

**Government of India**  
**Ministry of Textiles**  
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**Channels of submission and levels of disposal**

**Establishment Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Creation, upgradation, continuation, abolition of posts	DS or Dir / JS/ Secy.	Minister
2.	Framing of RRs to Group 'A', 'B', 'C' and 'D' posts	DS or Dir / JS/ Secy.	Minister
3.	Appointment / recruitment to Group 'A' posts	DS or Dir / JS/ Secy.	Minister
4.	Appointment / recruitment to Group 'B' posts	US / DS or Dir / JS	Secretary
5.	Appointment / recruitment to Group 'C' posts	SO / US	DS or Dir
6.	Allocation of work among Group 'A' officers	US/DS or Dir / JS	Secretary
7.	Postings / transfers of Group 'B' officials	SO/US/ DS or Dir	JS
8.	Postings / transfers of Group 'C' officials	SO/US	DS or Dir
9.	Fixation of pay in respect of all officers / staff	SO / US	DS or Dir
10.	Grant of increments in respect of all officers / staff	SO	US
11.	Stepping of pay of all officers / staff	SO / US / DS or Dir	JS
12.	Change in home town declaration	SO / US / DS or Dir	JS
13.	Issue of leave Orders after leave is recommended by the controlling officer	SO	US
14.	Grant of LTC advance	SO / US / DS or Dir	JS
15.	Encashment of leave while availing LTC after leave is recommended by controlling officer	SO / US	DS or Dir
16.	Forwarding of papers to PAO regarding payment of Pension and DCRG	SO / US	DS or Dir
17.	Issue of Order regarding payment of amount due to the retiring / deceased employees under CGEGIS	SO / US	DS or Dir
18.	Issue of Order regarding encashment of Earned Leave in respect of retiring / deceased employees	SO / US	DS or Dir
19.	Maintenance of Service Books, including entries therein	DA / SO	US
20.	Forwarding of applications of Group	US / DS or Dir /JS	Secretary

	'A' officers for posts in other organizations ( Deputation / Direct Recruitment)		
21.	Forwarding of applications of Group 'B' officials for posts in other organizations ( Deputation / Direct Recruitment)	SO / US / DS or Dir	JS
22.	Forwarding of applications of Group 'C' & 'D' officials for posts in other organizations ( Deputation / Direct Recruitment)	SO / US	DS or Dir
23.	Circulation of vacancies in the Ministry circulated by other Ministries / Departments	SO	US
24.	Matters relating to preparation of CGHS Cards	SO	US
25.	Reimbursement of Medical Claims	SO / US / DS or Dir	JS
26.	Circulation of APAR forms	SO	US
27.	Online submission of APARs	SO / US / DS or Dir	JS
28.	Communication of adverse remarks in the APARs of Group 'A' and 'B' officers	SO / US / DS or Dir	JS
29.	Communication of adverse remarks in the APARs of Group 'C' officers	SO / US	DS or Dir
30.	Consideration of representations against adverse remarks in the APARs	SO/US	DS/Dir or JS or Secy. or Minister (as the case may be)
31.	Forwarding of reports relating to SCs, STs, OBCs and PWDs to DOP&T etc.	SO / US / DS or Dir	JS
32.	Matters relating to Warrant of Precedence and Ceremonials	SO / US / DS or Dir	JS
33.	Matters relating to appointment of observers for elections	US / DS or Dir / JS	Secretary
34.	Matters relating to election duty of officers / staff	SO/US / DS or Dir	JS
35.	Matters relating to PM's 15 point programme	SO / US / DS or Dir	JS
36.	References to DOP&T, UPSC and Ministry of Law and Justice etc.	SO / US / DS or Dir	JS
37.	Payment towards outsourcing of Clerks and Attendants	SO / US / DS or Dir	JS
38.	Payment towards Biometric Attendance System	SO / US / DS or Dir	JS
39.	Opening of new regional offices of the Office of Textile Commissioner	DS or Dir / JS/ Secy.	Minister

**General Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Incurring of contingent and miscellaneous recurring expenditure above 20,000/- per annum in each case and non – recurring expenditure above Rs. 80,000/- in each case (full powers)	SO / US / DS or Dir	JS
2.	Incurring of contingent and miscellaneous recurring expenditure up to Rs. 20,000/- per annum in each case and non – recurring expenditure up to Rs. 80,000/- in each case	SO/US	DS or Dir
3.	Incurring of contingent and miscellaneous recurring expenditure up to Rs. 4,000/- per annum in each case and non – recurring expenditure up to Rs. 10,000/- in each case	SO	US
4.	Procurement of Laptops for officers of the level of DS and above	US/DS or Dir/JS	Secretary
5.	Forwarding of applications for General Pool Residential accommodation of officers/staff and related matters	SO	US
6.	Preparation of temporary passes of officers/ staff and Non –officials	SO	US
7.	Preparation of Photo Passes / Identity Cards of officers / staff and Non-Officials	SO/US/DS or Dir	JS
8.	Payment towards petrol/ lubricants in respect of Staff Cars	SO/US/DS or Dir	JS
9.	Payment towards cut flowers and plants	SO/US/DS or Dir	JS
10.	Payment towards sweeping and cleaning work	SO/US/DS or Dir	JS
11.	Payment towards Air Ticket Bills	SO/US/DS or Dir	JS
12.	Payment towards Bills of Departmental Canteen / Tea Board / Coffee Board/Parliament Canteen	SO/US/DS or Dir	JS
13.	Payment towards official Telephone Bills/Mobile Bills of officers	SO/US/DS or Dir	JS
14.	Payment of bills towards repairing/maintenance of staff cars	SO/US/DS or Dir	JS
15.	Payment of bills towards hiring of vehicles for official use	SO/US/DS or Dir	JS
16.	AMC of Computers/ACs/Electrical Items/ KTS Systems/Photocopier	SO/US/DS or Dir	JS

	Machines/Fax Machines etc.		
17.	Payment towards preparation of Rubber Stamps / Name Plates / Sign Boards / Banners etc.	SO/US	DS or Dir
18.	Arrangement of Sadbhavana Diwas, Anti-terrorism Day, Flag day etc.	SO	US
19.	Arrangement of Invitation cards for Officers for Republic Day / Independence Day Ceremony	SO/US	DS or Dir
20.	Civil & Electrical works through CPWD	SO/US/DS or Dir	JS

### **Cash Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Passing and submission of all bills to PAO	SO	US
2.	GPF advances / withdrawals, HBA, Car / Motorcycle / Scooter advance	SO / US / DS or Dir	JS
3.	Transfer of GPF accounts	SO / US	DS or Dir
4.	Payment of final GPF and retirement benefits	SO / US	DS or Dir
5.	Preparation of income tax statements	SO	US
6.	Preparation of annual GPF statements	SO	US
7.	Preparation and submission of monthly pay bills to PAO	SO	US
8.	Reconciliation of accounts with IAC for getting credit facilities	SO	US
9.	Sanction of Festival / Bicycle advance	SO / US	DS or Dir

### **Vigilance Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Vigilance cases against officials of the Ministry of Textiles and Attached / Subordinate offices (a) Group 'A' Officers (b) Group 'B' Officers (c) Group 'C' Officers	(a) DS or Dir/CVO/ Secy. (b) US/DS or Dir/ CVO (c) SO/US/DS or Dir	(a) Minister (b) Secretary (c) CVO
2.	Handling and custody of Top Secret Papers	DS or Dir	CVO
3.	Economic offences involving vigilance angle	DS or Dir / CVO/ Secy.	Minister

4.	Appointment of CVOs in the PSUs and Autonomous/Statutory Bodies in consultation with CVC	DS or Dir / CVO/ Secy.	Minister
5.	Vigilance clearance of officers / officials of Ministry of Textiles (a) Non-Gazetted officials (b) Gazetted Officers	(a) SO /US (b) US/DS or Dir	(a) DS or Dir (b) CVO

### **Parliament Section**

<b>Sl. No.</b>	<b>Types of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Examination of various Parliamentary papers received from the Ministry of Parliamentary Affairs, Lok/Rajya Sabha Sectt. and other senior officers regarding the day-to-day business while Parliament is in Session	SO/US/DS or Dir	JS
2.	Examination of various Bills received from other Ministries, co-ordination thereof	SO/US/DS or Dir	JS
3.	Coordination work of the Estimates Committee	SO/DS or Dir/JS	Secretary
4.	Coordination work relating to recommendations/observations contained in various reports of the Committee on Subordinate Legislation	SO/DS/ or Dir	Secretary
5.	Coordination work relating to recommendations/observations of the Committee on Government Assurances	SO/US/DS or Dir	JS
6.	Coordination work in respect of study tours of Parliamentary Committees	SO/DS or Dir/JS	Secretary
7.	Coordination work relating to consultative Committee Meeting of Parliament for the Ministry of Textiles	DS or Dir/JS/ Secy.	Minister
8.	Action Taken Notes on recommendations of various Committees of Parliament	SO/DS or DIR/JS/ Secy.	Secretary

### **Coordination Section**

<b>Sl. No.</b>	<b>Types of Cases</b>	<b>Channel of submission</b>	<b>Level of Final Disposal</b>
1.	Furnishing of comments on Cabinet Notes received from other Ministries	US/DS or Dir /JS	Secretary
2.	Conduct of Senior Officers Meetings	US / DS or Dir /JS	Secretary
3.	Redressal of Grievances	SO/ US / DS or Dir	JS

4.	Forwarding of grievances	DA	SO
5.	Forwarding of RTI applications/ appeals	DA	SO
6.	Coordination of matters concerning other Ministries/Departments	SO/ US / DS or Dir	EA
7.	Approval of Annual Report of the Ministry	US / DS or Dir/EA	Secretary
8.	Printing of Annual Report	SO/US/DS or Dir	EA
9.	Circulation of Annual Report	SO/US	DS or Dir
10.	Miscellaneous matters such as coordination of grievances, RTI, Induction Notes/Annual Report/ compilation of information sought by Secretary/ Minister on various issues etc.	SO / US	DS or Dir

### **B&A Section**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Scrutiny and compilation of Budget Estimates / Revised Estimates of the Ministry of Textiles, its attached and subordinate offices and other organisations concerned (Plan and Non-Plan)	SO/ CCA	FA
2.	Coordination of the Budget proposals for Grants – in – aid and keeping watch over the submission of utilisation certificates as are reported outstanding by the Audit and / or Accounts Officers	SO	CCA
3.	Supplementary Demands for Grants	SO/CCA	FA
4.	Regularisation of excess and savings on the basis of Final Estimates under the various Grants Re-appropriation	SO/CCA	FA
5.	Control over progress of expenditure against Budget Grants	SO	CCA
6.	Expenditure Finance Committee	SO/CCA	FA
7.	Coordination Work relating to Budget	SO	CCA
8.	Preparation of Performance Budget	SO /CCA/FA	Secretary
9.	Accounting drills and procedures connected with any subject dealt with by the Ministry of Textiles	SO	CCA
10.	Coordination work relating to accounts	SO	CCA
11.	Appropriation Accounts and Audit Reports thereon.	SO	CCA
12.	Public Accounts Committee	SO/CCA/FA	Secretary
13.	General Coordination work in respect	SO	CCA

	of PAC report		
14.	Local Audit Inspection Report relating to the Ministry and its Attached and Subordinate organisations	SO	CCA
15.	Settlement of outstanding audit objections relating to the Ministry and its Attached and Subordinate organisations.	SO	CCA
16.	Internal Test Audit of Attached and Subordinate offices	SO	CCA

### **Media Cell**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Holding of Textile Conclave	DS or Dir/JS/Secy.	Minister
2.	Publishing of material in Magazines and Newspapers etc.	SO/ DS or Dir / JS	Secretary

### **Innovation Cell**

<b>Sl. No.</b>	<b>Type of cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
1.	Booklet on "Innovation in the Textile & Apparel Industry"	DS or Dir / JS / Secy.	Minister
2.	Textile Innovation Committee Meeting	US / DS or Dir / JS	Secretary

### **Technology Upgradation Fund Scheme (TUFS)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Policy matters relating to TUFS	DS or Dir / JS / Secy.	Minister
2.	Matters relating to IMSC	DS or Dir / JS / Secy.	Minister
3.	Release of funds	SO / US / DS or Dir	JS
4.	Other miscellaneous references / matters (representations / refunds of excess claims, budgetary matters, RFD, Annual Plan etc.)	SO / US / DS or Dir	JS

### **Textile Workers' Rehabilitation Fund Scheme (TWRFS)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Policy matters relating to TWRFS	DS or Dir / JS / Secy.	Minister

### Cotton Section

Sl. No.	Item of work	Channel of submission	Level of final disposal
1.	Representations for opening of new Purchase Centres by the CCI	DS or Dir / JS/ Secy.	Minister
2.	Allocation of export quota to CCI	DIR / JS/ Secy.	Minister
3.	Comments on Fixation of Minimum Support Price (MSP) of cotton	DS or Dir / JS / Secy.	Minister
4.	Permission to CCI for MSP Operations	US / DS or / JS	Secretary
5.	Permission to CCI for starting sale of MSP stock	DS or Dir / JS / Secy.	Minister
6.	Administrative matters of CCI involving financial implications	US / DS or Dir	JS
7.	Monitoring of MSP operations	SO / US/ DS or Dir	JS
8.	Vigilance cases pertaining to CCI officials	SO/ US / DS or Dir	JS

### Export Division

Sl. No.	Types of cases	Channel of submission	Level of final disposal
1.	Recommendations for MAI/MDA grant	US/DS or Dir/JS	Secretary
2.	Proposal for release of balance grant/ subsequent grant under MAI and MDA	SO/US/DS or Dir	JS
3.	Appeal to the 2 <sup>nd</sup> Appellate Authority	SO/US//DS or Dir	JS
4.	Fixation of Export Targets/ Monitoring of Export Performance.	DS or Dir/JS/Secy.	Minister
5.	Issues referred by EPCs to be taken up with other Ministries	US/DS or Dir/JS	Secretary
6.	Inter-ministerial reference on FTAs, international trade etc.	US/DS or Dir/JS	Secretary
7.	Cabinet Note on MoUs/bilateral cooperation	DS or Dir/JS/Secy.	Minister
8.	Implementation of MoUs/Bilateral/Agreements	SO/US/DS or Dir	JS
9.	Budget proposal and Foreign Trade Policy (FTP) proposals	DS or Dir/JS/Secy.	Minister
10.	References to EPCs and other Bodies for comments	SO/US	DS or Dir

### NIFT Section

Sl. No.	Item of work	Channel of submission	Level of final disposal
1.	Policy matters relating to NIFT	DS or Dir/JS/Secy.	Minister



### CCIC Section

Sl. No.	Item of work	Channel of submission	Level of final disposal
1.	Appointment of MD / Directors in CCIC	DS or Dir/JS/Secy.	Minister
2.	References to Deptt. of Public Enterprises /PESB	SO / US / DS or Dir	JS

### Silk Section

Sl. No.	Types of Cases	Channel of Submission	Level of Final Disposal
1.	Govt. approval to CSB's new Plan Schemes not requiring approval of EFC	US/DS or Dir/JS	Secretary
2.	Amendment of CSB Rules	DS or Dir/JS/ Secy.	Minister
3.	Recommendations for grant of permission for export of silk items on merit	SO/US/DS or Dir	JS
4.	Taking up of problems of CSB with other Ministries/Departments	SO/US/DS or Dir	JS
5.	Appointment of Officers below the level of Director in CSB	US/DS or Dir/JS	Secretary
6.	Nomination of members to CSB	DS or Dir/JS/ Secy.	Minister
7.	Seeking information from CSB/SMO/ISEPC	SO	US

### Powerloom Section

Sl. No.	Types of Cases	Channel of submission	Level of Final Disposal
1.	All Powerloom Schemes including Mega Clusters i.e. approval of SFC/EFC/Cabinet Note/guidelines etc.	DS or Dir/JS/Secy.	Minister
2.	Meeting of Project Approval and Monitoring Committee	US/DS or Dir/JS	Secretary
3.	Submission of DPRs along with EFC/SFC notes for new proposal under NERTPS	DS or Dir/JS/Secy.	Minister
4.	10 priority areas and concerns which need to be focused by the Ministry of Textiles	SO/US/DS or Dir	JS
5.	Approval for setting up of Powerloom Mega Clusters	DS or Dir/JS/Secy.	Minister

### W&WT Section

Sl. No.	Type of cases	Channel of Submission	Level of Final Disposal
1.	Matters relating to import of raw wool/rags	SO/ US/DS or Dir	JS
2.	Review of prices of wool and woolen products	SO / DS or Dir / JS	Secretary
3.	Administration of Textile Control Order relating to wool and woolens and Powerlooms	SO/ US / DS or Dir	JS

### Technical Textiles & A&MMT Section

Sl. No.	Types of Cases	Channel of submission	Level of Final Disposal
1.	Plan proposals of TRAs	US/DS or Dir/JS	Secretary

### ISDS, Textile Policy and SITP Section

Sl. No.	Type of cases	Channel of Submission	Level of Final Disposal
1.	Approval of projects	US/DS or Dir./JS	Secretary
2.	Approval of Agenda for EC/PAC	US/ DS or Dir/ JS	Secretary
3.	Finalizing contract / agreement with PMC/IA etc.	US / DS or Dir / JS	Secretary
4.	Follow up with IA/PMC/SPV etc.	SO/US	DS or Dir

### NTC/BIC Section

Sl. No.	Type of cases	Channel of Submission	Level of Final Disposal
1.	Transfer of shares	US/ DS or Dir/JS	Secretary
2.	Reply to observations of COPU	US/ DS or Dir/JS	Secretary
3.	Review of MOU performance	SO/US/DS or Dir	JS
4.	Release of loan and advances to the PSUs	SO/US/DS or Dir	JS
5.	Agenda and minutes of the Board Meetings of PSUs	SO/US/DS or Dir	JS
6.	Complaints / representations in respect of PSUs	SO/US/DS or Dir	JS

### Jute Section

Sl. No.	Types of Cases	Channel of submission	Level of Final Disposal
1.	Board level Selections	DS or Dir/JS/ Secy.	Minister
2.	SAC minutes	US/DS or Dir/JS	Secretary
3.	Approval of Budget proposals of TRAs	SO/US/DS or Dir	JS

### Integrated Finance Wing (IFW)

Sl. No.	Type of cases	Channel of Submission	Level of Final Disposal
1.	Concurrence for releasing of grants, SFC, EFC and other important issues	US / DS or Dir	AS&FA
2.	Scrutiny of proposals, observations and clarifications on the proposals, calling of further documents / additional information from the respective Administrative Divisions	US	DS or Dir

### Economic Division

Sl. No.	Types of Cases	Channel of submission	Level of Final Disposal
1	Annual Plan / Five Year Plan Formulation	AD / AEA/EA	Secretary
2	Monitoring of allocation of Plan Budget under Annual Action Plan	AD / AEA	EA
3	Monthly D.O. letter to the Cabinet Secretary	AD / AEA / EA	Secretary
4	Monthly Summary for the Cabinet	AD / AEA / EA	Secretary
5	Results-Framework Document (RFD) of Ministry of Textiles	AEA / EA / Secy.	Minister
6	Working Group Reports for Five Year Plans	AEA / EA / Secy.	Minister
7	Citizens'/Clients' Charter of Ministry of Textiles	AEA / EA / Secy.	Minister
8	Material for President's Address for both the Houses of Parliament	AEA / EA / Secy.	Minister
9	Material for Finance Minister's Budget Speech	AEA / EA / Secy.	Minister
10	Reporting Follow up Action in e-Samiksha (Cab Sectt. Portal)	AEA / EA	Secretary
11	Material for Economic Survey	AD / AEA / EA	Secretary
12	Material for Standing Committee to examine Demand for Grants of Ministry of Textiles	AD / AEA / EA	Secretary

<b>Sl. No.</b>	<b>Types of Cases</b>	<b>Channel of submission</b>	<b>Level of Final Disposal</b>
13	Commissioning of studies under scheme on studies on Export Promotion	AEA / EA / Secy.	Minister
14	Implementation of North East Region Textile Promotion Scheme (NERTPS), seeking Cabinet approval	AEA / EA / Secy.	Minister
15	Gender Budgeting for Ministry of Textiles	AD / AEA / EA	Secretary
16	Strategic Plan for Ministry of Textiles	AD / AEA / EA	Secretary
17	Analysis of inflation relating to Textiles	AD / AEA / EA	Secretary
18	Analysis of textile sector data, maintaining of Data Bank	AD / AEA / EA	EA

### Miscellaneous cases concerning all Sections/Divisions

<b>Sl. No.</b>	<b>Item of work</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Reply to Starred Parliament Questions/Cut Motions	DS or Dir / JS / Secy.	Minister
2.	Reply to Unstarred Parliament Questions	US / DS or Dir / JS	Minister
3.	Reply to Parliament Assurances	US / DS or Dir / JS	Minister
4.	Approval for seeking extension of time for fulfilling Parliament Assurances	US / DS or Dir / JS	Minister
5.	Replies to Parliamentary matters relating to various Parliamentary Committees	US / DS or Dir / JS	Secretary
6.	Furnishing facts about admissibility of Parliament Questions to Lok Sabha/Rajya Sabha Sectt.	US / DS or Dir	JS
7.	Reply to Special Mentions and issues raised in Parliament under Rule - 377	US / DS or Dir / JS	Minister
8.	Approval for laying of Annual Reports with Audited Accounts on the Tables of both the Houses of Parliament	US/DS or Dir/ JS	Minister
9.	Issue of Notifications/Orders under specific Act/Rules	DS or Dir / JS / Secy.	Minister
10.	Reply to VIP References	US / DS or Dir/ JS	Minister
11.	Reply to references from PMO/ President's Sectt./Cabinet Sectt.	US / DS or Dir / JS	Secretary
12.	Sanction of Leave to Staff (NG) (a) Casual Leave (b) Earned Leave	(a) SO (b) SO / US	(a) US (b) DS or Dir
13.	Constitution of various Boards/ Committees under the Ministry	DS or Dir /JS / Secy.	Minister
14.	Recruitment to posts at Board level and above	DS or Dir / JS / Secy.	Minister
15.	Constitution of BODs/BOGs of	DS or Dir/ JS / Secy.	Minister

	PSUs, Atonomous/Statutory Bodies		
16.	Annual General Meetings of the Boards of Directors of PSUs	SO/US/DS or Dir	JS
17.	Voluntary retirement of Directors of BODs of PSUs	DS or <u>Dir</u> / JS / Secy.	Minister
18.	Grant of leave to MDs / CMDs of PSUs/Heads of Autonomous /Statutory Bodies	US / DS or Dir/JS	Secretary
19.	Grant of permission for commercial employment by Directors / MDs / CMDs of BODs of PSUs / officers of the Ministry after retirement	DS or Dir / JS / Secy.	Minister
20.	Increase in the share Capital / authorized capital of PSUs	US/DS or Dir / JS	Secretary
21.	Matters relating to Annual General Meetings of the BODs of PSUs	SO / US / DS or Dir	JS
22.	Quarterly Review of the working of PSUs and other organisations	US / DS or Dir / JS	Secretary
23.	Furnishing of material for Monthly D.O. letter to the Cabinet Secretary, Annual Report/ RFD, Annual Plan, Budget (including Performance and Outcome Budget), President's Address, Finance Minister's Budget Speech, Quarterly Hindi Report, issues to be raised during Parliament Sessions, replies to audit paras, representations etc. to Economic Division, Coord. Section, B&A Section and Hindi Section	SO/US/DS or Dir	JS
	Release of funds/grants under various schemes of the Ministry	SO/US / DS or Dir	JS
25.	Consultation with Ministry of Law & Justice in legal matters	SO / US / DS or Dir	JS
26.	Correspondence with Advocates etc. in legal matters	SO / US / DS or Dir	JS
27.	Approval of replies in court cases where the GOI/Secretary (Textiles) is a party	US / DS or Dir / JS	Secretary
28.	All important cases where interim orders/final orders are passed by courts	US / DIR / JS	Secretary
29.	Sanction for air journey to non-entitled officers	US / DS or Dir / JS	Secretary
30.	Approval of Memorandum of Association of Autonomous/Statutory Bodies under administrative control of Ministry of Textiles	DS or Dir / JS / Secy.	Minister
31.	Approval for deputation abroad of officers of the level of JS and above,	DS or Dir / JS / Secy.	Minister

	including officers of PSUs, Autonomous/Statutory Bodies etc.		
32.	Approval for deputation abroad of officers of the level of Director and below	US/DS or Dir / JS	Secretary
33.	Approval of Cabinet Notes/CCEA Notes	DS or Dir / JS / Secy.	Minister
34.	Replies to RTI applications	SO	US
35.	Disposal of RTI appeals	SO/US	DS or Dir
36.	Appeals under RTI in CIC	SO/US/DS or Dir	EA

**Note: In all cases where financial implications are involved, IFW will be consulted.**

**Data Source: DIR(SPK)**

**Last Updated on: 20/10/2014**