

Office of the Registrar General India

Channel of submission and level of final disposal of cases of Administration Division

(1) Name of Section/Division:- General

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1.	Preparation & Processing of Proposals for purchase of items for requirement of ORGI & DCOs.			
a)	Processing of cases relating to purchase of these items Computers/Monitors/Printers/UPSs/Digital Printers, Projectors, Laptops, Pen-Drives, External Hard Disks, Servers DG Sets/UPS systems/Inverters. and other peripherals for ORGI and DCOs.	SO → US(Hqr)/DD(Hqr) → DS/JRGI →Purchase Committee → RGI	IFD(MHA)	As per Delegation of Financial Powers.
b)	Processing of Bills for purchase of above items.	SO	US(Hqr)/DD(Hqr)	-do-
c)	Issue of Sanction Order in respect of purchase of above item(s)	SO	US(Hqr)/DD(Hqr)	-do-
d)	Processing of purchase of FAX Machines/Frinking Machines / Photo Copier Machines/Copy Printer. ACs/Desert Coolers/ Fans. Heat Blowers/Room Heaters/Oil Heaters. Water Coolers/RO System, Binding items, any other items required for official Use.	SO→ US(Hqr)/DD(Hqr) → DS/JRGI →Purchase Committee	RGI	
e)	Processing of Bills for purchase of above items.	SO	US(Hqr)/DD(Hqr)	-do-
f)	Issue of Sanction Order in respect of purchase of above item(s)	SO	US(Hqr)/DD(Hqr)	-do-
2.	Proposal for Installation and Maintenance of the following systems.			
	Fire-Fighting System, LAN System, Internet system, EPABX system, RO System in the ORGI and DCOs.	SO→ US(Hqr)/DD(Hqr) → DS/JRGI	RGI	

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
a)	Processing of cases for Installation of above Systems.	SO→ US(Hqr)/DD(Hqr) →DS/JRGI→Purchase Committee→RGI	IFD(MHA)	-
b)	Processing of bills in respect of above Systems	SO	US(Hqr)/DD(Hqr)	
c)	Issue of Sanction Order in respect of purchase of above item(s)	SO	US(Hqr)/DD(Hqr)	
3.	Processing of proposals for Annual Maintenance Contracts (AMC) and processing of their bills in respect of items 1 & above.			
a)	Processing of Proposals for AMCs for all items as listed in Sl. Nos. – 1 & 2 above and installed at the ORGI (Hqr.) and at Sewa Bhawan and West Block – I, R.K. Puram.	SO→ US(Hqr)/DD(Hqr) → DS/JRGI	RGI	
b)	Issue of office order for AMC	SO	US(Hqr)/DD(Hqr)	
4.	All proposals received from Data Centers, for AMC of DG sects, AC Units, Fans, Electrical Installation, UPS system and Fire Fighting System			
a)	Processing of Proposals in respect of above items.	SO→ US(Hqr)/DD(Hqr) → DS/JRGI →Purchase Committee	RGI	As per Delegation of Financial Powers
b)	Processing of bills in respect of above items.	SO	US(Hqr)/DD(Hqr)	-do-
c)	Issue of Sanction Order in respect of above item(s)	SO	US(Hqr)/DD(Hqr)	-do-

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
5.	Stationary items/Furniture items and other items.			
a)	Procurement and supply of stationery items and processing of their bills for ORGI.	SO→ US(Hqr)/DD(Hqr) → DS/JRGI →Purchase Committee	RGI	
b)	Procurement and supply of other stores items and equipments for ORGI as well as for all DCOs.	SO→ US(Hqr)/DD(Hqr) → DS/JRGI →Purchase Committee	RGI	As per Delegation of Financial Powers
c)	Processing of Bills in respect of purchase of all stationary items	SO→ US(Hqr)/DD(Hqr) → DS/JRGI	RGI	-do-
d)	Issue of Sanction Order in respect of above item(s)	SO→ US(Hqr)/DD(Hqr) → DS/JRGI	RGI	-do-
6.	Disposal of obsolete/unserviceable items – Admirahs/Furniture/ACs and other store items.			
a)	In respect of items in the DCOs	SO→ US(Hqr)/DD(Hqr) → DS/JRGI → Committee Members	RGI	As per Delegation of Financial Powers
7.	Maintenance of expenditure registers for Minor Works.	SO→ AO	US(Hqr)/DD(Hqr)	
8.	Physical verification of all the furniture items/other items and updating the Stock Register at the end of every year	SO	US(Hqr)/DD(Hqr)	
9.	Placing the orders for purchase of books for office use and processing of all the Bills in this regard.	SO	US(Hqr)/DD(Hqr)	As per Delegation of Financial Powers

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
10.	Making the arrangements for Procurement of Liveries /Uniforms for Group C (MTS) employees and processing of bills in this regard.	SO→ US(Hqr)/DD(Hqr) → DS/JRGI	RGI	
11.	Making of arrangements of Lunch/Snacks for meetings/ conferences held from time to time & processing and finalization of all Bills in this regard.	SO→ US(Hqr)/DD(Hqr) → DS/JRGI	RGI	As per delegation of Financial powers
12.	Scrutiny of bills of telephones installed in ORGI, processing for payment of bills and collection of cheques from Cash Section for payment to MTNL outlets. The same procedure adopted for bills of mobiles of various officers of the level of Joint Directors and above.	SO→ US(Hqr)/DD(Hqr)	DS/JRGI	
13.	Processing of all Newspaper bills submitted by all officers of ORGI and sending the same in the cash section for their reimbursement.	SO	US(Hqr)/DD(Hqr)	As per instructions issued by Min. of Finance
14.	Preparation of Audit para replies relating to DCOs	SO	US(Hqr)/DD(Hqr)	

(2) Name of Section/Division:- Ad-I

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
1.				
a)	Processing of GPF withdrawal and advances. (Except RG&CCI)	DD/US	DS/JRGI	As per Delegation of Financial Powers
b)	Allotment/ Nomination of New GPF A/c No.	DD/US	DS/JRGI	
c)	Transferring of GPF Accounts.	DD/US	DS/JRGI	
d)	Maintenance of MTS Ledger & Broadsheet of GPF.	DD/US	DS/JRGI	
2.	Processing of various types of advances			
a)	Festival / House Building / Scooter/ Motor Cycle & Car/ Computer/Laptop / Cycle & Fan Advances	SO→ DD/US	DS/JRGI	As per Delegation of Financial Powers
3.	Monitoring of RTI Cases			
a)	Collection of the status of all the RTI cases received in various Sections/ Divisions of ORGI.	SO	DD/US	As per RTI Act, 2005
b)	Furnishing of the consolidated progress of all the RTI cases to the MHA through Census Division.	SO	DD/US	- do -

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
4.	Processing of Medical cases & works relating to Medical Cards and other related activities			
a)	Processing of Reimbursement of Medical cases of DCOs & ORGI.	SO→DD/US→DS/JRGI	RGI	
b)	Issue of orders for Reimbursement	SO	DD/US	
c)	Permission for Pathological Tests.	SO	DD/US	
d)	Appointment of Authorized Medical Authority/Agent (AMA).	SO→DD/US→DS/JRGI	RGI	
5	Hiring & De-Hiring of Office space for DCOs and Maintenance of Office Building in ORGI New Delhi			
a)	Hiring/De-hiring of office buildings for all DCOs.	SO→DD/US→DS/JRGI→RGI	IFD(MHA)	As per Delegation of Financial Powers
b)	Matters/Issues relating to Constructions/Repairs of buildings located at Man Singh Road, Pushpa Bhawan and R.K. Puram.	SO→DD/US→DS/JRGI→RGI	IFD(MHA) Only constructions & repair (Civil & electrical) works	As per Delegation of Financial Powers
c)	Upkeep & Maintenance of Office buildings and infrastructural facilities etc and Management of Conference Hall	SO→DD/US→DS/JRGI→RGI	IFD(Home)	As per Delegation of Financial Powers
d)	Security and conservancy services in different building of ORGI.	SO→DD/US→DS/JRGI→RGI	IFD(Home)	

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
6.	Matters/ issues relating to allotment to Govt. Accommodation /Hiring of Pvt. Building/Space for official use			
a)	Issue of instructions /circulars, etc., received from the Directorate of Estates for information in the ORGI as well as in all the DCOs.	SO	DD/US	As per Delegation of Financial Powers
b)	Processing of all applications for onwards transmission to Ministry of Urban Development for getting the new Govt. Accommodation for employees of ORGI.	SO	DD/US	
c)	Processing of all applications for getting the change in the Govt. Accommodation.	SO	DD/US	
d)	Issue of No Objection Certificate (NOC) to the employees (serving /retired).	SO	DD/US	
7.	Matter/issues relating to CGHS			
a)	Processing of applications for getting the Central Government Health Scheme (C.G.H.S.) facility.	SO	DD/US	As per Delegation of Financial Powers
b)	Processing of applications for additions/deletions in the family members as and when applied by the concerned employees of ORGI and change in the Dispensary as and when required by the concerned employees of ORGI	SO	DD/US	

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
c)	Liaison/Correspondence with C.G.H.S related to medical reimbursement and after related issues	SO→ DD/US→ DS/JRGI	RGI	
8.	Matters relating to vehicles.			
a)	Maintenance of all the Govt. vehicles	SO→DD/US→ DS/JRGI	RGI	As per Delegation of Financial Powers
b)	Processing of the repairing bills of the vehicles.	SO	DD/US	
c)	Processing of requirement for purchase of new vehicles as and when required by the ORGI and DCOs	SO→DD/US→DS/JRGI→ RGI→ IFD (H)	HS	
d)	Hiring /de-hiring of Pvt. Vehicles for official purpose as and when required and processing of their bills	DH→DD(Ad-I)/US→ DS/JRGI	RGI	
9.	Construction / Maintenance of all building (Govt./Pvt.) of ORGI and DCOs			
i)	Processing of all the cases relating to construction of office building and residential quarters in respect of DCOs:-	SO→DD/US→ DS/JRGI → RGI	IFD (H)	As per Delegation of Financial Powers
a)	Office Building	SO→DD/US→ DS/JRGI → RGI	IFD (H)	As per Delegation of Financial Powers

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
b)	Residential Building/Quarters	SO→DD/US→ DS/JRGI → RGI	IFD (H)	
ii)	Issuing of sanctions	SO	DD/US	
iii)	Making of arrangements for hiring of building for DCOs in States	SO→DD/US→ DS/JRGI → RGI	IFD (MHA)	As per Delegation of Financial Powers
10.	Matters related to Office Vehicles of DCOs and Maintenance and hiring of vehicles in ORGI			
a)	In DCO's	SO→DD/US → DS/JRGI	RGI	As per Delegation of Financial Powers
b)	Condemnation of vehicles	SO→DD/US → DS/JRGI → RGI	IFD (H)	As per Delegation of Financial Powers
c)	Maintenance of all vehicles in ORGI.	SO→DD/US→ DS/JRGI	RGI	
d)	Hiring of vehicles in ORGI.	SO→DD/US→ DS/JRGI	RGI	
e)	Processing of Bills relating to repairs of vehicles/hiring vehicles.	SO	DD/US	
f)	Maintenance and checking of the log-books of each and every vehicles of ORGI.	SO	DD/US	
11.	Maintenance /Repairs of ACs & Furniture items of DCOs & ORGI			
a)	Awarding of the Annual Maintenance of contract of ACs and other major items as required.	SO→DD/US→DS/JRGI	RGI	
b)	Processing of proposals relating to procurement of Furniture items.	SO→DD/US→DS/JRGI	RGI	As per Delegation of Financial Powers

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
12.	Matters related to Management of Review Meetings & Conferences of DCO's etc.	SO→DD/US→DS/JRGI	RGI	As per instructions issued by DOPT
13.	Management of ORGI Canteen of Man Singh Road, Pushpa Bhawan and R.K. Puram.	SO	DD/US	As per instructions issued by Deptt. of Canteen.
14.	Processing of Grievances of the employees & officers of ORGI.	SO	DD/US	As per extant order Grievance Officers
15.	Welfare measures relating to officers/employees.	SO	DD/US	
16.	Matters relating to Recreation club of DCOs and Processing of Tuition fee and Children Education Allowance of ORGI:			
a)	Matters relating to Recreation club of DCO's	SO→DD/US→DS/JRGI	RGI	As per Delegation of Financial Powers
b)	Processing for reimbursement of Tuition Fee and Children Education Allowances requests received from officers/officials of ORGI	SO	DD/US	
c)	Issue of sanctioning orders	SO	DD/US	
17.	Liaison with IFD (H), M/O. Health & Family Welfare and other Ministries as and when required.			
a)	Correspondence with the concerned Office(s)	SO→DD/US→DS/JRGI	RGI	
18.	Central Diary under ORGI			
a)	Maintenance of all the records/ receipt of all letters/parcels/dak, etc.	SO	DD/US	
b)	Central Dispatch of all types of letters, etc., by Speed Post, Ordinary Post and by Courier.	SO	DD/US	

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
c)	Other Miscellaneous matters relating to Central Diary/dispatch.	SO	DD/US	
d)	Posting of staff for performing the Parliament Duty.	SO	DD/US	
e)	Receipt of all the files/letters/circulars from various Sections/ Divisions & DCOs and distribution of the same to the concerned Sections/Divisions.	SO	DD/US	
f)	Processing and submission of all OTA cases relating to employees of the ORGI.	SO	DD/US	
19.	Disposal of obsolete items- Almirahs/Furniture/ACs and other store items			
a)	In respect of items in the Hqr.	SO→DD/US →DS/JRGI →Committee Members	RGI	As per Delegation of Financial Powers
20.	Assisting the concerned sections/divisions for holding their conferences /Seminars/ Workshops.	SO→DD/US →DS/JRGI	RGI	As per Delegation of Financial Powers
21.	Issuance of No Objection Certificate (NOC) to retired /Transferred personnel.	SO	DD/US	
22.	Processing and passing of bills relating to Speed Post/Courier Service	SO	DD/US	
a)	Issue of sanctions	SO	DD/US	
23.	Making of arrangements for the photography and videography required for Conference /Workshops/Other official functions held from time to time in ORGI	SO	DD/US	As per Delegation of Financial Powers

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
24.	Handling of all the matters relating to Committees Constituted for Departmental Canteen of ORGI	SO→DD/US →DS/JRGI	RGI	
25	Issuance of Identity Cards (I-Card) to serving and retired personals.	SO	DD/US	
26.	Making of arrangements for booking of Hotels for officers/Officials of DCOs and reservation of Railway/Airlines tickets.	SO	DD/US	
27.	Making of arrangements for repairing of petty furniture items and submission of bills	SO	DD/US	As per Delegation of Financial Powers
28.	Settlement of Electricity bills/water bills relating to office building of the ORGI	SO	DD/US	

(3) Name of Section/Division:- Ad-II

S.No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
1.	Processing of Appointments			
a)	Group "B" (Non-Gazetted)	SO→US→ DS/JRGI	RGI	
b)	Group "C"	SO→US→DS/JRGI	RGI	
2.	Posting and Transfers of Group "B" (Gazetted and Non-Gazetted)			
a)	Group "B" (Gazetted)	SO→US→DS/JRGI	RGI	
b)	Group "B" (Non Gazetted)	SO→US→DS/JRGI	RGI	
c)	Group "C"	SO→US→DS/JRGI	Addl. RGI/RGI	
3.	Advances for LTC			
a)	Leave encashment for LTC	SO→US→DS/JRGI	RGI	
b)	LTC granting of permission to change declared place of visit before/after commencement of journey	SO	US	
4.	Sanction of Leave			
a)	Earned Leave	SO→US	DS/JRGI	
b)	Commutated leave	SO→US	DS/JRGI	
c)	Child Care Leave	SO→US→DS/JRGI	RGI	
5.	Issue of NOC for passport, Higher Studies, etc.	SO→US→DS/JRGI	RGI	
6.	Increments			
a)	Issue of orders for all Groups of 'B' (Gazetted /Non - Gazetted) & Group 'C'	SO	US	

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
7.	Pension			
a)	Processing of cases	SO→US	DD/US (Hqr)	As per Rule 59 & 64 of CCS (Pension) Rules
b)	Issue of order for release of Pension	SO→US	DD/US (Hqr)	
8.	Promotion cases in respect of Cadre controlled by RGI (Groups of 'B' (Non - Gazetted) & Group 'C')			
a)	Group 'B' Non-Gazetted	SO→US→DS/JRGI→DPC	RGI	As per Recruitment Rules of respective posts
b)	Group 'C'	SO→US→DS/JRGI→DPC	RGI	
c)	Issue of orders (After obtaining the approval of DPC/RGI)	SO	US	
9.	Direct Recruitment (in respect of posts under the control of RGI)			
a)	Group 'B' Non-Gazetted & Group 'C'	SO→US→DS/JRGI	RGI	As per recruitment Rules of respective posts
10.	Financial Upgradation (MACP)			
a)	Vigilance clearance	SO→US	US(Vig)	
b)	ACR Grading for last five years	SO→US	US(APAR)	
c)	Approval of Screening Committee Members	SO→US→DS/JRGI→SC	RGI	
d)	Issue of orders after having the approval of Committee Members	SO	US	
11.	Court Matters			
a)	Processing of cases	SO→US	DS/ JRGI	
b)	Preparation of Affidavits/ Counter Affidavits & approval thereon	SO→ US→DS/JRGI	RGI	

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
12.	Pay Fixation of Group 'B' and Group 'C' officials	SO	US	
13.	Filling of posts on Deputation basis (in respect of posts under the control of RGI)			
a)	Screening of applications	SO→US	DS/JRGI	As per Recruitment Rules of respective Posts
b)	Seeking of approval of DPC	SO→US→DS/JRGI→DPC	RGI	
c)	Issue of orders for deputation	SO	US	
14.	Forwarding of Applications on deputation			
i)	Group 'B' - Gazetted			
a)	Cadre controlled by MHA	SO→US→ DS/JRGI	RGI	
b)	Cadre controlled by RGI	SO→ US→ DS/JRGI	RGI	
ii)	Group 'B' Non-Gazetted			
a)	Cadre controlled by MHA	SO →US→DS/JRGI	RGI	
b)	Cadre controlled by RGI	SO →US →DS/JRGI	RGI	
iii)	Group 'C'	SO → US→DS/JRGI	RGI	
15.	Disciplinary Proceeding			
a)	Processing of cases including appeal/review /revision cases	SO →US→ DS/JRGI	RGI	
16.	Permission/Intimation under CCS Conduct Rules			
a)	Group 'B' Gazetted	SO →US →DS/JRGI	RGI	
b)	Group 'B' Non-Gazetted	SO →US →DS/JRGI	RGI	
c)	Group 'C'	SO →US→ DS/JRGI	RGI	
17.	Preparation of Seniority list of Groups 'B' (Non - Gazetted) & Group 'C'			As per DOPT Memo.
a)	Group 'B' Non-Gazetted	SO →US→ DS/JRGI	RGI	No.2011/5/90-Estt.(D)
b)	Group 'C'	SO →US→ DS/JRGI	RGI	dated 4.11.1992

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
18.	RTI Cases	SO	US (CPIO)	As per RTI Act,2005
a)	Appeal	SO → US	Appellate Authority	
19.	Intimation under Conduct Rules for transactions for Movable /Immovable Properties/Articles			
a)	Group 'B' Gazetted	SO→ US → DS/JRGI	RGI	As per CCS Conduct Rules
b)	Group 'B' Non-Gazetted	SO → US	US(Hqr)	
c)	Group 'C'	SO → US	US (Hqr)	
20.	Forwarding of applications to KVS schools for admission of children of Non-Gazetted group 'B' and Group 'C' Employees on behalf of Head of Office.	SO → US	US (Hqr)	
21.	Parliament Questions			
a)	Starred Questions & Assurances	SO → US → DS/JRGI → RGI→ HS	HM	
b)	Unstarred Questions	SO→ US → DS/JRGI → RGI	MOS (H)	

(4) Name of Section: **Ad-III**

Sl. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
1.	Appointments in respect of posts under the control of RGI			
a)	Group 'A' (Gazetted)	AD →US→DS/JRGI→RGI	MOS	
b)	Group 'B' (Gazetted)	AD →US →DS/JRGI	RGI	
2.	Posting and Transfers (in R/O Posts under the control of RGI)			
a)	Group 'A' (Gazetted)	AD →US →DS/JRGI	RGI	
b)	Group 'B' Gazetted)	AD →US →DS/JRGI	RGI	
3	Advances for LTC			
a)	Leave encashment for LTC	AD →US→DS/JRGI	RGI	
b)	LTC granting of permission to change declared place of visit before /after commencement of journey.	AD →US →DS/JRGI	RGI	
4.	Sanctioning of Leave			
a)	EL	AD→ US→DS/JRGI	RGI	
b)	Commuted leave	AD→ US→DS/JRGI	RGI	
c)	CCL	AD→ US →DS/JRGI	RGI	
5.	Issue of NOC (as per CCS- Conduct reule)			
a)	For Passport	AD →US →DS/JRGI	RGI	
b)	For Higher Studies Group 'A' & B (Gazetted)	AD→ US→DS/JRGI	RGI	
6.	Increments			
a)	Issue of orders for 'A' & 'B' (Gazetted)	AD	US	
b)	Entry of Increments in the Service Books	DH	AD	

Sl. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
7.	Pension			
a)	Processing of cases	AD	US(Hqr.)	
b)	Issue of order for release of pension	AD	US(Hqr)	
c)	Entry of orders in the Service Book	DH	AD	
8.	Promotion cases (in respect of Cadre controlled by RGI)			
i)	Processing of cases (in respect of Cadre controlled by RGI).			
a)	Group 'A' Gazetted	AD →US→ DS/JRGI→RGI	MOS	
b)	Group 'B' Gazetted	AD→US→DS/JRGI	RGI	
ii)	Issue of orders (After having the approval of DPC)	AD	US	
iii)	Entry in the Service Book	DH	AD	
9.	Direct Recruitment (in respect of posts under the control of RGI)			
a)	Group 'A' Gazetted	AD→US→DS/JRGI→RGI	MOS	
b)	Group 'B' Gazetted	AD→US→DS/JRGI	RGI	

Sl. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
10.	Financial Upgradation (MACP)			
a)	Vigilance clearance	AD	US	
b)	ACR Grading for last five years	AD	US	
c)	Approval of Screening Committee(SC) (a) upto G.P Rs.4800/-	AD→US→ DS/JRGI→ SC	RGI	
	(b) G.P Rs.5400/- & above	AD→US→DS/JRGI→SC→RGI	MOS	
d)	Issue of orders after having the approval of DPC	AD	US	
11.	Court Matters			
a)	Processing of cases	AD→US	DS/JRGI	
b)	Preparation of Affidavits/ Counter Affidavits/ approval	AD→US→DS/JRGI	RGI	
12.	Pay Fixation			
a)	Processing of cases/ approval	AD → US	DS/JRGI	
b)	Issue of orders	DH	AD	
c)	Entry in the Service Books	DH	AD	
13.	Parliament Questions			
a)	Starred Questions & Assurances	AD→US→DS/JRGI→RGI→HS	HM	
b)	Un starred Questions	AD→US→DS/JRGI→RGI	MOS	
14.	Filling of posts on Deputation basis (in respect of post under the control of RGI)			

Sl. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
a)	Group 'A' posts	AD→US→DS/JRGI→RGI	MOS	As per Recruitment Rules of Respective posts
b)	Group 'B' posts	AD→US→DS/JRGI	RGI	
c)	Issue of orders for deputation	AD	US	
15.	Forwarding of applications on deputation basis /or on some other posts in other Offices			
i)	Group 'A' & 'B' Gazetted			
a)	Cadre controlled by MHA or by ISS	AD→US→DS/JRGI	RGI	
b)	Cadre controlled by RGI	AD→US→DS/JRGI	RGI	
16.	Preparation of Seniority list in respect of posts under the control of RGI			
a)	Group 'A' Gazetted	AD→US→DS/JRGI	RGI	
b)	Group 'B' Gazetted	AD→US→DS/JRGI	RGI	
17	RTI cases	AD→US	DS/JRGI	
18.	Intimation under conduct rule for transactions for Movable /Immoveable Properties/Articles			
a)	Group 'A' Gazetted	AD→US→DS/JRGI	RGI	
b)	Group 'B' Gazetted	AD→US→DS/JRGI	RGI	
19.	Forwarding of Applications to KVS schools for admission of Children of Gazetted employees on behalf of Head of Office.	AD→US→DS/JRGI	RGI	

(5) Name of Section- Legal Cell

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1.	Matters relating to Court Cases			
i)	Overall monitoring of Court Cases of all the directorates including ORGI	AD→US→DS/JRGI	RGI	
ii)	Obtaining periodical status report from DCOs and other Divisions of ORGI and preparing /updating consolidated statements of pending Court Cases and the judgements pending for implementation.	AD→US	DS/JRGI	
iii)	Taking follow up action for ensuring timely filing of CA/Appeals/WPs etc. and timely implementation of Court Orders.	AD→US→DS/JRGI	RGI	
iv)	Submission of periodical returns/reports on Court Cases e.g. monthly report on pending court cases , quarterly report on implementation of CAT, Judgements/Orders etc. to MHA.	AD→US	DS/JRGI	
v)	Updating of Status of Court Cases on the website of MHA.	AD	US	

(6) Name of Section: Ad-IV

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
	<i>All Establishments/Admn matters in respect of Group B officials (Non-gazetted) of DCO's which include Office Superintendents/ Sr. Supervisors/ S. I. Gr. - II/ Sr. Draftsman/ Stenographers/ Sr. & Jr. Hindi Translators/ Sr. Technical Assistant (Printing)/ Staff Car Driver & Group C officials of DCOs which include Sr. Compiler/ Compiler, UDC (Non-CSS) , LDC(Non-CSS) , Assistant Compiler etc</i>			
1	Direct Appointments under the control of Hqr of RGI			
i)	Processing of all applications relating to filling up above posts			
a)	Posts of Group - 'B'	AD→US → DS/JRGI	RGI	
b)	Posts of Group - 'C'	AD→US→DS/JRGI	RGI	
ii)	Framing /Submission of Proposals for filling of above posts on Deputation basis.			
a)	Posts of Group - 'B'	AD→US→DS/JRGI→DPC	RGI	
b)	Posts of Group - 'C'	DCO	Member of DPC (DCOs)	
iii)	Processing of Transfer & Posting cases of above posts.			
a)	Posts of Group - 'B'	AD→US→DS/JRGI	RGI	
b)	Posts of Group - 'C'	AD→US→DS/JRGI	RGI	
iv)	Issue of Seniority lists of all above posts having All India Character (Group 'B' & 'C' Posts).			
a)	Posts of Group - 'B'	AD →US→ DS/JRGI	RGI	
b)	Posts of Group - 'C'	AD →US→DS/JRGI	RGI	

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
v)	Processing of the representations of officials in above posts on Seniority/Promotion cases.	AD→US→DS/JRGI	RGI	
vi)	Handling of Voluntary Retirement Cases	AD→US→DS/JRGI	RGI	
vii)	Grant of Assured Career Progression (ACP)/ Modified Assured Career Progression (MACP) from Rs. 4200/- upto Rs. 5400/- (PB-2) Grade Pay (excluding those posts whose DPC Composition is processed by Ad-III)	AD →US→DPC	RGI	
viii)	Liaison with the Staff Selection Commission (SSC) in direct recruitment requiring RG&CCI intervention, except in policy matter.	AD→US→DS/JRGI	RGI	
ix)	Court cases related to the above posts and other matters dealt by the Section.	AD→US→DS/JRGI	RGI	
x)	All establishment matters related to the Group C posts in DCO's, referred to ORGI for clarification which includes the erstwhile Group D also (excluding Casual Labour Temporary Status and retrenched employees).	AD→US→ DS/JRGI	RGI	
xi)	Preparation of eligibility list of feeder grades for promotion to above posts.			
(a)	Posts of Group –‘B’	AD→US→ DS/JRGI	RGI	As per Recruitment Rules for respective posts
(b)	Posts of Group –‘C’	DCOs→DS/JRGI	RGI	As per Recruitment Rules for respective posts

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
2.	Leave Cases			
a)	Grant of special casual leave/ other leaves to Group 'B' staff of all the DCOs.	AD→US→DS/JRGI	RGI	
3.	Other Miscellaneous Types of functions			
i)	Grant of permission to Group-'B' & 'C' officials for higher studies/ Passport under conduct rules	AD→US→DS/JRGI	RGI	
ii)	Grant of special pay to the Cashier and Care taker for Cash/Care taking allowance of all the DCOs and grant of double transportation allowance in all the DCOs.	AD	US	
iii)	Handling of the following matters relating to Group B and C posts			
(a)	VIP references	AD→US→DS/JRGI	RGI	
(b)	RTI matters	AD→US	DS/JRGI	
(c)	Parliament Questions	AD→US→DS/JRGI→RGI	MOS	
(d)	Public Grievances cases	AD→US→DS/JRGI	RGI	
iv)	Handling of representations and clarifications sought by DCOs on Group 'B' and 'C' Employees.	AD→US→DS/JRGI	RGI	
v)	Issue of 'No Objection Certificate' (NOC) for change of hometown, for Group 'B' and Group 'C' officials	AD→US→DS/JRGI	RGI	

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
vi)	Considering of compassionate appointment cases of all the DCOs.	AD→US→DS/JRGI→Addl. RGI	RGI	
vii)	Engagement of retired employees against-NPR/Census vacancies/Annual Health Survey (AHS) and other posts for the Hqr as well for all the DCOs.	AD→US→Screening Committee	RGI	As per approval of MHA/ IFD
viii)	Co-ordination of launching of Special-Drives for filling up the Scheduled Caste (SC)/ Scheduled Tribe (ST) backlog vacancies.	AD→US→DS/JRGI	RGI	

(7) Name of Section- Ad.V

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
1.	Matters relating to Cadre Management			
a)	Restructuring of all Non-CSS cadres of ORGI	SO→US→DS/JRGI→RGI→AS&FA	Deptt. of Expenditure	
b)	Policy matters relating to Creation, Transfer, Continuance of posts (both Plan and Non-Plan)	SO→US→DS/JRGI	RGI	
c)	Service matter relating to officers and staff of ORGI	SO→US→DS/JRGI	RGI	
d)	Up-gradation of core posts	SO→US→DS/JRGI	RGI	
e)	Outsourcing of manpower in ORGI and DCOs	SO→US→DS/JRGI→RGI→ AS&FA	HS	with approval of MHA/IFD
f)	Maintenance and up-dating of database in respect of incumbents of DCOs ORGI	SO	US	
g)	Implementation of Central Pay Commission Reports	SO→US→DS/JRGI→RGI→ AS&FA	Deptt. of Expenditure	
h)	Implementation of Arbitration Awards	SO→US→DS/JRGI→ RGI→ AS&FA→Deptt. of Expenditure	MOS	
2.	Matters relating to Recruitment			
a)	All policy matter relating to recruitment and manpower allocation	SO→US→DS/JRGI	RGI	

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
b)	Revision and framing of recruitment rules for all posts in ORGI and DCOs (except organised cadre posts)	SO→US→DS/JRGI	RGI	With approval of DOPT, UPSC and M/o Law and Justice
c)	DPC permissions to DCOs in respect of Group 'C' posts	SO→US→DS/JRGI	RGI	
3.	Miscellaneous matters			
a)	Weekly status for Secretary's review meeting	SO	US	In coordination with all Divisions
b)	Compilation and submission of data for preparing Monthly returns to MHA	SO→US→DS/JRGI	RGI	-Do-
c)	Court cases pertaining to retrenched employees of DCOs and ORGI and those relating to service policy matters	SO→US→DS/JRGI	RGI	
d)	General Coordination between HQs and DCOs and Divisions of ORGI pertaining to work allocated to the section	SO→US	DS/JRGI	
e)	RTI matters	SO	US	
f)	RTI Appeals	SO→US	DS/JRGI	
4)	Parliament Questions,			
a)	Starred Questions & Assurances	SO→US→DS/JRGI→RGI→HS	HM	
b)	Unstarred Questions	SO→US→DS/JRGI→RGI	MOS (H)	

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
5)	E- Governance			
a)	Monitoring/implementation of work relating to e-Governance in ORGI	SO→US→DS/JRGI	RGI	
b)	Preparation of roadmap for e-Governance in ORGI and DCOs	SO→US→DS/JRGI	RGI	
6)	Co-ordination of issues related to administrative matters of ORGI as well as DCOs including compilation of reports to be furnished to MHA, DOP&T etc	SO→US→DS/JRGI	RGI	

(8) Name of Section-Vigilance

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
1	All Disciplinary matters in respect of Gr. 'A' and 'B' (Gazetted) officers of ORGI and DCOs.	SO→US→DS/JRGI→RGI	MOS*/RGI	*where the AA is the President
2	All Disciplinary matters in respect of Gr. 'B'(Non-Gazetted), of ORGI.	SO→US→DS/JRGI	RGI	
3	All Disciplinary matters in respect of Gr. 'C' of ORGI.	SO→US	DS/JRGI	
4	Appeal preferred by all officials/officers of Gr. 'A' & 'B' of ORGI & DCOs.	SO→US→DS/JRGI→RGI	MOS	
5	Appeal preferred by all officials/officers of Gr. 'C' employees of ORGI & DCOs.	SO→US→DS/JRGI	RGI	
6	Revision/Review preferred by all officials/officers of Group B & C of ORGI and DCOs.	SO→US→DS/JRGI→RGI	MOS	
7	Court cases filed by all officials/officers of Group A, B & C of ORGI and DCOs related to vigilance matter.	SO→US→DS/JRGI	RGI	
8	Suspension cases of Group A employees of ORGI	SO→US→DS/JRGI→RGI	MOS	
9.	Suspension cases of Group B employees of ORGI	SO→US→DS/JRGI→RGI	MOS	
10	Suspension cases of Group C employees of ORGI (Hqrs.)	SO→US→DS/JRGI	RGI	
11	Review of suspension cases of all Group A, B & C employees of ORGI & DCOs.	SO→US→DS/JRGI	RGI	
12	All complaints related to vigilance in respect of all employees of Group A, B & C of ORGI and DCOs.	SO→US→DS/JRGI	RGI	
13	All disciplinary cases of Group C employees of DCOs where Ad hoc Disciplinary Authority appointed.	SO→US→ DS/JRGI	Ad hoc Disciplinary Authority	
14	Advice to Directorates on vigilance matter.	SO→US	DS/JRGI	
15	Consultation with UPSC and CVC in disciplinary matter of ORGI & DCOs..	SO→US→DS/JRGI	RGI	
16	Approval of President in respect of disciplinary cases of ORGI & DCOs.	SO→US→DS/JRGI→RGI	MOS	

Sl. No.	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
17	Consultation with Government Counsel on the cases filed by Group A, B, C & D employees of ORGI & DCOs related to vigilance matter.	SO→US→DS/JRGI	RGI	
18	Consultation with Ministry of Law in disciplinary cases.	SO→US→DS/JRGI	RGI	
19	Honorary to I.O. & P.O. for disciplinary cases of Group A, B & C employees of ORGI and DCOs.	SO →US→DS/JRGI	RGI	
20	Legal bills filed by Government Counsel related to vigilance matter.	SO→US→DS/JRGI	RGI	
21	Vigilance Clearance of all employees of Group A, B & C of ORGI & DCOs.	SO	US	
22	Preparation of Monthly Report related to vigilance matter of ORGI & DCOs with co-ordination to MHA and CVC.	SO→US	DS/JRGI	
23	Preparation of monthly report on sanction procedure.	SO→US	DS/JRGI	
24	Preparation of monthly report on pending cases.	SO→US	DS/JRGI	
25	Preparation of monthly report on RTI matters.	SO	US	
26	Preparation of Quarterly Report on vigilance matter.	SO→US	DS/JRGI	
27	Preparation of Quarterly report on corruption matter.	SO→US	DS/JRGI	
28	Preparation of Annual Report on vigilance matter.	SO→US	DS/JRGI	
29	Scrutiny and maintenance of Immovable Property Returns submitted by Gr. 'A' & 'B' officers.	SO→US	DS/JRGI	
30	Scrutiny and maintenance of Lokpal and Lokayuktas Act, 2013	SO→US	DS/JRGI	

(9) Name of /Division/Section- Data Dissemination Unit

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Data users/Government organizations, NGOs etc. requesting for supply of data, if the requested data is already published and priced	S I Grade – I →AD	DD	
2	Data users/Government organizations, NGOs etc. requesting for supply of customized data, if the requested data is not published or not priced	AD →DD → Consultant →Addl. RGI	RGI	
3	Proposal received from Directorates of Census Operations for conducting D.D workshops, Book Fair etc.	AD →DD → Consultant →Addl. RGI	RGI	

(10) Name of /Division/Section- Printing Cell

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Printing of Census Publications of DCO's / ORGI	Printing Officer →AD → DD → Addl. RGI	RGI	
2	Correspondence with Govt Printing Press	Printing Officer →AD → DD	Addl. RGI	
3	RTI matters received in the Division	Printing Officer →AD	DD & CPIO	
4	RTI Appeal	DD	Appellate Authority	
5	Miscellaneous matters	Printing Officer →AD	DD	

(11) Name of Section/Division- AHS

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Financial Matters	DD→DRG→Addl. RG	RGI	
2	Data Finalization	SI Gr.I→AD→RO→ DRG→Addl. RG	RGI	

(12) Name of Division/Section- Map Division

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	General correspondence	RO→MO→ARG→DRG→ Addl. RGI	RGI	
2	Technical files	RO→MO→ARG→DRG→ Addl. RGI	RGI	
3	Leave related files	RO→MO→ARG→DRG→ Addl. RGI	RGI	
4	Correspondence with DCOs	RO→MO→ARG→DRG→ Addl. RGI	RGI	
5	RTI Matters	RO→MO→ARG→DRG→ Addl. RGI	RGI	

(13) Name of Section- CRS & MCCD Unit

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	D
1	Routine files	AD→DD→DRG(MCCD)	DRG(CRS)	
2	Important legal issues under the RBD Act	DD→DRG(MCCD) →DRG(CRS) →Addl. RGI	RGI	
3	Financial Matters and Plan Schemes	AD→DRG(MCCD) →DRG(CRS) → Addl.RGI	RGI	
4	Financial Sanctions	AD→DRG(MCCD) →DRG(CRS) →Addl. RGI→RGI	IFD(Home)	
5	Financial Sanctions (above IFD limit)	AD→DRG(MCCD) →DRG(CRS) →Addl.RGI→RGI→IFD(Home) →HS	HM	

(14) Name of Section-SRS Division

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Release /Publication of Data	AD→DD→DRG	RGI	
2	Financial Matters	AD→DD→DRG→RGI→ AS(FA) →HS	HM	As per the delegation of Financial Powers
3	Reply to Parliament questions	AD→DD→DRG	DRG	
4	Tour of Group “A” Officers	AD→DD→DRG	RGI	
5	Tour of other Officers	AD→DD→DRG	Addl. RGI	

(15) Name of Section- DP Division

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Submission of Bills/Contingencies	DD/Addl.Dir/US(Hqr)	RGI	
2	Regular Monthly reports	DD→Addl. Dir→US (Hqr)	Concerned Section/Division	
3	Personal matters relating to Staff	AD→DD→Admn Division	RGI	
4	Personal matters related to Officers	DD→JD→Admin Division	RGI	
5	Proposal/Matters relating to DCC/SSC	DD→Addl.Dir→US(Hqr)	RGI	
6	Administration Matters	DD→Addl.Dir→JRGI	RGI	
7	Policy Matters	JD→Addl.Dir→Addl. RGI	RGI	
8	Financial Matters	JD→Addl.Dir→Addl. RGI	RGI	

(16) Name of Section- SS Division

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	All matters originating in the Division	ADCO→RO→DDCO→ARG(SS) → Addl. RGI	RGI	

(17) Name of Section- Language (Hindi) Division

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	All subject matter originating from the Division	AD(OL) →DS/JRGI	RGI	

(18) Name of Section-Budget Section

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Matters relating to Plan Budget	SO→DD→Addl.Dir	RGI	
2	Matter relating to Joint Consultative Machinery (JCM)	SO→DD→Addl.Dir	RGI	

(19) Name of Division/ Section- Census Division

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Census related matters			
a)	Finalisation of Communication of Guidelines for conduct of Decennial Census	AD→DD→Addl. Dir. →Addl. RG	RGI	
b)	Finalisation of Administrative Jurisdiction and Area figures	AD→DD→Addl. Dir. →Addl. RG	RGI	
c)	Constitution of Technical Advisory Committee on issues related to Census	AD→DD→Addl. Dir. →Addl. RGI→RGI→SS&FA→HS	HM	Goes to IFD(Home) also
d)	Issue of Notifications	AD→DD→Addl. Dir. →Addl. RG→RGI→HS	HM	Goes to Ministry of Law also
e)	Correspondence with Central/State offices and Directorate of Census Operations	AD→DD→Addl. Dir. →Addl. RG	RGI	
f)	Finalisation of Census Tables	AD→DD→Addl. Dir. →Addl. RG	RGI	
g)	Finalisation of Census Tabulation Plan	AD→DD→Addl. Dir. →Addl. RG	RGI	
h)	Supply of data to Ministries/ Govt. depts./data users	AD→DD→Addl. Dir. →Addl. RG	RGI	
2	Parliament Related Matters			
a)	Replies to all Unstarred Parliament Questions, Special Mention, matter raised under Rule 377 and assurances in respect of this office (except NPR Unit)	DD→Addl. Dir. →Addl. RG→ RGI	MOS (C)	
b)	Replies to all Starred Parliament Questions, Notices for Aduounment, Calling Attention, Half-an-Hour Discussion, etc.	DD→Addl. Dir→Addl. RG→RGI	HM through MOS (C)	

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
c)	Supply of Data / requisite material to MHA & other Ministries/Deptt. for preparing reply to All Starred & Unstarred Parliament Questions	DD→Addl. Dir. →Addl. RG	RGI	
d)	Transfer of Notice for all Starred & Unstarred Parliament Questions to Nodal Ministry / Department	DD→Addl. Dir→Addl. RG→ RGI	HS	
3	Foreign Deputation Related Matters(ORGI&DCOs))			
a)	Issue /Renewal of Diplomatic /Official Passport	DD→ Addl. Dir	Addl. RG	
b)	Political Clearance	DD→Addl. Dir→Addl. RG	RGI	
c)	FCRA Clearance	DD→Addl. Dir	Addl RG	
d)	Passport custody and Issue of Certificate	DD→Addl. Dir.	Addl. RG	
e)	Foreign Deputation Approval	DD→Addl. Dir. →Addl. RG→RG&CCI→ HS→MOS→HM	Screening Committee of Secretaries	through IFD (Home)
f)	Visa Note	DD→ Addl. Dir	Addl. RG	
4	RTI related Matters			
a)	RTI Applications Disposal	DH	CPIO	
b)	1st Appeal	DD	1st App. Authority	

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
5	Trainings/Conferences/Meetings			
a)	Trainings at ISTM/NSSTA/IIPS etc.	DD→Addl. Dir→Addl. RG	RGI	
b)	Meetings in Different Deptt. and Ministries	DD→Addl. Dir→Addl. RG	RGI	
c)	Delivering lectures at NSSTA etc.	DD→Addl. Dir→Addl. RG	RGI	
6	Miscellaneous Matters			
a)	Supply of Data to UN & other International Agencies	DD→ Addl. Dir. →Addl. RG	RGI	
b)	Coordination with MHA for Annual Report of MHA, Action Plan of ORGI, Critical Issues, Good Governance Issues, eBook issues, Cabinet Note etc.	DD→Addl. Dir→Addl. RG	RGI	
7	Court Cases related to Census			
a)	Filing Vakalatnama in various Courts, approval of para-wise comments, CA, Appointment of Advocates, Implementation of Court Orders, Filing appeals, misc applications in various courts and filing SLPs in Supreme Court	DD→Addl. Dir→Addl. RG	RGI	
b)	Monitoring and Supervision Court Cases of All DCOs	DD→Addl. Dir	Addl. RG	

(20) Name of Division/ Section- NPR Division

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1.	Coordination with DCOs			
1	Correspondence	AD→DD→Addl. RG	Addl. RG	
a)	Conducting periodical Training	AD→DD→Addl. RG	RGI	
b)	Administrative matters	AD→DD→Addl. RG	RGI	
c)	Financial matters and sanctions	AD→DD→Addl. RG	RGI	
d)	Printing of KYR+ forms and NPR forms	AD→DD→Addl. RG	RGI	
e)	Sending clarifications on State Govt. Requests	AD→DD→Addl. RG	RGI	
f)	Notification(s)	AD→DD→Addl. RG	RGI	
g)	Institutional Households	AD→DD→Addl. RG	RGI	
h)	Hiring of vehicle, etc.	AD→DD→Addl. RG	RGI	
i)	Putting for policy matter on NPR related issues	AD→DD→Addl. RG	RGI	
j)	Preparing NPR Circulars and issuing them after taking approval	AD→DD→Addl. RG	RGI	
k)	Matters for enrolment of Defence and CPMF personnel	AD→DD	Addl. RG	
l)	Setting up of PECs in 12 NPR States/UTs	AD→DD→Addl. RG→RGI→HS	HM	
2.	Legal Matters			
a)	Framing of NPR Rules	AD→DD→Addl. RG	RGI	
b)	Appointment of Legal Consultant	AD→DD→Addl. RG→RGI→SS&FA	HS	
c)	Correspondence with Legal Consultant	AD→DD	Addl. RG	
d)	Court Cases	DD→Addl. RG	RGI	
e)	Preparing the para-wise comments	AD→DD→Addl. RG→RGI	HS	
f)	Coordination with the Office of Solicitor General and Attorney General	AD→DD→Addl. RGI	RGI	
g)	Giving periodic status of court cases to Legal Cell ORGI	AD	DD	
h)	Courts cases in States/UTs pertaining to NPR	AD→DD→Addl. RG	RGI	

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
3.	RTI Matters relating to NPR and NRC)			
a	Giving replies to requests received under RTI	ACPIO	CPIO	
b	Giving replies to appeals received under RTI	DD	Appellate Authority	
c	Handling of Central Information Commission(CIC) cases	DD	Appellate Authority	
4.	Suggestions/Queries received from individuals/PMO/VIPs etc.			
a	Dealing with suggestions, queries and grievances related to NPR received from individuals from all over India,	AD→DD	Addl. RGI	
b	Dealing with suggestions, queries and grievances received from VIPs	AD→DD→Addl. RGI	RGI	
5.	Parliament related matters			
a)	Starred Questions	AD→DD→Addl. RGI→RGI→HS	HM	
b)	Unstarred Questions	AD→DD→Addl. RGI→RGI→HS	MoS(H)	
c)	Supplementaries for Starred Questions	AD→DD→Addl. RGI→HS	HM	
d)	Cut Motions	AD→DD→Addl. RGI→RGI	MoS(H)	
e)	Parliament Assurances	AD→DD→Addl. RGI→RGI	MoS(H)	
f)	Parliament Standing Committee etc.	AD→DD→Addl. RGI	RGI	
g)	Matters raised under Rule 377	AD→DD→Addl. RGI→RGI	MoS(H)	
h)	Providing inputs to other Departments/Ministries on Questions	AD→DD→Addl. RGI	RGI	
6.	SFC/EFC/CoS Note/Cabinet Note			
1	Standing Finance Committee (SFC) memo			
a	Preparing draft SFC memo	AD→DD→Addl. RGI	RGI	
b	Approval on draft SFC memo	AD→DD→Addl. RGI→RGI	HS	
c	Inter ministerial consultations on SFC	AD→DD→Addl. RGI	RGI	
d	Calling for meeting of SFC	AD→DD→Addl. RGI	RGI	
e	Preparation of minutes and approval thereon	AD→DD→Addl. RGI→RGI→HS	HM	

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
2	Expenditure Finance Committee (EFC) memo			
a	Preparing draft EFC memo	AD→DD→Addl. RGI	RGI	
b	Approval on draft EFC memo	AD→DD→Addl. RG→RGI	HS	
c	Inter ministerial consultations on EFC	AD→DD→Addl. RGI	RGI	
d	Calling for meeting of EFC	AD→DD→Addl. RGI	RGI	
e	Preparation of minutes and approval thereon	AD→DD→Addl. RGI	HS	
3	Note for Committee of Secretaries (CoS)			
a	Preparing of draft note	AD→DD→Addl. RG	RGI	
b	Approval on draft note	AD→DD→Addl. RG→RGI	HS	
c	Inter ministerial consultations on CoS	AD→DD→Addl. RG	RGI	
4	Cabinet Note			
a	Preparing of draft Cabinet Note	AD→DD→Addl. RG	RGI	
b	Approval on draft Cabinet Note	AD→DD→Addl. RG→RGI→SS&FA→HS	HM	
c	Inter Ministerial consultations on Cabinet Note	DH→AD→DD→Addl. RG	RGI	
d	Preparation and finalization of Press brief	AD→DD→Addl. RG→RGI→HS→Cab.Secy→Cabinet	PMO	
e	Approval of Cabinet Note	AD→DD→Addl. RG→RGI→HS→Cab.Secy→Cabinet	PMO	
f	Intimation/ ATR of completion of various action(s)/ item of work of the Cabinet Note	AD→DD→Addl. RG→RGI→HS→Cab.Secy	PMO	
7.	Coordination with Ministries/Depts. wrt NPR matters			
a)	MHA	AD→DD→Addl. RG	RGI	
b)	M/o Finance	AD→DD→Addl. RG→RGI→SS&FA	HS	
c)	Prime Minister's Office	AD→DD→Addl. RG→RGI→HS	HM	
d)	Planning Commission	AD→DD→Addl. RG→RGI	HS	
e)	National Informatics Centre (NIC)	AD→DD→Addl. RG	RGI	
f)	Department of information Technology (DIT)	AD→DD→Addl. RG→RGI	HS	

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
g)	Election Commission	AD→DD→Addl. RG	RGI	
h)	M/o Rural Development	AD→DD→Addl. RG	RGI	
i)	M/o Defence	AD→DD→Addl. RG	RGI	
j)	Ministry of External Affairs	AD→DD→Addl. RG→RGI	HS	
k)	M/o Law and Justice	AD→DD→Addl. RG→RGI	HS	
l)	Other Misc. Matters	AD→DD→Addl. RG	RGI	
m)	All matters relating to Deptt. of Post	AD→DD→Addl. RG	RGI	
n)	All matters relating to Maritime Security(Coastal)	AD→DD→Addl. RG	RGI	
8. Issue of financial approval and sanction for NPR				
a)	Sanction orders through Central Plan Scheme Monitoring System (CPSMS)	AD→DD→Addl. RG→RGI→SS&FA	HS	
b)	Coordination with Budget Section for Budgetary provision and Audit observations.	AD→DD→Addl. RG	RGI	
c)	Preparation of draft Annual Plan, Out-come Budget for Five Year Plan	AD→DD→Addl. RG	RGI	
d)	Sanction orders through Central Plan Scheme Monitoring System (CPSMS)	AD→DD→Addl. RG→RGI→SS&FA	HS	
9. Coordination of Advertisements & Publicity relating to NPR with				
a)	National Film Development Corporation (NFDC)	AD→DD→Addl. RG→RGI→SS&FA	HS	
b)	DAVP	AD→DD→Addl. RG→RGI→HS	DAVP	
c)	Printing of Advertisements, Radio Spots, TV Advertisements	AD→DD→Addl. RG	RGI	
d)	Doordarshan and AIR	AD→DD→Addl. RG	RGI	
e)	Lok Sabha TV	AD→DD→Addl. RGI	RGI	

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
10.	National Register of Citizens (NRC), 1951			
a)	Matters relating to NRC, 1951 in Assam	AD→DD→Addl. RG→RGI→JS(NE)→HS	HM	
b)	Correspondence with State Govt. of Assam	AD→DD→Addl. RG→RGI→JS(NE)	HS	
c)	Parliamentary matters pertaining to NRC	AD→DD→Addl. RG→RGI→JS(NE)→HS	HM	
d)	Notification for updation of NRC	AD→DD→Addl. RG→RGI→JS(NE)→HS	HM	
e)	Guidelines for preparation of NRC schedule	AD→DD→Addl. RG	RGI	
f)	Finalization of NRC updation manual	AD→DD→Addl. RG	RGI	
g)	Financial matters pertaining to NRC	AD→DD→Addl. RG→RGI→JS(NE)→SS&FA	HS	
h)	Supreme Court Case for NRC updation	AD→DD→Addl. RG→RGI→JS(NE)	HS	
11.	Project Management for NPR (Country)			
a)	Correspondence	AD→DD→Addl. RG	RGI	
b)	Agreement	AD→DD→Addl. RG→RGI→HS	M/LAW	
c)	Progress	AD→DD→Addl. RG→RGI	HS	
d)	Payments	AD→DD→Addl. RG→RGI→SS&FA→HS→PAO(MHA)→ Dy.CCA	CCA(H)	
e)	Review meetings	AD→DD→Addl. RG→RGI→HS→CMDs→JS(Def)→ JS(Atomic Energy)→JS(Tele comm.)	HS	
f)	Review meetings with State/ UT Governments	AD→DD→Addl. RG→RGI→HS→Pr.Secy. of the State Concern→DM	RGI	

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
12.	Unique Identification Authority of India (UIDAI)			
a)	Correspondence	AD→DD→Addl. RG	RGI	
b)	Comments on EFC	AD→DD→Addl. RG	RGI	
c)	Cabinet Note	AD→DD→Addl. RG→RGI	HS	
c)	Joint working Group (JWG) meetings and minutes	AD→DD→Addl. RG→RGI	RGI	
e)	Inter Ministerial Co-ordination Committee (IMCC) meetings and minutes	AD→DD→Addl. RG→RGI	HS	
13.	Conference			
a)	Organising Conference/ Workshop of Chief Secretary (CS), CMDs, Joint Secretaries, DCOs, DMs, etc.	AD→DD→Addl. RG→RGI→HS	HM	
14.	Technical Matters (NPR Cell, Pushpa Bhawan)			
a)	Technical matters related to the project	DD(EDP)→Addl. Dir(EDP)→Addl. RG	RGI	
b)	Software Development	DD(EDP)→Addl Dir(EDP)→Addl. RG	RGI	
c)	Software Testing	DD(EDP)	Addl Dir(EDP)	
d)	Software Trial	DD(EDP)	Addl Dir(EDP)	
e)	Software Loading on the field	DH	DD(EDP)	
15.	Progress Monitoring (Data Entry, Biometric, Card Production)			
a)	Data Entry	AD→DD→Addl. RG→RGI	HS	
b)	Biometric capture	AD→DD→Addl. RG→RGI	HS	

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
16.	NPR-DIT			
a)	Data Entry for Urban	AD→DD→Addl. RG→RGI	HS	
b)	Data Entry for Rural phase –I	AD→DD→Addl. RG→RGI	HS	
c)	Data Entry for Rural phase –II	AD→DD→Addl. RG→RGI	HS	
17.	Resident Complains and Queries			
a)	Card not yet received	AD→DD→Addl. RG	CPSUs	
b)	Correction	AD→DD→Addl. RG	CPSUs	
18.	Computer Security Compliance report			
a)	From all DCOs & all divisions of ORGI	AD→DD→Addl. RG	RGI	
19.	Misc. Work:			
a)	Formulation of various NPR processing and getting its approval from RG & CCI	AD→DD→Addl. RG	RGI	
b)	Dealing letter received with various other agencies like Defence, State Govts etc	AD→DD→Addl. RG	RGI	
c)	Support and implementation of various project/PoC like Census of India and Bangladesh enclave etc.	AD→DD→Addl. RG→RGI→HS→ Secretary (MEA)	HM	
d)	Submission of monthly Pendency Report sent to MHA	AD	DD	
e)	Submission of monthly D.O. Report of important events/development sent to the Cabinet Secretary	AD	DD	
f)	Training courses of Officers/Officials on various subject	AD→DD	Addl. RG	