

CHANNEL OF SUBMISSION AND FINAL LEVEL OF DISPOSAL IN THE SRFTI, KOLKATA

As per the procedure prescribed in the Central Secretariat manual Office Procedure, the each Section which is the lowest organizational unit in the Organisation and consists of Assistants and Clerks or other equivalent staff super vised by a Section Head , initiates the processing of a case by initiating the note. As a general rule, no official is expected to keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases separately. In some cases, the file initiated on oral instructions by recording the instructions/discussions given by the senior officers. The case/subject is placed before the Registrar/Dean for advice and orders. The cases of minor and routine nature are disposed of at the level of Registrar/Dean.

In case of matters which are important in nature, the file is submitted for advise and orders to the higher level by the Registrar and decisions or certain nature are disposed off at the level of Director as per the delegated financial and administration powers.

However, issues with major policy implications and major administrative and financial matters, requiring the advise and approval of higher authorities, are placed by the Director before the Secretary of the Ministry for orders through GC.

The channel of submission as generally followed is as under:

S.No.	Type of Cases	Channel of Submission	Level of Final Disposal
1	Parliament Questions:	AO-Registrar	Director
	i) Starred		
	ii) Unstarred	AO-Registrar	Director
	iii) Parliament Assurance	AO-Registrar	Director
3	RTI Reply:	CPIO	CPIO
4	Court Case	AO-Registrar	Director
	Arbitration Case	AO-Registrar	Director
	Contempt	AO-Registrar	Director
5	MP/VIP references	AO-Registrar	Director
6	Parliament/PMO/Cabinet Secretariat references	Director	Director
8	Audit Para	AO-Registrar	Director
9	Material for Annual Report	Director-SFC	Ministry
10	Monthly Returns	AO-Registrar	Director
11	Foreign Visits	Director	MEA/MHA
	i) Director		
	ii) Academic/non-academic officer	Director	MEA/MHA
12	Monthly Report to Ministry	AO-CAO-Registrar-	Director
13	Matter related to tour of officials of Ministry in respect of Administrative/Court matters of OMCs.	AO-CAO-Registrar-	Director
14	Progress Report on implementation of decisions of the Ministry	AO-CAO-Registrar-	Director
15	Finalizing and laying of Annual Report of the Ministry	AO-CAO-Registrar-	Director
17	Purchase/procurement (Non Academic)	Section Head-CAO-Registrar	Director
18	Purchase/procurement (Academic)	Section Head-Dean-CAO-Registrar	Director
19	Academic policy matter	Dean-DC-AC	GC
20	Non Academic policy matter	Dean-DC-AC	GC
21	All policy matters having financial implications	SFC-GC	Ministry