

Ministry of Science & Technology  
Department of Scientific & Industrial Research

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**Statement showing levels of disposal of various categories of cases and the channel of submission of such cases.**

| S. No. | Category of cases   | Level of final decision  | Channel of submission  |
|--------|---|--|--|
| 1      | Appointment of Scientists [Group A] and Technical Personnel [Group B].              | Minister for Science & Technology                              | DS-HoD-JS-Secretary-MOS  |
| 2      | Postings/transfers of :   |  |  |
|        | (a) Group A Officers  | Secretary  | SO-US-DS-HoD-JS  |
|        | (b) Groups- B, C & MTS officials  | HoD  | SO-US-DS   |
| 3      | Framing of Recruitment Rules of Scientists and Technical Personnel.                 | Minister for Science & Technology                              | DS-HoD-JS-Secretary-MOS  |
| 4      | Transaction in movable / immovable property by Groups A, B, C & MTS officials.      | HoD  | SO-US-DS   |
| 5      | Grant of leave to A, B, C & MTS officials.  | Respective Controlling Officers / Heads of concerned Divisions | Sanction to be issued by SO (Admn.) after receipt of leave applications, duly recommended by respective Controlling Officers / Heads of concerned Divisions. |
| 6      | Grant of HBA  | HoD  | SO-US-DS.  |
| 7      | Grant of Advances for Car / Computer / Motorcycle / Scooter / Festival Advance etc. | HoD  | SO-US-DS.  |
| 8      | Pension cases of A, B, C & MTS officials.   | HoD  | SO-US-DS   |
| 9      | LTC Advance   | HoD  | SO-US-DS   |
| 10     | Advance/withdrawal from GPF   | HoD  | SO-US-DS.  |
| 11     | Annual increments   | Head of Office   | SO   |
| 12     | Tuition Fee reimbursement / Children's Education Allowance                          | HoD  | SO-US-DS.  |

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DS (admin)

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| S. No. | Category of cases   | Level of final decision           | Channel of submission  |
|--------|---|-----------------------------------|--|
| 13     | Maintenance of Service Books  | Head of Office                    | SO   |
| 14     | Reimbursement of Newspaper Bills  | HoD                               | SO-US-DS   |
| 15     | Advances for Medical Treatment / Medical Reimbursement Claims   | HoD                               | SO-US-DS   |
| 16     | Foreign Tours / Assignments / Trainings / Fellowships.  | Minister for Science & Technology | US-DS-HoD-JS-Secretary-MOS.                                      |
| 17     | References to other Ministries/Departments on:  |                                   |  |
|        | (a) Policy Matters.   | JS                                | SO-US-DS-HoD   |
|        | (b) Other than Policy Matters.  | HoD                               | SO-US-DS   |
| 18     | Court Cases:  |                                   |  |
|        | (a) Approval to Para wise comments / Reference to Department of Legal Affairs for vetting of Counter Affidavits | JS                                | SO-US-DS-HoD   |
|        | (b) Approval to final Counter Affidavits  | Secretary                         | SO-US-DS-HoD-JS  |
| 19     | Purchase of Office equipments   | HOD (upto Rs. 1 lakh)<br>HOD      | SO-US-DS   |
| 20     | Maintenance of Computers, Printers etc.   | Head, ITeG Division               | Concerned Officer in ITeG - Head, ITeG                           |
| 21     | Purchase of furniture   | HoD<br>(upto Rs. 1 lakh)          | SO-US-DS   |
| 22     | Purchase of stationery items  | HoD<br>(upto Rs. 50,000/-)        | SO-US-DS   |
| 23     | Other items   | HoD<br>(upto Rs. 50,000/-)        | SO-US-DS   |
| 24     | Disposal of obsolete or unserviceable stores  | JS                                | SO-US-DS-HoD<br>[for items other than IT related]                |
|        |   | JS                                | Concerned Officer in ITeG - Head, ITeG<br>[for IT related items] |

16.11.2015

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