

No. 2-18/22/2019-Adm.II
Government of India
Ministry of Power
Shram Shakti Bhawan, New Delhi

Dated: 22.06.2020

OFFICE MEMORANDUM

Subject : Channel of Submission and Level of Disposal of Cases in Ministry of Power.

The matter regarding channel of submission has been considered on the basis of inputs received from the Sections/Divisions of the Ministry. After a comprehensive review, the Channel of Submission and Level of Disposal has been finalised as per Annexure. General instructions applicable to all Section/Divisions are given at page 2 and 3 of the Annexure.

2. It is requested to process files as per the approved channel and level of disposal.

3. This issues with the approval of the Hon'ble Minister of State(IC) for Power.



(Hausuanthang Guite)

Under Secretary to the Govt. of India

Tel. 23715327

To

1. All AS/FA/JS/EA/Director/Deputy Secretary/Under Secretary
2. All Section Officer
3. All Sections

Copy to:

1. PS to Hon'ble MOS(P)(I/C)
2. PPS to Secretary (Power)

**CHANNEL OF SUBMISSION
&
LEVEL OF DISPOSAL OF CASES**

**Ministry of Power
Shram Shakti Bhawan, Rafi Marg, New Delhi**

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General

The following matters shall be put up to the Minister

- 1) All matters of policy
- 2) All matters having policy implication
- 3) Any scheme / guideline / standing orders / Draft Regulations.
- 4) Cabinet Notes / PIB Notes / Memoranda to Commissions / Policy guidelines to States etc
- 5) Any matter having any inter-ministerial implications
- 6) Comments on Cabinet Note of other Ministries / Response to the communications from other Ministries / State Governments.
- 7) Progress Reports of Schemes / Performance Reviews of Boards / Corporations under the Ministry
- 8) Parliamentary Matters
- 9) Matters pertaining to International Co-operation
- 10) Work allocation in case of Officers at the level of JS and above.
- 11) Appointments in case of Officers at the level of DS and above in the Ministry
- 12) All appointments at the level of Directors and above in the Board of PSUs / other Organizations under the purview of the Ministry.

Any other matters as deemed necessary by the Ministry or as directed by the Hon'ble Minister.

Applicable to all Division

S.No.	Type of Cases	Channel of Submission	Level of Disposal
1.	Factual Information sought by Coord./ Admin./ Budget	US→Dir→(JS, if specified)	Dir/(JS, if specified)
2.	Cabinet Notes		
a.	External Cabinet Note from other Ministry/Deptt.	US→Dir→JS	Minister (if related to power sector)
b.	Internal cases referred by other Divisions	US→Dir→JS→Secy	Minister
3.	Court Cases	US→Dir→JS	Secy
4.	Parliament Questions		
a.	Starred	US→Dir→JS/AS→Secy	Minister
b.	Unstarred	US→Dir→JS/AS	Minister
c.	Assurances	US→Dir→JS/AS	Minister
5.	Foreign Visit		
a.	Upto Director level	US→Dir→JS/AS	Secy
b.	JS and above	US→Dir→JS/AS→Secy	Minister
6.	VIP References		
a.	Recd. from Central/State Ministers and CM regarding official matters	DS/Dir→JS→Secy→Minister	Minister
b.	Recd. from MPs/MLAs and other VIPs	DS/Dir→JS/AS→Minister	Minister
7.	PMO/Cabinet Sectt. Reference	US→Dir→JS/AS/Secy	Minister
8.	Audit Para		
a.	Draft Para calling of information	ASO→SO→US	DS/Dir
b.	Audit Paras- Interim replies	SO→US→Dir	JS
c.	Final Reply for sending to COPU/PAC	SO→US→Dir	JS
9.	Replies to Standing Committees/ Other Parliamentary Committees		
a.	Internal (If a wing handles the committee)	US→Dir→JS	Secy
b.	External (If only comments to be furnished to other wing)	US→DS/Dir→JS	JS
10	Integrated Finance Division(IFD) (Both Finance and Budget sections)	US→DS/Dir→JS/AS	JS/AS&FA
11.	Grievances	SO→US→DS/Dir	JS
12.	e-Samiksha	SO → US → DS/Dir	JS
13.	SUPREMO (AVMS)/ PRAGATI	SO→ US→ DS/Dir	JS

Admin-I

S.No.	Types of Cases	Channel of Submission	Level of Disposal
1.	Ex-India leave for CEA's Members & Chairperson	US → DS/Dir → JS → Secy	Minister
2.	ACC Vacancies Monitoring System (AVMS)	SO → US → DS/Dir	JS
3.	Probity portal related issues of CEA under FR 56(j)	SO → US → DS/Dir	JS
4.	Invoking provision of FR 56(j) on CEA's officers	US → DS/Dir → JS → Secy	Minister
5.	Forwarding of applications for Deputation under Central Staffing Scheme	SO → US → DS/Dir → JS	Secy
6.	Relieving of officers selected for deputation under Central Staffing Scheme	US → DS/Dir → JS → Secy	Minister
7.	Forwarding application of officers upto Director level to other Departments	SO → US → DS/Dir	JS
8.	Relieving of officers upto Director level selected for deputation to other Departments	US → DS/Dir → JS	Secy
9.	Forwarding application to other Departments for JS and above level officers	SO → US → DS/Dir → JS	Secy
10.	Relieving of officers of JS and above level selected for deputation to other Departments	US → DS/Dir → JS → Secy	Minister
11.	Purchase of staff car and allied matters by CEA	US → DS/Dir → JS (in consultation with FA)	Secy
12.	Continuation of Temporary posts in CEA	US → DS/Dir → JS	Secy
13.	Acceptance of recommendation of DPC for granting NFU to CPES officers	US → DS/Dir → JS	Secy
14.	Disciplinary cases - Group A of CPES officers in CEA	US → DS/Dir → JS → Secy	Minister
15.	Appointment of Full Time Members including Chairperson in the CEA	US → DS/Dir → JS → Secy	Minister
16.	Voluntary retirement/ Resignation/ Absorption of CPES officers	US → DS/Dir → JS → Secy	Minister
17.	Appointment/recruitment of Assistant Director Grade → I and Grade-II in the CPES cadre.	US → DS/Dir → JS → Secy	Minister
18.	Acceptance of recommendation of DPC in respect of Promotion of CPES Officers.	US → DS/Dir → JS → Secy	Minister
19.	Acceptance of recommendation of DPC in respect of Probation clearance/confirmation of CPES Gr.A officers Probation clearance/confirmation of CPES Gr. B Officers	US → DS/Dir → JS → Secy US → DS/Dir → JS	Minister Secy
20.	Seeking relaxation in eligibility criteria for promotion below Chief Engineer Seeking relaxation in eligibility criteria for promotion of Chief Engineer and above	SO → US → DS/Dir → JS SO/US → DS/Dir → JS → Secy	Secy Minister

21.	Permission for commercial employment in respect of retired CPES Group A officers	SO →JS →Secy	Minister
22.	Court/CAT cases of CPES Officers	US → DS/Dir→ JS	Secy
23.	Recruitment Rules for Members and Chairperson posts in CEA	US→DS/Dir→JS →Secy	Minister
24.	Recruitment Rules for Gr. A posts in CEA	US→DS/Dir→JS →Secy	Minister
25.	Recruitment Rules for Gr. B posts in CEA	US →DS/Dir→JS	Secy
26.	Recruitment Rules for Gr. C posts in CEA	SO → US →DS/Dir	JS
27.	Grievance - on line CP Grams	SO →US → DS/Dir	JS
28.	Furnishing information to Coordination section	SO →US → DS/Dir	JS
29.	Purchase of Computers/Peripherals in CEA	SO→US → DS/Dir→JS (in consultation with FA)	Secy
30.	Pension related matters of retired CEA's Chairperson/Member/Official	US →DS/Dir→JS	Secy

Admin-II

S.No.	Type of Cases	Channel of Submission	Level of disposal
1.	<u>Appointments:</u> Group 'A' & 'B' Posts Group 'C' Posts Group 'C' Posts (on compassionate grounds)	US → JS → Secy SO → US SO → US → DS/Dir.	Minister DS/Director JS
2.	<u>Probation Clearance & Confirmation</u> Group 'B' Posts Group 'C' Posts	US → DS/Dir. → JS SO → US	Secy DS/Director
3.	<u>Postings/Transfers:</u> JS equivalent & above level DS level US level officers Officers up to SO level	US → JS → Secy US → DS/Dir. → JS SO → US → DS/Dir. SO → US	Minister Secy JS DS/Director
4.	Pay fixation	SO	US (HoO)
5.	Preparation & Finalization of Seniority Lists & Circulation	SO	US
6.	<u>Promotion:</u> a. <u>For holding of DPC</u> Group 'B' Posts Group 'C' Posts b. <u>Approval of Recommendations of DPC.</u> Group 'B' Posts Group 'C' Posts	SO → DS/Dir. SO → US SO → DS/Dir. → JS SO → US	JS DS/Director Secy DS/Director
7.	Intimation of vacancies to DoPT	SO → US	DS/Director
8.	<u>Pensionary benefits</u> a. Calculation of pensions, final withdrawal of GPF, Insurance sanction, encashment of leave, commutation of pension etc. b. Condoning interruption in service under Rule 20 of CCS(Pension) Rules, 1972	SO SO → US	US (HoO) DS/Dir.(HoD)
9.	Verification of service after 18 years of service	SO	US (HoO)
10.	<u>Forwarding of applications for ex-cadre posts etc.</u> Group 'A' (AIS officers under Central Staffing Scheme) Other Group 'A' officers Group 'B' officers Group 'C' officers	US → JS → Secy SO → US → DS/Dir. SO → US → DS/Dir. SO → US	Minister Secy JS DS/Dir
11.	Sanction of House Building Advances	SO → US	DS/Dir (HoD)

12.	Sanction of GPF Advance <ul style="list-style-type: none"> • under normal circumstances • with relaxation 	SO SO → US	US DS/Director (HoD)
13.	Sanction of Festival Advance	SO	US (HoO)
14.	Sanction of LTC/TA Advance	SO	US (HoO)
15.	Advance of pay and TA on transfer of Govt. servants(Gazetted and Non-Gazetted)	SO	US (HoO)
16.	Approval of recommendations of screening committee for grant of financial upgradation under Modified Assured Career Progression	US → DS/Dir. → JS	Secy
17.	<u>Conduct Rules, Disciplinary Proceedings & Suspension</u> Group 'A' Posts Group 'B' Posts a. Minor Penalty b. Major Penalty Group 'C' Posts	US → JS → Secy US → DS/Dir → JS US → JS → Secy SO → US	Minister → Cadre Authority Secy(P) Minister → Cadre Authority DS/Dir
18.	<u>Recruitment Rules</u> Group 'A' Group 'B', 'C'	US → DS/Dir. → JS SO → DS/Dir.	Secy JS
19.	<u>Acceptance of Resignation & VRS</u> Group 'A' officers Group 'B' officers Group 'C'	US → DS/Dir. → JS → Secy US → JS → Secy SO → US	Minister → Cadre Authority Minister DS/Dir
20.	Issue of Leave Orders, duly recommended by the Controlling Officers (stay within India)		SO
21.	<u>Sanction of Ex-India Leave</u> Group 'A' officers Group 'B' officers Group 'C'	US → DS/Dir. → JS SO → US → DS/Dir. SO → US	Secy JS DS/Dir
22.	Grant of Annual Increment		SO

23.	Court Cases	US → DS/Dir. → JS	Secy
24.	<u>Writing of APARs in the case of officers working under more than one officer</u> JS & Above Group 'A' officers Group 'B' officers Group 'C'	Secy US → DS/Dir. → JS SO → US → DS/Dir. SO → US	Minister Secy JS DS/Dir

Abbreviations: HoO→ Head of Office; HoD→ Head of Department

Admin-III

S. No.	Types of Cases	Channel of submission	Level of disposal
1	Purchase of consumable(stationery, Sanitary item, toner etc), IT related items, telephone related items, books, furniture items	SO→US (upto 4 lacs per annum in each case) ----- SO→US → DS/Dir (upto 10 lacs per annum in each case) ----- SO→US→Dir/DS→JS (in consultation with FA) (more than 10 lacs per annum in each case)	Dir/DS ----- JS in consultation with FA ----- Secy
2	Schedule V items Conveyance hire, repairs of furniture, fixtures, hiring of office furniture/fan/heater/cooler, legal charges, petty repairs, printing & binding etc.	SO → US (upto 2 lacs per annum in each case) ----- SO → US → DS/Dir (upto 2 - 3.5 lacs per annum in each case) ----- SO→US→DS/Dir→JS (in consultation with FA) (more than 3.5 lacs per annum in each case)	DS/Director ----- JS in consultation with FA ----- Secy
3	Purchase of laptop / I Pad	SO→US→Dir/DS→JS (in consultation with FA)	Secy
4	Telephone bill payment and reimbursement	SO	US
5	New connection of telephone line	SO→US	Dir/DS
6	All type of contract purchase /Service contracts	SO→US→Dir/DS-JS (in consultation with FA)	Secy
7	Payment of Domestic travel and foreign travel	SO→US	DS/Dir
8	Appointment of AMA(Authorized Medical Attendant)	SO→US	Dir/DS
9	Payment of medical expenses up to 5.00 lakh	SO→US	Dir/DS
10	Payment of medical more than 5.00 lakh	SO→US→Dir/DS→JS (in consultation with FA)	Secy
11	Condonation of delay in submission of medical bill	SO→US→DS/Dir	JS

12	Medical advance	SO→US→DS/Dir	JS (in consultation with FA)
13	Purchase of new vehicle	SO→US→DS/Dir→JS (in consultation with FA)	Secy
14	Matter related to observation of various days	US→DS/Dir→JS→Secy	Minister
15	Matter related E-samiksha, GeM correspondence /meeting etc	SO→US→DS/Dir→JS	Secy
16	Miscellaneous	SO→US→DS/Dir	JS

Coordination

S.No	Type of cases	Channel of Submission	Level of disposal
1.	Monthly DO to Cab. sectt.	US→DS→JS	Secy
2.	Monthly summary of the Cabinet.	SO→US→DS	JS
3.	Monitoring of pendency of PMO/VIP references.	SO→US	JS/Secy
4.	President address to Parliament/PMs Independence Day Speech	DS→JS→Secy	Minister
5.	National Days/ Ceremonials/ Awards/ Medals.	DS→JS→Secy	Minister
6.	State Profile (except J&K and NE States).	SO→US→DS	JS
7.	Advertisement/ Publicity/ Films/ Interview/ Article/ PIB matters/Media Campaigns.	SO→US→DS	JS/Secy
8.	Miscellaneous references received from various Ministries/ Deptts.	SO→US→DS	JS/Secy
9.	Conferences/Seminars/Exhibition/Fairs of general nature.	SO→US→DS	JS/Secy
10.	Matter relating to IITF/Other fairs	SO→US→DS	JS/Secy
11.	Returns to DPE / Cabinet Secretariat / PMO	SO→US→DS	JS
12.	Matters relating to Inter-State council/ Zonal council matters.	US→DS→JS→Secy	Minister
13.	Publication of Compendium/Annual Report of Ministry of Power.	SO→US→DS→JS	Secy
14.	Chief Minister's/ Power Minister's conference.	US→DS→JS→Secy	Minister
15.	Reference Annual - India.	SO→US→DS→JS	Secy
16.	Monitoring of Court cases through Legal Information Management & Briefing System (LIMBS)	SO→US→DS	JS/Secy
17.	Filling of vacancies of Independent Directors in CPSEs.	US→DS→JS→Secy	Minister
18.	Request for non-financial support for exhibition/conference	US→DS→JS	Secy
19.	Comments on draft Cabinet/ CoS notes of the Ministries allocated to Coord.	SO→DS→JS→Secy	Minister
20.	Talking points/brief for various meetings/ events	SO→US→DS	JS
21.	Tableaux for Republic Day parade	US→DS→JS→Secy	Minister
22.	Issues pertaining to Make in India/PPP – Make In India Order	SO→DS→JS→Secy	Minister
23.	Minutes of various meetings	US→DS→JS	JS/Secy/Minister (as per the chairperson of the meeting)
24.	Annual Report-Ministry of Power	SO→US→DS→JS	Secy

25.	Up-dation of India Code Portal	SO	DS
26.	Quarterly Review Targets CPSE Conclave of PSUs	SO→US→DS→JS	Secy
27.	Coordination for Updating of Urja Portal	US→DS	JS

Thermal

S.No.	Type of Cases	Channel of Submission	Level of Disposal
1.	Payment of Land Compensation under CBA (A&D) Act, 1957	SO (Th.I)→US→Dir	JS
2.	Notification for land acquisition under CBA (A&D) Act, 1957 in respect of coal blocks allotted to NTPC Ltd.	SO (Th.I)→US→Dir	JS
3.	BTPS issues	US→Dir→JS	AS
4.	Matters pertaining to Declaration of Occupier of Power Projects of NTPC Limited and its Joint Ventures and subsidiary matters.	SO (Th.I)→US→Dir	JS
5.	Matters relating to Training of NTPC executives under JICA Programme of Govt. of Japan	SO (Th.I)→US→Dir	JS
6.	Concessional Custom Duty Exemption Certificates, etc.	SO (Th.II)→US→Dir	JS
7.	References on issues of project affected persons	US→Dir	JS
8.	Audit Para	SODir	JS
9.	Mega status certificates. In Principle	<u>In principle cases:</u> SO (Th.II)→US→Dir <u>Final:</u> SO (Th.II)→US→Dir→JS	JS AS
10.	Examination and facilitation of signing of MoU between MoP and NTPC	US→Dir→JS→AS→Secy	Minister
11.	Processing proposals for setting up of new power projects by NTPC Ltd.	US→Dir→→JS→AS→Secy	Minister
12.	Power related issues of Andaman & Nicobar Islands	US→Dir→JS→AS	Secy
13.	Matters relating to Joint Venture of NTPC	US→Dir→JS→AS→Secy	Minister
14.	Financial matters pertaining to IPOs etc.	US→Dir→JS→AS→Secy	Minister
15.	Matters related to allocation of coal blocks, Coal linkage of NTPC, DVC power projects	US→Dir→JS→AS→Secy	Minister
16.	Matters relating to Coal Mining & FSA issues	US→Dir→JS→AS→Secy	Minister
17.	Matters pertaining to selection and appointment of CMD, Full time Directors and part-time Directors and Govt. Nominee Directors on the Board of NTPC Limited	US→Dir→JS→AS→Secy	Minister
18.	ACC vacancy monitoring and Incumbency position.	SO(Th.I)→US→Dir	JS
19.	Matters related to supply of gas, pricing of gas, transportation of gas, Gas Linkage Committee	US→Dir→JS→AS→Secy	Minister
20.	Introduction of super-critical technology of 800 MW	US→Dir→JS→AS→Secy	Minister
21.	Allocation of Power	US→Dir→JS→AS→Secy	Minister
22.	National Solar Mission	US→Dir→JS→AS→Secy	Minister
23.	International/Bilateral Cooperation-Energy related issues	US→Dir→JS→AS→Secy	Minister
24.	Appointment of Estate Officers for NTPC Power Projects/JV Projects.	US→Dir→JS→AS→Secy	Minister

DVC

S No	Type of Case	Channel of submission	Level of Disposal
1.	Selection/appointment of Chairman and Members of DVC	SO/US→DS→ JS→ AS → Secy	Minister
2.	Parliament Questions (Starred)	SO/US →DS → JS → AS→ Secy	Minister
3.	Parliament Questions (Unstarred)	SO/US →DS → JS → AS	Minister
4.	Policy Matters requiring MoP's intervention	SO/US →DS → JS → AS→Secy	Minister
5.	Matters related to development of coal blocks of DVC	SO/US →DS → JS→ AS	Secy
6.	Examination and facilitation of signing of MoU between MoP and DVC	SO/US →DS → JS → AS	Secy
7.	Review of Quarterly Performance of DVC	SO/US → DS →JS → AS→Secy	Minister
8.	PMO References in which comments/ATR is to be sent to PMO	SO/US →DS → JS → AS	Secy
9.	Matters pertaining to declaration of occupier of Power Projects of DVC	SO/US →DS	JS
10.	Day to Day Routine Matters of DVC	SO/US →DS	JS
11.	Audit Paras/Other PMO References	SO/US →DS	JS
12.	Public Grievances including PG Portal/Other Miscellaneous matters	SO/US →DS	JS

State Thermal

S.N	Type of Cases	Channel of Submission	Level of Disposal
1.	Implementation of MoEF&CC's new Emission norms and Water norms by TPPs (Time Extension, FGD status etc.)	US → Dir → JS → AS	Secy
2.	Mercury emission/ Minamata Convention references from MoEF&CC	SO → US → Dir → JS	AS
3.	Disposal/ Utilisation of Fly Ash by TPPs	SO → US → Dir → JS	AS
4.	Retirement of old and inefficient units/ Renovation and Modernisation	SO → US → Dir → JS → AS	Secy
5.	Allocation of power for Neyveli Lignite Corporation and Nuclear power plants	SO → US → Dir → JS → AS	Secy
6.	High Level Task Force Meeting in PMO on Air Pollution in Delhi NCR/ MoEF&CC's National Clean Air Program	US → Dir → JS → AS	Secy
7.	Other Miscellaneous Issues of State Generating Companies (Thermal Sector)	SO → US → Dir	JS
8.	Section related Inputs sought by Coordination/ Other Division of MoP	SO → US → Dir	JS
9.	Policy related matters/ Cabinet Notes	Dir → JS → AS → Secy	Minister
10.	Court Matters	SO → US → Dir → JS → AS	Secy

UMPP

S.No.	Type of Cases	Channel of Submission	Level of Disposal
1.	Correspondence with State Governments/Ministries for Facilitation of UMPPs	ASO → US → Dir	JS
2.	Allocation of Power from UMPP	ASO → US → Dir → JS → AS	Secy
3.	Recommendation to Ministry of Coal for Coal Block allocation to SPV of PFC.	ASO → US → Dir → JS → AS	Secy
4.	Closure of Non-Progressing UMPP	US → Dir → JS → AS → Secy	Minister

Electric Vehicle (EV)

S.No.	Type of Cases	Channel of Submission	Level of Disposal
1.	Amendment in "Charging Infrastructure for Electric Vehicles – Guidelines and Standards"	ASO → US → Dir → JS → AS → Secy (Policy Matter)	Minister
2.	Matters related to Faster Adoption and Manufacturing of Electric Vehicles in India Phase II (FAME India Phase II) - General Issues	ASO → US → Dir → JS → AS	Secy
3.	Matters related to "National Mission on Electric Mobility and Battery Storage" - General Issues	ASO → US → Dir → JS → AS	Secy
4.	Cabinet Notes related to point 2 and 3 above from Deptt. Of Heavy Industries and NITI Aayog.	US → Dir → JS → AS → Secy	Minister
5.	Correspondence with State Governments/Ministries for Facilitation of installation of Charging Infrastructure for Electric Vehicles.	ASO → US → Dir	JS

Fuel Supply Cell

S.No.	Type of Cases	Channel of Submission	Level of Disposal
1.	Policy on Coal Linkage	US → Dir → JS → AS → Secy (Policy Matter)	Minister/Cabinet
2.	Policy on Fuel Supply Agreement	US → Dir → JS → AS → Secy (Policy Matter)	Minister
3.	Mega power policy	US → Dir → JS → AS → Secy (Policy Matter)	Minister
4.	Recommendation of coal linkage to TPPs (Govt. sector)	SO → US → Dir → JS → AS	Secy
5.	Issue of Mega Power Certificate	SO → US → Dir → JS → AS	Secy
6.	Issues related to Independent Power Producers (IPPs)	SO → US → Dir → JS → AS → Secy	Minister
7.	Issues related to stressed assets	US → Dir → JS → Secy → AS	Minister
8.	Policy on coal washing	US → Dir → JS → AS → Secy (Policy Matter)	Minister
9.	Policy on coal blocks	US → Dir → JS → AS → Secy (Policy Matter)	Minister
10.	Cabinet Note received from other Ministries.	US → Dir → JS → AS → Secy	Minister
11.	Court Cases	SO → US → Dir → JS → AS	Secy
12.	Information sought by other sections of MoP	ASO → SO → US → Dir	JS

Hydel-I(THDCIL, NEEPCO)

S.no	Types of cases	Channel of Submission	Level of Disposal
1	Processing information for -Intra Ministerial consultation -issues which are not intra-Ministerial and related to other Ministries	SO → US SO → US → DS/Dir	DS/Dir JS
2	Project specific issues	SO → US → DS/Dir → JS	Secy
3	(a) SFC/EFC approval (b) PIB proposal (c) CCEA proposal	SO → US → DS/Dir → JS (FA in case there are financial implications) SO → US → DS/Dir → JS (FA - in case there are financial implications) → Secy SO → US → DS/Dir → JS → Secy (FA in case there are financial implications)	Secy/Minister Minister Minister
4	Board Level Appointments	US → DS/Dir → JS → Secy	Minister
5	Policy matters	US → DS/Dir → JS → Secy (FA in case there are financial implications)	Minister
6	North Eastern Region (NER) Matters	SO → US → DS/Dir → JS → Secy	Minister
7	Expenditure proposal/Release of funds to CPSUs	SO → US → DS/Dir → JS	JS (in consultation with FA)
8	Pay fixation of Board level posts	SO → US → DS/Dir → JS	JS (in consultation with FA)
9	Share transfer/Investment proposal/ Buy back proposal of PSU	SO → US → DS/Dir → JS → Secy (FA in case there are financial implications)	Minister
10	MoA/Article of Association of PSU	SO → US → DS/Dir → JS → Secy (FA in case there are financial implications)	Minister

Hydel-II(NHPC, SJVNL, BBMB)

S.no	Types of cases	Channel of Submission	Level of Disposal
1	Processing information for -Intra Ministerial consultation -issues which are not intra-Ministerial and related to other Ministries	SO → US SO → US → DS/Dir	DS/Dir JS
2	Project specific issues	SO → US → DS/Dir → JS	Secy
3	(a) SFC/EFC approval (b) PIB proposal (c) CCEA proposal	SO → US → DS/Dir → JS (FA in case there are financial implications) SO → US → DS/Dir → JS (FA in case there are financial implications) → Secy SO → US → DS/Dir → JS → Secy (FA in case there are financial implications)	Secy/Minister Minister Minister
4	Board Level Appointments	US → DS/Dir → JS → Secy	Minister
5	Policy matters	US → DS/Dir → JS → Secy (FA in case there are financial implications)	Minister
6	All states (except NER)	SO → US → DS/Dir → JS	JS/Secy
7	Expenditure proposal/Release of funds to CPSUs	SO → US → DS/Dir → JS	JS (in consultation with FA)
8	Pay fixation of Board level posts	SO → US → DS/Dir → JS	JS (in consultation with FA)
9	Share transfer/Investment proposal/ Buy back proposal of PSU	SO → US → DS/Dir → JS → Secy (FA in case there are financial implications)	Minister
10	MoA/Article of Association of PSU	SO → US → DS/Dir → JS → Secy (FA in case there are financial implications)	Minister
11	Clarifications/ issues related to BBMB	SO → US → DS/Dir → JS	Secy/Minister

IPDS, PFC and NEF-UDAY

S.No.	Types of Cases	Channel of Submission	Level of Disposal
1.	Policy decisions in implementation of Distribution schemes including IPDS, R-APDRP, Smart Metering, proposed new reforms linked distribution scheme, NEF, UDAY etc.	SO→US→Dir→JS→Secy	Minister
2.	Convening of Monitoring Committee meetings of IPDS and UDAY and approval of minutes thereof. Convening of Steering Committee meeting of NEF and approval of minutes thereof.	SO→US→Dir→JS	AS/Secy
3.	Release of funds for IPDS, NEF etc.	SO → US →DS/Dir → JS	JS (in consultation with FA)
4.	Brief Notes on important issues likely to be raised during various sessions of Parliament	SO→US→Dir	JS
5.	Coordination issues with P&P Division/ Parliament Division/IC Division, Admin Division/ Budget/IFD and Coordination etc.		
	i) Factual issues	SO→ US→Dir	JS
	ii) Policy related issues	SO→US→Dir→JS/AS	Secy
6.	Audit Paras (CAG)/ Audit Observations @	SO→US→Dir	JS/Secy
7.	ACC Vacancy Monitoring System (AVMS) in respect of PFC	SO→US→Dir	JS
8.	Creation/appointment/extension of CMD and Directors/independent directors in PFC	SO/US→Dir→JS→FA/Secy	Minister
9.	Probation clearance and confirmation of CPSE Board members	US→Dir→JS→AS→Secy	Minister
10.	All matters relating to Rules, regulations, guidelines of PFC	SO/US→Dir→JS→Secy	Minister
11.	Quarterly performance review of PFC	SO/US→Dir→JS	Secy
12.	MoU between PFC and MoP	SO/US→Dir→JS→Secy	Minister
13.	Foreign deputation/training of Board level officers of PFC	SO/US→Dir→JS→Secy	Minister
14.	Laying of Annual Reports and statement of accounts of PFC	US→Dir→JS→Secy	Minister
15.	Follow-up action under UDAY with various Departments/States/Discoms	SO→US→Dir	JS
16.	Disposal of references received from Ministry of Finance/NITI Aayog	SO/US→Dir→JS	AS
17.	PM's Infrastructure target meeting	SO→US→Dir→JS	Secy
18.	RTI matters and grievances		
	i) Routine issues	ASO→SO	US
	ii) Sensitive issues	SO→US→Dir	JS
19.	Uploading of information on e-samiksha portal/ Online Assurance Monitoring System (OAMS)	ASO	SO

Rural Electrification (RE)

S.No.	Types of Cases	Channel of Submission	Level of Disposal
1.	Policy decisions in implementation of DDUGJY & Saubhagya	SO→US→Dir→JS→AS/Secy	Minister
2.	Cabinet Notes/EFC Memo	US→DIR→JS→AS/AS	Minister
	i) External Cabinet notes/EFC Memo from other Deptts		
	ii) Internal Cases referred by other Division	SO→US→DIR	JS
3.	Convening of Monitoring Committee meeting of DDUGJY & Saubhagya and approval of minutes thereof.	SO→US→DIR→JS	AS/Secy
4.	Release of funds for DDUGJY & Saubhagya	SO→US→DIR	JS
5.	Unstarred Question	SO→US→DIR→JS	Minister
6.	Starred Question	US→Dir→JS→Secy	Minister
7.	Brief Notes on important issues likely to be raised during various sessions of Parliament	SO→US→DIR	JS
9.	Court/CAT Cases	SO→US→DIR→JS	AS/Secy
10.	PMO/CabSec references	SO→US→DIR→JS	Secy
11.	Coordination issues with P&P Division/Parliament Division/IC Division, Admin Division/ Budget/FD and Coordination etc.	SO→US→DIR	JS
12.	Standing Committee/Consultative Committee Matters/ Parliament Assurances	SO→US→DIR→JS/Secy	Minister
13.	Audit Paras (CAG) Audit Observations	SO→US→DIR	JS/Secy
14.	ACC Vacancy Monitoring System (AVMS) in respect of REC	SO→US→DIR	JS
15.	Creation/appointment/extension of CMD and Director/independent Directors in REC	SO/US→Dir→JS→Secy	Minister
16.	Probation clearance and confirmation of CPSE Board members	US→Dir→JS→AS→Secy	Minister
17.	All matters relating to Rules, regulations, guidelines of REC	SO/US→DIR→JS→Secy	Minister
18.	Quarterly performance review of REC	SO/US→DIR→JS	Secy
19.	Foreign deputation/training of Board level officers of REC	SO/US→DIR→JS→Secy	Minister
20.	Follow-up action under DDUGJY & Saubhagya with various Department/States/Discoms	SO/US→DIR	JS
21.	Disposal of references received from Ministry of Finance/NITI Aayog	US→Dir	JS
22.	PM's Infrastructure target meeting	US→Dir→JS	Secy

23.	Grievances	ASO→SO	US
	(i) Routine issues		
	(ii) Sensitive issues	SO→US→DIR	JS
24.	Uploading of information on e-samiksha portal/Online Assurance Monitoring System (OAMS)	ASO	SO

Transmission

S.No.	Types of Cases	Channel of Submission	Level of Disposal
1.	All Policy Decisions	DIR→JS→AS→Secy	Minister
2.	Organizing International / Joint Working Group/ Joint Steering Committee/ Nepal, Bangladesh, Myanmar/ Meetings	DIR→JS→AS	Secy
3.	Signing of Bilateral MoUs	DIR→JS→AS→Secy	Minister
4.	Approval of the Transmission Projects	DIR→JS→AS→Secy	Minister
5.	Monitoring of Transmission Projects	ASO/SO →US →DIR	JS/AS
6.	Matters related to Cross Border Trade of Electricity with Neighbouring Countries.	DIR→JS→AS→Secy	Minister
7.	E-SamikSha/ PRAGATI	ASO/SO→ US→DIR	JS
8.	Fund Releases of GoI Schemes in Central Schemes	ASO/SO→ US→DIR	JS
9.	Other Routine matters not covered above	ASO/SO→ US→DIR	JS

Powergrid

S.No.	Types of Cases	Channel of Submission	Level of Disposal
1.	All Policy decisions	DIR→JS→AS→Secy	Minister
2.	Cabinet Notes/EFC Memo i) External Cabinet notes/EFC Memo from other Deptts	DIR→JS→AS→Secy	Minister
	ii) Internal Cases referred by other Divisions	SO→US→DIR	JS
3.	Convening of USAID, Greening the Grid (GtG) etc. meeting and approval of minutes thereof.	SO→US→DIR	JS
4.	Release of funds under Central Schemes	SO→US→DIR	JS
5.	Audit Paras (CAG) Audit Observations	SO→US→DIR	JS
6.	ACC Vacancy Monitoring System (AVMS) in respect of PGCIL	SO→US→DIR	JS
7.	Board level appointments in PGCIL	DIR→JS→AS→Secy	The cases are submitted to DoPT (ACC) with the approval of Minister
8.	Creation of Posts / extension of tenure in respect of Board Level appointees in PGCIL	DIR→JS→AS→Secy	Minister
9.	Probation clearance / confirmation of Board Level appointees in PGCIL	DIR→JS→AS→Secy	Minister
10.	All matters relating to Rules, regulations, guidelines of PGCIL	US→DIR→JS→Secy	Minister
11.	Quarterly performance review of PGCIL	US→DIR→JS/AS	Secy
12.	Signing of MoU with PGCIL / Foreign Deputation proposal	US→DIR→JS/AS→Secy	Minister
13.	Custom Duty Certificate	SO→US→DIR	JS
14.	Other Routine matters not covered above	ASO/SO→ US—DIR	JS

International Cooperation(IC)

S.No.	Types of cases	Channel of submission	Level of disposal
1	Furnishing of comments on the proposals of other Ministries/ Departments.	SO→US→DS	JS
2	SAARC/BIMSTEC matters	US→DS	JS/Secy
3	Bilateral meetings	US→DS	JS
4	Externally aided projects	US→DS→JS→Secy	Minister
5	Multilateral matters	US→DS→JS→Secy	Minister
6	Cabinet Note	DS→JS→Secy	Minister
7	Foreign Visit		
	Up to Director level	US→DS→JS	Secy
	JS and above	US→DS→JS→Secy	Minister
	PSU officials (For foreign visit of Board level executives viz CMD & Directors)	As per the instructions issued from time to time.	
8	Parliament matter		
	Assurance	US→DS→JS	Minister
	Unstarred Question	US→DS→JS	Minister
	Starred Question	DS→JS→Secy	Minister
9	PMO reference/Cab Secretariat reference	US→DS→JS	Secy
10	Audit Paras	SO→US→DS	JS
11	CoS meeting	US→DS→JS	Secy
12	Comments/inputs/information sought by Coord/Admn/Budget of MoP.	SO→US→DS	JS/Secy
13	Routine reminders/forwarding letter	SO→US	Director/DS

Reforms & Restructuring (R&R)

Sl.No.	Subject	Channel of Submission	Level of Disposal
1.	Framing of new Electricity Act and Amendments	SO→Dir→JS→Secy	Minister
	Routine matter like seeking comments and issuing of reminders etc	SO→Dir	JS/AS
	Final Draft approval	SO→Dir→JS→Secy	Minister
2.	Framing of Tariff Policy/National Electricity Policy/National Electricity Plan	SO→Dir→JS→Secy	Minister
	Routine matter like seeking comments and issuing of reminders etc	SO→Dir	JS/AS
	Final Draft approval	SO→Dir→JS→Secy	Minister
3.	Bidding Guidelines/SBDs under Section 63 of Electricity Act	SO→Dir→JS→Secy	Minister
	Routine matter like seeking comments and issuing of reminders etc	SO→Dir	JS/AS
	Final approval	SO→Dir→JS→Secy	Minister
4.	Framing of Rules by the Central Government under the Electricity Act	SO→Dir→JS→Secy	Minister
	Routine matter like seeking comments and issuing of reminders etc	SO→Dir	JS/AS
	Final approval	SO→Dir→JS→Secy	Minister
5.	Policy matters for implementation of the Act and Policies	SO→Dir→JS→Secy	Minister
6.	State Legislations received through MHA	SO→Dir→JS→Secy	Minister
7.	Cabinet Notes - Internal as well as received from Other Ministries/Departments	US→JS→AS	Minister
8.	Framing of Regulations by CEA and their amendment	SO→Dir→JS	Secy
9.	Matters relating to appointment of Chairperson and Members of APTEL/CERC/JERCs and other Group 'A' equivalent officers in APTEL	SO → US →Dir→JS →Secy	Minister
	Routine matter like vacancy circulars, meeting notices and other related matters etc	SO→Dir	JS/AS
	Final approval for sending to ACC	SO→Dir→JS→Secy	Minister
11.	Laying of Annual Reports/ Annual Accounts/ Rules/ Regulations in Parliament	SO → US →Dir→JS	Minister
12.	Estt/ Admn matters of APTEL/CERC/JERCs	SO → US →Dir	JS
13.	Creation of posts for APTEL/CERC/JERCs	SO → US →Dir→JS	Secy/Minister
14.	Matters regarding Budget/ Grant→in→Aid to APTEL/CERC/JERCs/FOR	SO → US →Dir	JS
15.	Matters relating to appointment of Chief Electrical Inspectors/Electrical Inspectors in Metro Projects/DGMS/CEA	US→Dir→JS	Secy

* The post of Dir in R&R Section is currently being held by AGM from NTPC and accordingly, AGM is handling these matters.

Operation & Monitoring (OM)

S. No.	Types of cases	Channel of Submission	Level of Disposal
1.	ACC Vacancy Monitoring System (AVMS) in respect of POSOCO Limited	SO → US → DS	JS
2.	Board Level Appointments in POSOCO	US/DS → JS → AS → Secy	The cases are submitted to DoPT (ACC) with the approval of Minister
3.	Creation of Posts/extension of tenure in respect of Board Level appointees in POSOCO	US/DS → JS → AS → Secy	Minister
4.	Probation clearance/confirmation of Board Level appointees	US/DS → JS → AS → Secy	Minister
5.	Performance Review of POSOCO	US → DS → JS/AS	Secy
6.	Power System Development Fund (PSDF) – Review of Expenditure	US → DS	JS
7.	Monitoring Committee of PSDF	US → DS → JS/AS	Secy
8.	Any other Administrative Matters pertaining to POSOCO	SO → US → DS	JS
9.	Matters relating to POSOCO Operation	US → DS	JS
10.	Allocation of unallocated power to different states	US → DS → JS → AS → Secy	Minister
11.	Generation target setting	US → DS → JS/AS → Secy	Minister
12.	Disaster/Crisis Management Plan	DS → JS → AS → Secy	Minister
13.	Disaster Recovery monitoring	DS → JS	AS
14.	Cabinet Notes	DS → JS → AS → Secy	Minister
15.	Cabinet Secretariat/PMO References	US → DS → JS	AS/Secy
16.	Unstarred Question	US → DS → JS	Minister
17.	Starred Question	US → DS → JS → Secy	Minister
18.	Audit Paras/Audit Observations	SO → US → DS	JS
19.	Any other matter not covered	SO → US → DS	JS

Note: Issues pertaining to Sl. Nos. 15-21 will be put up for JS (Trans)/JS(OM) depending on whether the matters relate to Administrative issues of POSOCO or operation and generation aspects.

Energy Conservation (EC)

S.No.	Type of Cases	Channel of Submission	Level of Disposal
1.	EFC/SFC cases	SO→US→Dir→JS→JS/AS/FA/AS	Secy/Minister depending on the value of the proposal
2.	Policy Matters	SO→US→Dir→JS→Secy (FA in case there are financial implication)	Minister
3.	Matters relating to framing of /Amendments to Rules/ Regulations under EC Act,2001 (Before referring to Legislative Department)	US→DS/Dir→JS→AS/Secy	Minister
4.	Appointment of DG, BEE	Recommendation of Search-cum-Selection Committee chaired by Secy (P) to be submitted by DS/Dir→JS→AS	Minister→ACC
5.	Appointment of Secy, BEE	Recommendation of Selection Committee chaired by Secy (P) to be submitted by DS/Dir→JS→AS	Minister
6.	Voluntary Star Labelling of appliances	SO→US→DS/Dir→JS/AS	Secy
7.	NECA Awards (i) Invitation to Chief Guest. (ii) Approval of Minute to minute Programme/Dias Plan (iii) Booking of Venue	US→DS/Dir→JS→AS→Secy SO→US→DS/Dir→JS→AS SO→US→DS/Dir	Minister Minister JS
8.	Administrative matters of BEE/EESL	SO→US→DS/Dir	JS/AS (on case to case basis)
9.	Policy matters relating to EC	US/DS/Dir→JS→AS→Secy	Minister
10.	Matter relating to bilateral/multilateral co-operation. (i) Matters being dealt with by IC Division where only comments are sought from programme division. (ii) Matter dealt with by EC Division (eg. Cabinet Note relating to signing of MoU)	SO→US→DS/Dir DS/Dir→JS→AS→Secy	JS Minister

Training & Research (T&R)

S.No.	Types of cases	Channel of Submission	Level of Disposal
1.	Financial matters like (i) approval of capital projects of CPRI & NPTI (ii) Approval of Revised Cost Estimates for projects (iii) Matters relating to BE/RE and release of grant-in-aid	SO→ DS/Dir→JS→JS&FA SO→ DS/Dir→JS→JS&FA SO → US →DS/Dir→JS	Secy/Minister* Secy/Minister* JS&FA
2.	Training of officers/officials of MoP (a) Domestic (i) Up to DS/Dir level officers (ii) JS & above officers (b) Foreign (i) Up to DS/Dir level officers (ii) JS & above	SO→DS/Dir→JS US→JS→JS&FA US→DS/Dir→JS US→Ds/Dir→JS→Secy	JS&FA Secy Secy Minister
3.	Appointment of DG, CPRI & DG, NPTI	SO→US→Dir→JS→Secy	Minister
4.	Signing of MOUs with NPTI and CPRI	SO→Dir→JS	Secy
5.	Court cases relating to CPRI and NPTI	SO→US→Dir_JS	Secy
6.	Recognition for imparting training to the Power sector	SO→US→DS/Dir	JS
7.	DPC for Promotion of officers of NPTI/CPRI	US→Dir→JS	Secy/Minister
8.	Disciplinary matters of NPTI/CPRI	SO→US→Dir_JS	Secy/Minister

*As per delegation of power by D/o Expenditure

Policy & Planning (P&P)

S.No	Types of Cases	Channel of Submission	Level of Disposal
1.	Annual plan/Five Year Plan/ Mid Term Appraisal	AD →US→DIR →JS →Secy	Minister
2.	Capacity Addition review meetings	AD →Dir→JS	Secy
3.	Results Frame Document (RFD) of P&P section	AD→US→Dir→JS	JS
4.	Information to be sent to Ministry of finance (Economic Survey, Mid Year Review etc)	AD→Dir→JS	Secy
5.	Information to be sent to Planning Commission (integrated Energy Policy, Committee on Infrastructure, Quarterly Review Monitorable Targets	AD→US→Dir→JS	Secy
6.	Updation of various Portals as PRAGATI, NitiAayog dashboard on infrastructure etc.	AD→US→Dir→JS	JS
7.	Project Monitoring Group(PMG) e-Suvidha	AD→US→Dir	JS
8.	E-Samikshaupdation	AD→US→JS	JS

Vigilance & Security (V&S)

S.No.	Type of Cases	Channel of Submission	Level of Disposal
1.	Parliament Questions	ASO → US → DS → AS & CVO →Secy	Minister
2.	Complaint cases in which report to be sent to CVC/ Cab.Sectt./ DoPT/ PMO i. Upto level of DS & Equivalent ii. Board Level Appointees/JS & Above	ASO → US → DS → AS & CVO US → DS → AS & CVO → Secy	Secy Minister
3.	Disciplinary Cases in r/o of Board Level Officer of PSUs	ASO → US → DS → AS & CVO → Secy	Minister
4.	Pseudonymous/ Anonymous complaints/ Security issues/ Misc. returns	ASO → US → DS	AS & CVO
5.	Vigilance clearance upto to Assistant Section Officer	ASO → US	US
6.	Vigilance clearance for Section Officer & Under Secy	ASO → US	DS
7.	Vigilance clearance for Deputy Secy/ Director	ASO → US → DS	AS & CVO
8.	Vigilance clearance for Joint Secy and above	ASO → US → DS → AS & CVO	Secy
9.	Vigilance clearance for Board Level Officers of PSUs	ASO → US → DS	AS & CVO

Parliament

S.No.	Type of cases	Channel of submission	Level of disposal
1.	Parliament Questions	SO → US	Channel of submission of concerned Section/Division
2.	Files related to meeting of Standing Committees	SO → US → DS → JS	Secy
3.	Files related to Consultative Committee of MoP	SO → US → DS → JS → Secy	Minister
4.	Other files relating to Administrative Issues	SO → US → DS → JS	JS(Admn.)

Information Technology (IT)

S.No.	Type of Cases	Channel of Submission	Level of Disposal
1.	Cabinet Notes		
	(i.) External Cabinet Note from other Ministry/Deptt.	US→Dir→JS/AS	Minister
	(ii.) Internal cases referred by other Divisions	SO→US→Dir	JS/AS
2.	Parliament Questions Starred	US→Dir→JS/AS→Secy	Minister
	PQ Unstarred	SO→US→Dir→JS/AS	Minister
3.	Foreign Visit		
	(I) Upto Director level	US→Dir→JS/AS	Secy
	(II) JS and above	US→Dir→JS/AS→Secy	Minister
4.	PMO/Cabinet Sectt. Reference	SO→US→Dir→JS/AS	Secy
5.	Website of Ministry of Power is being updated in consultation with various Divisions of MoP	SO→US→Dir	JS/AS
6.	Material for Annual Report	SO→US→Dir	JS/AS
7.	Cyber Crisis Management Plan (CCMP) for countering cyber attacks and Cyber terrorism in Power Sector	SO→US→Dir	JS/AS
8.	Compliance of MoP's website to the Guidelines of Indian Government websites (GIGW)	SO→US→Dir	JS/AS
9.	Promotion of Digital Payments in Power Sector	SO→US→Dir	JS/AS
10.	Registration/Renewal of gov.in Domain of MoP and CPSUs under MoP	SO→US→Dir	JS/AS
11.	Implementation of National Power Portal (NPP)	SO→US→Dir	JS/AS
12.	Contract for maintenance of MoP's Website	SO→US→Dir	JS/AS
13.	Coordination issues with P&P other Divisions of MoP and PSUs	SO→US→Dir	JS/AS

Reservation

S.No.	Type of cases	Channel of submission	Level of disposal
1.	Annual Inspection of Reservation Rosters maintained by CPSEs`	SO→US→DS(Link Officer for SC/ST/OBC)	JS
2.	Grievance/complaints from CPSEs	SO→US→DS	JS
3.	Parliamentary Committee on Welfare of SC/ST/OBC	US→DS→JS	Secretary
4.	Disposal of Circulars, OM, Act received from DPE, DOP&T, M/o.SJ&E, M/O Tribal Affairs, etc. regarding reservation matters	SO→US	DS
5.	RTI matters	ASO→SO	US
6.	References with Parliament/Admn,IFD,Budget and Coordination etc	SO→US→DS	JS
7.	Follow-up action on reservation matters with all CPSEs	SO→US	DS
8.	Sending the information received from CPSEs to DPE, DOP&T, M/o.SJ&E, M/O Tribal Affairs .	SO→US→DS	JS

RTI

S.No.	Type of cases	Channel of submission	Level of disposal
1.	RTI Applications	SO	US
2.	RTI Appeals	SO → US	DS
3.	Material for Annual Report	SO → US → DS	EA/JS
4.	Submission of Quarterly Returns of RTI for uploading on Central Information Commission website	SO → US → DS	EA/JS
5.	Selection of Third Party Auditor for audit of Proactive Disclosure under the RTI Act.	SO→US→DS →EA/JS	Secy
6.	Status of details/information provided under Proactive Disclosure to Central Information Commission.	SO → US	DS

Grievance

S.No.	Type of cases	Channel of submission	Level of disposal
1.	Public Grievances received online or physically	SO → US → DS	EA/JS
2.	RTI Applications	SO	US
3.	RTI Appeals	SO → US	DS
4.	Material for Annual Report	SO → US → DS	EA/JS