parliament Questions. 	Desk Attache/Desk officer/Director Joint Secretary	Secretary
5	<ul style="list-style-type: none"> Parliament Question 	Desk Attach/Desk officer/Director Joint Secretary/ Secretary (for Starred questions)	Minister of State for Planning
6	<ul style="list-style-type: none"> Foreign visits of officers at the level of Joint Secretary and above. Any other matter relating to participation of senior officers in important meetings/ conferences etc. 	Desk Attach/Desk officer/Director Joint Secretary/ Secretary	Deputy Chairman
7	<ul style="list-style-type: none"> Foreign visits of officers at the level of Addl. Secretary and Secretary. <p>The foreign visits of officers at the level of Addl. Secretary and Secretary require the approval of the Screening Committee of Secretaries for which proposals are sent to the Department of Expenditure with the concurrence of FA (Planning) and with the approval of the Deputy Chairman, Planning Commission.</p>	Desk Attach/Desk officer/Director/Joint Secretary/ Secretary	Deputy Chairman
8	<ul style="list-style-type: none"> Foreign visits of Deputy Chairman, MOS and Members, Planning Commission. <p>The foreign visits of Deputy Chairman, MOS and Members, Planning Commission require the approval of Prime Minister for which proposals are sent to PMO after showing the proposal to Deputy Chairman.</p>	Desk Attache/ Desk officer/ Director/ Joint Secretary/ Secretary.	Deputy Chairman
9	<ul style="list-style-type: none"> Obtaining financial concurrence for incurring expenditure from (i) Other Administrative Expenses (ii) Foreign Travel Expenses. 	Desk Officer Desk Officer/ Director	Director Joint Secretary
VIG. DESK			
10	Vigilance clearance (in clear cases)		Desk Officer
11	Vigilance clearance (where any complaint is pending)	Desk Officer/ CVO/Joint Secretary	Joint Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
12	Complaint against senior officers	Desk Officer/ CVO/Joint Secretary/ Secretary	Deputy Chairman
13	Disciplinary Cases	Desk Officer/ CVO/ Disciplinary Authority/ Appellate Authority	
OTHERS			
14	Implementation of Minimum Agenda of E-Governance in Planning Commission.	Desk Attache- Desk Officers- Director	Joint Secretary

Charts, Maps & Equipment Unit

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
01.	Preparation of Maps	Artist/Sr. Artist	Technical officer
02.	Graphical Charts	Artist/Sr. Artist	Technical officer
03.	Organisation Charts	Artist/Sr. Artist	Technical officer
04.	Pert Charts and other Charts	Artist/Sr. Artist	Technical officer
05.	Designing of Cover Pages of various Reports	Artist/Sr. Artist	Technical Officer
06.	Preparation of Name display Cards and Meeting Boards	Artist/Sr. Artist	Technical Officer
07.	Certificates for various training and awards	Artist/Sr. Artist	Technical Officer
08.	Preparation of Identity Cards for pensioners	Artist/Sr. Artist	Technical Officer
09.	Preparation of Internal Telephone Directory of Planning Commission	Artist/Sr. Artist	Technical Officer
10.	Scanning and printing of Transparencies & other important official document.	Artist/Sr. Artist	Technical Officer
11.	Photostat work on photocopiers	Assistant Photocopy Equipment Operator/Photocopy Equipment Operator	Technical Officer
12.	Duplicating work on duplicators	Gestetner Operator	Technical Officer
13.	Binding work of official documents	Binder/Photocopy Equipment Operator	Technical Officer
14.	Procurement of Photostat Machines/Duplicating Machines, Lap top and LCD Projectors etc. for the Unit	Technical Officer-Under Secretary-Director Technical Officer-Under Secretary - Director	Joint Secretary Joint Secretary
15.	Lamination/other important official work assigned by higher officers	Artist/Sr. Artist	Technical officer

General Section-I (including CR,Caretaker Cell,Staff Car Cell)

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
General Section-I			
1.	Purchase/AMC of Computer Hardware/software and various I.T. Items, up-gradation of Computer, etc. of Planning Commission	Section Officer-Under Secretary-Director	Joint Secretary
2	Purchase of Hardware/Software, electric/Electronic items for REOs/PEOs	Section Officer-Under Secretary-Director	Joint Secretary
3	Issue of Temporary Identity Cards (official/Non-official)	Section Officer	Under Secretary
4	Issue of Permanent Identity Cards (official)	Section Officer	Under Secretary
5	Issue of Permanent Identity Cards (non-official)	Section Officer-Under Secretary-Director	Joint Secretary
6	Issue of Temporary/Permanent Identity Cards to Officials of REOs/PEOs	Section Officer	Under Secretary
7	Renovation of rooms/Sections/ Divisions etc. in Yojana Bhavan including Civil/Electric work	Section Officer-Under Secretary-Director	Joint Secretary
8	Allotment of rooms	Section Officer-Under Secretary-Director	Joint Secretary
9	Court cases of REOs/PEOs	Section Officer-Under Secretary-Director	Joint Secretary
10	Purchase/AMC of electric/Electronic items, including Desert Coolers/A.Cs for Planning Commission	Section Officer-Under Secretary-Director	Director/ Joint Secretary
11	Budget estimates in respect of Plan/Non-Plan heads relating to General Administration	Section Officer-Under Secretary-Director	Joint Secretary
12	Re-allocation of funds to REOs/PEOs	Section Officer-Under Secretary-Director	Joint Secretary
13	Repies to audit paras and interaction with audit parties	Section Officer-Under Secretary	Director
14	Deputing officers for Weekly surprise checks	Section Officer-Under Secretary	Director
15	Compilation of various Returns	Section Officer-Under Secretary	Director
16	Departmental Security Inspection-Submission of Half yearly return to Intelligence Bureau and Ministry of Home Affairs.	Section Officer-Under Secretary	Director

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4

Caretaker Cell

1.	Purchase of Toiletries	Section Officer – Under Secretary	Director
2	Civil/electrical works in Yojana Bhavan other than renovation of rooms	Section Officer – Under Secretary – Director	Joint Secretary
3	AMC/Hiring of contractors for cleanliness, removal of waste papers, supply of flowers, cable network, etc.	Section Officer – Under Secretary – Director	Joint Secretary

Central Registry

1.	Purchase of stamps/Speed Posts payment	Section Officer – Under Secretary	Director
2.	AMC-Frinking Machine	Section Officer – Under Secretary	Director
3.	Repair/maintenance of Two Wheeler And purchase of petrol/lubricants	Section Officer – Under Secretary	Director

Staff Car Cell

1.	Purchase of Cars	Section Officer – Under Secretary – Director	Joint Secretary / Secretary
2	Purchase of cars against condemned cars	Section Officer – Under Secretary – Director	Joint Secretary / Secretary
3	Repair/Maintenance of cars	Section Officer – Under Secretary	Director
4	Purchase of Petrol/Lubricants and payment for hiring of taxies	Section Officer – Under Secretary	Director
5	Hiring of taxies – award of contract	Section Officer – Under Secretary	Director
6	Condemnation of Staff Cars	Section Officer – Under Secretary – Director	Joint Secretary

* The channel of submission in these cases depended upon the value of purchase and are governed by the Delegation of Financial Powers issued by OM & Coord. Section from time to time.

General Section-II

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3.	4.
1.	Procurement of consumable/non-consumable items upto an upper limit of Rs. 1000/-	-	Section Officer
2.	Procurement of consumable/non-consumable items upto an upper limit of Rs. 10000/-	Section Officer	Under Secretary
3.	Procurement of consumable/non-consumable items upto an upper limit of Rs. 40000/-	Section Officer- Under Secretary	Director
4.	Procurement of consumable/non-consumable items beyond upper limit of Rs. 40000/-	Section Officer - Under Secretary - Director	Joint Secretary
5.	Finalization of annual maintenance contracts	Section Officer - Under Secretary - Director	Joint Secretary
6.	Maintenance of equipments including Copiers, etc. Furniture and Furnishing items	-	Section Officer
7.	Settlement of maintenance bills	As per monetary limit mentioned at Sl.No. 1,2,3 & 4 above.	
8.	Condemnation and disposal equipments including Copiers, Furniture and Furnishing items, etc.	Section Officer - Under Secretary - Director	Joint Secretary
9.	Collection and distribution of annual calendars from DAVP	Section Officer	Under Secretary
10.	Issue of sanctions for procurement of consumable/non consumable items for REO/PEOs	As per monetary limit mentioned at Sl.No. 1,2,3, & 4 above	

HINDI SECTION

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
1	Translation work	Assistant Director(OL)	Joint Director(OL)
2	Implementation of Official Language policy	Assistant Director(OL)- Joint Director(OL) – Director(OL)	Adviser(OL)/ Secretary/ Minister of State for Planning
Item-wise details			
3	Quarterly Progress Report	Assistant Director(OL)	Joint Director(OL)
4.	Meetings of Departmental Official Language Implementation Committee	Assistant Director(OL)- Joint Director (OL)- Director (OL)	Adviser(OL)
5.	Hindi Training etc.	Assistant Director(OL)- Joint Director (OL)- Director (OL)	Adviser(OL)
6.	Meetings of Hindi Salahkar Samiti	Assistant Director(OL)- Joint Director (OL)- Director (OL)	Adviser(OL)/Minister of State for Planning
7.	Inspection by Parliamentary Committee on Official language	Assistant Director(OL)- Joint Director (OL)- Director (OL)	Adviser(OL)/Minister of State for Planning
8.	Kautilya Award Scheme	Assistant Director(OL)- Joint Director (OL)- Director (OL)	Adviser(OL)
9.	O&M matters	Assistant Director(OL)	Joint Director(OL)
10	Other miscellaneous matters	Assistant Director(OL)	Joint Director(OL)

Integrated Finance Cell

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
1	<u>Budget Formulation</u>		
	- Revised Estimates	Section Officer-Director(Finance)-AS & FA	Secretary
	- Budget Estimates	Section Officer-Director (Finance) – AS & FA	Secretary
	- Re-appropriation of funds	Section Officer-Director (Finance) – AS & FA	Secretary
	- Supplementary Demands for Grants	Section Officer-Director (Finance) – AS & FA	Secretary
	- Surrender of Savings	Section Officer-Director (Finance) – AS & FA	Secretary
	- Appropriation Accounts	Section Officer	Director (Finance)
2.	Release of funds		
	Plan and Non-Plan	Section Officer –Director (Finance)	AS & FA
	Loans and Advances other than HBA	Section Officer–Director (Finance)	AS & FA
	HBA (on case to case basis)		Section Officer
3	Monitoring of Expenditure	Section Officer	Director (Finance)
4	Monthly/Quarterly Review of Expenditure	Section Officer – Director(Finance)	AS & FA
5	Financial concurrence	Section Officer –Director (Finance)	AS & FA
6	Consultation with nodal Ministries/ Departments	Section Officer–Director (Finance)	AS & FA
7	Examination of Administrative and Financial matters and advice thereon	Section –Director (Finance)	AS & FA
8	Miscellaneous Administrative matters in respect of Integrated Finance Cell	Section Officer	Director (Finance)

LIBRARY AND DOCUMENTATION CENTRE

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed finally
1.	2	3	4
1.	Acquisition of Books	ALIO/Library Incharge	CLDO 1) For bulk acquisition of books- Library Book Selection Committee 2) For selecting Hindi Books- there is as Sub-Committee under the Chairmanship of Adviser (Raj Bhasha)
2.	Acquisition of Periodicals	ALIO/Library Incharge	CLDO Annual meeting to be held under the Chairmanship of Principal Adviser
3.	Processing of Books and Periodicals		SLIA
4.	Documentation	SLIA	ALIO/ Library Incharge
5.	Reference & Bibliography Unit	SLIA	ALIO/ Library Incharge
6.	Binding Section	ALIO/SLIA	CLDO
7.	Circulation & Inter Library Loan	SLIA	ALIO/ Library Incharge
8.	Administration	ALIO/Library Incharge	CLDO
	i. Payment of Bills	ALIO/Library Incharge	Head of Office
	ii. Weeding out of Old & Obsolete Books	ALIO/Library Incharge	CLDO Committee for Weeding out of Books under Chairmanship of Director (Admn.)

O&M and Coordination Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
1.	Executive Summary for Secretary	Section Officer- Under Secretary- Deputy Secretary- Joint Secretary	Secretary
2.	(a) Annual O&M Inspection of Sections/ Divisions including Regional/Field Offices of PEO.	Section Officer- Under Secretary- Dy. Secretary	Joint Secretary
	(b) Examination of inspection reports and follow up action.	Section Officer- Under Secretary	Deputy Secretary
3.	Grievance Redress Machinery		
	(i) To examine the grievances in consultation with concerned sections/departments.	Section Officer- Under Secretary- Staff Grievance Officer	Joint Secretary
	(ii) Work relating to follow up on the decisions taken by the Grievance Redressal Machinery.	Section Officer- Under Secretary- Dy. Secretary	Joint Secretary
4.	Recording, reviewing of files relating to O&M Section.	Section Officer	Under Secretary
5.	Reports>Returns :-		
	(1) Preparation of quarterly report on Official Language Policy.	Section Officer	Under Secretary
	(2) Quarterly report on public/staff grievances	Section Officer- Under Secretary- Dy. Secretary	Joint Secretary
6.	Organization Chart of Planning Commission	Section Officer- Under Secretary	Deputy Secretary
7.	To circulate different provisions of Manual of Office Procedure.	Section Officer- Under Secretary	Deputy Secretary
8.	Parliament Questions		
	(i) Unstarred	Section Officer- Under Secretary- Dy. Secretary- Jt. Secretary	Minister of State for Planning
	(ii) Starred	Section Officer- Under Secretary-Dy. Secretary- Jt. Secretary- Secretary	Minister of State for Planning

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
9.	Keeping record of the changes which take place from time to time for updation of Induction Material	Section Officer	Under Secretary
10.	Work relating to imparting in-house training to LDCs, Stenos etc.	Section Officer-Under Secretary	Deputy Secretary
11.	Allocation/Transfer of work among Sections/Divisions	Section Officer-Under Secretary-Dy. Secretary	Joint Secretary
12.	Creation of new Sections	Section Officer-Under Secretary-Dy. Secretary	Jt. Secretary
13.	Preparation of Record Retention Schedule of Planning Commission in consultation with NAI	Section Officer-Under Secretary-Dy. Secretary	Joint Secretary
14.	Material for Annual Report of the Planning Commission	Section Officer-Under Secretary-Deputy Secretary	Joint Secretary
15.	Work relating to PGRAM System in Planning Commission	Section Officer-Under Secretary-Dy. Secretary	Joint Secretary
16.	Method studies and Organisational analysis	Section Officer-Under Secretary	Deputy Secretary
17.	Compilation/consolidation and submission of :- Monthly Statement of cases pending disposal over a month VIP pending cases Recording/reviewing and indexing of old files	Section Officer-Under Secretary-Deputy Secretary Section Officer-Under Secretary-Deputy Secretary Section Officer-Under Secretary-deputy Secretary	Joint Secretary Joint Secretary Joint Secretary
18.	Special Drive for recording/reviewing	Section Officer-Under Secretary	Deputy Secretary
19.	Group wise sanctioned and actual staff strength of Planning Commission, PEO, P & AO	Section Officer-Under Secretary	Deputy Secretary
20.	Delegation of financial and administrative powers in Planning Commission	Section Officer-Under Secretary-Dy. Secretary-Jt. Secretary	Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
21.	Delegation of Financial and Administrative Powers in PEO	Section Officer- Under Secretary- Deputy Secretary- Joint Secretary	Secretary
22.	Compilation of Channel of Submission and Level of Disposal	Section Officer- Under Secretary- Dy. Secretary- Jt. Secretary	Secretary
23.	Preparation of Weekly Arrear Statement	Section Officer- Under Secretary	Deputy Secretary
24.	Work relating to Administrative Year Book – Compilation of information for onward submission to Deptt. of AR & PG.	Section Officer- Under Secretary- Dy. Secretary	Joint Secretary
25.	Work relating to Joint Inspection of Departmental Record Room and correspondence with NAI	Section Officer- Under Secretary	Deputy Secretary
26.	Nomination of officers/staff for Training in Record Management of NAI	Section Officer- Under Secretary	Deputy Secretary
27.	Preparation and submission of return on 'A' Category record to Record Section.	Section Officer- Under Secretary-	Deputy Secretary
28.	Work relating to Cash Award Scheme	Section Officer- Under Secretary-Dy. Secretary	Joint Secretary
29.	Annual Report in respect of Planning Commission to be sent to Deptt. Of AR & PG	Section Officer – Under Secretary	Deputy Secretary
30.	Correspondence with Deptt. Of AR & PG, Cab. Secretariat etc.	Section Officer- Under Secretary	Deputy Secretary
31.	Review of cases of Gazetted Govt. servants under FR 56(i)/ Rules 48 of CCS (Pension) Rules, 1972 of PC and PEO.	Section Officer- Under Secretary- Deputy Secretary Joint Secretary	Secretary
32.	Review of cases of Non-Gazetted Govt. servants under FR 56(i)/ Rules 48 of CCS (Pension) Rules, 1972 of PC and PEO.	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
33.	Periodical returns relating to Administration and Coordination work amongst Administration and Accounts Branches.	Section Officer	Under Secretary
34.	Central Pay Commission-Liaison work	Section Officer- Under Secretary	Deputy Secretary
35.	General and Bye Elections to the Lok Sabha/ Legislative Assembly of NCT of Delhi- Deployment of polling personnel and related liaison work.	Section Officer- Under Secretary	Deputy Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
36	Issue of passes for Flag hoisting ceremony on Independence Day, Republic Day Parade and Beating Retreat.	Section Officer	Under Secretary
37	Circulars on allotment of Government Accommodation.		Section Officer
38	Preparation of Panel of Asstt. Supervisors/ Invigilators for conducting UPSC/SSC Examinations	Section Officer	Under Secretary
39	Co-ordination work relating to "Padma Award", 'Kailash Mansarovar Yatra' etc.	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary/ Secretary
40.	Appointment of Authorised Medical Attendants of officers and staff of PEO & Planning Commission.	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary
41.	Annual Direct Recruitment Plan for clearance by the Screening Committee for filling up Group A,B,C,D posts in Planning Commission, PEO and IAMR.	Section Officer- Under Secretary- Deputy Secretary- Joint Secretary	Secretary
42.	Recognition of Service Associations	Section Officer- Under Secretary- Deputy Secretary	Joint Secretary

Parliament Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
1.	Parliament Questions - Submission of files with replies prepared by concerned Division to MOS.	Section Officer-Director-Adviser-Secretary (for starred questions)	Minister of State for Planning
2.	Calling Attention Notices, Half-an-hour discussions, Resolutions, No-Day-Yet-Name Motions, Special Motions, Private Members' Bills, Short Duration Discussions.	Section Officer-Director-Adviser-Secretary	Minister of State for Planning
3.	Laying of Reports/Statements in both Houses of Parliament	Section Officer-Director-Adviser-Secretary	Minister of State for Planning
4.	Arranging temporary Passes for all officers and session-wise passes for the officers above the rank of Joint Secretary for Parliament House/Annexe.	Section Officer	Director
5.	Arranging of Car Parking Lables for Staff Cars for Parking in Parliament House/Annexe	Section Officer	Director
6.	Monitoring and keeping record of Parliament Assurances	Section Officer-Director	Adviser
7.	Monitoring disposal of matters raised under Rule 377 Lok Sabha/ Special Mention in Rajya Sabha/Zero Hour.	Section Officer-Director	Adviser

Protocol Section

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
01.	Procurement of items and processing of bills, upto Rs.1000/-		Protocol Officer
02.	Procurement of items and processing of bills, upto Rs.10000/-	Protocol Officer	Under Secretary
03.	Procurement of items and processing of bills, upto Rs.40000/-	Protocol Officer-Under Secretary	Director
04.	Procurement of items and processing of bills, above Rs.40000/-	Protocol Officer-Under Secretary-Director	Joint Secretary
05.	Policy Matters	Protocol Officer-Under Secretary-Director	Joint Secretary
06. PROCUREMENT OF ITEMS			
1.	Telephone instruments	Protocol Officer – Under Secretary – Director	Joint Secretary
2.	Key Telephone systems		
3.	Key telephone instruments		
4.	Fax Machines		
5.	Refrigerators		
6.	Televisions		
07. MAINTENANCE CONTRACTS			
1.	EPABX System	Protocol Officer – Under Secretary – Director	Joint Secretary
2.	Key telephone systems and instruments		
3.	Telephone instruments		
4.	Audio/conference systems installed in various conference rooms		
08. HIRING			
	Services of console operators to man the consoles attached to the EPABX System.	Protocol Officer – Under Secretary – Director	Joint Secretary
09 AIR TICKETS			
	Purchase of Air tickets from Indian Airlines, Air India or Authorised Travel Agents depending on requirement.	Protocol Assistant	Protocol Officer
10 HOSPITALITY			
	Reservation of Committee Rooms		Protocol Officer
11	Arranging Tea/Coffee/Biscuits in meetings	Protocol Assistant	Protocol Officer

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
12.	Arranging working lunch	Protocol Officer - Under Secretary – Director	Joint Secretary (Depending on expenditure involved)
13.	Arranging special refreshments for visiting foreign delegations for meetings in committee rooms	Protocol Officer	Under Secretary – Director – Joint Secretary (Depending on expenditure involved).
14.	Arranging special refreshments for visiting foreign delegations	Protocol Officer	Under Secretary – Director – Joint Secretary (Depending on expenditure involved)
15.	Other logistics for meetings	Protocol Officer	Under Secretary – Director – Joint Secretary (Depending on expenditure involved)
16.	Reservation of venue for meetings held outside Yojana Bhawan	Protocol Assistant	Protocol Officer
17.	Logistics for meetings held outside Yojana Bhawan (arrangements & related expenditure)	Protocol Officer/ Under Secretary/ Director	Joint Secretary
18.	Hospitality arrangements in meetings held outside Yojana Bhawan (arrangements & related expenditure)	Protocol Officer/ Under Secretary/ Director	Joint Secretary
19 RECEPTION/SEND OFF			
	Receiving/seeing off dignitaries in Planning Commission	Protocol Assistant	Protocol Officer
20.	Receiving/seeing off dignitaries at Airport.	Protocol Assistant	Protocol Officer
21.	Receiving/seeing off foreign delegations in Planning Commission	Protocol Assistant	Protocol Officer
22.	Receiving/seeing off foreign delegations at Airport	Protocol Officer/ Under Secretary/ Director/ Joint Secretary	(As per norms laid down by MEA)
GIFTS			
23	Categorization of level/ cost of gifts. (As per norms laid down by the MEA)	Protocol Officer/ Under Secretary/ Director	Joint Secretary
24	Purchase of gifts	Protocol Assistant	Protocol Officer
TELEPHONES/CELLULAR PHONES			
25	Purchase of telephone instruments	Protocol Officer/ Under Secretary/ Director	Joint Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2	3	4
26	Shifting/ closing of telephone lines, rax, cellular phone connections, etc.	Protocol Officer/ Under Secretary	Director/ Joint Secretary
OTA			
27	Allocation of OTA funds for OTA on a quarterly basis	Protocol Officer/ Under Secretary/ Director	Joint Secretary
28.	Maintenance & Award of AMCs & other Policy Matters	Protocol Officer/ Under Secretary/ Director	Joint Secretary

RECORD CELL

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
1	Forwarding of files to concerned Sections/Divisions at relevant intervals		Record Officer
2	Correspondence with National Archives of India and others	Record Officer	Under Secretary
3	Policy matters	Record officer- Under Secretary- Director	Joint Secretary

Welfare Unit

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3.	4.
1.	Farewell to Officials retiring from Planning Commission/PEO (Hqrs.)	Assistant Welfare Officer – Under Secretary	Deputy Secretary
2.	(a) Accommodation, Electricity, Water Charges bills etc. in respect of Kendriya Bhandar, DMS, HPMC Stall, Tea Board, Coffee Board, Nescafe Stall and Fruit Stall. (b) Extension of contract In respect of Nescafe, HPMC stall and Fruit Stall	Assistant Welfare Officer Assistant Welfare Officer - Under Secretary - Deputy Secretary	Under Secretary Joint Secretary
3.	(a) Meetings for observing special events like – Martyrs' Day, Anti terrorism Day, Sadbhawana Diwas, Quami Ekta Diwas (b) To make arrangements for fund raising for Flag Day for Communal Harmony & Armed Forces Flag Day.	Assistant Welfare Officer - Under Secretary Deputy Secretary Assistant Welfare Officer - Under Secretary	Joint Secretary Deputy Secretary
4.	(a) Annual/Periodical Meetings in respect of Planning Commission Employee's Welfare Fund Society. (b) Annual/Periodical Meetings in respect of of Departmental Canteen of Planning Commission	Assistant Welfare Officer - Under Secretary – Deputy Secretary - do -	Joint Secretary (Admn.) Director
5.	(a) To give immediate financial help to family of the members of Planning Commission Employee's Welfare Fund Society who pass away while in service (b) To conduct Condolence Meetings	Assistant Welfare Officer - Under Secretary Assistant Welfare Officer - Under Secretary	Deputy Secretary Deputy Secretary
6.	Redressal/ Counselling in personal problems of the employees	Assistant Welfare Officer - Under Secretary	Deputy Secretary

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3.	4.
7.	(a) Provide First Aid to employees and take them to Hospital if necessary. (b) Purchase of general medicines for supply to employees	- Assistant Welfare Officer	Assistant Welfare Officer Under Secretary
8.	Organisation of special events, lectures/camps relating to health - care and of general interest by Government/ Non-Governmental Organisations.	Assistant Welfare Officer - Under Secretary	Deputy Secretary
9.	Extension of contract of Ayurvedic consultant for providing free consultancy to employees of Planning Commission	Assistant Welfare Officer - Under Secretary - Deputy Secretary	Joint Secretary
10.	Verification of details of candidates for appointment on compassionate grounds.	Assistant Welfare Officer	Under Secretary
11.	Reports and Returns, Weekly, Quarterly and Annual	Assistant Welfare Officer	Under Secretary


No. 30/1/2002-O&M
Government of India
Planning Commission
(O&M and Coordination Section)

New Delhi, the 27th January, 2004

OFFICE ORDER

A Division-wise Channel of Submission and level of disposal in respect of technical Divisions, updated on the basis of inputs received from the Divisions, is circulated herewith for information and necessary action.

2. This issues in supersession of all previous orders issued in this regard.



(G.P. Grover)
Deputy Secretary (O&M)
Extn: 2202

Encl: as above

All Heads of Divisions including PEO

Copy together with enclosure for information to:

1. PS to Deputy Chairman, Planning Commission.
2. PS to Minister of State for Planning.
3. Sr.PPS to Secretary, Planning Commission.
4. PS to JS(Adm.).


(G.P. Grover)
Deputy Secretary (O&M)
Extn: 2202

Government of India
Planning Commission
(O&M & Coord. Section)

Division-wise Channel of Submission and levels at which cases are finally
disposed of

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1. Agriculture Division

Sl.No.	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Examination of Plan proposals of the States/UTs/Central Govt.	ROs/SROs-Dy. Adviser/Jt. Adviser	Adviser, Pr. Adviser, Secretary
2.	Expenditure Finance Committee (EFC) Memo/Public Investment Board (PIB) Memos	ROs/SROs-Dy. Adviser/Jt. Adviser	Adviser, Pr. Adviser, Secretary
3.	Examination of States/UTs Plan proposals, Annual Plans and Five Year Plans	ROs/SROs-Dy. Adviser/Jt. Adviser	Adviser, Pr. Adviser, Secretary
4.	Examination of Central Ministries Annual Plans, Five Year Plan proposals	ROs/SROs-Dy. Adviser/Jt. Adviser	Adviser, Pr. Adviser, Secretary
5.	References of States/UTs/ Central Ministries	ROs/SROs-Dy. Adviser/Jt. Adviser	Adviser, Pr. Adviser, Secretary
6.	VIP references, Consultative Committee and other Parliamentary matters	ROs/SROs-Dy. Adviser/Jt. Adviser	Adviser, Pr. Adviser, Secretary, Minister of State for Planning, Deputy Chairman
7.	Policy Matters	ROs/SROs-Dy. Adviser/Jt. Adviser	Adviser, Pr. Adviser, Member, Deputy Chairman
8.	Notes – for Cabinet Meetings, etc.	Dy. Adviser/Jt. Adviser	Adviser, Pr. Adviser, Secretary, Member
9.	High Power Committees	- do -	Adviser, Pr. Adviser, Secretary, Member
10.	Parliament Questions Unstarred	RO/SRO – Dy. Adviser/Jt. Adviser – Adviser – Pr. Adviser	Minister of State for Planning

Sl.No.	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3	4
10	Starred	RO/SRO – Dy. Adviser/ Jt. Adviser – Adviser – Pr. Adviser - Secretary	Minister of State for Planning
11.	Q.P.R./monitoring	RO/SRO – Dy. Adviser/ Director – Adviser – Pr. Adviser	Member

Any matter of importance may be shown to Member-in-charge.

2. Communication & Information Division

Sl.No	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
1	Examination and preparation of comments on the Five Year Plans and Annual Plans in regard to Information Technology, Telecom, Posts and Information & Broadcasting sectors.	RO/SRO-Director – Adviser	Pr. Adviser
2	Preparation of Minutes / Summary Records of Plan discussions with Ministries / Deptt. and other concerned organizations.	RO – Director – Adviser	Pr. Adviser, Secretary
3	Drafting of Chapter on Information Technology, Telecom, Posts and Information & Broadcasting for Five Year Plans.	SRO-Director-Adviser-Pr. Adviser	Member
4	Drafting of Chapter on Information Technology, Telecom, Posts and Information & Broadcasting for Annual Plan, Annual Report and Reference Manual.	SRO-Director-Adviser-Pr. Adviser	Member
5.	Policy and Programme matters, Plan priorities etc. in Communication & Information	Director-Adviser-Pr. Adviser	Member
6.	Inter-ministerial matters dealing with programmes, allocations	RO/SRO-Director-Adviser	Pr. Adviser (To be shown to Secretary/ Member in case of Policy decisions)
7.	QPR, Monitoring, Data Bank in Information Technology, Telecom, Posts and Information & Broadcasting sector	RO/SRO-Director-Adviser-Pr. Adviser	Member
8.	States/UT's Plans in regard to Information Technology and Information & Publicity Sector	AIO/RO/SRO- Director	Adviser (To be shown to Pr. Adviser if any policy issues are involved)

Sl. No	Item of work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3	4
9	SFC/EFC/PIB Memos	SRO-Director-Adviser-Pr. Adviser	Pr. Adviser / Secretary
10	Notes for Cabinet / CCEA	SRO-Director-Adviser-Pr. Adviser-Member	Deputy Chairman
11	Parliament Questions (a) Unstarred Questions (b) Starred Questions	(a)RO/SRO-Director-Adviser-Pr. Adviser (b)RO/SRO-Director-Adviser-Pr. Adviser-Secretary	Minister of State for Planning Minister of State for Planning
12	Policy studies on Telecom, Posts, Information Technology and Information & Broadcasting sectors	RO/SRO-Director-Adviser-Pr. Adviser	Secretary
13	V.I.P. Letters	RO/SRO-Director-Adviser-Pr. Adviser	Secretary Minister of State for Planning Deputy Chairman (Depending on the importance of the case)
14	Circulation of Daily Digest of News & Views and newspaper clippings to Deputy Chairman/Minister/Members/Secretary and other senior officials upto Adviser level	AIO-Director	Director (Clippings supplied to Deputy Chairman, Members & Minister & Secy.)
15	Storage and distribution of publications of the Commission and Maintenance of Publications Store	AIO-Director	Adviser

Sl. No	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
16	Printing of Publications brought out by the Commission etc.	AIO – Director-Adviser	Pr. Adviser/ Secretary
17	All liaison work related to printing and publications	AIO-Director	Adviser/ Adviser (Admn.)
18	Scrutiny of printing bills from Govt. of India Press / Private Presses	AIO-Director	Adviser / Adviser (Admn.)
19	Updating and maintenance of Planning Commission Website and matters relating to Cyber Café.	AIO-Director	Adviser / Secretary

3. Development Policy Division

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Specific technical notes, review of economic situation etc.	SRO – Director	Adviser
2.	Comments on Cabinet Papers regarding Minimum Support and Procurement Prices of Essential Commodities, and other related issues.	Director – Adviser	Deputy Chairman
3	Chapter of the Plan Document highlighting the Plan priorities	SRO – Director – Adviser – Member	Deputy Chairman
4.	Central Sector Plan regarding Civil Supplies	SRO – Director – Adviser	Secretary
5.	Parliament Questions : 1) Unstarred Questions b) Starred Questions	SRO- Director - Adviser SRO – Director – Adviser – Secretary	Minister of State for Planning Minister of State for Planning
6.	State Plans regarding Civil Supplies	Director – Adviser	Secretary
7.	Review of the Price Situation	SRO – Director	Adviser
8.	Matters relating to Banking & Money Supply	SRO – Director	Adviser
9.	Liaison with the Ministry of Finance and Civil Supplies & Food Deptts.	SRO – Director	Adviser
10.	Coordination and Consolidation of comments on Policy matters received from subject divisions	SRO – Director	Adviser
11.	Brief for other Divisions and Ministries	SRO – Director	Adviser
12.	QPR, Deptt. of Food and Public Distribution	SRO - Director	Member

4. Education Division

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Policy issues, priority and sectoral programmes in the Five Year/ Annual Plan	Dy Adviser/ Jt Adviser- Pr. Adviser	Member/ Deputy Chairman
2	Draft answers to Parliament references/ Cabinet Notes/ EFC Memo	Concerned Officer- Dy. Adviser/ Jt. Adviser- Pr. Adviser	Secretary/ Deputy Chairman
3	Matters involving inter – sectoral or inter – ministerial coordination	Concerned officer/ Jt. Adviser	Pr. Adviser
4	Components under MNP/20-Pt. programme SCP/TSP	Concerned officer/ Jt. Adviser	Pr. Adviser
5.	Information for answering Parliament Questions by other Divisions, etc.	Concerned officer/ Jt. Adviser	Pr. Adviser
6.	Matters relating to follow-up of State Plans and progress reports	Concerned officer/ Jt. Adviser	Pr. Adviser
7.	Draft Material for P.C. documents/ Publications	Dy. Adviser/ Jt. Adviser.	Pr. Adviser
8.	Brief on Agenda papers of meetings of CAGE etc.	Concerned officer/ Jt. Adviser	Pr. Adviser
9.	Clearance of operational details of approved programmes and internal adjustments within the sectoral plans	Concerned officer/ Jt. Adviser	Pr. Adviser
10.	Supply of Plan information to other Divisions in P.C. based on data compilation which is already approved on a previous occasion or received from concerned State Govt./Central Department	-	Concerned Officer
11.	Quarterly Performance Review of the M/o HRD, YA & Sports & Deptt. of Culture	Concerned RO, SRO- Dy. Adviser- Adviser	Member
12.	Quarterly Performance Review of the Min. of HRD, YA & Sports & Deptt. of Culture	Concerned RO, SRO – Dy. Adviser - Adviser	Member

5. Environment & Forests Division

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Policy and Programme matters, Plan priorities for Annual Plan and Five Year Plans	Consultant/SRO/ Director/ Jt. Adviser/ Adviser	Pr. Adviser
2.	Work relating to State Plans and Programmes Annual Plan Proposals	Consultant/SRO/ Director/ Jt. Adviser/ Adviser	Pr. Adviser/ Secretary
3.	Comments on EFC/SFC Memos	Consultant/SRO/ Director/ Jt. Adviser/ Adviser	Pr. Adviser/ Secretary
4.	Parliament Questions : a) Unstarred b) Starred	Consultant/SRO/ Director/ Jt. Adviser/ Adviser/ Pr. Adviser Consultant/SRO/ Director/ Jt. Adviser/ Adviser/ Pr. Adviser- Secretary	Minister of State for Planning Minister of State for Planning
5.	Cabinet Notes/Note for CCEA	Consultant/SRO/ Director/ Jt. Adviser/ Adviser/ Pr. Adviser/ Member	Deputy Chairman
6.	Supply of information on the subject to other divisions of Planning Commission	Consultant/SRO/ Director/ Jt. Adviser	Adviser
7.	VIP Letters	Consultant/SRO/ Director/ Jt. Adviser/ Adviser	Pr. Adviser
8.	Other references like letters from individuals/ Organisation	Consultant/SRO/ Director/ Jt. Adviser/ Adviser	Pr. Adviser
9.	Drafting Chapter for Annual Plan	Consultant/SRO/ Director/ Jt. Adviser/ Adviser/ Pr. Adviser	Member

Sl. No.	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
10.	Background Note and Minutes of QPR Meetings -- M/o Environment & Forestry	Consultant/SRO/ Director/ Jt. Adviser/ Adviser/ Pr. Adviser	Member

6. Financial Resources Division

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Overall fiscal policy matters/issues/decisions	Director / Jt. Adviser– Adviser	Secretary/ Deputy Chairman (Depending upon the importance of the matter)
2.	Assessment of the : 1) Financial Resources of the States & UT's for the Five Year Plan and Annual Plans including internal resources of SEBs and SRTCs at official level 2) Deputy Chairman level meetings – Firming up of the estimates	RO/SRO/ Director/ Jt. Adviser Director/ Jt. Adviser – Adviser	Adviser Secretary/ Deputy Chairman
3.	Centre's resources (Depts)	RO/SRO/ Director	Adviser/ Secretary
4.	Exercise on Resources of Central Public Enterprises	RO/SRO/ Director	Adviser/ Secretary
5.	Preparation of Chapter on Financial Resources for inclusion in the Five Year Plan & Annual Plan Documents	RO/SRO – Director/ Jt. Adviser/ Adviser	Secretary/ Deputy Chairman
6.	Central Assistance for State Plans, Area Plans etc.	RO/SRO/ Jt. Adviser – Adviser	Secretary/ Deputy Chairman
7.	Market Borrowings and Negotiated Loans from other Financial Institutions and follow up action	RO/SRO – Jt. Adviser/ Director	Adviser/ Secretary

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
8.	Parliament Questions/ Resolutions, Consultative Committee/ Estimates Committee, PAC Matters, etc. Starred Questions Unstarred Question Other Parliamentary Matters	RO/SRO – Director/ Jt. Adviser– Adviser – Secretary RO/SRO – Director – Jt. Adviser– Adviser - do -	Minister of State for Planning Minister of State for Planning Minister of State for Planning
9.	Cabinet Notes/ papers received from other Ministries/ Departments	Director/ Jt. Adviser – Adviser – Secretary	Deputy Chairman
10.	Routine matters including supply of information to Ministry of Finance, RBI and other Divisions of Planning Commission	RO/SRO/ Director/ Jt. Adviser	Adviser/ Secretary (Depending on importance of the case)

9. Health, Nutrition and Family Welfare Division

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Work relating to Plans & Programmes – Annual Plans/ Five Year Plans and proposals received from State/Ministries	RO/SRO – Dy. Adviser/ Adviser	Secretary/ Member
2.	Policy matters/ Issues/decisions etc.	RO/SRO – Dy. Adviser/ Adviser	Secretary/ Member/ Deputy Chairman (Depending on importance of case)
3.	Cabinet Notes	SRO/ Dy. Adviser/ Adviser/ Secretary	Member/ Deputy Chairman
4.	Parliament Questions Unstarred Starred	RO/SRO/ Dy. Adviser/ Adviser RO/SRO/ Dy. Adviser/ Adviser/ Secretary	Minister of State for Planning Minister of State for Planning
5.	Routine Matters	RO/SRO/ Dy. Adviser	Adviser
6.	QPR	RO/SRO- Dy. Adviser – Adviser	Member

8.Housing, Urban Development Division

SI.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Policy and Programme matters, plan priority thrust areas for Annual Plans and Five Year Plans	RO – Director -- Pr. Adviser	Member/ Deputy Chairman
2.	Inter-ministerial matters dealing with programmes, allocation etc.	RO – Director	Pr. Adviser (File is shown to Secretary and Member in case of Policy decision)
3.	EFC Memoranda	RO – Director	Pr. Adviser
4.	Examination and preparation of comments on the Five Year Plans and Annual Plan of States/UT Admns.	RO	Director
5.	Preparation of Minutes of discussions of the Working Group	RO – Director	Pr. Adviser
6.	Examination and preparation of comments on the Five Year Plans and Annual Plans of the Central Ministries	RO – Director - Pr. Adviser	Secretary
7.	Preparation of Minutes of the Meeting with the Central Ministries with regard to item 6 above	RO – Director - Pr. Adviser	Secretary
8.	Information to subject divisions in the Planning Commission and Central Ministries on Parliament Questions	RO – Director	Pr. Adviser
9.	Parliament Questions which are to be answered by the Planning Commission :		
	a) Unstarred Questions	a) RO – Director – Pr. Adviser	a) Minister of State for Planning
	b) Starred Questions	b) RO – Director – Pr. Adviser – Secretary	b) Minister of State for Planning

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
10.	Replies to the Questionnaire for Parliamentary Committee and preparation of action notes	RO – Director	Pr. Adviser/ Secretary/ Member (Depending on the importance of the case)
11.	Follow up action in regard to Five Year Plans and Annual Plans	RO – Director	Pr. Adviser/ Secretary (Depending on the importance of the case)
12.	Quarterly Progress Report in regard to 20 Point Programme	RO/SRO – Dy. Adviser – Adviser – Secretary	Member/ Deputy Chairman
13.	Cabinet Papers	RO – Director – Pr. Adviser – Secretary	Member/ Deputy Chairman
14.	VIP Letters	RO – Director – Pr. Adviser	Secretary/ Minister/ Deputy Chairman (Depending on the importance of the case)
15.	Other reference like letters from individuals/organisations	RO – Director	Pr. Adviser
16.	Drafting of Chapter on Housing, Urban Development and Water Supply for Five Year Plan, Annual Plans and Mid-term Appraisal	RO – Director - Pr. Adviser	Member/ Deputy Chairman
17.	Foreign technical assistance/ World Bank Projects etc.	RO – Director	Pr. Adviser/ Secretary/ Deputy Chairman (Depending on the importance of the case)
18.	Routine matters	RO	Director
19.	Preparation of returns and supply of statistical data	RO	Director

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1	2	3	4
20.	Examination of legislations on Housing, Urban Development and Water Supply & Sanitation referred to by State Govts./UTs/ Central Ministries	RO – Director – Pr. Adviser	Secretary/ Member/ Minister/ Deputy Chairman (Depending on the importance of the case)
21.	QPR	RO/SRO – Director – Adviser/ Pr. Adviser	Member

9. Industry & Minerals Division (Coal & Mineral Unit)

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Plan Outlays/Five Year and Annual Plans	Dy. Adviser- Jt. Adviser- Adviser	Secretary
2.	Basic work on Plan formulation	Dy. Adviser- Jt. Adviser	Adviser
3.	Cabinet Notes initiated by the Planning Commission	Dy. Adviser- Jt. Adviser - Adviser Secretary/ Member	Deputy Chairman
4.	Cabinet Notes from other Ministries/Deptts.	Dy. Adviser- Jt. Adviser- Adviser- Secretary/ Member	Deputy Chairman
5.	Project Appraisal	Dy. Adviser Jt. Adviser Adviser	Secretary
6.	Review of Plan Performance	Dy. Adviser Jt. Adviser Adviser	Secretary
7.	PIB etc.	Dy. Adviser Jt. Adviser Adviser	Secretary
8.	Quarterly performance Review	Dy. Adviser Jt. Adviser Adviser	Member
9.	Inter-Ministerial Committees	Dy. Adviser Jt. Adviser	Adviser/ Member (Depending on importance of the case)

Sl. No.	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
10.	Inter-Ministerial references on policy issues	Dy. Adviser Jt. Adviser	Adviser, Secretary/ Member/ Deputy Chairman (Depending on importance of the case)
11.	Parliament Questions a) Unstarred b) Starred	a)Dy. Adviser Jt. Adviser Adviser b)Dy. Adviser Jt. Adviser Adviser Secretary	Minister of State for Planning Minister of State for Planning
12.	Routine Cases	Dy. Adviser Jt. Adviser	Adviser

Industry Division

Sl..No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Plan Outlays/Five Year and Annual Plans	RO/SRO/ Dy. Adviser/ Jt. Adviser- Adviser	Secretary
2.	Basic work on Plan formulation	RO/SRO/ Dy. Adviser/ Jt. Adviser	Adviser
3.	Cabinet Notes initiated by the Planning Commission	Dy. Adviser/ Jt. Adviser - Adviser - Secretary	Deputy Chairman
4.	Cabinet Notes from other Ministries/Depts.	Dy. Adviser- Jt. Adviser - Adviser - Secretary	Deputy Chairman
5.	Project Appraisal	SRO/ Dy. Adviser/ Jt. Adviser- Adviser	Secretary
6.	Review of Plan Performance	Dy. Adviser- Jt. Adviser/ Adviser	Member
7.	Licensing, PIB, MRTP, etc.	RO/SRO/ Dy Adviser/ Jt. Adviser	Adviser
8.	Quarterly performance Review	RO/SRO/ Dy. Adviser/ Jt. Adviser	Adviser
9.	Inter-Ministerial Committees	RO/SRO/ Dy. Adviser/ Jt. Adviser - Adviser	Secretary

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
10.	Inter-Ministerial references on policy issues	Dy. Adviser/ Jt. Adviser/ Adviser	Secretary/ Member/ Deputy Chairman (Depending on importance of the case)
11.	Parliament Questions a) Unstarred b) Starred	a) RO/SRO – Dy. Adviser - Jt. Adviser - Adviser b) RO/SRO - Dy. Adviser - Jt. Adviser - Adviser - Secretary	Minister of State for Planning Minister of State for Planning
12.	Routine Cases	RO/SRO - Dy. Adviser/ Jt.Adviser	Adviser

10. International Economics Division

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Analysis and projection of Foreign trade, balance of payment and debt- service scenarios for Five Year Plans	RO/SRO - Dy. Adviser/ Director/ Jt. Adviser	Adviser/ Deputy Chairman (Depending on importance of case)
2.	Policy Notes	Director/ Jt. Adviser	Secretary/ Deputy Chairman
3.	Joint Commissions/ Agreements/ Bilateral Economic and Planning Cooperation between the Planning Commission and National Planning Organisms of other countries.	SRO - Dy. Adviser/ Director / Jt. Adviser - Secretary	Deputy Chairman
4.	Country studies, regional cooperation, and global development strategies	RO/SRO - Dy. Adviser/ Director/ Jt. Adviser	Adviser
5.	F.T.Zs/E.O.U.s/ Export incentives/ import-policy	RO/SRO - Dy. Adviser/ Director/ Jt. Adviser	Adviser/ Secretary (Depending on importance of case)
6.	Commodity studies/multi- lateral trade and financial institutions (IBRD, IMF, ESCAP, SARRC, ADB, GATT, UNCTAD, etc.)	RO/SRO - Dy. Adviser/ Director/ Jt. Adviser	Adviser

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1	2	3	4
7.	Special studies and analytical approaches to balance of payments adjustment, prices, absorption and exchange rate, regimes.	RO/SRO - Dy. Adviser/ Director/ Jt. Adviser	Adviser/ Deputy Chairman (Depending on importance of case)
8.	Central Sector Schemes	RO/SRO - Dy. Adviser/ Director Jt. Adviser	Adviser/ Secretary (Depending on importance of case)
9.	Inter-Ministerial matters/ Supply of information on the subject to other divisions of Planning Commission/ speeches/brief	RO/SRO - Dy. Adviser/ Director/ Jt. Adviser	Adviser
10.	Parliament Questions : a) Unstarred b).Starred	 RO/SRO - Dy. Adviser/ Director/ Jt. Adviser - Adviser - Secretary RO/SRO - Dy. Adviser Director/ Jt. Adviser - Adviser - Secretary	 Minister of State for Planning Minister of State for Planning

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1	2	3	4
11.	Cabinet Notes	Director/ Jt. Adviser - Adviser - Secretary	Deputy Chairman
12.	QPR of Plan Schemes	RO/SRO - Dy. Adviser/ Director/ Jt. Adviser	Adviser/ Deputy Chairman (Depending on level of participation)

12. Labour, Employment and Manpower Division

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3.	4.
STATE PLAN WORK			
1.	Preparation of State manpower profile in respect of various States and UTs	RO/SRO – Jt. Adviser/ Director	Adviser/ Pr. Adviser
2.	Examination of Plan Schemes/Proposals of States/UTs in Labour and Labour Welfare Sector for i. Annual Plans ii. Five Year Plans		
3	Preparation of brief for Deputy Chairman level meeting for State Plans		
4.	Preparation of Summary Record for State Plan Meetings		
MINISTRY OF LABOUR WORK			
5.	Examination of Agenda, preparation of comments, comments on minutes (if any) and other related matters for the Ministry of Labour meetings :-	RO/SRO – Jt. Adviser/ Director	Adviser/ Pr. Adviser
6	Technical Committee on survey and Research Studies and its sub-Committee. CIRTES, M/o Labour	SRO – Director	Adviser
7.	Examination of Plan Schemes/Proposals of Ministry of Labour	SRO Director/ Jt. Adviser	Adviser/ Pr. Adviser
8.	Technical Committee on National Occupational Classification(NCO)	SRO – Director	Adviser
9.	Work relating to Annual Plans and Five Year Plans of Ministry of Labour	RO/SRO– Director/ Jt. Adviser	Adviser/Pr. Adviser
10.	Examination of Notes/Draft Notes for Cabinet and Groups of Ministers	RO/SRO– Director/ Jt. Adviser	Adviser/ Pr. Adviser
11.	Examination of Notes for Secretaries' Committees on Labour Policy matters	RO/SRO– Director/ Jt. Adviser	Adviser/Pr. Adviser

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1	2	3	4
12.	Examination of Notes for Secretaries' Committees Employment Policy matters	RO/SRO – Director	Adviser/Pr. Adviser
13.	Examination of Important papers for Tripartite Committees, Councils, Departmental Committee, etc.	RO/SRO – Director/ Jt. Adviser	Adviser/Pr. Adviser
14.	Quarterly Performance Review (QPR) Meetings of Ministry of Labour	RO/SRO – Director/ Jt. Adviser- Adviser/ Pr. Adviser	Member
INSTITUTE OF APPLIED MANPOWER RESEARCH (IAMR)			
15.	Standing Budget Committee of the IAMR	RO-	Adviser
16.	National Technical Manpower Information System of IAMR	Dy. Adviser- Jt. Adviser	
17.	Standing Research Programme Committee of the IAMR	Director	Adviser
18.	Institute of Applied Manpower Research (IAMR) – Administrative work like posting of staff, pension fund etc.		
19.	Budget estimates & revised estimates, its examination etc. for IAMR		
20.	Laying of the Annual Report of the IAMR in both the Houses of Parliament – work relating to		
21.	Executive/General Council of the IAMR	RO – Dy.	Adviser/Pr.
22.	Release of Grants-in-aid to the Institute of Applied Manpower Research (IAMR)	Adviser – Jt. Adviser	Adviser
23.	Misc. administrative matters of the IAMR like foreign assignments of their personnel & representations, etc. sent to Secretary P. C. and Chairman Executive Council IAMR.		
24.	Utilization Certificate of IAMR for previous years – follow up matters		

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3.	4.
PARLIAMENT MATTERS			
25.	Parliament Questions to be answered by Planning Commission - Starred Question - Unstarred Question	SRO-Director-Adviser – Secretary SRO – Director – Adviser	Minister of State for Planning Minister of State for Planning
26.	Other Parliamentary matters like Bills, Resolutions, Calling Attention Notices, Assurance, Consultative Committee and other Parliamentary Committees	SRO - Director	Adviser
27.	Material to be supplied to other Ministries for answering Parliament Questions.		
28.	Material for Finance Minister's Budget Speech, President's Speech etc.		
EMPLOYMENT			
29.	Labour and employment data base	SRO - Director	Adviser
30.	Examination of Technical Reports/Papers, etc.		
31.	Examination of papers/agenda/proposals pertaining to Technical Advisory Committees set up by CSO		
32.	Examination of papers/agenda/notes/proposals received from various Ministries of the Central Government/State Govts.		
33.	Examination of proposals from various Institutions/Individuals/Agencies pertaining to socio-economic Research Studies.	SRO - Director	Adviser/Pr. Adviser
34.	Preparation of Technical papers/Notes/Studies pertaining to Labour and employment aspects.	SRO - Director	Adviser/Pr. Adviser

Sl. No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3.	4.
35.	Tenth Plan Work (Preparation of tables and annexures pertaining to labour force, employment unemployment rates, etc.)	SRO - Director	Adviser/ Pr. Adviser
36.	Examination of proposals for employment generation and solving unemployment problem received from various official/unofficial/individuals/organisation	SRO - Director	Adviser
37.	Other miscellaneous matters	SRO - Director	Adviser

13.MLP Division (Including Western Ghats Sectt.)

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1	2	3	4
SCHEMES			
1. Border Area Development Programme(BADP)			
2. Hill Areas Development Programme(HADP)			
3. Western Ghats Development Programme(WGDP)			
4. Rashtriya Sam Vikas Yojana(RSVY)			
1	Policy matters relating to the Programme, determining plan priorities, delineation of the area, criteria for allocation of Special Central Assistance	RO/SRO - Dy. Adviser/ Adviser/ Pr. Adviser/ Secretary	Deputy Chairman
2.	Parliament matters and Questions		
	(I) (i) Starred Question	RO/SRO - Dy. Adviser - Adviser/ Pr. Adviser/ Secretary	Minister of State for Planning
2	(ii) Unstarred Question	RO/SRO/ Dy. Adviser/ Adviser - Pr. Adviser	Minister of State for Planning
	Furnishing of information regarding Parliament Question to other Divisions & Central Ministries	RO/SRO - Dy. Adviser - Adviser	Pr. Adviser
3.	Examination and Approval of Annual Plan/ Schemes	RO/SRO - Dy. Adviser - Adviser	Pr. Adviser
4.	Issue of guidelines and directives to State Government Agencies regarding the programme	RO/SRO/ Dy. Adviser - Adviser	Pr. Adviser
5	Monitoring of the programme and follow-up action	RO/SRO - Dy. Adviser - Adviser	Pr. Adviser

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3.	4.
6.	VIP Letters	RO/SRO/ Dy. Adviser - Adviser	Pr. Adviser/ Secretary/ MOS/ Deputy Chairman (Depending upon importance of case)
7.	QPR (BADP)	RO – Dy. Adviser - Adviser - Pr. Adviser	Member

14. Perspective Planning Division

Sl.No.	Item of work	Channel of submission	Channel of submission
1.	2.	3	4
1.	Parliament Question		
	a) Unstarred	Director/Jt. Adviser – Adviser	Minister of State for Planning
	b) Starred	Director/Jt. Adviser – Adviser – Secretary	Minister of State for Planning
2.	Technical Papers		
	a) Macro-Economic/Input Output	SRO – Dy. Adviser/ Director – Adviser	Member
	b) Financial Resources	SRO – Dy. Adviser/ Director – Adviser	Member
	c) External Sector	SRO – Dy. Adviser/ Director – Adviser	Member
	d) Poverty estimates	SRO – Dy. Adviser/ Director – Adviser	Member
	e) Industries and Infrastructure Sector Planning	SRO – Dy. Adviser– Jt. Adviser – Adviser	Member
	f) Others	SRO – Dy. Adviser/ Director – Adviser	Secretary/ Member

15. Plan Coordination Division

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1	2	3	4
1.	Annual Plan and Five Year Plans		
	a) Inviting Proposal	RO/SRO-Director-Adviser	Secretary
	b) Discussion Meetings		
	i) Annual Plan	RO/SRO-Director-Adviser	Secretary
	ii) Five Year Plan	RO/SRO-Director-Adviser-Secretary	Deputy Chairman
	c) Finalisation of allocation (Central Ministries)		
	i) Annual Plan	Director – Adviser – Secretary	Deputy Chairman/ Prime Minister
	ii) Five Year Plan	Director – Adviser – Secretary – Deputy Chairman	Prime Minister
	d) Issue of Allocation Letters for Annual Plan	RO/SRO-Director-Advise	Secretary
	e) Annual Plan Document Preparation and Printing	RO/SRO – Director - Adviser – Secretary	Deputy Chairman

Sl. No.	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
6.	Approval for new Centrally Sponsored Schemes	Dy. Adviser – Adviser – Secretary	Full Planning Commission
7.	Meetings : a) Internal Meetings of the Planning Commission b) Meetings of the full Planning Commission c) Meetings of the National Development Council	Director – Adviser – Secretary Director – Adviser – Secretary – Deputy Chairman Director – Adviser – Secretary – Deputy Chairman	Deputy Chairman Prime Minister Prime Minister
8.	Monitoring of Quarterly Progress Review (QPR) Meetings	RO/SRO – Director – Adviser – Secretary	Deputy Chairman
9.	Priority Agenda/Thrust Areas	RO/SRO – Director – Adviser – Secretary	Secretary/ Deputy Chairman
10.	50 th Year Initiatives of Planning	SO – Dy. Adviser/Dir. – Adviser	Secretary
11.	Zero Based Budgeting (ZBB)	RO/SRO – Director – Adviser	Secretary/ Deputy Chairman
12.	Monthly DO letter	RO/SRO – Director – Adviser	Secretary

16. Power & Energy Division

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
A. Power Unit			
1	Examination and preparation of comments on feasibility reports on power scheme/SFC/PIB/EFC Memo .	SRO – Dy. Adviser	Adviser
2.	Techno-economic appraisal and approval of power scheme	SRO – Dy. Adviser	Adviser/ Secretary/ Deputy Chairman (Depending upon importance of the case)
3.	Financial working of State Electricity Boards for Five Year Plans and Annual Plan	SRO – Dy. Adviser	Adviser
4.	Examination and preparation of comments on the Five Year Plans and Annual Plans in regard to power sector	SRO – Dy. Adviser	Adviser
5.	Preparation of summary records of the discussion on power sector and programmes under power sector	SRO – Dy. Adviser	Adviser
6.	Briefs on Power Plan to finalise Plan allocation	SRO – Dy. Adviser	Adviser
7.	Follow up action in regard to Five Year Plans/Annual Plans	SRO	Dy. Adviser/ Adviser (Depending upon importance of the case)
8.	Drafting of chapter for Five Year Plan/Mid-Term Review/Annual Plan on Power Sector	SRO – Dy. Adviser- Jt. Adviser	Adviser
9.	Examination of draft Cabinet Note on power projects and preparation of comments	Dy. Adviser- Adviser	Secretary/ Deputy Chairman
10.	Examination of revised allocation on power schemes of the States/UTs	SRO – Dy. Adviser	Adviser
11.	Policy matters/issues/ decisions/Plan priorities for Five Year Plans and Annual Plans	Dy. Adviser- Adviser	Member/ Deputy Chairman

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
12.	Inter-Ministerial matters dealing with programmes, allocation etc.	SRO – Dy. Adviser	Adviser/ Secretary
13.	Preparation of Agenda Notes/Summary Records for quarterly review meetings on power programmes	SRO – Dy. Adviser	Adviser
14.	Matters regarding external credits including World Bank, ADB.	SRO – Dy. Adviser	Adviser/ Secretary
15.	VIP Letters	Dy. Adviser	Adviser/ Secretary / Minister/ Deputy Chairman (Depending upon the importance of the case)
16.	Parliament Questions/ Resolutions etc. : a) Supply of material in respect of Parliament Questions referred to by the Energy Ministry and other agencies b) Supply of information in respect of Parliament Questions for Planning Commission received from other Divisions	SRO – Dy. Adviser SRO – Dy. Adviser	Adviser Adviser
16.	c) Parliament Questions for Planning Commission on Power subject matters a) Unstarred Questions b) Starred Questions	SRO – Dy. Adviser- Adviser SRO – Dy. Adviser- Adviser- Secretary	Minister of State for Planning Minister of State for Planning

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
17.	Information to subject Divisions in the Commission and Central Ministries	SRO – Dy. Adviser	Adviser
18.	Other Routine Matters	SRO – Dy. Adviser	Adviser
<u>B. Petroleum Unit</u>			
19.	Formulation of Annual Plans i) Examination and analysis of proposals ii) Finalisation of proposals iii) Finalisation of Plans	SRO Jt. Adviser Adviser	Jt. Adviser Adviser Secretary
20.	Formulation of Five Year Plans i) Examination analysis of proposals ii) Finalisation of Plans	SRO – Jt. Adviser Jt. Adviser- Adviser – Secretary	Adviser Member/ Deputy Chairman
21.	Examination of Annual Plan/Five Year Plans proposals of ministries/states etc. other than Ministry of Petroleum and Natural Gas but linked to petroleum sector plans	SRO – Jt. Adviser	Adviser
22.	Science & Technology projects in Petroleum Sector	SRO – Jt. Adviser	Jt. Adv/ Adviser

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
23.	<p>Techno-economic appraisal of projects requiring Government sanction.</p> <p>i) At inter-ministerial level</p> <p>ii) At PIB Level</p> <p>iii) At Cabinet level</p>	<p>SRO – Jt. Adviser</p> <p>Jt. Adviser- Adviser</p> <p>Jt. Adviser- Adviser</p>	<p>Jt. Adviser/ Adviser</p> <p>Secretary</p> <p>Secretary/ Member/ Deputy Chairman (Depending upon the importance of case)</p>
24.	Materials for quarterly status reports for Monitoring Division, P.C./ Ministry of Programme Implementation	SRO	Jt. Adviser
25.	VIP letters, Cabinet papers, comments/briefs for Cabinet Committees, Committee of Secretaries etc.	SRO – Jt. Adviser- Adviser	Secretary/ Member/ Minister/ Deputy Chairman (Depending upon the importance of case)
26.	Parliament Questions etc. :		
	a) Unstarred Question	SRO – Jt. Adviser- Adviser	Minister of State for Planning
	b) Starred Questions	SRO – Jt. Adviser- Adviser - Secretary - Minister	Minister of State for Planning

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
27.	Material for Data Bank on Petroleum Sector	SRO	Jt. Adviser/ Adviser
28.	Policy Matters, issue papers, decisions etc.	Jt. Adviser- Adviser	Secretary/ Member/ Deputy Chairman (Depending upon the importance of case)
29.	Collection of data and information from Ministries/ Deptts/Divisions of Planning Commission etc.	SRO – Jt. Adviser	Adviser
30.	Supply of data and information from Ministries/Deptts./Divisions of Planning Commission etc.	SRO – Jt. Adviser	Adviser
31.	Matters relating to various committees/ Expert groups etc.	Jt. Adviser – Adviser	Member
32.	Other Routine Matter	SRO	Jt. Adviser
33.	QPR – M/o Power, M/o Power & NC DAE, MNES	Dy. Adviser- Jt. Adviser	Member

17. Programme Evaluation Organisation

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Prioritisation/ acceptance of new schemes for evaluation studies and selection of Project Directors and hired Institutes	SRO/ Director	EAC/ Adviser./ Secretary
2	Preparation of Study Design and Questionnaires/ Schedules	RO/SRO/ Project Director	Adviser
3.	Field Survey of Evaluation Studies	Regional/ Project Evaluation Offices	Dy. Adviser/ Dir(REO)
4.	Scrutiny of data	ROs/SROs of field units PEO Hqrs.	Dy. Adviser(REOs)/ Project Director
5.	Coding, validation and tabulation of data	ROs/SROs	Project Director
6.	Data entry/ generation of tables	NIC/ Hired Institutes	Project Director
7.	Drafting and finalization of evaluation reports	SRO/ Project Director	Adviser/ Secretary
8.	Printing and circulation of reports	TC Division	SRO/ Director
9.	Parliament Questions		
	Starred Questions	SRO/ Director/ Adviser/ Secretary	Minister of State for Planning
	Unstarred Questions	SRO/ Director/ Adviser	Minister of State for Planning

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
9.	Material for Parliament Questions Parliament Matters/Committees	SRO/Director - do -	Adviser - do -
10.	O&M, Inspections/ Reports/ Information	TC Division/ SRO/Dir.	Adviser
11.	Dissemination of Information/ liaison with Field units, Central Ministries/Depts. /State Govts. and Divisions of Planning Commission	TC Division/ SRO/ Director	Adviser
12.	Approval of Tour Programmes and Administrative/ financial matters of field units	TC Division/ SRO	Director
13.	Monthly/Quarterly/ Annual Progress Reports	TC Division/ SRO/ Director	SRO/ Director Adviser
14.	Annual Plan Document/ Annual Plan Report/ Status report	TC Division/ SRO/ Director	Adviser
15.	Review of staff position and filling of vacancies	SRO/ Director	Adviser/ Jt. Secretary/ Secretary
16.	Progress of Hindi work, liaison with Hindi Section and translation/ printing of reports in Hindi	TC Division/ SRO/ Director	Adviser
17.	PEO Library	Sr. Librarian/ SRO/ Director	Adviser

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1	2	3	4
18.	Budget Estimates etc.	TC Division/ SRO/ Director	Adviser
19.	Organisation of Meetings/ Seminars/ Orientation	TC Division/ SRO/ Director	Adviser
20.	Reconstitution of Evaluation Advisory Committee, Meetings, agenda notes, Minutes and implementation	TC Division/ SRO/ Director	Adviser/ Secretary
21.	Organisation/ participation in training Programmes	TC Division/ SRO/ Director	Adviser

18. Project Appraisal & Management Division

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Appraisal notes of projects for submission to the EFC/PIB	RO/SRO – Dy. Adviser/ Director / Jt. Adviser - Adviser	Secretary
2.	Other Notes/Studies	RO/SRO – Dy. Adviser/ Director / Jt. Adviser - Adviser	Secretary
3.	Guidelines for Preparation of feasibility Reports	RO/SRO – Dy. Adviser/ Director / Jt. Adviser - Adviser	Secretary
4.	Methodology of work	RO/SRO – Dy. Adviser/ Director / Jt. Adviser - Adviser	Secretary
5.	Ex-post Evaluation	RO/SRO – Dy. Adviser/ Director / Jt. Adviser - Adviser	Secretary
6.	Supply of information to other Divisions in the Planning Commission	RO/SRO – Dy. Adviser/ Director / Jt. Adviser	Adviser
7.	Supply of factual information for preparation of replies to the Parliament Question	RO/SRO – Dy. Adviser/ Director / Jt. Adviser	Adviser
8.	Reply to Parliament Question	RO/SRO – Dy. Adviser/ Director / Jt. Adviser	Secretary/ MOS/ Deputy Chairman
9.	Cabinet Notes	RO/SRO – Dy. Adviser/ Director / Jt. Adviser	Secretary/ Deputy Chairman

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
10.	VIP letters	RO/SRO – Dy. Adviser/ Director / Jt. Adviser	Secretary/ MOS/ Deputy Chairman
11.	Internal Administration/ Routine matters	RO/SRO- Dy. Adviser/ Director / Jt. Adviser	Adviser
12.	Proposals of in principle approval are processed by the subject Divisions in consultation with PAMD	RO/SRO – Dy. Adviser/ Director/ Jt. Adviser	Secretary

19. Rural Development Division

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Policy and Programme matters, Plan priorities for Annual Plan and Five Year Plans	Dy. Adviser– Director/ Adviser - Secretary	Member
2.	Work relating to State Plans and Programmes – Annual Plan proposals	RO/SRO – Dy. Adviser	Director/ Adviser
3.	Comments on EFC Memorandum	RO/SRO – Dy. Adviser– Director/ Adviser	Secretary
4.	Parliament Question a) Unstarred Question	RO/SRO Dy. Adviser– Director/ Adviser	a) Minister of State for Planning
4.	b) Starred Question	RO/SRO Dy. Adviser– Director/ Adviser – Secretary	b) Minister of State for Planning
5.	Cabinet Notes	Dy. Adviser– Director/ Adviser - Secretary	Member/ Deputy Chairman
6.	Supply of information on the subject to other divisions of Planning Commission	RO/SRO – Dy. Adviser/	Director/ Adviser
7.	Examination of evaluation studies	RO/SRO – Dy. Adviser– Director/ Adviser - Secretary	Member

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
8.	VIP Letters	RO/SRO – Dy. Adviser – Director/ Adviser	Secretary/ Minister/ Deputy Chairman (Depending upon the importance of the case)
9.	Other reference like letters from individuals/ organisations	RO/SRO	Dy. Adviser/ Director/ Adviser/ Secretary
10.	Drafting Chapter for Annual Plan	RO/SRO Dy. Adviser/ Adviser	Member
11.	Meetings in Deptt. of Rural Development for various Committees for implementation of programme etc.	Dy . Adviser	Director/ Adviser/ Member
12.	Review of progress of Plan programmes including 20-Point Programme	RO/SRO – Dy. Adviser	Director/ Adviser/ Member/ Minister
13.	Quarterly Performance Review Meetings	RO/SRO – Dy. Adviser/ Director/ Adviser	Member
14.	In principle approval of new Plans/Schemes	Dy. Adviser/ Director - Adviser	Secretary

20.Science & Technology Division

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Policy and Programme matters, plan priorities, thrust areas in the S&T Sector for Annual Plan and Five Year Plan	Dy. Adviser/ Jt Adviser Adviser	Member
2.	Inter-ministerial matters dealing with programmes, allocations etc.	RO/SRO/ Dy. Adviser/ Jt. Adviser	Adviser
3	EFC Memoranda	RO/SRO/ Dy. Adviser/ Jt. Adviser	Adviser
4.	State Plans/UTs (Follow up on the plan schemes and programmes)	RO/SRO/ Dy. Adviser/ Jt. Adviser	Adviser
5.	Supply of information on the subject to the other Divisions in the Planning Commission	RO/SRO/ Dy. Adviser/ Jt. Adviser	Adviser
6.	Cabinet Notes	Dy. Adviser/ Jt. Adviser/ Adviser/ Secretary/ Member	Deputy Chairman
7.	Parliament Questions a) Unstarred b) Starred	 RO/SRO/ Dy. Adviser – Joint Adviser – Adviser RO/SRO/ Dy. Adviser – Jt. Adviser/ Adviser/ Secretary	 Minister of State for Planning Minister of State Planning
8.	Quarterly Performance Review (QPR) meetings	RO/SRO – Dy. Adviser/ Jt. Adviser - Adviser	Member

**20. Social Justice & Women's Empowerment Division
WCD Unit**

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Policy and programme matters, lan priorities, thrust areas, issues for consideration etc. in Social Welfare including Women & Child Development Sector for Five Year Plans and Annual Plans including preparation of Chapters for Plan documents	RO - SRO – Dy. Adviser/ Director/ Adviser	Pr. Adviser / Secretary/ Member
2.	Mid-term Appraisal of Five Year Plans	SRO – Dy. Adviser/ Director – Adviser – Pr. Adviser/ Secretary	Member
3.	Inter-ministerial matters dealing with programmes, allocation etc.	RO – SRO – Dy. Adviser/ Director	Adviser (File is shown to Pr. Adviser/ Secretary and Member in case of policy decisions)
4.	Modifications of schemes in the Central Plans	RO - SRO – Dy. Adviser/ Director – Adviser	Pr. Adviser/ Secretary
5.	EFC Memoranda	RO - SRO – Dy. Adviser/ Director/ Adviser	Pr. Adviser/ Secretary
6.	Cabinet Notes	RO - SRO – Dy. Adviser/ Director – Adviser – Pr. Adviser	Deputy Chairman

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
7.	Examination and comments on the State/UT Five Year and Annual Plans(including follow-up action) and preparation of summary record of discussions on State Plan.	RO – SRO – Dy. Adviser/ Director	Adviser (Pr. Adviser is also consulted depending upon the importance of the issue)
8.	Examination and comments on Central/Centrally Sponsored Programmes of the Deptt. of Women & Child Development, Min. of Social Justice & Empowerment and preparation of summary record of discussions on Central Plans.	RO - SRO – Dy. Adviser/ Director – Adviser	Pr. Adviser/ Secretary
9.	Supply of information on the subject to the other Divisions in the Planning Commission.	RO/SRO/ Dy. Adviser/ Director (Depending on the type of information to be furnished)	RO/SRO/ Dy. Adviser/ Director/ Adviser (Officer dealing with the subject)
10.	Parliament Questions/ Resolutions etc. a) directly handled by the Division. : Unstarred	RO-SRO – Dy. Adviser/ Director – Adviser – Pr. Adviser	Minister of State for Planning

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
	Starred	RO-SRO – Dy. Adviser/ Director – Adviser – Pr. Adviser – Secretary	Minister of State for Planning
	b) Supply of material to other Divisions in the Planning Commission	RO – SRO – Dy. Adviser/ Director (Depending on the type of information to be furnished)	Adviser
	c) Supply of material to other Ministries/ Departments.	RO – SRO – Dy. Adviser/ Director	Adviser
11.	Replies to the Questionnaire and Action Taken Note on the report of the Parliamentary Committee(s)	RO - SRO – Dy. Adviser/ Director – Adviser	Pr. Adviser/ Secretary (Member is also consulted depending upon the importance of the issue)
12.	References from Commissions for Women/ Children and other High Level Committees/ Committee(s)	RO/SRO – Dy. Adviser/ Director	Adviser/ Pr. Adviser (Member is also consulted depending upon the importance of the issue)

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
13.	Follow up Action in regard to Five Year Plans and Annual Plans including Quarterly Performance Review(QPR) meeting in regard to programmes of the Social Welfare Sector of the Ministry of Social Justice and Employment and Department of Women and Child Development	RO/SRO- Dy. Adviser/ Director	Adviser/ Pr. Adviser/ (Member is also consulted depending upon the importance of the issue)
14.	Preparation of briefs, papers etc.	RO/SRO/ Dy. Adviser/ Director (Depending on the type of information to be furnished)	Dy. Adviser/ Director/ Adviser
15.	VIP Letters	RO/SRO – Dy. Adviser/ Director	Adviser/ Pr. Adviser/ Secretary/ Deputy Chairman (Depending on importance of the case)
16.	Other references like letters received from individuals/ organizations etc.	RO/SRO- Dy. Adviser/ Director	Adviser
17.	Pure routine matters	RO-SRO- Dy. Adviser/ Director	RO/SRO/ Dy. Adviser/ Director/ Adviser (Depending on importance of the case)

BC Unit			
Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Policy and programme matters, plan priorities, thrust areas issued for consideration etc. in SC/ST/Minorities Sector for Five Year Plans and Annual Plans including preparation of Chapters for Plan documents	RO – SRO – Dy. Adviser./ Director – Adviser	Pr. Adviser/ Secretary/ Member
2.	Mid-term Appraisal of Five Year Plan	SRO – Dy. Adviser/ Director – Adviser – Pr. Adviser/ Secretary	Member
3.	Inter-ministerial matters dealing with programmes, allocation etc.	RO – SRO – Dy. Adviser/ Director	Adviser (File shown to Pr. Adviser/ Secretary and Member in case of policy decisions)
4.	Modifications of schemes in the Central Plans	RO – SRO – Dy. Adviser/ Director	Pr. Adviser/ Secretary
5.	EFC Memoranda	RO – SRO – Dy. Adviser./ Director/ Adviser	Pr. Adviser/ Secretary

Sl. No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
6.	Cabinet Notes	RO – SRO – Dy. Adviser/ Director – Adviser – Pr. Adviser/ Secretary	Deputy Chairman
7	Examination and comments on the State/UT Five Year and Annual Plans (including follow-up action) and preparation of summary record of discussions on State Plan	RO – SRO – Dy. Adviser/ Director	Adviser (Pr. Adviser is also consulted depending upon the importance of the issue)
8.	Examination and comments on Central/Centrally Sponsored Programmes of the Min. of Social Justice & Empowerment and Ministry of Tribal Affairs and preparation of summary record of discussions on Central Plans	RO – SRO – Dy. Adviser/ Director – Adviser	Pr. Adviser / Secretary

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
9.	Supply of information on the subject to the other Divisions in the Planning Commission	RO/SRO/ Dy. Adviser/ Director (Depending on the type of information to be furnished)	RO/SRO/ Dy. Adviser/ Director/ Adviser (Officer dealing with the subject)
10.	Parliament Questions/Resolutions a) Directly handled by the Division Unstarred Questions	 RO – SRO – Dy. Adviser/ Director - Adviser – Pr. Adviser	 Minister of State for Planning
10	Starred Questions b) Supply of material to other Divisions in the Planning Commission c) Supply of material to other Ministries/Department	 RO – SRO – Dy. Adviser/ Director - Adviser – Pr. Adviser – Secretary RO – SRO – Dy. Adviser/ Director (Depending upon the type of information to be furnished) RO – SRO – Dy. Adviser/ Director	 Minister of State for Planning Adviser Adviser

Sl. No.	Item Work	Channel of Submission	Level at which cases are disposed of finally
1.	2.	3.	4.
11.	Replies to the Questionnaire and Action taken notes on the Report of the Parliamentary Committee(s).	RO – SRO – Dy. Adviser/ Director – Adviser	Pr. Adviser/ Secretary (Member is also consulted depending upon the importance of the issue)
12.	References from Commissions for SC/ST/Minorities and other High Level Committees/Commissions	RO – SRO – Dy. Adviser/ Director	Adviser/ Pr. Adviser (Member is also consulted depending upon the importance of the issue)
13.	Follow up Action in regard to Five Year Plans and Annual Plans including Quarterly Performance Review (QPR) meeting in regard to programmes of the Ministries of Social Justice & Empowerment and Tribal Affairs	RO – SRO – Dy. Adviser/ Director	Adviser/ Pr. Adviser/ Secretary – QPR at Member level. (Member is also consulted depending upon the importance of the issue)
14.	Preparation of briefs, papers etc.	RO/SRO/ Dy. Adviser/ Director (Depending on the type of information to be furnished)	Dy. Adviser/ Director/ Adviser

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
15.	VIP Letters	RO – SRO – Dy. Adviser/ Director	Adviser/ Pr. Adviser/ Secretary/ Deputy Chairman/ Minister (Depending upon the importance of the case)
16	Other references like letters received from individuals/Organisations etc.	RO/SRO – Dy. Adviser/ Director	Adviser
17	Pure routine matters	RO/SRO/ Dy. Adviser/ Director	RO/SRO/ Dy. Adviser/ Director/ Adviser (Depending upon the importance of the case)

22.Socio-Economic Research Division

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Examination of fresh Research Proposals for Studies, Seminars, etc.	SRO/ Dy. Adviser	Pr. Adviser
2.	Coordination of comments of subject Divisions	SRO/ Dy. Adviser/ Pr. Adviser	Adviser concerned/ Pr. Adviser
3.	Coordination comments of Integrated Finance	SRO/ Dy. Adviser	Integrated Finance/ FA
4.	Agenda Papers for the meeting of the Group of Advisers	SRO/ Dy. Adviser/ Pr. Adviser	Secretary/ Chairman of the Group
5.	Consideration of Research Proposals	Group of Advisers for Grant-in-aid	Secretary/ Chairman of the Group of Advisers.
6.	Preparation of Minutes of the Meeting of GOAs	SRO/ Dy. Adviser/ Pr. Adviser	Secretary/ Chairman of the Group
7.	Follow-up action on the recommendations of the Committee of Group of Advisers	SRO/ Dy. Adviser	Pr. Adviser
8.	Approval of the Research proposals for Studies/Seminars	SRO/ Dy. Adviser	DDO(Grant-in-aid)/ HOO
9	Sanctions-Order for releasing the grant to Research Institutions/ Universities against the approved proposals	SRO/ Dy. Adviser	DDO(Grant-in-aid)/ HOO
10.	Evaluation of Progress Report submitted by the Research Institutes	SRO/ Dy Adviser	Adviser concerned/ Pr. Adviser
11.	Release of grant-in-aid after examination of the progress/draft Report	SRO/ Dy. Adviser Adviser concerned	DDO(Grant-in-aid)/ HOO

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
12.	Circulation of final Report/ putting in the Web-site of Planning Commission completed studies	RO/SRO/ Dy. Adviser	Director
13.	Progress of the Chair set up by the Planning Commission in various Universities/Institutes	SRO/ Dy. Adviser	Pr. Adviser
14.	Submission of Quarterly Expenditure Report/periodical returns	SRO/ Dy. Adviser/ Pr. Adviser	Secretary
15.	Parliament Questions Unstarred Starred	SRO/ Dy. Adviser/ Pr. Adviser SRO/ Dy. Adviser/ Pr. Adviser/ Secretary	Minister of State for Planning Minister of State for Planning
16.	Audit paras and budget queries	SRO/ Dy. Adviser	Pr. Adviser
17.	O&M Routine matters and Hindi work	SRO	SRO
18.	Opening, Indexing & Recording of files	SRO	SRO
19.	Preparation of BE/RE	SRO/ Dy. Adviser/ Pr. Adviser	Secretary

23.State Plans Division (Including Island Development Authority)

Sl. N	Item of Work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Guidelines to the States for formulation of Plan proposals for Annual Plan/ Five Year Plan	Director/ Jt. Secretary	Secretary/ Deputy Chairman
2.	Procedure for finalisation of Plan discussions	Director- Jt. Secretary	Secretary/ Deputy Chairman
3.	Preparation of Schedule of Working Group discussions	Director/ Dy. Adviser	State Plan Advisers
4.	Preparation of Schedule of discussions between Deputy Chairman and the Chief Ministers	Director/ Jt. Secretary	Secretary/ Deputy Chairman
5.	Preparation of Background Notes on Plan proposals from States	RO/SRO/ Dy. Adviser/ Director	State Plan Advisers
6.	Preparation of Summary Records of the meetings	SRO/ Dy. Adviser/ Director/ Adviser	Secretary
7.	Finalisation of sectoral outlays and earmarked outlays	SRO/ Dy. Adviser/ Director/ Adviser (in meeting with officers of the subject Division & State Govt.)	Secretary
8.	Issue of Approval letters	SRO/ Dy. Adviser/ Director	Jt. Secretary
9.	Approval of adjustment proposals	SRO/ Dy. Adviser/ Director/ Advisers	Secretary/ Deputy Chairman
10.	Approval of Addl. Central Assistance(ACA) for specific purposes	SRO/ Dy. Adviser/ Director/ Advisers	DCH
11.	Quarterly Performance Review Meetings(State Plans)	Dy. Adviser/ Director/ Advisers	State Plan Advisers

Sl. N	Item of Work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
12.	Parliament Questions : a) Starred b) Unstarred	SRO/ Dy. Adviser/ Director- Jt. Secretary/ Secretary SRO/ Dy. Adviser- Jt. Secy./ Adviser	Minister of State for Planning Minister of State for Planning
13.	Other Parliament work, viz. Calling Attention Notices/Resolutions/ Issues raised during debates/Points raised under Rule 377, etc.	SRO/ Dy. Adviser- Jt. Secretary/ Adviser	Secretary – Minister of State for Planning
14.	VIP letters	SRO/ Dy. Adviser/ Director	State Plan Advisers/ Secretary/ Minister of State for Planning/ Deputy Chairman
15.	References from State Govts./ Central Ministries/Depts. /Divisions/ Public & Private Organisations/ Individuals, etc.	SRO/ Dy. Adviser/ Director	Jt. Secretary/ State Plan Advisers/ Secretary/ Deputy Chairman

Island Development Authority

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3.	4.
1.	Agenda and Minutes for the Standing Committee on IDA under the chairmanship of Deputy Chairman	Dy Adviser- Jt. Secretary.	Deputy Chairman
2.	Agenda and Minutes for the Island Development Authority Meetings under the chairmanship of Prime Minister	Dy. Adviser- Jt. Secretary – Secretary– Member- Deputy Chairman	Prime Minister
3.	Agenda and Minutes for the Standing Committee of Secretaries under the Chairmanship of Cabinet Secretary	Dy. Adviser– Jt. Secretary- Secretary	Cabinet Secretary
4.	Parliament Questions (i) Starred (ii) Unstarred	Dy. Adviser– Jt. Secretary– Secretary RO – Dy. Adviser– Jt. Secretary	Minister of State for Planning Minister of State for Planning
5.	Examination of proposal/studies/reports on Island Development Authority	RO – Dy. Adviser– Jt. Secretary	Jt. Secretary/ Secretary
6.	Miscellaneous/Routine Matters	RO – Dy. Adviser	-

24. Transport Division

Sl. No.	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1.	Formulation of Five Year Plans		
	i) Preparation of terms and references for Working Groups on different modes of transport and setting up of Working Groups.	RO or SRO / Dy. Adviser or Director/ Adviser	Member
	ii) Preparation of terms of references of Steering Committee on Transport	Dy. Adviser or Director/ Adviser	Member
	iii) Examination of Working Groups' Reports	RO or SRO / Dy. Adviser or Director	Adviser
	iv) Preparation of Report of Steering Committee on Transport	Dy. Adviser or Director / Adviser	Member
	v) Examination of proposals of the various Ministries dealing with the Transport sector and preparation of comments	RO or SRO / Dy. Adviser/ Director	Adviser
	vi) Examination and preparation of comments on plan proposals relating to State sector.	RO or SRO / Dy. Adviser or Director	Adviser
	vii) Drafting of Chapter relating to Transport and Construction sector	Dy. Adviser/ Director / Adviser	Member
2.	Annual Plans		
	i) Examination of the proposals relating to the Annual Plan of Ministries dealing with Transport sector and preparation of comments	RO or SRO / Dy. Adviser / Director	Adviser

Sl. No.	Item of Work	Channel of Submission	Level at which cases are disposed of finally
2.	ii) Examination of Annual Plan proposals of the State and UT Governments relating to Transport sector and preparation of comments	RO or SRO / Dy. Adviser or Director	Adviser
	iii) Drafting of Annual Plan chapter	Dy. Adviser/ Director/ Adviser	Member
3.	Mid-term Appraisal of Five Year Plans	RO or SRO / Dy. Adviser or Director / Adviser	Member
4.	SFC / EFC / PIB Memos	RO or SRO / Dy. Adviser or Director	Adviser
5.	References from States / UTs / Central Ministries	RO or SRO / Dy. Adviser or Director/ Adviser	Secretary and Deputy Chairman (Depending upon the importance of the case)
6.	VIP references and Parliamentary matters	RO or SRO / Dy. Adviser or Director/ Adviser	Secretary and Deputy Chairman (Depending upon the importance of the case)
7.	Transport Policy and other Policy Matters	RO or SRO / Dy. Adviser or Director/ Adviser	Member and Deputy Chairman

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
8.	QPR meetings Examination of physical and financial progress of projects / schemes taken up by the Central Ministries dealing with the Transport Sector and preparation of comments.	RO or SRO / Dy. Adviser or Director	Member
9.	Parliament Questions for Planning Commission on Transport sector (a) Unstarred Questions (b) Starred Questions	RO or SRO / Dy. Adviser or Director / Adviser RO or SRO/ Dy Adviser or Director/ Adviser/ Secretary	Minister of State for Planning Minister of State for Planning
10.	Inter-Ministerial Committees/ Inter-Ministerial Issues on Transport Sector.	RO or SRO / Dy. Adviser or Director	Adviser / Secretary/ Member/ Deputy Chairman (depending upon the importance of the case)
11.	Collection of data / information from Central Ministries / Departments / Divisions of PC etc	RO or SRO / Dy. Adviser or Director	Adviser
12.	Supply of data / information to other Departments / Divisions of PC	RO or SRO / Dy. Adviser or Director	Adviser

Sl.No	Item of work	Channel of submission	Level at which cases are disposed of finally
1	2	3	4
13.	Examination and preparation of comments on NH Proposals to be considered in NHA Board meetings	RO or SRO / Dy. Adviser or Director	Adviser
14.	Discussions on State Road Transport Corporations' proposals and issue of Summary Records	RO or SRO / Dy. Adviser or Director	Adviser
15.	Annual study undertaken on Road Transport Undertakings	RO or SRO / Dy. Adviser or Director	Adviser
16.	Review of National Highway Development Project (NHDP)	RO or SRO / Dy. Adviser or Director/ Adviser	Member / Deputy Chairman
17.	Examination of investment proposals of Ministry of Railways costing Rs. 50 crore and above relating to projects for consideration by Expanded Board of Railways	SRO / Dy. Adviser or Director	Adviser
18.	Approval of investment proposals of Ministry of Railways costing less than Rs. 50 crore	SRO / Dy. Adviser / Director / Adviser	Secretary
19.	Matters relating to Parliamentary Committee meetings on Railways	RO or SRO / Dy. Adviser or Director	Adviser/ Secretary

25. Village & Small Industries Division

Sl.No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	Cabinet notes of Planning Commission & from other Ministries/Departments	Dy. Adviser/ Jt. Adviser/ Adviser/ Secretary	Deputy Chairman
2.	Parliament Questions a) Unstarred b) Starred	a) Dy. Adviser/ Jt. Adviser/ Adviser b) Dy. Adviser/ Jt. Adviser/ Adviser- Secretary	Minister of State for Planning Minister of State for Planning
3.	Quarterly Performance Review	Dy. Adviser/ Jt. Adviser/ Adviser	Member
4.	All important work, including Plan formulation, Plan schemes, Plan outlays, inter-ministerial references, etc, except routine matters/cases/report & returns	Dy. Adviser/ Jt. Adviser/ Adviser	Adviser/ Secretary
5.	Routine matters/cases/reports and returns, etc.	Dy. Adviser/ Jt. Adviser	Adviser

26. Voluntary Action Cell

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3.	4.
1.	Maintenance of Non-Governmental Organisations database	RO – Dy. Adviser	Adviser/ Secretary (Depending on importance of the case)
2.	Follow up action on All India Conference on the Role of Voluntary Sector in National Development	RO – Dy. Adviser	Member concerned
3.	Agenda and Minutes for the Review Meetings on Voluntary Sector	Dy. Adviser – Adviser	Member concerned
4.	Organising Meetings of the Joint Machinery on GO – VO collaboration	Dy. Adviser – Adviser – Secretary	Deputy Chairman
5.	Parliament Questions (i) Starred	Dy. Adviser – Adviser – Secretary	Minister of State for Planning
	(ii) Unstarred	RO – Dy. Adviser – Adviser	Minister of State for Planning
6.	Examination of proposal / studies / reports on voluntary sector	RO – Dy. Adviser – Adviser	Secretary/ Member concerned
7.	Miscellaneous / Routine Matters	RO – Dy. Adviser	---

27. Water Resources Division

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
1.	<p>Formulation of Five Year Plans and Annual Plans</p> <p>(Major & Medium, Minor, Flood Control and CAD Programme)</p> <p>i)* Issue of guidelines</p> <p>ii) Examination of Plan document – preparation of comments</p> <p>iii) Preparation of briefs for S.P. Div.</p> <p>iv)* Preparation of briefs for Deputy Chairman</p> <p>v)* Finalising of earmarked outlays</p> <p>vi) Preparation of summary record of discussion</p>	<p>SRO/ Dy. Adviser</p> <p>RO/SRO</p> <p>RO/SRO – Dy. Adviser</p> <p>RO/ Jt. Adviser</p> <p>RO/SRO – Dy. Adviser</p> <p>RO/SRO – Dy. Adviser</p>	<p>Adviser</p> <p>Adviser</p> <p>Adviser</p> <p>Adviser</p> <p>Adviser</p> <p>Adviser</p>
2.	<p>Acceptance of Schemes by Planning Commission</p> <p>i)* Examination of notes on projects for discussion at the Advisory Committee meetings</p>	<p>RO/SRO – Dy. Adviser/ Jt. Adviser</p>	<p>Adviser</p>

Sl. No.	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
	ii) Examination of projects for acceptance by Planning Commission after clearance by Advisory Committee	RO/SRO/ Dy. Adviser- Jt. Adviser – Adviser	Member/ Deputy Chairman
	iii) Participation in environment appraisal	SRO – Dy. Adviser	Adviser
3.	Externally aided Projects i)* Examination of SAR and furnishing of comments	RO/SRO – Dy. Adviser	Adviser
4.	*Central Sector Plans i) Examination of proposals from Ministry of Water Resources relating to irrigation sector (CWC, CWPRS,NIH) ii)QPR of the Central Sector iii)QPR of the State Sector	SRO/ Dy. Adviser SRO/ Dy. Adviser– Adviser SRO/ Dy. Adviser	Adviser/ Secretary Member Adviser

Sl. No.	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1	2.	3.	4.
4.	<p>Research Schemes etc.</p> <p>Flood Control</p> <p>Minor Irrigation</p> <p>CAD</p> <p>Farrakka</p>	<p>SRO / Jt. Adviser</p> <p>SRO/ Dy. Adviser</p> <p>SRO / Jt. Adviser</p> <p>Dy. Adviser/ Jt. Adviser</p> <p>SRO/ Jt. Adviser</p>	<p>Adviser/ Secretary</p> <p>Adviser/ Secretary</p> <p>Adviser/ Secretary</p> <p>Adviser/ Secretary</p> <p>Adviser/ Secretary</p>
5.	<p>*Release of Central Assistance in certain special works</p> <p>i) Examination of proposals and approval for</p> <p>ii) Concurrence of Planning Commission for release of funds by the Ministry and EFC clearance wherever necessary</p>	<p>RO/SRO – Dy. Adviser/ Jt. Adviser</p> <p>RO/SRO – Dy. Adviser/ Jt. Adviser</p>	<p>Adviser/ Secretary</p> <p>Adviser/ Secretary/ Member</p>
6.	<p><u>VIP Letters</u></p> <p>Examination and coordination with other Ministries and formulation of draft replies</p>	<p>RO/SRO – Dy. Adviser – Jt. Adviser – Secretary</p>	<p>Minister/ Deputy Chairman</p>

Sl. No.	Item of work	Channel of submission	Level at which cases are disposed of finally
1.	2.	3	4
7.	Public representations i) Examination and Coordination ii) Formulation of replies	SRO/ Jt. Adviser SRO/ Jt. Adviser	Adviser
8.	Convening of meetings, preparation of agenda notes, participation and preparation of summary records of discussions for: i) Meetings convened by Dy. Chairman ii) Meetings convened by Member iii) Group of Secretaries for reviewing monitoring	RO/SRO Dy. Adviser – Adviser RO/SRO Dy. Adviser – Adviser Dy. Adviser – Adviser	Deputy Chairman Member Secretary
8	iv) Advisory Committee to review and guide ex-post-facto evaluation of studies of irrigation projects	SRO- Dy. Adviser- Jt. Adviser- Adviser	Secretary

Sl. No.	Item of Work	Channel of Submission	Level at which cases are disposed of finally
1	2	3	4
9.	Parliament Questions : i)Parliament Question of Planning Commission a) Unstarred b) Starred	RO/SRO – Dy. Adviser – Adviser RO/SRO – Dy. Adviser – Adviser – Secretary	Minister of State for Planning Minister of State for Planning
10.	*Socio-economic research proposals	SRO – Jt. Adviser – Adviser	Adviser
11.	Tribal and S.C. Plan, Western Ghat Hill Area Development, North Eastern Council	SRO – Dy. Adviser	Adviser
12.	*Monitoring and coordination of minor irrigation programme and for earmarked major projects	RO/SRO – Dy. Adviser	Adviser
13.	Seminars/ Training programme	RO/SRO – Dy. Adviser	Adviser
14.	Monitoring of non-plan expenditure	RO/SRO – Dy. Adviser	Jt. Adviser
15.	20 Point Programme meetings finalisation of targets	RO/SRO – Dy. Adviser	Adviser
16.	*Collection and compilation of land use statistics	SRO – Jt. Adviser	Adviser
17.	Follow-up action on PAC (Public Accounts Committee), RBA (Rashtriya Barh Ayog), NCA (Narmada Control Authority), Estimates Committee Reports/ Observations	RO/SRO – Jt. Adviser	Adviser/ Secretary

*Where major issues of expenditure or policy are involved, relevant files will be put up to Member.