

Name of Section: - 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)	DH→DD	HoO	As per Delegation of Financial Powers
b)	Allotment/ Nomination of New GPF A/c No.	DH→DD	HoO	
c)	Transferring of GPF Accounts.	DH→DD	HoO	
2.	Processing of various types of advances			
a)	House Building / Computer/Laptop	DH→DD	HoO	As per Delegation of Financial Powers
3.	Monitoring of RTI Cases/Grievances			
a)	Collection of the status of all the RTI cases received in various Sections/ Divisions of ORGI.	SI Gr.I→DD	JD (Nodal Officer)	
b)	Appointment of FAA/CPIO	SI Gr.I→DD- →JD→Addl. RGI	RG&CCI	As per RTI Act-2005
c)	Grievance related matter	SI Gr.I→DD→JD→Addl. RGI	RG&CCI	
4.	Processing of Medical cases & works relating to Medical Cards and other related activities			
a)	Processing of Reimbursement of Medical cases of DCOs & ORGI.	DH→DD	JD/Addl. RGI/IFD(MHA)	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)	Issue of orders for Reimbursement	DH→DD	JD	As per delegation of Financial powers
c)	Permission for Pathological Tests.	DH→DD	JD	
d)	Appointment of Authorized Medical Authority/Agent (AMA).	DH→DD→JD	Addl. 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.	DH→DD→JD→Addl.RGI	RG&CCI /IFU(ORG)/IFD(MHA)	As per Delegation of Financial Powers
b)	Processing of all the cases relating to construction of office building and residential quarters in respect of ORGI and DCOs:-	DH→DD→JD→Addl.RGI	RG&CCI/IFU(ORG)/IFD(MHA)	As per Delegation of Financial Powers
c)	Issuing of sanctions (After approval)	DH→DD	HoO	
d)	Renovation and Minor works (Civil & Electrical) in respect of office building and residential quarters of ORGI & DCOs	DH→DD→JD→Addl.RGI	RG&CCI/ IFU(ORG)/IFD(MHA)	As per Delegation of Financial Powers
6.	Procurement and installation of IT & furniture items at ORGI, New Delhi			
a)	Procurement and installation of IT items such as computer/printer/photocopier etc and furniture items	DH→DD→JD→Addl.RGI	RG&CCI/ IFU(ORG)/IFD(MHA)	As per Delegation of Financial Powers
7.	Hiring of Manpower at ORGI			
a)	Deployment/Hiring of Home Guards (Unarmed) at different office building of ORGI through DG Home Guards, New Delhi	DH→DD→JD→Addl.RGI→RG&CCI	IFU(ORG)/IFD(MHA)	As per Delegation of Financial Powers
b)	Hiring of Manpower (IT/Administrative/Conservancy/others) through Government e-Market place	DH→DD→JD→Addl.RGI	RG&CCI/IFU(ORG)/IFD(MHA)	As per Delegation of Financial Powers

8.	Matters relating to Recreation club of DCOs and Processing of Tuition fee and Children Education Allowance of ORGI:			
a)	Processing for reimbursement of Tuition Fee and Children Education Allowances requests received from officers/officials of ORGI	SI Gr.I→DD	JD	As per Delegation of Financial Powers
b)	Issue of sanctioning orders	SI Gr.I→DD	JD	As per Delegation of Financial Powers

Name of Section- AD-II

Sl. 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→Addl. RGI	RGI	
b.)	Group "C"	SO→US→DS→Addl.RGI	RGI	
2.	Posting and Transfer of Group "B" (Gazetted & Non-Gazetted)			
a.)	Group "B" (Gazetted)	SO→US→DS→Addl.RGI	RGI	
b.)	Group "B"(Non-Gazetted)	SO→US→DS→Addl.RGI	RGI	
c.)	Group "C"	SO→US→DS	Addl.RGI	
3.	Advances for LTC			
a.)	Leave encashment for LTC	SO→US→DS	Addl.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	
b.)	Commutated leave	SO	US	
c.)	Child Care leave	SO→US→DS	Addl.RGI	
5.	Issue of NOC for Passport, Higher Studies ,etc.	SO→US→DS→Addl.RGI	RGI	
6.	Increments			

a.)	Issue of orders for all Group of 'B'(Gazetted /Non-Gazetted)&Group 'C'	SO	US	
7.	Pension			
a)	Processing of cases	SO→US	DD/US (Hqr)	As per rules 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 (Group of 'B'(Non-Gazetted) & Group 'C'			
a.	Group 'B' Non-Gazetted	SO→US→DS→Addl.RGI→DP C	RGI	As per Recruitment Rules of respective posts
b.)	Group 'C'	SO→US→DS→Addl.RGI→DP C	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→Addl.RGI	RGI	As per Recruitment Rules of respective posts
10.	Financial Up gradation(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→Addl.RGI	RGI	
d.)	Issue of orders after having the approval of Committee Members	SO	US	
11.	Court Matters			
a.)	Processing of Cases	SO→US	DS/Addl.RGI	
b.)	Preparation of Affidavits/Counter Affidavits &approvals thereon	SO→US→DS→Addl.RGI	RGI	
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	Addl. RGI	As per Recruitment Rules of respective posts
b.)	Seeking of approval of DPC	SO→US→DS→Addl. RGI→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→Addl.RGI.	RGI	
b.)	Cadre controlled by RGI	SO→US→DS→Addl.RGI	RGI	
ii)	Group'B" Non-Gazetted			
a)	Cadre controlled by MHA	SO→US→DS→Addl.RGI	RGI	
b)	Cadre controlled by RGI	SO→US→DS→Addl.RGI	RGI	
iii)	Group'C'	SO→US→DS→Addl.RGI	RGI	
15.	Disciplinary Proceeding			
a.)	Processing of cases including appeal/review/revision cases	SO→US→DS→Addl.RGI	RGI	
16.	Permission/Intimation under CCS Conduct Rules			
a)	Group 'B' Gazetted	SO→US→DS→Addl.RGI	RGI	
b)	Group 'B' Non-Gazetted	SO→US→DS→Addl.RGI	RGI	
c)	Group 'C'	SO→US→DS→Addl.RGI	RGI	
17.	Preparation of Seniority list of Group'B' (Non-Gazetted) & Group 'C'.			
a)	Group 'B' Non-Gazetted	SO→US→DS→Addl.RGI	RGI	
b)	Group 'C'	SO→US→DS→Addl.RGI	RGI	
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	JD/DS/Dir.	As per CCS Conduct Rules
b)	Group 'B' Non-gazetted	SO→US	JD/DS/Dir.	
c)	Group 'C'	SO→US	JD/DS/Dir.	
20.	Forwarding of application to KVS schools for admission of children of Non-Gazetted	SO→US	US(Hqr)	

	group 'B' and group 'C' Employees on behalf of office.			
21.	Parliament Questions			
a)	Starred Questions Assurance	SO→US→DS→Addl.RGI→RGI I→HS	HM	
b)	Unstirred Question	SO→US →DS→Addl.RGI→RGI	MOS (H)	

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/Director→ Addl. RG→RGI→HS	MOS/HM	
b)	Group 'B' (Gazetted)	AD→US→DS/Dire ctor→Addl. RG	RGI	
2.	Posting and Transfers (in r/o Posts under the control of RGI)			
a)	Group 'A' (Gazetted)	AD→US→DS/Dire ctor→Addl. RG	RGI	
b)	Group 'B' Gazetted)	AD→US→DS/Dire ctor→Addl. RG	RGI	
3	Advances for LTC			
a)	Leave encashment for LTC	AD→US→DS/Director→Addl. RG	RGI	
b)	LTC granting of permission to change declared place of visit before /after commencement of journey.	AD→US→DS/Director→Addl. RG	RGI	
4.	Sanctioning of Leave			
a)	EL	AD→US→DS/Director→Addl. RG	RGI	
b)	Commutated leave	AD→US→DS/Director→Addl. RG	RGI	

c)	CCL	AD→US→DS/Director→Addl. RG	RGI	
5. Issue of NOC (as per CCS- Conduct rule)				
a)	For Passport	AD→US→DS/Director→Addl. RG	RGI	
b)	For Higher Studies Group 'A' & B (Gazetted)	AD→US→DS/Director→Addl. RG	RGI	
6. Increments				
a)	Issue of orders for 'A' & 'B' (Gazetted)	AD	US	
b)	Entry of Increments in the Service Books	DH	AD	
7. Pension				
a)	Processing of cases	AD→US	Head of Office (Hqr.)	
b)	Issue of order for release of pension	AD→US	Head of Office (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/Director→ Addl. RG→RGI→HS	MOS/HM	
b)	Group 'B' Gazetted	AD→US→DS/Dire ctor→Addl. RG	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/Director→ Addl. RG→RGI→HS	MOS/HM	
b)	Group 'B' Gazetted	AD→US→DS/Dire ctor→Addl. RG	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)	ACR Grading for last five years	AD	US	
b)	Approval of Screening Committee(SC) (a) upto G.P Rs.4800/-	AD→US→DS/Director→Addl. RG→SC	RGI	
	(b) G.P Rs.5400/- & above	AD→US→DS/Director→Addl. RG→SC→RGI→HS	MOS/HM	
c)	Issue of orders after having the approval of DPC	AD	US	
11.	Court Matters			
a)	Processing of cases	AD→US→DS/Director→Addl. RG	RGI	
b)	Preparation of Affidavits/ Counter Affidavits/ approval	AD→US→DS/Director→Addl. RG	RGI	
12.	Pay Fixation			
a)	Processing of cases/ approval	AD	US	
b)	Issue of orders	AD	US	
c)	Entry in the Service Books	DH	AD	
13.	Parliament Questions			
a)	Starred Questions & Assurances	AD→US→DS/Director→Addl. RG	RGI	
b)	Un starred Questions	AD→US→DS/Director→Addl. RG	RGI	
14.	Filling of posts on Deputation basis (in respect of post under the control of RGI)			
a)	Group 'A' posts	AD→US→DS/Director→Addl. RG→RGI→HS	MOS	As per Recruitment Rules of Respective posts
b)	Group 'B' posts	AD→US→DS/Director→Addl. RG	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 or by DOP&T	AD→US→DS/Director→Addl. RG	RGI	
b)	Cadre controlled by RGI	AD→US→DS/Director→Addl. RG	RGI	
16.	Preparation of Seniority list in respect of posts under the control of RGI			
a)	Group 'A' Gazetted	AD→US→DS/Director→Addl. RG	RGI	
b)	Group 'B' Gazetted	AD→US→DS/Director→Addl. RG	RGI	
17.	RTI cases	AD	US (CPIO)/DS or Dir. (FAA)	
18.	Intimation under conduct rule for transactions for Movable /Immoveable Properties/Articles			
a)	Group 'A' Gazetted	AD→US→DS/Director→Addl. RG	RGI	
b)	Group 'B' Gazetted	AD→US→DS/Director→Addl. RG	RGI	
19.	Forwarding of Applications to KVS schools for admission of Children of Gazetted employees on behalf of Head of Office.	AD→US→DS/Director→Addl. RG	RGI	
20.	Appointment of Director of Census Operations/Director of Citizen Registration on Central Deputation under Central Staffing Scheme			
a)	Processing of cases for approval (after receiving names from DOP&T on recommendation of CSB/ACC)	AD→US→DS/Director→Addl. RG→RGI→HS	MOS/HM	
b)	Approval for issuing notification & order in r/o appointment of DCO/DCR	AD→US→DS/Director→Addl. RG	RGI	
c)	Issue of notification	AD→US→DS/Director	Addl. RG	
d)	Issue of orders	AD	US	

Sl. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
21.	Delegation of Financial Powers			
i)	To RG & CCI			
a)	Processing for approval	AD→US→DS/Director→Addl. RG→RGI →SS & FA (MHA)	HS	
b)	Issue of orders	AD	US	
i)	To the Controlling Officers of DCOs [DCO/DCR/DRG(C&T)/JDCO]			
a)	Processing for approval	AD→US→DS/Director→Addl. RG→RGI →SS & FA (MHA)	HS	
b)	Issue of orders	AD→US→DS/Director→Addl. RG	RGI	
22.	Delegation of Administrative Powers to the Controlling Officers of DCOs [DCO/DCR/DRG(C&T)/JDCO] in respect of Cadre controlled by RGI			
a)	Processing for approval	AD→US→DS/Director→Addl. RG	RGI	
b)	Issue of orders	AD	US	

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/Director→Addl. RG	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/Director	Addl. RG	
iii)	Taking follow up action for ensuring timely filing of CA/Appeals/WPs etc. and implementation of Court Orders.	AD→US→DS/Director→Addl. RG	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	
v)	Updating of Status of Court Cases on the website of MHA or on LIMBS.	AD	US	

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
All Court cases on Service matters in respect of Group “B” officials (Non Gazatted) of DCO’s & Group ‘C’ officials of DCO’s.				
1	Court cases including OAs, CWP, SLPs etc.	SO → DD →DS→Addl. RGI	RGI	
2	Handling of the following matters relating to Court Cases of Group “B” and “C” posts.			
3	VIP Reference on above matters	SO → DD →DS→ Addl. RGI	RGI	
4	RTI matters on above matters	SO → DD →DS	DS	
5	Handling of clarifications sought by DCOs on court cases of Group “B” and “C” Employees.	SO → DD →DS→ Addl. RGI	RGI	
6	Processing of the representations of officials in above posts involving court cases.	SO → DD →DS→Addl. RGI	RGI	

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	AD→US→DS→Addl.RGI→RGI →AS&FA	Deptt. of Expenditure	
b)	Policy matters relating to Creation, Transfer, Continuance of posts (both Plan and Non-Plan): For creation and continuation For transfer	AD→US→DS→Addl.RGI→RGI AD→US→DS→Addl.RGI	RGI	
c)	Service matters relating to Creation, Transfer, Continuance of posts (both Plan and Non-Plan): For creation and continuation For transfer	AD→US→DS→Addl.RGI→RGI AD→US→DS→Addl.RGI	RGI	
d)	Up-gradation of core posts	AD→US→DS→Addl.RGI→RGI	RGI	
e)	Outsourcing of manpower in ORGI and DCOs	Pertains to Ad.II section		
f)	Maintenance and up-dating of database in respect of incumbents of DCOs ORGI	AD	AD	
g)	Implementation of Central Pay Commission Reports	AD→US→DS→Addl.RGI→RGI →AS&FA	Deptt. of Expenditure	
h)	Implementation of Arbitration Awards	AD→US→DS→Addl.RGI→RGI →AS&FA→Deptt. of Expenditure	MOS	
2.	Matters relating to Recruitment			
a)	All policy matter relating to recruitment and manpower allocation	AD→US→DS→Addl.RGI	RGI	

b)	Revision and framing of recruitment rules for all posts in ORGI and DCOs (except organised cadre posts)	AD→US→DS→Addl.RGI	RGI	With approval of DOPT,UPSC and M/o Law and Justice
c)	DPC permissions to DCOs in respect of Group 'C' posts	AD→US→DS→Addl.RGI	RGI	
3.	Miscellaneous matters			
a)	Weekly status for Secretary's review meeting	-	-	We are not holding such type of meeting
b)	Compilation and submission of data for preparing Monthly returns to MHA	AD→US→DS→Addl.RGI	RGI	-Do-
c)	Court cases pertaining to retrenched employees of DCOs and ORGI and those relating to service policy matters	AD→US→DS→Addl.RGI	RGI	
d)	General Coordination between HQs and DCOs and Divisions of ORGI pertaining to work allocated to the section	AD→US→DS→Addl.RGI	RGI	
e)	RTI matters	AD	AD	
f)	RTI Appeals	AD→US	DS	
4)	Parliament Questions			
a)	Starred Questions & Assurances	AD→US→DS→Addl.RGI	RGI	
b)	Unstarred Questions	AD→US→DS→Addl.RGI	RGI	
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	

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	RGI	

Name of Section- CRS

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Finalization and issue of directions/circulars to the State Governments on various decisions/ initiatives taken by this office.	DD→JD→DRG(CRS)→DDG→RGI	RGI	
2	Finalization & submit the Annual report on working of the RBD Act, 1969 & Statistical Report based on CRS.	DD→JD→DRG(CRS)→DDG→RGI	RGI	
3	Correspondence with State Govt. through Chief Registrar of births and deaths and provide clarification regarding implementation of various provision of RBD Act, 1969 & corresponding Rules.	DD→JD→DRG(CRS)→DDG→RGI	RGI	
4	Financial Matters & Plan Scheme.	DD→JD→DRG(CRS)→DDG→RGI	RGI	

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	Investigator (Gr. I) → RO/DDCO → ARG(SS) → DRG(SS) → Addl. RGI	RGI	

Name of Section- Census

Sl. No.	Types of cases	Channel of submission	Level of final disposal	Remarks
1.	Census related matters			
a)	Finalisation of Communication of Guidelines for conduct of Decennial Census	DD to DRG to Addl. RG to RG	RGI	
b)	Finalisation of Administrative Jurisdiction and Area figures	AD/DD to DRG to Addl. RG to RG	RGI	
c)	Constitution of Technical Advisory Committee on issues related to Census	AD/DD to DRG to Addl. RG to RG	HM	Goes to IFD(Home) also
d)	Issue of Notifications	AD/DD to JD to DRG to Addl. RG to RG	HM	Goes to Ministry of Law also
e)	Correspondence with Central/State offices and Directorate of Census Operations	AD/DD to JD/DRG to Addl. RG to RG	RGI	
f)	Finalisation of Census Tables	AD/DD to DRG to Addl. RG to RG	RGI	
g)	Finalisation of Census Tabulation Plan	AD/DD to DRG to Addl. RG to RG	RGI	
h)	Provision of Expenditure for Census 2021 and modalities for payment etc.	AD to JD to DRG to Addl. RG to RG	RGI	
i)	Providing Census related information for Parliament questions to concerned division, online grievances	DD to DRG to Addl. RG to RG	RGI	

2.	RTI related Matters			
a)	RTI Applications Disposal	DH to CPIO	CPIO	
b)	1st Appeal	DH to CPIO to FAA	1st App. Authority	
3.	Conferences/Meetings related to Census			
a)	Organizing and managing the Conferences and meetings	AD/DD to JD/DRG to Addl RG to RG	RGI	
4.	Supply of Census data			
a)	Ministries/Govt. Deptts./Data Users	DD to DRG to Addl. RG to RG	RGI	
b)	International bodies	DD to DRG to Addl. RG to RG	RGI	
5.	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	AD to JD to DRG to Addl. RG to RG	RGI	
b)	Monitoring and Supervision Court Cases of All DCOs	AD to JD to DRG to Addl. RG to RG	RGI	

Name of Section –MCCD Unit

S.No.	Type of cases	Channel of Submission	Level of final disposal
1.	Routine files	AD→DD→DRG(MCCD)	DRG(MCCD)
2.	Important Legal issues under RBD Act	AD→DD→DRG(MCCD)→Addl. RGI	RGI
3.	Financial Matter &Plan scheme	AD→DD→DRG(MCCD) →Addl.RGI	RGI
4.	Financial sanctions	AD→DD→DRG(MCCD)→Addl.RGI, RGI	(IFD Home)
5.	Financial sanctions Above IFD Limit)	AD→DD→DRG(MCCD)→Addl.RGI→RGI→IFD→ Home→ HS	HM

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/Addl.RG→RG &CCI	HS/MOS/HM	
2	All Disciplinary matters in respect of Gr. 'B'(Non-Gazetted), of ORGI.	SO→US→DS/ Addl.RG	RG&CCI	
3	All Disciplinary matters in respect of Gr. 'C' of ORGI.	SO→US→DS	Addl.RG	
4	Appeal preferred by all officials/officers of Gr. 'A' & 'B' of ORGI & DCOs.	SO→US→DS/ Addl.RG→RG&CCI	HS/MOS/HM	
5	Appeal preferred by all officials/officers of Gr.	SO→US→DS/ Addl.RG	RG&CCI	
6	Revision/Review preferred by all officials/officers of Group B & C of ORGI and DCOs.	SO→US→DS/ Addl.RG	RG&CCI	
7	Court cases filed by all officials/officers of Group A, B & C of ORGI and DCOs related to vigilance matter.	SO→US→DS/ Addl.RG	RG&CCI	
8	Suspension cases of Group A employees of ORGI	SO→US→DS/Addl.RG→RG &CCI	HS/MOS/HM	
9.	Suspension cases of Group B employees of ORGI	SO→US→DS/ Addl.RG	RG&CCI	
10	Suspension cases of Group C employees of ORGI (Hqrs.)	SO→US→DS/ Addl.RG	RG&CCI	
11	Review of suspension cases of all Group A, B & C employees of ORGI & DCOs.	SO→US→DS/Addl.RG→RG&C CI	HS/MOS	
12	All complaints related to vigilance in respect of all employees of Group A, B & C of ORGI and DCOs.	SO→US→DS/ Addl.RG	RG&CCI	

13	All disciplinary cases of Group C employees of DCOs where Ad hoc Disciplinary Authority appointed.	SO→US→DS	Ad hoc Disciplinary Authority	
14	Advice to Directorates on vigilance matter.	SO→US	DS/ Addl.RG	
15	Consultation with UPSC and CVC in disciplinary matter of ORGI & DCOs.	SO→US→DS/ Addl.RG→RG&CCI	HS/MOS	
16	Approval of President in respect of disciplinary cases of ORGI & DCOs.	SO→US→DS/ Addl.RG→RG&CCI	HS/MOS/HM	
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/ Addl.RG	RG&CCI	
18	Consultation with Ministry of Law in disciplinary cases.	SO→US→DS/ Addl.RG→RG&CCI	HS/MOS	
19	Honorary to I.O. & P.O. for disciplinary cases of Group A, B & C employees of ORGI and DCOs.	SO →US→DS/ Addl.RG	RG&CCI	
20	Legal bills filed by Government Counsel related to vigilance matter.	SO→US→DS/ Addl.RG	RG&CCI	
21	Vigilance Clearance of all employees of Group A, B & C of ORGI & DCOs.	SO→US→DS/Addl.RG→RG&C CI		Depending upon the designation of the officers/officials
22	Preparation of Monthly Report related to vigilance matter of ORGI & DCOs with co-ordination to MHA and CVC.	SO→US	DS	
23	Preparation of monthly report on sanction procedure.	SO→US	DS	
24	Preparation of monthly report on pending cases.	SO→US	DS	
25	Preparation of monthly report on RTI matters.	SO	US	
26	Preparation of Quarterly Report on vigilance matter.	SO→US	DS	
27	Preparation of Quarterly report on corruption matter.	SO→US	DS	

28	Preparation of Annual Report on vigilance matter.	SO→US→DS/ Addl.RG	RG&CCI	
29	Scrutiny and maintenance of Immovable Property Returns submitted by Gr. 'A' & 'B' officers.	SO→US	DS	
30	Scrutiny and maintenance of Lokpal and Lokayuktas Act, 2013	SO→US	DS/ Addl.RG	

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	

Name of Section-NRC Division

Sl. No	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E

1	National Register of Citizens (NRC), 1951			
a)	Matters relating to NRC, 1951 in Assam	RO/DD→JD→Addl. RG→RGI→JS(NE) →HS	HM	
b)	Correspondence with State Govt. of Assam	RO/DD→JD→Addl. RG→RGI→JS(NE)	HS	
c)	Parliamentary matters pertaining to NRC	RO/DD→JD→Addl. RG→RGI→JS(NE) →HS	HM	
d)	Notification for updation of NRC	RO/DD→JD→Addl. RG→RGI→JS(NE) →HS	HM	
e)	Guidelines for preparation of NRC schedule	RO/DD →JD→Addl. RG	RGI	
f)	Finalization of NRC updation manual	RO/DD →JD→Addl. RG	RGI	
g)	Financial matters pertaining to NRC	RO/DD →JD→Addl. RG→RGI→JS(NE) →SS&FA	HS	
h)	Supreme Court Case for NRC updation	RO/DD →JD→Addl. RG→RGI→JS(NE)	HS	
2	RTI matters relating to NPR and NRC			
a)	Giving replies to requests received under RTI	CPIO	CPIO	
b)	Giving replies to appeals received under RTI	RO/DD	Appellate Authority	
c)	Handling of Central Information Commission (CIC) cases	RO/DD	Appellate Authority	

Name of Division/ Section- NPR Division

S.No.	Subject matter	Channel of submission
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Coordination with DCOs		
1	Correspondence	DH→SI-I→Addl. Director→Addl. RGCR→RG&CR,I
2	Administrative matters	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I
3	Financial matters and sanctions	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I
4	Sending clarifications on State Govt. Requests	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I
5	Notifications	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I
6	Putting for policy matter on NPR related issues	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I
7	Preparing NPR circulars and issuing them after taking approval	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I

2. Legal Matters

1	Framing of NPR Rules	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I
2	Appointment of legal consultant	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I→SS&FA(H) →HS
3	Correspondence with legal consultant	DH→SI-I→ Addl. Director→Addl. RGCR
4	Court Cases	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I
5	Giving periodic status of court cases to legal Cell ORGI	DH→SI-I→ Addl. Director
6	Courts cases in States/UTs pertaining to NPR	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I

3. RTI matters relating to NPR

1	Giving replies to requests received under RTI	DH→RO(CPIO)
2	Giving replies to appeals received under RTI	DH→RO(CPIO) →FAA/Addl. RGCR
3	Handling of Central Information Commission (CIC) cases	DH→RO(CPIO) →FAA/Addl. RGCR

4. Suggestions/Queries received from individuals/PMO/VIPs etc.

1	Dealing with suggestions, queries and public grievance/online grievance related to NPR received from individuals from all over India	DH→SI-I→ Addl. Director→Addl. RGCR
2	Dealing with suggestions, queries and grievance received from VIPs related to NPR	DH→SI-I→ Addl. Director→Addl. RGCR→RG&CR,I

5. Parliament related matters (NPR)

1	Starred Questions	SI-I→ Addl. Director→Addl. RGCR→RG&CR,I→HM
2	Unstarred Questions	SI-I→ Addl. Director→Addl. RGCR→RG&CR,I→MOS(Home)

3	Supplementaries for Starred Questions	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
4	Cut motions	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → MOS(Home)
5	Parliament Assurances	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → MOS(Home)
6	Parliament Standing Committee etc.	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
7	Matters raised under Rule 377	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → MOS(Home)
8	Providing inputs to other Departments/Ministries on Questions	SI-I → Addl. Director → Addl. RGCR → RG&CR,I

6. Coordination with Ministries/Depts. wrt NPR matters

1	MHA	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
2	M/o Finance	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → SS&FA → HS
3	Prime Minister's Office	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → HS → HM
4	NITI AAYOG/UIDAI	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → HS
5	National informatics Centre (NIC)	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
6	Department of information Technology (DIT)	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → HS
7	Election Commission	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
8	M/o Rural Development	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
9	M/o Law and Justice	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
10	Other Misc. Matters	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
11	All matters relating to Maritime Security (Coastal)	SI-I → Addl. Director → Addl. RGCR → RG&CR,I

7. Issue of financial approval and sanction for NPR

1	Sanction orders through Central Plan Scheme Monitoring System (CPSMS)	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → SS&FA → HS
2	Coordination with Budget Section for Budgetary provision and Audit observations.	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
3	Preparation of draft Annual Plan, Out-come Budget for Five year Plan	SI-I → Addl. Director → Addl. RGCR → RG&CR,I

8. Project Management for NPR (Country)

CPSUs:		
1	Correspondence	SI-I → Addl. Director → Addl. RGCR → RG&CR,I
2	Payments	SI-I → Addl. Director → Addl. RGCR → RG&CR,I → SS&FA(Home)

		→HS→PAO(MHA) →DyCCA→CCA(H)
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9. Technical Matters (Shastri Park)

1	Technical matters related to the project	DD(EDP) → Addl. Director(EDP)/TD(EDP) → Addl. RGCR→ RG&CR,I
2	Software Development	DD(EDP) → Addl. Director(EDP)/TD(EDP) → Addl. RGCR→ RG&CR,I
3	Software Testing	DD(EDP) → Addl. Director(EDP)/TD(EDP)
4	Software Trial	DD(EDP) → Addl. Director(EDP)/TD(EDP)

10. Misc. Work:

1	Formulation of various NPR processing and getting its approval from RG & CCI	SI-I→ Addl. Director→Addl. RGCR→RG&CR,I
2	Dealing letter received with various other Govt. agencies, State Govts etc	SI-I→ Addl. Director→Addl. RGCR
3	Submission of monthly Pendency Report sent to MHA	DH→SI-I→ Addl. Director
4	Submission of monthly D.O Report of important events/development sent to the Cabinet Secretary	DH→SI-I→ Addl. Director
5	Dealing in RMC file	DH→SI-I→ Addl. Director→Addl. RGCR

Name of Section/Division:- **Hindi Division**

S.No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	All subject matter origination from the Division	AD(OL) →DS→Addl.RG	RGI	

Name of Section/Division:- **Printing Division**

S.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	S.I.Gr.I/Printing Officer→AD→DD→DRG→Addl.RG(JY)	RF&CCI	
2	Correspondence with Govt. Printing Press	S.I.Gr.I/Printing Officer→AD→DD→DRG	Addl. RG(JY)	

3	RTI matter received in the Division	S.I.Gr.I/Printing Officer→AD	DD&CPIO	
4	RTI Appeal	DD(Ptg.)	DRG(PTG.)	
5	Miscellaneous Matters	S.I.Gr.I/Printing Officer→AD	DD	

Name of Section/Division:- Budget Cell

S.No.	Types of cases	Channel of submission	Level of final disposal	Remarks
A	B	C	D	E
1	Budget section related matters	S.I. Grade I→JD(Budget)→Addl.RG	RG&CCI	

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.	Dealing Hand →Deputy Director →DRG →Addl. RGI →RG& CCI	IFD(MHA)	As per Delegation of Financial Powers.
b)	Processing of Bills for purchase of above items.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	-do-
c)	Issue of Sanction Order in respect of purchase of above item(s)	Dealing Hand →Deputy Director	JD(HoO)	-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.	Dealing Hand →Deputy Director →DRG →Addl. RGI →RG& CCI	IFD(MHA)	

e)	Processing of Bills for purchase of above items.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	-do-
f)	Issue of Sanction Order in respect of purchase of above item(s)	Dealing Hand →Deputy Director	JD(HoO)	-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.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	
a)	Processing of cases for Installation of above Systems.	Dealing Hand →S I Grade I	Deputy Director	-
b)	Processing of bills in respect of above Systems	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	
c)	Issue of Sanction Order in respect of purchase of above item(s)	Dealing Hand →Deputy Director	JD(HoO)	
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.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	
b)	Issue of office order for AMC	Dealing Hand →S I Grade I	Deputy Director	

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
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.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	As per Delegation of Financial Powers
b)	Processing of bills in respect of above items.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	-do-
c)	Issue of Sanction Order in respect of above item(s)	Dealing Hand →Deputy Director	JD(HoO)	-do-
5.	Stationary items/Furniture items and other items.			
a)	Procurement and supply of stationery items and processing of their bills for ORGI.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	
b)	Procurement and supply of other stores items and equipments for ORGI as well as for all DCOs.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	As per Delegation of Financial Powers
c)	Processing of Bills in respect of purchase of all stationary items	Dealing Hand →S I Grade I	Deputy Director	-do-
d)	Issue of Sanction Order in respect of above item(s)	Dealing Hand →Deputy Director	JD(HoO)	-do-

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
6.	Disposal of obsolete/unserviceable items – Admirahs/Furniture/ACs and other store items.			
a)	In respect of items in the DCOs	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	As per Delegation of Financial Powers
7.	Maintenance of expenditure registers for Minor Works.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	
8.	Physical verification of all the furniture items/other items and updating the Stock Register at the end of every year	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	
9.	Placing the orders for purchase of books for office use and processing of all the Bills in this regard.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	As per Delegation of Financial Powers
10.	Making the arrangements for Procurement of Liveries /Uniforms for Group C (MTS) employees and processing of bills in this regard.	Dealing Hand →Deputy Director →DRG →Addl. RGI	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.	Dealing Hand →Deputy Director →DRG →Addl. RGI	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.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	

S. No	Types of cases	Channel of submission	Level of final disposal of cases	Remarks
A	B	C	D	E
13.	Processing of all Newspaper bills submitted by all officers of ORGI and sending the same in the cash section for their reimbursement.	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	As per instructions issued by Min. of Finance
14.	Preparation of Audit para replies relating to DCOs	Dealing Hand →Deputy Director →DRG →Addl. RGI	RGI	