

F.No. A-23012/17/2014Admn.I (e-45298)
Government of India
Ministry of Tourism
Administration & IT Division
(Admin.I Section)

2nd Floor, PTI Building
Parliament Street-1
New Delhi-01

Dated: 16.06.2026

Office Order

Subject: Implementation of revised Channel of Submission and Levels of Disposal in the Ministry of Tourism - reg.

The undersigned is directed to refer to the review of the existing channels of submission and levels of disposal in the Ministry of Tourism as per the direction of with Cabinet Secretary's D.O. letter dated 27.11.2024 with a view to enhancing efficiency in decision-making and streamlining the processing of official work.

2. Accordingly, the revised Channel of Submission and Final Level of Disposal for various subject matters in the Divisions/Sections of the Ministry, as received from them, are enclosed as Annexure-I.

3. All Divisional Heads are requested to ensure adherence to the prescribed Channel of Submission and Levels of Disposal while processing files and correspondence. The objective is to reduce avoidable hierarchical levels, facilitate timely decision-making, and improve overall administrative efficiency.

4. It is further clarified that the prescribed channels shall ordinarily be followed for routine official work. However, in exceptional cases involving policy implications, inter-ministerial consultations, financial implications, legal matters, parliamentary assurances, court directions, or matters requiring consideration at higher levels, the Divisional Head may suitably modify the channel of submission on a case-to-case basis.

5. This issues with the approval of the Competent Authority.



(Shyam Pratap Mishra)
Under Secretary to the Govt. of India

Encl.: As stated.

To

1. PS/PA to Hon'ble Minister (Tourism), New Delhi.
2. PS/PA to Hon'ble Minister of State for Tourism, New Delhi.
3. Sr. PPS/PS/PA to Secretary (Tourism), Transport Bhawan, New Delhi.
4. PS/PA to AS & DG (T)/AS & FA (T)/Sr. EA (T)/Sr. Stats. Advisor (T)/EA(T)/JS (MPIC)/JS(Admin)/ADG (MR)/ CFC, M/o Tourism. New Delhi.
5. All India Tourism offices, India.
6. Pay & Accounts Office, Ministry of Tourism, New Delhi
7. Assistant Director (Admn.II)/(Admn IV)/B&A, Ministry of Tourism, New Delhi.
8. NIC/ PMU (IT), Ministry of Tourism, New Delhi-For uploading the order on the website.



(Shyam Pratap Mishra)

Under Secretary to the Govt. of India

Annexure-I

Admin-I Division

Sl No.	Matter	Proposed Channel of Submission	Final Level of Disposal
1.	Appointment/Promotion/Deputation/Resignation/VRS/ Disciplinary Matters of Group A officer on the recommendation of UPSC	US/DS →JS →Secretary →HMT	HMT
2..	Appointment/Promotion/Deputation//Resignation/VRS/Disciplinary Matters of Group B officials	ASO/AD→US/D S→JS →Secretary	Secretary
3.	Appointment/Promotion/Deputation//Resignation/VRS/ Disciplinary Matters of Group C (Non-Gazetted).	ASO/AD→US→D S→JS	JS
4.	Transfers/Postings of Group A officers	DS→JS→AS →Secretary	Secretary
5.	Transfers/Postings of Group B officials within HQs.	US→DS→JS→AS	AS
6.	Transfers/Postings of Group C officials within HQs.	ASO/AD→US→D S	DS
7.	Transfers/Postings of Group B officials within India Tourism Offices or from India Tourism offices to HQs and vice versa.	US/DS→JS/AS →Secretary	Secretary
8.	Earned eave/ CCL of less than 90 days duly recommended by the Reviewing officer of the Officer concerned of Non-Gazetted Employees.	ASO/JSA →AD →US →DS	DS
9.	Earned Leave/ CCL of more than 90 days duly recommended by the Reviewing officer of the Officer concerned of Non-Gazetted Employees.	ASO/AD→US→D S→JS	JS
10.	Earned Leave/ CCL of more than 30 days duly recommended by the Reviewing officer of the Officer concerned of Gazetted Employees.	ASO/AD→US→D S→JS	JS
11.	Ex-India Leave of Group B Employees duly recommended by the Reviewing officer of the Officer concerned of Gazetted Employees.	ASO/AD→US→D S→JS	JS

12	Ex-India Leave of Group A Employees duly recommended by the Reviewing officer of the Officer concerned of Gazetted Employees.	JSA/AD→US/DS →JS →Secretary	Secretary
13	Sanction of LTC/LTC advance	JSA/ ASO →AD/US →DS →JS	JS
14	Finalisation of Seniority List	JSA/ ASO →AD/US →DS →JS	JS
15	Amendment/ Framing of Recruitment Rules of DDG/Joint DG/Chairman HRACC	US/DS →JS →Secretary →HMT	HMT
	Amendment/ Framing of Recruitment Rules of Group A & B Posts (except DDG/Joint DG/Chairman HRACC)	DS →JS →AS & DG(T) →Secretary	Secretary
	Amendment/ Framing of Recruitment Rules of Group C Posts (in consonance with the model recruitment rules framed by DoPT).	ASO/AD→US→ DS→JS	JS
16	Grant of Annual increment	JSA/ ASO →AD →US→DS	DS
17	Pensionary benefits of Retiring Employees	ASO/AD→US→ DS→JS	JS
	Family Pension cases	ASO/AD→US→D S→JS	JS
	Late family pension cases	ASO/AD→US/D S→JS →Secretary	Secretary
18	Court Cases/ Arbitration matters	ASO/AD→US/D S→JS →Secretary	Secretary
19	RTI Applications	ASO →AD →US	US
20	Appeal under RTI	ASO→AD →US →DS	DS
21	Nomination for Training (After recommendation of the controlling officer)	ASO/AD→US→D S→JS	JS
22	Identification of mandatory/domain specific i-GOT courses.	ASO/AD→US/D S →JS →Secretary	Secretary
23	Study leaves of more than 6 months	ASO/AD→US/D S→JS →Secretary	Secretary

24	NOC for obtaining private passport (Subject to Vigilance Clearance)	JSA→AD→US→D S	DS
25	Fixation of Pay	ASO/AD→US→D S→JS	JS/AS

Parliament Division

Sn.	Subject Matter	Channel of Submission
1	Matters related with logistic arrangement for Committees (i.e. Standing, Estimates or any other Committee where this Ministry is nominated as nodal Ministry for all arrangements by concerned Secretariats i.e. Lok Sabha, Rajya Sabha Secretariats and Ministry of Parliamentary Affairs)	US(Parlt.) → DS(Parlt.) → JS(Parlt.) → Secretary (Tourism)
2	Consultative Committee attached to this Ministry (preparation of Minutes, Action Taken Report and Logistic arrangements in case of holding meeting anywhere in India and also in Delhi during Parliament Session/Inter Session period).	US(Parlt.) → DS(Parlt.) → JS(Parlt.) → Secretary (T)
3	Settlement of Expenditure related to Consultative Committee and other Committee where the concerned Secretariat decided to borne the expenditure by this Ministry.	US(Parlt.) → DS(Parlt.) → JS(Parlt.)
4	RTI Matters related to Parliament Division.	Parlt. Asstt. → AD(Parlt.) → US(Parlt.)

Skilling & Capacity Building:

HRD Section:

Sl. No.	Subject Matter	Existing Channel of Submission and Final level of Disposal	Proposed
1.	RTI	Asst. → AD → Asstt. DG	Desk → Asstt. DG
2.	RTI Appeal	Asst. → AD → Director	Desk → Director
3.	CPGrams	Asst. → AD → Asstt. DG	Desk → Asstt. DG

4.	CPGrams Appeal	Asst. → AD → Director	Desk → Director
5.	VIP/PMO Reference	Asst. → AD → Asstt. DG → Director → EA → Sr. EA → Secy. → HM(T)	Desk → Asstt. DG/Director → EA/Sr. EA → Secy. → HM(T)
6.	Quarterly Reports (Timahi Report)	Asst. → AD → Asstt. DG	Desk → Asstt. DG
7.	Parliament related matters	AD → Asstt. DG → Director → EA → Sr. EA → Secy. → HM(T)	Asstt. DG → Director → Sr. EA → Secy. → HM(T)
8.	Financial Matters of IHMs/SIHMs/IITTM/FCIs	Asstt. → AD → Asstt. DG → Director → EA → Sr. EA → Secy (T)	Desk → Director → EA/Sr EA → Secy (T)
9.	Monthly DO	Asstt. → AD → Asstt. DG → Director → EA → Sr. EA → Secy (T)	Desk → Asstt. DG → EA → Secy (T)
10.	Court Case	AD → Asstt. DG → Director → EA → Sr. EA → Secy(T)	AD → Director → EA → Secy(T)
11.	Portal updation report (DARPAN, Autonomous bodies data on MoF portal, e-samiksha)	Asstt. → AD → Asstt. DG → Director → EA → Sr. EA(T)	Desk → Director → EA
12.	MoU	AD → Asstt. DG → Director → EA → Sr. EA → Secy(T)	AD → Director → Sr EA → Secy(T)
13.	Guidelines matter	AD → Asstt. DG → Director → EA → Sr. EA → Secy → HM(T)	Asstt. DG/Director → EA/Sr. EA → Secy → HM(T)
14.	Recruitment of Head of the Central Autonomous bodies	Asstt. → AD → Asstt. DG → Director → EA → Sr. EA → Secy. → HM(T)	Asstt. DG/Director → Sr. EA → Secy. → HM(T)

15.	IISM Gulmarg matters	Asst. → AD → Asstt. DG → Director → EA → Sr. EA → Secy (T)	Desk → Director → Sr EA → Secy (T)
16.	Audit paras	Asst → AD → Asstt. DG → Director → EA → Sr. EA → Secy (T)	Desk → Asstt. DG → EA → Secy (T)
17.	Recruitment Rules of CIHMs, NCHMCT, IITTM etc.	AD → Asstt. DG → Director → EA → Sr. EA → Secy. → HM(T)	Asstt. DG → EA → Secy. → HM(T)
18.	Cabinet Note	AD → Asstt. DG → Director → EA → Sr. EA → Secy. → HM(T)	AD → Director → Sr. EA → Secy. → HM(T)
19.	Draft Bill	AD → Asstt. DG → Director → EA → Sr. EA → Secy. → HM(T)	AD → Director → EA → Secy. → HM(T)
20.	Setting up of new institute (IHMs/SIHMs/IITTM/FCIs)	AD → Asstt. DG → Director → EA → Sr. EA → Secy. → HM(T)	AD → Director → EA → Secy. → HM(T)
21.	BoG related issues	Asst. → AD → Asstt. DG → Director → EA → Sr. EA And in some cases Secy.	Desk → Asstt. DG → Director → EA and in some cases Secy.

CBSP Section:

Sl. No.	Subject Matter	Channel of Submission	Final Level of Disposal
1.	RTI	Asst. → AD → Asstt. DG	Desk → Asstt. DG
2.	RTI Appeal	Asst. → AD → Director	Desk → Director
3.	CPGrams	Asst. → AD → Asstt. DG	Desk → Asstt. DG
4.	CPGrams Appeal	Asst. → AD → Director	Desk → Director

5.	VIP/PMO Reference	Asst. →AD→ Asstt. DG→EA→Sr. EA→Secy. → HM(T)	Desk → Director→ EA→Secy. → HM(T)
7.	Parliament related matters	AD→ Asstt. DG → EA→Sr. EA → Secy. → HM(T)	AD → Asstt. DG → Sr. EA→ Secy. → HM(T)
8.	Reimbursement of IHMs/SIHMs/IITTM/FCIs/ Private/State TDCs/THSC	PMU→ Asstt. DG→Director→ EA→Sr. EA(T) → Secy (T)	PMU → Asstt. DG→ EA→ Secy (T)
9.	Policy matter under CBSP Scheme	Project Manager/ Asstt. DG →Director→ EA→Sr. EA→ Secy (T)	Project Manager/ Asstt. DG → Director → EA→ Secy (T)
10.	Monthly Progress Report	Asst. → AD→ Project Manager/ Asstt. DG→ Director	Desk → Project Manager/ Asstt. DG → Director
11.	Portal updated report	AD→ Asstt. DG→ Director	AD → Asstt. DG → Director
12.	Allocation of annual target	PMU→PM→ Director→ EA→Sr. EA	PMU → PM → Director → Sr. EA
13.	Submission of DD	PMU→ AD→ AD	PMU → AD → AD
14.	Sanction Issue	AD→ Asstt. DG→ Director	AD → Asstt. DG → Director

Levels of Submission of File (Vigilance Division)

(i) **Matter requiring approval/ perusal of the Minister (Cabinet/ MOS)**

Deputy Director General/Deputy Secretary/ Director - Chief Vigilance Officer -- Secretary - Minister (Cabinet / MOS)

(ii) **Matter requiring approval/ perusal of the Secretary**

Assistant DG/ Under Secretary - Deputy Director General/Deputy Secretary/ Director - Chief Vigilance Officer -- Secretary

(iii) **Matter requiring disposal at the level the Chief Vigilance Officer**

Assistant Sectional Officer/Assistant Director (Section Officer) -- Assistant DG/ Under Secretary -- Deputy Director General/Deputy Secretary/ Director - Chief Vigilance Officer

(iv) **Matter requiring disposal at the level the DDG/ DS/ Director level officer**

Dealing Assistant -- Assistant Director (Section Officer) -- Assistant DG/ Under Secretary -- Deputy Director General/Deputy Secretary/ Director

Note:- The above channel of submission shall generally be followed for the disposal of routine official work. However, certain cases may require the involvement of levels beyond the specified number or minor alterations. In such instances, the Divisional Head may, on a case-to-case basis, involve/alter channels of submission as deemed necessary.

ADMN.IV DIVISION

S. No.	Subject Matter	Channel of Submission
1.	Procurement up to 10 Lakh	Dealing Hand→AD→US→DDG
2.	Procurement of above 10 Lakh	AD→US→DDG→JS(T)
3.	RTI	Dealing Hand→AD→US
4.	RTI Appeal	Dealing Hand→AD→US→DDG
5.	CPGRAM	Dealing Hand→AD→US
6.	CPGRAM Appeal	Dealing Hand→AD→US→DDG
7.	Quarterly Report in Hindi	Dealing Hand→AD→US
8.	Matter related to Domestic Offices	AD→US→DDG→JS(T)

IT DIVISION

S. No.	Subject Matter	Channel of Submission
1.	Matters related to e-office	ASO→AD → US →DDG(IT)
2.	Matters related to Administrative website	AD→US → DDG(IT) →JS (T)
3.	Reply to PQs	Dir/ DDG(IT) →JS (T) →Secretary(T)→HMT
4	VIP Reference	Dir/DDG(IT) →JS (T) →Secretary(T)→HMT

5	RTI Matters	ASO→ CPIO (US)
6	RTI Appeals	ASO→ CPIO (US) → FAA(DDG)
7	CPGRAM	ASO→ CPIO (US)
8	Financial approvals (upto 10.00 Lakh)	ASO→AD → US →DDG(IT)
9	Financial approvals (more than10.00 Lakh)	AD / US →DDG(IT) → JS→ Secretary(T)
10	Security Audit / VA→VM certificate	ASO→AD → US →DDG(IT)

CASH DIVISION

S. No.	Subject Matter	Channel of Submission
1.	Medical reimbursement /GPF advance/ withdrawal in respect of up to Group B Officials in MoT	ASO→DDO→US→DDG
2.	Medical reimbursement /GPF advance/ withdrawal in respect of Group A officials in MoT	ASO/SSA/DDO→US→DDG→JS(T)
3.	Final GPF payment/CGEGIS after retirement/VRS	ASO/SSA→DDO→US
4	ATT Bill	SSA/DDO→US→DDG→JS(T)
5	Salary/ Allowances/ Arrear	SSA/ ASO→DDO
6	Scheme/Non-Scheme Bills	SSA/ ASO→DDO
7	Submission of Challan	SSA→DDO
8	Submission of monthly GST Bill	SSA→DDO
9	RTI and Appeal/Grievances	DDO →CPIO (RTI) DDO →CPIO→FAA(Appeal)
10	Reimbursement of Children Education Allowance	ASO/DDO→US→DDG→JS(T)

IFD

S. No.	Subject Matter	Channel of submission	Final Level of Disposal
1.	Proposals requiring financial concurrence with a financial implication exceeding Rs. 5 Lakh	ASO/SO → US → DS/Director → AS&FA(T)	AS&FA(T)
2.	Proposals requiring financial concurrence with a financial implication up to Rs. 5 Lakh	ASO → SO → US → DS/Director	DS/Director

3.	Examination of Demands for Grants by Parliamentary Standing Committee	SO/US → DS/Director → AS&FA(T) → Secretary(T)	Secretary(T)
4.	Misc. matters	ASO/SO → US → DS/Director → AS&FA(T)	AS&FA(T)

Budget & Accounts

S. No.	Subject Matter	Channel of submission	Final Level of Disposal
5.	Appropriation of account (I, II, III, IV)	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
6.	Reply of IR report of appropriation account	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
7.	Submission of Explanatory Note.	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
8.	Union Government of Finance Accounts	ASO → US → FC(T) → CFC(T)	CFC (T)
9.	Inputs for Parliament Questions of other divisions / esamiksha, other misc. matters, etc.	ASO → US → FC(T) → CFC(T)	CFC (T)
10.	Matter related to Internal Audit	ASO → US → FC(T) → CFC(T)	CFC (T)
11.	Matter related to IR and C&AG	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
12.	Receipt Budget	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
13.	Pre- Budget Meeting	US/FC(T) → CFC(T) → AS&FA(T) → Secretary (T)	Secretary(T)
14.	Re- appropriation of funds	US/FC(T) → CFC(T) → AS&FA(T) → Secretary (T)	Secretary(T)
15.	Supplementary Demands for Grant	US/FC(T) → CFC(T) → AS&FA(T) → Secretary (T)	Secretary(T)
16.	Output Outcome Monitoring Framework (OOMF)	US/FC(T) → CFC(T) → AS&FA(T) → Secretary (T)	Secretary(T)

17.	Preparation of Union Budget	US/FC(T) → CFC(T) → AS&FA(T) → Secretary (T)	Secretary(T)
18.	Contingency fund of India	US/FC(T) → CFC(T) → AS&FA(T) → Secretary (T)	Secretary(T)
19.	Estimated liability Committed liability	US/FC(T) → CFC(T) → AS&FA(T) → Secretary (T)	Secretary(T)
20.	Opening of New head of account	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
21.	Reporting of re-appropriation cases to Parliament	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
22.	Circulation of RE	ASO → US → FC(T) → CFC(T)	CFC (T)
23.	Circulation of BE	ASO → US → FC(T) → CFC(T)	CFC (T)
24.	Budget Appendices	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
25.	Re- allocation of funds to India Tourist offices	ASO → US → FC(T) → CFC(T)	CFC (T)
26.	Printing of DDG and OOMF	ASO → US → FC(T) → CFC(T)	CFC (T)
27.	Parliamentary Standing Committee	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
28.	Cash Management	ASO/US → FC(T) → CFC(T) → AS&FA(T)	AS&FA(T)
29.	Parliament Questions (Unstarred)	ASO/US → FC(T) → CFC(T) → AS&FA(T) → Secretary(T) → MoS(T)	MoS(T)
30.	Parliament Questions (Starred)	ASO/US → FC(T) → CFC(T) → AS&FA(T) → Secretary(T) → MoS(T) → HM(T)	HM(T)

राजभाषा अनुभाग

क्र.सं.	विषय	प्रस्तुति चैनल (चैनल ऑफ सबमिशन)	निपटान का अंतिम स्तर
1.	संसदीय राजभाषा समिति द्वारा निरीक्षण	सहायक निदेशक - उप सचिव - वरिष्ठ सांख्यिकीय सलाहकार	सचिव
2.	मंत्रालय द्वारा अधीनस्थ कार्यालयों का निरीक्षण	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
3.	विभागीय राजभाषा कार्यान्वयन समिति की बैठक	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
4.	केन्द्रीय राजभाषा कार्यान्वयन समिति की बैठक	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
5.	वार्षिक रिपोर्ट की सामग्री	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
6.	हिंदी सलाहकार समिति	सहायक निदेशक - उप सचिव - वरिष्ठ सांख्यिकीय सलाहकार	सचिव
7.	राजभाषा नियम 1976 के नियम 10(4) और 8(4) का कार्यान्वयन	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
8.	केंद्रीय हिंदी समिति	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
9.	आरटीआई संबंधी मामले	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
10.	संसदीय प्रश्नोत्तरों एवं संसदीय समितियों से संबंधित कार्य का निपटान	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक	उप सचिव
11.	मंत्रालय की तिमाही एवं वार्षिक मूल्यांकन रिपोर्ट	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
12.	अधीनस्थ/संबद्ध कार्यालयों की तिमाही एवं वार्षिक मूल्यांकन रिपोर्ट	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
13.	हिंदी पखवाड़े का आयोजन	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार

14.	राजभाषा कार्यशाला/प्रशिक्षण आदि का आयोजन	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
15.	राजभाषा विभाग से प्राप्त पत्रों का निपटान	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
16.	हिंदी पुस्तकालय	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
17.	पीएफएमएस संबंधी कार्य एवं मानदेय, वाहन, भोजन खर्च आदि की प्रतिपूर्ति	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
18.	आउटसोर्सिंग	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
19.	वीआईपी पत्राचार	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक	उप सचिव
20.	सीपीग्राम में प्राप्त शिकायतों का निपटान	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार
21.	मूल टिप्पण/आलेखन के लिए नकद प्रोत्साहन पुरस्कार योजना	कनिष्ठ अनुवाद अधिकारी/वरिष्ठ अनुवाद अधिकारी - सहायक निदेशक - उप सचिव	वरिष्ठ सांख्यिकीय सलाहकार

SBM and PSU:

(On perusal of the Draft of the 'Channel of submission' circulated, it appears that the "CSMOP" issued by Cabinet Sectt for the Ministry and / or Department of the Central Secretariat has not been implemented).

S. No.	Subject Matter	Channel of Submission	Final level of Disposal
1.	Implementation of Swachhta Action Plan (SAP) through IITM and Central IHMs	*Section - Branch Head(VACANT) - Divisional Head - Wing Head - #IFD - Secy(T)	Secy. (T)
2.	Swachhta Pakhwada	Section - Branch Head(VACANT) - Divisional Head - Wing Head - Secy(T)	Secy. (T)
3.	Swachhta Hi Seva (SHS)	Section -Branch Head(VACANT)- Divisional Head - Wing Head - Secy (T)	Secy. (T)

4.	Parliamentary Standing Committee	Section - Branch Head(VACANT) - Divisional Head - Wing Head	Wing Head
5.1	RTI Matters - Application	Branch Head(VACANT) CPIO(VACANT)	CPIO
5.2	RTI Matters - Appeal	Section - Divisional Head (FAA)	FAA
6.	Budget / Financial approval for SAP	Section - Branch Head(VACANT) - Divisional Head - Wing Head - Secy (T)	Secy. (T)
7.	Updation of Swachhta Action Plan Website	Section - Branch Head(VACANT) - Divisional Head - Wing Head	Wing Head
8.1	Parliament Questions: Starred	Section - Branch Head(VACANT) - Divisional Head - Wing Head - Secy (T)-HMT	HM(T)
8.2	Parliament Questions: Un-starred	Section - Branch Head(VACANT) - Divisional Head - Wing Head - Secy (T) - MoS	MoS
9.	Parliamentary Matters (Input and others)	Section - Branch Head(VACANT) - Divisional Head - Wing Head	Wing Head
10.	Annual Report	Section - Branch Head(VACANT) - Divisional Head - Wing Head	Wing Head
11.	Monthly DO	Section - Branch Head(VACANT) - Divisional Head - Wing Head	Wing Head
12.	Updation of e-Samiksha and PRAGATI Portal	Section - Branch Head(VACANT) - Divisional Head - Wing Head	Wing Head
13.	CPGRAMS and other Grievances	Section - Branch Head(VACANT) - Divisional Head - Wing Head	Wing Head
14.	MP-Reference	Section - Branch Head(VACANT) - Divisional Head - Wing Head - Secy (T) - MoS or HMT	MoS or HMT
15.	VIP-References	Section - Branch Head(VACANT) - Divisional Head - Wing Head - Secy(T)	Secy (T)
16.	Audit Matters	Section - Branch Head(VACANT) - Divisional Head - Wing Head - Secy(T)	Secy (T)
17.	Subject matter related to PSU (TDC)	Section - Branch Head(VACANT) - Divisional Head - Wing Head - Secy(T) or HM(T)	Secy(T) or HM(T)

* As per the **Cab Sectt. CSMOP** (Central Secretariat Manual of Procedure, 2022),

S1 No	In-charge	Designation(s)
1.	Wing Head	In-charge of a Wing - Sp. Secy / Addl Secy/ Joint Secy/ (equivalent level officers of other civil services).

2.	Divisional Head	In-charge of a Division - Director/Deputy Secretary
3.	Branch Head	In-charge of a Branch - Under Secretary / (equivalent level officers of other services).- VACANT
4.	Section Head	Includes the Section-in-charge and dealing Hand(s)

IFD Integrated Financial Division of a Ministry or Department.

Strategy & Product Development

Sl. No.	Subject Matter	Channel of Submission	Level of Disposal
1	MICE Tourism, Adventure Tourism, Eco., Sustainable Tourism, Rural Tourism, Cruise Tourism, Golf	AD or Asst. DG- Joint DG- JS- DG/ Secy.	AS& DG/ Secy (T)
2	RTI	AD/ Asst. DG	Joint DG
3	CPGRAMS	AD/ Asst. DG	Joint DG
4	CPGRAMS Appeal	AD/ Asst. DG	Joint DG
5	VIP Matters	AD/ Asst. DG-Joint DG-JS-AS&DG/ Secy.	HM(T)
6	Parliament related matters	AD/ Asst. DG-Joint DG-JS-AS&DG/ Secy.	MOS/HM(T)
7	E Samiksha	AD/ Asst. DG-Joint DG-JS-AS& DG.	Joint DG/ JS/ AS& DG/

DD Division

Sno.	Subject Matter	Channel of submission	Final Disposal/
1	Matter requiring approval/perusal of the Minister (Cabinet / MOS)	Deputy Secretary/ Director - Joint Secretary / Addl. Secretary - Secretary	Minister (Cabinet / MOS)
2	Matter requiring approval/perusal of the Secretary	Assistant DG/ Under Secretary -- Deputy Secretary/ Director - Joint Secretary / Addl. Secretary	Secretary
3	Matter requiring disposal at the level the Additional Secretary / Joint Secretary	Assistant Director (Section Officer) -- Assistant DG/ Under Secretary -- Deputy Secretary/ Director -	Joint Secretary / Addl. Secretary

4.	Matter requiring disposal at the level the Director/ DS level officer	Dealing Assistant -- Assistant Director (Section Officer) - Assistant DG/ Under Secretary --	Deputy Secretary/ DDG/ Director
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Note: - The above channel of submission shall generally be followed for the disposal of routine official work. However, certain cases may require the involvement of levels beyond the specified number or alterations in channel of submission. In such instances, the Divisional Head may, on a case-to-case basis, involve/alter channels of submission as deemed necessary. Further, officers can take support of their sub-ordinates for initiative the file.

Research & Analytics (Channel of Submission)

S. No	Subject Matter	Channel of Submission	Final Level of Disposal
1.	RTI	DEO-AD-DD	Deputy Director
2.	RTI Appeal	AD-DD-Director	Director
3.	CPGrams	DEO/ AD- DD	Deputy Director
4.	CPGram Appeal	AD- DD-Director	Director
5.	VIP Matters	DD/Dir-ADG/SEA-Secy(T)	HMT
6.	Parliament related matters	DD/Dir-ADG/SEA-Secy(T)	HMT
7.	RE-BE (Expenditure)	AD-DD-Director	ADG
8.	Survey Studies related matters	AD/DD-Dir-ADG/SEA*	Secy(T)
9.	National Tourism Advisory Council (NTAC)	DD/Dir-ADG/SEA - Secy(T)	HMT
10.	GEM, CPP Portal	AD/DD-Dir-ADG/SEA	Secy(T)
11.	Annual Report	AD/DD-Dir-ADG/SEA	Secy(T)
12.	India Tourism Data Compendium/ India Tourism Data Compendium Key Highlights	AD/DD-Dir-ADG/SEA	Secy(T)
13.	Monthly Tourism Statistics Bulletin	AD/DD-Dir-ADG/SEA	Secy(T)

14.	Tourism Satellite Account	AD/DD-Dir-ADG/SEA	Secy(T)
15.	Capacity Building of States/UTs related matters	AD/DD-Dir-ADG/SEA	Secy(T)
16.	Central Financial Assistance (CFA) to States, Universities and other Institutes related matters	AD/DD-Dir-ADG/SEA	Secy(T)
17.	Hindi (Rajbhasha) related matters	DEO/AD-DD	Deputy Director

Note: ADG refers to the Additional Director General, or an equivalent Joint Secretary-level officer, overseeing the Division.

SEA refers to the Senior Economic Adviser, or an equivalent Director General-level officer, overseeing the Division.

Monitoring & Coordination

Sl. No.	Subject Matter	Channel of Submission	Final Level of Disposal
1.	Monthly D.O.	Consultant / AD - Director/DS-ADG	Secretary (T)
2.	Parliament Related Matters	AD - Director/DS-ADG-Secretary	HM(T)
3.	Parliamentary Committee related matters	Consultant - Director/DS-ADG	Secretary (T)
4.	PMO related matters	Consultant -Director/DS- ADG	Secretary (T)
5.	Matter relating to NER and M/o DoNER	AD -Director/DS-ADG	Secretary (T)
6.	RTI	AD (as there is no US level in the Division)	US/Asst. DG
7.	RTI appeal	AD- Director/DS	Director/DS
8.	CPGrams	AD	US/Asst. DG
9.	CPGram Appeal	AD- Director/DS	Director/DS
10.	VIP	AD -Director/DS-ADG-Secretary	HM(T)
11.	All other Matters	AD-Director/DS-DDG	Secretary (T)

Q&S

S. No.	Subject Matter	Channel of Submission	Final Level of Disposal
1.	CPGRAM/Complaints	CPGRAM Manager → AD → US Uploading and downloading from portal by dedicated Manpower In serious cases, the file is submitted to JS(T)/ADG through DDG/DS/Director	Asst DG /US
2.	Parliament Matters	Director → ADG → Sr.EA(T) → Secretary(T) → MoS(T)/HM(T)	MoS(T)/HM(T)
3.	Financial assistance to Associations	AD → US → Director → ADG For release of payment, the file is sent to IF Div. through JS (T)/ADG	ADG
4.	Policy matter /Issues related to Hospitality Sector	AD/US → Director → ADG → Sr.EA(T) If required, goes upto Secretary(T)	Sr.EA(T)
5.	Requests/Proposals received from major stakeholders i.e. IATO / FAITH / HAI /FHRAI/ITTA/ADTOI/ATOAI etc	AD → US → Director → ADG If required, goes upto Secretary(T)	ADG
6.	VIP references	Director → ADG → Sr.EA(T) → Secretary(T) → MoS(T)/HM(T)	MoS(T)/HM(T)
7.	RTI/RTI Appeals	RTI application:- LDC/UDC → AD → US	US Director

		RTI Appeal: LDC/UDC →AD →Asst DG/US → DDG/DS/ Director	
8.	Change of Name/ Address Request other change in classification	LDC/UDC→ AD→ US→ Director	DDG/DS/Director
9.	Miscellaneous files required approval of MoS(T)/HM(T)	Director→ ADG/Sr.EA(T) → Secretary(T) → MoS(T)/HM(T)	MoS(T)/HM(T)
10.	Other Miscellaneous Matters	As per allocation by DDG/DS/Director	-
11.	Court Case Bill	LDC/UDC→ AD→ US→ Director → ADG	Director
12.	Court Cases	US/ Director → ADG→ Sr.EA(T)→ Secretary (T)	Secretary (T)
13.	FDI Proposal	AD/ US → Director → ADG → Sr.EA(T) →Secretary (T)	Secretary (T)

F&S Division

S. No.	Subject Matter	Channel of Submission	Final Level of Disposal
1.	CPGRAM/Complaints	CPGRAM Manager→ AD → Asst DG/US Uploading and downloading from portal by dedicated Manpower In serious cases, the file is submitted to JS(T)/ADG through DDG/DS/Director	Asst DG/US

2.	MDA to Domestic Tour Operators	LDC/UDC→AD→Asth DG/US→DDG/DS/Director →JS(T)/ADG For release of payment, the file is sent to IF Div. through DDG/DS/Director and payment is released with the approval of JS (T)/ADG	JS (T)/ADG
3.	Parliament Matters	DDG/DS/Director→ JS (T)/ADG →Sr.EA(T)/DG/AS→ Secretary(T) → MoS(T)/HM(T)	MoS(T)/HM(T)
4.	Financial assistance to Associations	DDG/DS/Director → JS (T)/ADG → Sr.EA(T)/DG/AS → Secretary(T) For release of payment, the file is sent to IF Div. through JS (T)/ADG	Secy (T)
5.	Policy matters pertaining to Visa, PAP/RAP- Coordination with MHA	DDG/DS/Director → JS (T)/ADG → Sr.EA(T)/DG/AS → Secretary(T)	Secy (T)
8.	Policy matter pertaining to RCS UDAN- Coordination with MoCA	Asst DG/US→ DDG/DS/Director → JS (T)/ADG→Sr. EA (T)/DG/AS →Secretary (T)	Secy (T)
9.	Policy matter /Issues related to safety and security of tourists	AD→ Asth DG/US→ DDG/DS/Director → JS (T)/ADG → Sr.EA(T)/DG/AS If required, goes upto Secretary(T)	Sr.EA(T)/DG/AS

10.	Requests/Proposals received from major stakeholders i.e. IATO / FAITH / HAI /FHRAI/ITTA/ADTOI/ATOAI etc	LDC/UDC→ AD→ Aastt DG/US→ DDG/DS/Director → JS (T)/ ADG If required, goes upto Secretary(T)	JS (T)/ ADG
11.	VIP references	DDG/DS/Director→ JS (T)/ ADG →Sr.EA(T)/DG/AS→ Secretary(T) → MoS(T)/HM(T)	MoS(T)/HM(T)
12.	RTI/RTI Appeals	RTI application:- LDC/UDC →AD→Aastt DG/US RTI Appeal: LDC/UDC →AD→Aastt DG/US → DDG/DS/Director	Aastt DG/US DDG/DS/Director
13.	Bills received from tourist infoline/helpline services	Aastt DG/US→ DDG/DS/Director → IF Div. → Secretary(T)	Secy (T)
14.	Recognition of Tour Operators, Change of Name/ Address Request	LDC/UDC→ AD→ Aastt DG/US→ DDG/DS/Director	DDG/DS/Director
15.	Policy matter Women Tourist Safety/ Matter related to Nirbhaya Fund	DDG/DS/Director → JS (T)/ ADG → Sr.EA(T)/DG/AS → Secretary (T) For release of payment the process is as under:- AD→ Aastt DG/US→ DDG/DS/Director → IF Div. → JS (T)/ ADG	JS (T)/ ADG

16.	Miscellaneous files required approval of MoS(T)/HM(T)	DDG/DS/Director→ JS (T)/ ADG →Sr.EA(T)/DG/ AS→ Secretary(T) → MoS(T)/HM(T)	MoS(T)/HM(T)
17	Other Miscellaneous Matters	As per allocation by DDG/DS/Director	-

CHANNEL OF SUBMISSION IN MP AND IC DIVISION

S.NO	SUBJECT MATTER	CHANNEL OF SUBMISSION
1.	Policy level matters related to schemes	DDG →JS(T) →AS&DG(T) →Secretary (T)
2.	Initial approval of all new activities under Publicity and Promotion in international and domestic markets including Production work, campaigns, events, industry and state partnership, Central Financial Assistance to States etc.	DDG →JS(T) →AS&DG(T) →Secretary (T)
3.	Open Tender (RFP) onboarding of agencies, PMU, country Pavilion design etc.	Asst.DG/DDG →JS(T) →AS&DG(T) →Secretary (T)
4.	Parliament Questions/ Assurance/Parliament committee related matters	Asst. Director/Asst. DG → DDG →JS(T) →Secretary(T)
5.	VIP References/ PMO Reference	Asst. Director/Asst. DG → DDG →JS(T) →Secretary(T)
6.	Bilateral and Multilateral e.g. MoUs, agreements etc. including Deputation process	Asst.DG/DDG →JS(T) →AS&DG(T) →Secretary(T)
7.	Promotional activities with Indian Missions and Domestic Offices -Action plan approval	Asst. Director/Asst. DG → DDG →JS(T) →AS&DG(T)
8.	Authorisation / Release of payment for all activities approved at appropriate level	Asst. Director → Asst. DG → DDG →JS(T)

9.	Recurring work related to approved activities of the Hqts/Missions/ Domestic offices / Event / Publicity including Logo support	Asst. Director → Asst. DG → DDG →JS(T)
10.	OOMF/ NITI Aayog/ E-Samiksha/ Budget/Audit/ inputs to other Ministries	Asst. Director → Asst. DG → DDG →JS(T)
11.	Matter related to IC such as country specific briefs and inputs to other Ministries	Asst. Director → Asst. DG → DDG →JS(T)
12.	CPGRAM/RTI/Appeals/Complaints	Asst./TIO→ Asst. Director →Asst. DG →DDG
13.	Miscellaneous Matters	Asst. DG → DDG →JS(T) →AS&DG(T)

The prescribed channel of submission shall ordinarily be followed for disposal of routine matters. However, in cases requiring higher-level consideration or minor deviations, the Divisional Head may, on a case-to-case basis, modify the channel of submission as deemed appropriate.
