

## **Vertical : Agriculture**

Manual – 2	The procedure followed in the decision-making process, including channels of supervision and accountability.	Channel of submission is guided by the OM of Administration as placed in the annexure.
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F.No.38038/7/2021-OM&C  
Government of India  
NITI Aayog  
(OM&C Section)

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NITI Bhawan, New Delhi,  
Dated: 29<sup>th</sup> August, 2022

**OFFICE MEMORANDUM**

**Subject:** Updated Channel of Submission of Final Level of Disposal of papers in NITI Aayog regd.

Please find enclosed an updated copy of the guidelines on 'Channel of Submission and Final level of Disposal' of various subject matters, being handled by all Verticals in NITI Aayog. All Verticals/Divisions are requested to follow the same while dealing with subject matters under them. This supersedes all previous orders in this regard.

2. This issues with the approval of CEO, NITI Aayog.

Encl.: As above.



(N. Chandra)  
Under Secretary (OM&C)  
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To,

Through Standard Distribution: [niti@lsmgr.nic.in](mailto:niti@lsmgr.nic.in)

**Copy for information to:**

1. APS to Vice Chairman
2. PS to MoS
3. PS to Special Secretary
4. Sr. PPS to Member (VKS)
5. Sr. PPS to Member (RC)
6. PPS to Member (VKP)
7. PSO to CEO
8. PS to Adviser (Admn.)



**CHANNEL OF SUBMISSION AND FINAL LEVEL OF DISPOSAL IN NITI AAYOG**

**I. POLICY/MISCELLANEOUS MATTERS PERTAINING TO SUBJECT MATTER DIVISIONS/VERTICALS EXCEPT MANAGING URBANIZATION AND SOCIAL JUSTICE & EMPOWERMENT**

<b>Sl. No.</b>	<b>ITEMS OF WORK</b>	<b>CHANNEL OF SUBMISSION</b>	<b>FINAL LEVEL OF DISPOSAL</b>
1.	Policy matters	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO-Member (as per work allocation)	Vice Chairman
2.	State issues – preparation of notes on State Government and UTs programme	EO/RO/SRO-Deputy Adviser/Joint Adviser	Adviser/AS
3.	EFC/SFC/PIB	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS	CEO
4.	Note for Cabinet/CCEA/CoS/ Comments on Cabinet Notes of Other Ministries	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO-Member (as per work allocation)	Vice Chairman
5.	I. Overseas Engagements (Dialogues/SOI/SOP).  II. SOI/SOPs with domestic institutions	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO  EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS	CEO (without financial implications) VC (with financial implications)  CEO
6.	Proposal for externally-aided projects	EO/RO/SRO-Deputy Adviser/ Joint Adviser – Adviser-AS	CEO
7.	Examination of proposals and recommendations for release of Central Assistance to States through special assistance	EO/RO/SRO-Deputy Adviser/ Joint Adviser - Adviser-AS	CEO
8.	Appraisal of policies/programmes and review of guidelines	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO-Member (as per work allocation)	Vice Chairman
9.	VIP References	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser	To whom the reference was addressed

10.	Preparation of briefs, papers, background notes, Comments, materials etc. for various reports, Public representations etc.	EO/RO/SRO-Deputy Adviser/Joint Adviser	Adviser
11.	Organizing National level Conference/Workshop/Meeting/Interaction with State Governments/Union Ministries	EO/RO/SRO-Deputy Adviser/ Joint Adviser – Adviser-AS	CEO
12.	i. Draft Audit Paras and Budget Queries  ii. Final Audit Paras	EO/RO/SRO-Deputy Adviser/Joint Adviser  EO/RO/SRO-Deputy Adviser/ Joint Adviser – Adviser-AS	Adviser  CEO
13.	Annual Action Plan/ Strategic document/ Vision document/ Annual Report	EO/RO/SRO-Deputy Adviser/ Joint Adviser – Adviser-AS-CEO	Vice Chairman
14.	Conducting policy/research study through multi-lateral funding institutions like World Bank, ADB, JICA etc.	EO/RO/SRO-Deputy Adviser/Joint Adviser-Adviser-AS-CEO	Vice Chairman

## II. MANAGING URBANISATION

S.No.	Items of Work	Channel of Submission	Final Level of Disposal
1.	Policy Matters	EO - RO/Associate/Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/Spl. Secretary – CEO – Member	Vice Chairman
2.	State Issues – preparation of Notes on State Government and Uts programme	E.O. - Dy. Adviser/ Jt. Adviser/Dy. Secretary/Director	Adviser/AS/SS
3.	EFC/SFC/PIB/DIB/PPRIDs/APRs	EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/ Spl. Secretary	CEO
4.	Note for Cabinet/CCEA/CoS/Comments on Cabinet Notes of Other Ministries	EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/Spl. Secretary – CEO – Member concerned	Vice Chairman

5.	<p>I. Overseas Engagements (Dialogues/SOI/SOP)</p> <p>II. SOI/SOPs with domestic institutions</p>	<p>EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/ Spl. Secretary – CEO</p> <p>EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser /Dy. Adviser/DS/Director – Adviser/Jt. Secretary/Spl. Secretary</p>	<p>CEO(without financial implications) VC( with financial implications)</p> <p>CEO</p>
6.	Proposal for externally aided projects	EO - RO/ Associate/Sr. Associate/SRO/Consultant/Specialist/Sr. Specialist -Jt. Adviser/Dy Adviser/DS/Director –Adviser/Jt. Secretary/ Spl. Secretary	CEO
7.	Examination of proposals and recommendations for release of Central Assistance to States through special assistance	EO-RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy Adviser/DS/Director – Adviser/Jt. Secretary/ Spl. Secretary	CEO
8.	Appraisal of policies/ programmes and review of guidelines	EO - RO/ Associate / Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/Spl. Secretary – CEO –Member concerned	Vice Chairman
9.	VIP References	EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/Spl. Secretary – CEO –Member concerned	To whom the reference was addressed
10.	Preparation of briefs, papers background notes, comments, materials etc. for various reports, Public representations etc.	EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/ Director	Adviser/ Jt. Secretary/ Spl. Secretary

11.	Organizing National level conference/ workshop/ Meeting/Interaction with State Government/ Union Ministries	EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/ Spl. Secretary	CEO
12.	I. Draft Audit Paras and Budget Queries  II. Final Audit Paras	EO/RO/SRO-Deputy Adviser /Jt. Adviser/Director  Not applicable	Adviser/AS/SS  -
13.	Annual Action Plan/ Strategic documents/ Vision documents/ Annual Report	EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/Spl. Secretary – CEO –Member concerned	Vice Chairman
14.	Conducting Policy/Research study through multi-lateral funding institutions like World bank, ADB, JICA etc.	EO - RO/ Associate /Sr. Associate/SRO/Consultant/Specialist/ Sr. Specialist - Jt. Adviser/Dy. Adviser/DS/Director – Adviser/Jt. Secretary/Spl. Secretary – CEO – Member concerned	Vice Chairman

### III. Social Justice & Empowerment Division

SL. No.	Item of work	Channel of Submission	Level at which cases are disposed of finally
1	Policy and Programmes, priorities, thrust areas and issues for social inclusion and economic development of SCs / STs / OBCs/ EBCs/ Safai Karmacharies PwDs/ Minorities / Social Welfare Groups i.e. Transgender, Drug Addicts, Senior Citizens / Elderly and Destitutes .	RO/SRO/Dy. Adviser/Adviser	CEO / Member/ Vice Chairman
2	Examination of SFC/EFC, Cabinet Notes and other policy issues of the Schemes of Ministry of Social Justice & Empowerment, Ministry of Tribal Affairs and Ministry of Minority Affairs.	RO/SRO/Dy. Adviser/Adviser	CEO / Member / Vice /Chairman
3	Inter-Ministerial matters dealing with policies, programmes, priorities and funding etc.	RO/SRO/Dy. Adviser/Adviser	CEO/Member / Vice Chairman
4	Revamping of Scheme of Post-Matric Scholarship for SCs, Revamping of Tribal Research Institutes, Parliament matters.	RO/SRO/Dy. Adviser/Adviser	CEO/Vice Chairman

5	States/ UTs consultation relating to policies, programmes and best practices concerning the subjects dealt in the SJE Division	RO/SRO/Dy. Adviser/Adviser	CEO / Vice Chairman
6	VIP references	RO/SRO/Dy. Adviser/Adviser	CEO / Member
7	Supply of information on the subject to the other divisions in the NITI Aayog	RO/SRO/Dy. Adviser	Adviser
8	Mid-term Appraisal policies / programmes and review of guidelines relating to Scheduled Caste Sub-Plan and Tribal Sub-Plan	RO/SRO/Dy. Adviser	Adviser/CEO/Member/ Vice Chairman
9	Parliament Questions (i) Starred Questions (ii) Unstarred Questions  b) Supply of material to other Divisions in the NITI Aayog c) Supply of material to other Ministries/Department	RO/SRO/Dy. Adviser/Adviser/CEO  RO/SRO/Dy. Adviser	Minister of State for Planning  Adviser
10	Replies to the Questionnaire and Action taken notes on the Reports of the Parliamentary Committee(s)	RO/SRO/Dy. Adviser/Adviser	CEO / Member
11	References from Commissions for SCs/STs/Safaikarmacharies/ Human Rights Commission / DNT Commission /Minorities and other High Level Committees/Commissions	RO/SRO/Dy. Adviser/Adviser	CEO / Member/ Vice Chairman
12	Follow up Action in regard to policies / plans including Quarterly / Half Yearly and Annual Performance Review meeting in regard to programmes of the Ministries of Social Justice & Empowerment, Ministry of Tribal Affairs and Ministry of Minority Affairs.	RO/SRO/Dy. Adviser/Adviser	Adviser/ Additional Secretary/ CEO
13	Preparation of briefs, papers, background notes etc.	RO/SRO/Dy. Adviser/Adviser	Adviser/ Additional Secretary
14	Other references like letters received from individuals/Organisations etc.	RO/SRO/Dy. Adviser/Adviser	Adviser/ Additional Secretary
15	Pure routine matters	RO/SRO/Dy. Adviser	Adviser



#### IV. PARLIAMENT

S.No.	Items of Work	Channel of Submission	Final Level of Disposal
1.	Starred Questions	EO/RO/SRO –Deputy Adviser/Joint Adviser-Adviser-AS-CEO	MoS
2.	Unstarred Questions	EO/RO/SRO –Deputy Adviser/Joint Adviser-Adviser	MoS
3.	Furnishing of information to other Divisions within NITI Aayog as well as outside NITI Aayog	EO/RO/SRO	Deputy Adviser/Joint Adviser
4.	Replies to the questionnaire for Parliamentary Committee and preparation of action taken notes	EO/RO/SRO – Deputy Adviser/Joint Adviser-Adviser-AS	CEO
5.	Transfer/acceptance of Parliament Question from/to other Ministry	EO/RO/SRO–Deputy Adviser/Joint Adviser	Adviser /AS
6.	Laying of Papers	EO/RO/SRO – Deputy Adviser/Joint Adviser – Adviser-AS- CEO	MoS

#### V. ADMINISTRATION

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Appointments –		
	i. Gr.'A'	SO-US-DS/DIR-Adviser (Admn.)-CEO	MoS/Delegated Authority
	ii. Gr.'B'	SO-US-DS/DIR-Adviser(Admn.)	CEO
	iii. Gr.'C'	SO-US	DS/DIR
2.	Transfers/Postings		
	i. Gr.'A'	SO-US-DS/DIR-	CEO

	a. Adviser & above	Adviser(Adm.)	
	b. Upto Dir./Jt. Adviser	SO-US-DS/DIR-Adviser(Adm.)	CEO
	ii. Gr.'B'	SO-US-DS/DIR	Adviser(Adm.)
	iii. Gr.'C'	SO-US	DS/DIR
3.	Recruitment Rules		
	i. Gr. 'A'	SO-US-DS/DIR-Adviser(Adm.)-CEO	MoS(IC)
	ii. Gr. 'B' (Gazetted/Non-Gazetted)	SO-US-DS/DIR-Adviser(Adm.)	CEO
	iii. Gr. 'C'	SO-US-DS/DIR	Adviser(Adm.)
4.	Creation/Abolition of posts		
	i. Sr. Adviser, Advisers and equivalent	SO-US-DS/DIR-Adviser(Adm.)-CEO-MoS	Deptt. of Expenditure/Cabinet
	ii. other posts	SO-US-DS/DIR-Adviser(Adm.)-CEO-MoS	Deptt. of Expenditure
5.	Engagement of Individual Consultants on Contract basis	SO-US-DS/DIR-Adviser(Adm.)-IFD	CEO
6.	Leave		
	i. Ex-India Leave/Study leave	Controlling Officer	Adviser (Adm.)
	ii. All other Leave (CL, EL, EoL)	Controlling Officer (for details leave rules may be referred)	SO/US
	iii. Encashment of Leave with LTC	SO-US	DS/Dir

	iv. Encashment of Leave at the time of retirement	SO-US	DS/Dir
7.	APAR		
	i. Issue of forms offline	ASO	SO
	ii. Issue of forms online	Work Flow Manager	Cadre Controlling Authority/Custodian
	iii. Issue of NRC	SO-US	DS/Dir
8.	No Objection Certificate for Private Passport	SO-US-DS/DIR	Adviser(Adm.)
9.	Permission/Intimation for transaction in Movable/Immovable property/Acceptance of gifts		
	i. Gr. 'A' & 'B'	SO-US-DS/DIR	Adviser (Admn.)
	ii. Gr. 'C'	SO-US	DS/DIR
10.	Medical		
	i. Reimbursement of Medical Claims	SO-US	DS/DIR
	ii. Permission/ex-post-facto approval for medical treatment/undergoing various tests from CGHS empanelled hospitals/Labs/Diagnostic Centers	SO-US-DS/DIR	HoD
11.	Allocation of Work		
	i. Adviser and above	SO-US-DS/DIR-Adviser(Adm)	CEO

	ii. Group 'A' upto Director rank/equivalent	SO-US-DS/DIR-Adviser(Adm)	CEO
	iii. Group 'B' & 'C'	SO-US-DS/DIR	Adviser(Adm.)
12.	Court Cases	SO-US-DS/DIR-Adviser(Adm.)	CEO

**MISCELLANEOUS**

Sl. No.	ITEM OF WORK	CHANNEL SUBMISSION	OF FINAL LEVEL OF DISPOSAL
1.	CGHS Cards/Govt. Accommodation/Pay Fixation/Addition or deletion names of family members/CGEGIS/entry into service records/leave encashment/ service verification/verification of character antecedents and medical examination of staff	SO	US
2.	Pay Fixation	SO-US	DS/DIR
3.	Circulation of vacancies/forwarding of applications received from other Department	SO-US	DS/DIR
4.	Forwarding of applications outside NITI Aayog		
	i. Group 'A'	SO-US-DS/DIR-Adviser(Adm.)-CEO	MOS/Delegated Authority
	ii. Group 'B' & 'C'	SO-US-DS/DIR	Adviser(Adm.)
5.	Allowing reimbursement of Electricity Bill/Water Bill	SO-US-DS/Dir	HoD
6.	Payment of expenses pertaining to legal matters	SO-US-DS/DIR	HoD

## VI. CAREER MANAGEMENT

S.No.	Item of Work	Channel of Submission	Level at which cases are disposed off finally
1.	<u>Foreign visits</u> i) Vice Chairman ii) Members iii) AS/Sr.Adv/CEO iv) Adviser/JS v) Upto Director level	SO/US -- DS/Director -- Adv(Adm) SO/US -- DS/Director -- Adv(Adm) -- VCH SO/US -- DS/Director -- Adv(Adm) -- VCH SO/US -- DS/Director -- Adv(Adm) -- CEO SO/US -- DS/Director -- Adv(Adm) <b>(Financial concurrence of FA is invariably obtained in all cases)</b>	PMO PMO SCoS VCH CEO
2.	<u>Foreign Trainings</u> i) AS/Sr. Adviser/ Adviser/JS ii)Upto Director level	SO/US -- DS/Director -- Adv(Adm) -- CEO SO/US -- DS/Director -- Adv(Adm) <b>(Financial concurrence of FA is invariably obtained in all cases)</b>	VCH/DOPT /DEA etc. CEO/DOPT/ DEA etc.
3.	<u>Domestic Trainings</u> i) AS/Sr. Adviser ii) Adviser/JS iii)Upto Director level	SO/US -- DS/Director -- Adv(Adm) -- CEO SO/US -- DS/Director -- Adv(Adm) SO/US -- DS/Director <b>(Financial concurrence of FA is invariably obtained in all cases)</b>	VCH CEO Adv(Adm)

## VII. VIGILANCE

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Disciplinary cases	US-CVO-CEO	As per Standard procedures (latest circular/guidelines issued by DoPT and CVC may also be referred/followed)

### VIII. Accounts

S.No	Item of work	Channel Submission	Final Level of disposal
1.	Processing of Pay Bills, supplementary Bills, Arrear Bills, Fee/Remuneration bills etc. in respect of all Gazetted/Non-Gazetted officers, including the officers appointed as Sr. Consultants, Consultants, Y.Ps, Officers appointed under Flexi Pool etc.	SO	DDO
2.	Verification of service in the Service Book, from P.B.Rs	SO	SO
3.	Reimbursement of Tuition Fee/Children Education Allowance	SO	US (A/cs.) /HOO
4.	Issue of LPC	SO	DDO
5.	GPF withdrawal/ Advance  i. Group 'A'          ii. Group 'B' & 'C'	SO-US (A/c)/HOO-DS (A/cs.)/Director Same as already approved  SO	Head of Department          US (A/cs.) /HOO
6.	GPF Transfer	SO	US (A/cs.) /HOO
7.	Checking and Issue of Annual GPF Statement	SO	SO
8.	Settlement of LTC advance/claim/reimbursement	SO – US (A/cs.)	US (A/cs.)/HOO (Approval of HOD to be obtained where required under rules)
9.	TA advance and settlement of claims of officers/officials/ non-Officials attending meetings of various working Groups/Task Force/Advisory Committee/Screening Committee, etc.	SO	US (A/cs.)/HOO – HOD/Controlling officer under SRs.
10.	TA on retirement and on death (to family)	SO (Non Gazetted) or SO-US-DS/Dir-HOD (Gazetted)	US (A/cs.) /HOO (Non Gazetted) or HOD /Controlling officer (Gazetted) As per Supplementary Rules.
11.	Computer Advance –Processing of Cases and Preparation Bills	SO-US/HOO-DS (A/cs.)	HOD

12.	HBA payment bills after sanctioned by concerned Admin. *	SO	DDO
13.	Medical reimbursement Bill after sanctioned by concerned Admin.	SO	DDO
14.	Settlement of Inward Claims from other PAO	SO	DDO
15.	Issue of Form-16	SO	DDO
16.	Sanction of CGEGIS & GPF final payment and preparation of bills thereof in r/o Gazetted Officers / Non-Gazetted officials on their retirement /death/resignation, etc.	SO-US (A/cs.)/HOO	US (A/cs.) /HOO [Approval of competent higher authority (HOD and C.O or FA, as applicable) to be taken in cases where required under rules: such as for allowing interest on GPF balance beyond normal period subject to admissibility under GPF rules, etc.]
17.	Sanction of Newspapers Reimbursement claims for the entitled Officers of NITI Aayog, directly to Officers or vendor concerned	DDO-US-(A/cs.)/HOO-D.S/Dir.( A/cs.)	HOD
18.	Reimbursement of Conveyance Charges	DDO	US (A/cs.)

\* Removed word 'grant' from existing List; Sl.No.8. (Replace with Current given at Sl.No.12)

#### IX. GENERAL ADMINISTRATION

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Procurement/Repairs/Maintenance of goods and services  i. Within the power of HoD ii. Beyond the power of HoD	SO/US-DS/DIR SO/US-DS/DIR-Adviser-AS (concurrence of IFD will be obtained)	HoD CEO
2.	<b>Condemnation of goods</b>  i. Premature vehicle  ii. Outlived vehicle	SO/US-DS/DIR.- Adviser -IFD-AS-CEO  SO/US-DS/DIR.- Adviser -IFD-AS	M/o Finance  CEO

	iii. Office furniture/ other items	SO/US-DS/DIR	HOD
3.	<b>Hospitality</b>		
	i. Within ceilings fixed by the D/o Expenditure	US-DS/DIR	HOD
	ii. Within Rs. 10.00 lakhs	US-DS/DIR.- Adviser(GA)-IFD-AS	CEO
	iii. More than Rs.10.00 lakhs	US-DS/DIR.-Adviser(GA)-IFD/CEO	D/o. Expenditure
	iv. During International Meetings, conferences, Seminars etc involving expenditure more than Rs.10.00 lakhs.	US-DS/DIR.-Adviser(GA)-IFD/CEO (Political clearance from MEA, FCRA from MHA will be obtained if required).	D/o. Expenditure and Cabinet Secretary.
4.	Allotment and shifting of rooms/seats to Section/Officers/Staff	SO/US-DS/DIR- Adviser(GA)	AS (GA)



## X. OM&C

Sl. No.	ITEM OF WORK	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Delegation of Financial and Administrative Powers in NITI Aayog/Channel of Submission/Reference Material/Co-ordination of 'Padma awards'	SO-US-DS- Adviser-AS	CEO
2.	Identity cards		
	i. Permanent	SO-US	MHA
	ii. Temporary(non-entitled for Open Pass)	SO-US-DS-Adviser(Admn.)	MHA
	iii. Temporary (online submission by applicant)	Nodal Officer	Zonal Officer (MHA)
3.	Authorized Medical Attendant	SO-US-DS	DS/HoD
4.	Deployment of polling personnel and related liaison work for General and Bye Election to the Lok Sabha/Legislative Assembly of NCT of Delhi.	SO	US
5.	Public Grievances Disposal	--	Nodal Officer/Adviser

- As far as possible only 3 level of Officers/equivalent may be used for submission of files as enumerated below:

Sl.No.	Subject matter Divisions	Administration Divisions
1	EO/RO/SRO	ASO/SO/US
2	Dy. Adviser/Jt. Adviser	DS/Director
3	Adviser/Sr. Adviser	Jt. Secretary/ Addl. Secretary

The Central Secretariat Manual of Office Procedure (CSMOP) [14<sup>th</sup> Edition – 2015] vide para 14 (ii) provides that the number of levels through which a file passes for a decision shall not exceed four. It also provides that wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over, who in suitable cases could resubmit the cases for reconsideration.