

**Ministry of Defence
Department of Defence Production
D(Coord/DDP)**

**Sub: Increasing efficiency in decision making in the Government –
regarding.**

In pursuance of instructions contained in the Department of Administrative Reforms and Public Grievances OM No. 30011/12/2015-O&M-Pt(6452) dated 12.03.2021 and action points emanating from the workshop chaired by the Cabinet Secretary on 26th March, 2021 on the subject mentioned above, the undersigned is directed to forward herewith a copy of the revised channel of submission & level of disposal for different categories of cases in the Department of Defence Production, for information and compliance with immediate effect.

2. All routine matters in which no decision is involved or no financial sanction is required to be issued, the same should be disposed off at a single level.
3. A review should also be undertaken immediately by the concerned administrative Divisions for delegation of powers in respect of concerned Attached/Subordinate organisations and DPSUs, in consultation with Defence(Finance) to facilitate expeditious decision making.
4. All Divisions are requested to progressively adopt e-file system for routine and non-sensitive nature files.
5. This issues with the approval of Hon'ble RM.



(S.S. Bedi)
Deputy Secretary(Admn/DDP)
Tel: 2301 2065

Director(ASI)/Director(Q.II)/Director(Pers.I)/Director(NS)/DS(AS.II)/DS(Pers.II)/
DS(Vig)/DS(Coord)/ DS(DIP)/ OSD(DOMW)/OSD(LS)/ Director(P&C)

MoD ID No. 12(3)/2017-D(Coord/DDP).PC.1 dated 06.07.2021

Copy to:-

1. Office of Hon'ble RM
2. Office of Hon'ble RRM
3. Secretary(DP)
4. AS(DP)
5. JS(Coord)/JS(Aero)/JSDIP)/JS(NS)/JS(LS)/Advisor(Cost)/EA&JS(DOMW)
6. Director, DOS- with a request to expedite migration of e-office data from NIC to MOD Server..

Channel of submission & level of disposal for different category of cases

Sl. No.	Broad Subject	Channel of Submission	Level of Disposal
1.	Parliamentary matters		
	Starred Questions	DS/Director-JS-AS-Secretary	RM
	Un-starred Questions	DS/Director-JS-AS	RRM
	Calling Attention Motions	DS/Director-JS-RRM	RM
	All matters relating to Parliamentary Assurances including extension of time	DS/Director-JS-AS	RRM
	Special Mentions	US/DS/Director-JS-AS	RRM
	Authentication and laying of Annual Reports/ Rules/Regulations in both the Houses of the Parliament after approval of RM	US/DS/Director-JS-AS	RRM
2.	Policy Matters/ Top Secret matters including matters relating to Cabinet Committee on Security	DS/Director-JS-AS	Secretary/ RM
3.	VIP References addressed to RM	US/DS/Director-JS	RM
4.	VIP References addressed to RRM	US/DS/Director-JS	RRM
5.	Matters relating to Official Language	US/DS/Director-JS	RRM
6.	All matters relating to appointments, postings, transfers & re-employment after retirement in respect of Group A officers upto the level of Director (and equivalent) of the organised services under the control of Department of Defence Production and in respect of permanent Seconded	DS/Director-JS-AS	RRM

	Officers in organisations under DDP of the rank of Brigadier/equivalent and below		
7	Matters relating to Defence Civilians in the lower formation under the administrative control of DDP (excluding transfer, premature release, appeals/memorials)	DS/Director-JS-AS	RRM
8.	Acceptance of recommendations on the retention in service of civilian personnel beyond 50 years of age or 30 years of service where it is decided not to grant extension in service in respect of personnel under the administrative control of DDP	DS/Director-JS-AS	RRM
9.	Proposals relating to framing / amendment of Recruitment Rules for the posts of HoD and those relating to the Organised Services under DDP	DS/Director-JS-AS	RRM
10.	Proposals relating to framing / amendment of Recruitment Rules for Group B posts	US/DS/Director-JS	Secretary
11.	Proposals relating to framing / amendment of Recruitment Rules for Group C posts in organisations under DDP	US/DS/Director	JS
12.	All disciplinary / vigilance matters including suspension in respect of civilian officers of the level of Director and below in respect of organised services under administrative control of DDP (Where President is the appointing authority) and in respect of permanent seconded officers in organisations under the	DS/Director-JS-AS	RRM

	control of DDP of the rank of Brigadier/equivalent and below		
13.	All appeal cases of Group B officers where President is the Appellate Authority	DS/Director-JS- Secretary	RRM
14.	Appeal cases of permanently seconded Service officers in organisations under the control of DDP of the rank of Brigadier and equivalent and below	US/DS/Director-JS-Secretary	RRM
15.	Extension of deputation period of Group A & B officers beyond 4 years.	DS/Director-JS-AS	RRM
16.	All matters relating to in-visits by foreign dignitaries	DS/Director-JS-Secretary	RM
17.	Various matters relating to Cases filed/pending in Courts/Tribunals including filing of replies, rejoinders etc.	ASO/SO-US/DS/Director	JS
18.	Cases where contempt petitions have been filed in any Court/Tribunal	US/DS/Director-JS-AS	Secretary
19.	Any matter filed/pending before Supreme Court	US/DS/Director-JS-AS	Secretary
20.	Grievances/complaints received from employees, retired employees and general public	ASO/SO-US/DS/Director	JS
21.	References from PMO, President's Secretariat, AR&PG	DS/Director-JS-AS	Secretary
22.	Other Establishment administrative matters	ASO/SO-US/DS/Director	JS
23.	All proposals having financial implications	US/DS/Director-JS [including consultation with MoD(Finance)]	As per provisions of GFRs/ DFPRs

24.	Audit paras	US/DS/Director [including consultation with MoD(Finance)]	JS
25.	Proposals relating to General Administration including procurement of common goods and service upto 1 lakh	ASO/SO-US	DS/Director
26.	Proposals relating to General Administration including procurement of common goods and service beyond 1 lakh	ASO/SO-US/DS/Director (Wherever necessary under GFRs/DFPRs with concurrence of Internal Finance Wing)	JS
27.	Matters relating to Atmanirbhar Bharat	DS/Director-JS-AS	Secretary
28.	Matters relating to SGOS	US/DS/Director-JS	Secretary
29.	All matters on which report /ATNs are to be sent to PMO/Cabinet Secretariat/ Neeti Ayog	DS/Director-JS-AS	Secretary
30.	Grant of Export Authorisations (online Defence Exim Files) for export of complete systems	US/DS/Director-JS-AS	Secretary
31.	Grant of Export Authorisations (online Defence Exim Files) for export of parts and components and Transfer of Technology	ASO/SO-US/DS/Director	JS
32.	Grant of Import Licences	ASO/SO-US/DS/Director	JS
33.	Grant of NOC of this Ministry to DGFT (For export of SCOMET items) for export of Complete Systems	US/DS/Director-JS	Secretary
34.	Grant of NOC of this Ministry to DGFT (For export of SCOMET items) for exports of parts and components	ASO/SO-US/DS/Director	JS
Directorate of Planning and Coordination			
35.	Entire support of Missile System in the DDP & categorisation	DPO/Dir-JS-AS	Secretary

36.	MAKE IN INDIA; policy matters related to 'MAKE-II', procedures, coordination work related to TDF Projects of DRDO, Strategic Materials etc.	PO/Dir-JS-AS	Secretary
37.	Entire support of Aerospace System in the DDP & categorisation	PO/Dir-JS-AS	Secretary
38.	International cooperation in DDP for exports, exhibitions etc.	DPO-JS	AS
39.	Entire support of Land System, Aero System, Naval System, Electronics, missiles etc. in the DDP	DPO/PO/Dir-JS-AS	Secretary
40.	All matters related to the National Institute of Research & Development in Defence Shipbuilding (NIRDESH)	DPO/Director-JS-AS	Secretary
41.	Review of sick/loss making CPSEs- quarterly report to DPE	DPO/Director-JS-AS	Secretary
42.	All project of MDL, GRSE, GSL & HSL including technical support and other matters such as categorisation, modernisation of shipyards, Review of expenditure by Defence Shipyards against the budget of Ministry of Defence	DPO/Director-JS	AS
43.	Work relating to international cooperation in respect of SAARC countries, Russia (Subgroup on Shipbuilding only/ Naval System)	DPO/Director-JS	AS
44.	iDEX-DIO	PO/Director-JS	AS
45.	Defence Acquisition Council (DAC), DPB, SCAPCC, SCAPCHC, Defence Production Policy and policy issues pertaining to DDP	DPO/Director-JS-AS	Secretary
46.	DPEPP	TSO/Director-JS-AS	Secretary

47.	Corporatisation of OFB	TSO/Director-JS-AS	Secretary
48.	Matters pertaining to Admn & Coord within P&C Dte including manpower, RRs, establishment, deputation, local purchase and Hindi Rajbhasha	DD/Director-JS	AS

Note:- Channel of submission is in line with MoD Office Order No. 09/O&M/2019 dated 13th June, 2019 and 21st June, 2019 (**copies attached**).

New Delhi, the 13th June, 2019

OFFICE ORDER No. 09/O&M/2019

Subject: Allocation of work to Minister of State in Ministry of Defence

In supersession of this Ministry's office order No. 06/O&M/2016 dated 23rd November, 2017, the Minister of Defence has allocated the following work to Shri Shripad Yesso Naik, Minister of State for Defence.

2. All matters except those mentioned in Para 3 below, but including Starred & Unstarred Parliament Questions and Calling Attention Motions, shall be submitted to the Minister of Defence through the Minister of State. However, VIP References addressed to the Cabinet Minister will be submitted directly to her/ him.

3. The following matters will be disposed of at the level of Minister of State:

(a) All matters relating to:

- i. Assurances (Fulfilment/Extension of time, request for dropping the Assurance)
- ii. Special Mentions
- iii. Laying of Annual Reports/Rules/Regulations etc.
- iv. Authentication of Papers

(b) Matters relating to Official Language

(c) VIP references addressed to the Minister of State

(d) Matters listed in Annexure to this order

4. It may be ensured that all files are submitted / routed to the Ministers strictly in accordance with this allocation of work.

5. This issues with the approval of the Minister of Defence.

Meenakshi Jolly
(Dr. Meenakshi Jolly)
Joint Secretary (MIS)
Tel: 23010600

DISTRIBUTION :

1. Secretary (Defence Production)
2. Secretary (Ex-Servicemen Welfare)
3. Secretary (Defence R&D)
4. Financial Advisor (Defence Services)
5. All Addl. Secretaries / Joint Secretaries/ Addl. Financial Advisers/ Directors/ Deputy Secretaries in the Ministry of Defence.
6. PS to Defence Minister / PS to MoS for Defence
7. SO to Defence Secretary

Copy to :

1. Principal Secretary to the Prime Minister
2. Cabinet Secretary

Annexure to Order No. 09/O&M/2019 Dated: 13th June, 2019

(A) **Department of Defence**

All the cases relating to the following matters shall be submitted to MoS for Defence (Raksha Rajya Mantri), as per channel shown against each item, for final disposal:-

- (1) Seeking extension of time for fulfilling Parliamentary Assurances (Addl. Secretary – RRM)
- (2) Joint Consultative Machinery and matters relating to Defence Civilians in the lower formations, excluding transfer, premature release, appeals/memorials (Addl. Secretary – RRM)
- (3) Permission to accept employment after retirement of employees of the level of Deputy Secretary/ Director and equivalent level as well as retired Service Officers up to Brigadier level of equivalent (Addl. Secretary – RRM)
- (4) Cases relating to the NCC regarding organization of functions, strength of cadets and new raisings (Addl. Secretary – RRM)
- (5) Cases relating to Sainik Schools regarding opening of new Sainik Schools and posting of officers (Addl. Secretary – RRM)
- (6) Assured Career Progression Scheme of Defence Civilians (Addl. Secretary – RRM)
- (7) Acceptance of recommendations on retention in service of civilian personnel beyond 50 years of age or 30 years of service in cases in which it is decided not to grant extension in service (Addl. Secretary – RRM)
- (8) Proposals relating to the framing of or amendments to Recruitment Rules for post of Heads of Departments and those relating to the Organised Services (Addl. Secretary – RRM)
- (9) Termination of service of Captains in Army for not passing promotion examination Part 'D' (Addl. Secretary – RRM)
- (10) All disciplinary/vigilance matters, including suspension in respect of civilian officers of the level of Director & below (where President is the Appointing Authority) and in respect of Officers of the Defence Service of the rank of Brigadier (and equivalent) & below (Addl. Secretary – RRM)
- (11) Detention in Military custody beyond 3 months (Addl. Secretary – RRM)
- (12) Appeal cases of invalidment on medical grounds in respect of officers upto the rank of Maj. Gen. and equivalent in the services (Addl. Secretary – RRM)
- (13) Cases regarding grant of forfeiture of pensionary benefits in respect of Service Officers of the rank of Brigadier and below who have been cashiered, dismissed, removed or called upon to retire from service (Addl. Secretary – RRM)

- (14) Extension of deputation period of the Director and equivalent officers beyond 4 years (Defence Secretary – RRM)
- (15) Procurements under Revenue Head above Rs. 500 crores and upto Rs. 750 crores in each case with regard to cases not already delegated to Defence Secretary or below (Defence Secretary – RRM)
- (16) Approval regarding production of films (Addl. Secretary – RRM)
- (17) Armed Forces Film & Photo Division (Addl. Secretary – RRM)
- (18) Mountaineering Institutes - HMI Darjeeling, NIM Uttarkashi, JIM Aru/Batote (J&K) (Addl. Secretary – RRM)
- (19) Airlift of entitled civilians in the Ministry of Defence (JS – RRM)
- (20) Provisioning of ration scale, Petrol Oil Lubricant (POL) and air tonnage (Addl. Secretary – RRM)
- (21) Issue of surplus vehicles to MPs/VIPs, policy and individual cases (JS – RRM)
- (22) Decommissioning of ships, submarines etc. (JS – RRM)
- (23) Renting of telecommunication circuits for telephones from P&T (Addl. Secretary – RRM)
- (24) Services/computerization in the Armed Forces/MoD library/E-Governance Agenda of the Government (Addl. Secretary – RRM)
- (25) Short term lease of land for religious/national festivals as per policy approved by RM (Addl. Secretary – RRM)
- (26) Resumption of lands for Defence Services (Addl. Secretary – RRM)
- (27) Acquisition of lands for Defence purposes under The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation & Resettlement (LARR) Act, 2013 (Addl. Secretary – RRM)
- (28) Hiring / de-hiring / requisition / de-requisition of lands / payment of compensation to land owners as per Court/Collector's award (Addl. Secretary – RRM)
- (29) Write off of various types of losses – Full power to RRM in cases not already – delegated to Defence Secretary or below (Defence Secretary – RRM)
- (30) Authentication and laying of the papers in both Houses of the Parliament after approval of RM (Addl. Secretary – RRM)
- (31) MoS for Defence (Raksha Rajya Mantri) will be the Chairman of the following Bodies:-

- Defence Minister's Appellate Committee on Pensions;
- Central Advisory Committee on NCC;
- Central Advisory Committee on Territorial Army;
- Advisory Committee of the Armed Forces Flag Day Fund;
- Board of Governors of Sainik School Society;
- Border Roads Development Board;
- Screening Committee for the construction of National War Memorial;
- Nehru Institute of Mountaineering, Uttarkashi;
- Board of Control, Canteen Stores Department.

(B) **Department of Defence Production**

All cases relating to the following matters of Department of Defence Production shall be submitted to MoS for Defence (Raksha Rajya Mantri), as per the channel shown against each item, for final disposal:-

- (1) Seeking extension of time for fulfilling Parliamentary Assurances relating to the Department of Defence Production (Addl. Secretary – RRM)
- (2) Matters relating to Defence Civilians in the lower formations under the administrative control of DDP (excluding transfer, premature release, appeals/ memorials) (Addl. Secretary – RRM)
- (3) Permission to accept employment after retirement of employees up to the level of Director and equivalent level as well as retired Service Officers of up to Brigadier level or equivalent (Addl. Secretary – RRM)
- (4) All matters relating to appointments, postings, transfers, re-employment after retirement etc. of officers of the level of Director (and equivalent) of the organized services under the control of Department of Defence Production and in respect of permanently seconded services officers in Organizations under the control of Department of Defence production of the rank of Brigadier and equivalent and below (Addl. Secretary – RRM)
- (5) Acceptance of recommendations on the retention in service of civilian personnel beyond 50 years of age or 30 years of service where it is decided not to grant extension in service in respect of personnel under the administrative control of Department of Defence production (Addl. Secretary – RRM)
- (6) Proposals relating to the framing of or amendments to Recruitment Rules for posts of Heads of Department and those relating to the Organized Services under the administrative control of Department of Defence Production (Addl. Secretary – RRM)
- (7) All disciplinary/vigilance matters including suspension, in respect of civilian officers of the level of Director and below in respect of organized services under the administrative control of Department of Defence Production (where President is the appointing authority) and in respect of permanent seconded officers in organizations under the control of Department of Defence production, of the rank of Brigadier and equivalent and below (Addl. Secretary – RRM)
- (8) All appeal cases of Group 'B' officers where President is the Appellate Authority (Secretary (DP) – RRM)
- (9) Appeal cases of permanently seconded service officers in organizations under the control of Department of Defence Production, of the rank of Brigadier and equivalent and below (Secretary (DP) – RRM)

M. S. Manohar

- (10) Extension of deputation period of Group 'A' and 'B' officers beyond 4 years (Addl. Secretary – RRM)
- (11) Raksha Rajya Mantri will be the Chairman of Defence Minister's Production Committee
- (12) Raksha Rajya Mantri will be the Vice Chairman of the Hindi Salahakar Samiti of the Department of Defence, Defence Production, Ex-Servicemen Welfare and Defence Research and Development Organisation
- (13) Authentication and laying of the papers in both Houses of the Parliament after approval of RM (Addl. Secretary – RRM)

(C) **Department of Ex-Servicemen Welfare and Pension**

All the cases relating to the following matters shall be submitted to MoS for Defence (Raksha Rajya Mantri), as per the channel shown against each item, for final disposal:-

- (1) All matters (excluding policy matters) relating to Ex-Servicemen Welfare and Resettlement (Secretary (ESW) – RRM)
- (2) Raksha Rajya Mantri will be the Chairman of the Kendriya Sainik Board (Secretary (ESW) – RRM)
- (3) Authentication and laying of the papers in both Houses of the Parliament after approval of RM (Secretary (ESW) – RRM)

Meenakshi Jolly

Government of India
Ministry of Defence
Department of Defence Production
D(Coord/DDP)

Subject: Distribution of work between the Defence Minister (Raksha Mantri) and Minister of State (Raksha Rajya Mantri) in Ministry of Defence-reg.

Please find enclosed herewith an Office Order No. 10/O&M/2019 dated 21st June, 2019 received from D(O&M)/PG, Ministry of Defence on above mentioned subject for information and necessary compliance.

Encl: As above



(S. S. Bedi)

Deputy Secretary (Admn)

Tel: 23012065

All Joint Secretaries and equivalent officers in DDP

All Dir/DS in DDP

MoD I.D No. 12(2)/2019-D(Coord/DDP) dated 25th June, 2019

No. 36(16)/2016-D(O&M)/PG
Government of India
Ministry of Defence

New Delhi, the 21st June, 2019

OFFICE ORDER No. 10/O&M/2019

Sub: Distribution of work between the Defence Minister (Raksha Mantri) and Minister of State (Raksha Raja Matri) in Ministry of Defence.

In continuation of Office Order No. 09/O&M/2019 dated 13.06.2019 issued in connection with distribution of work between the Ministers, Raksha Mantri (RM) has approved the following allocation of work.

2. The following matters will be submitted directly to the Raksha Mantri.
 - i. Operational, establishment and vigilance matters not delegated to the Service Headquarters relating to the Armed Forces and Coast Guard.
 - ii. Strategic / Defence Research & Development Organization matters.
 - iii. Cabinet Committee on Security / Top Secret matters.
 - iv. Matters relating to the Defence Acquisition Council.
 - v. Matters relating to Competent Financial Authority powers of RM
 - vi. All matters relating to in-visits by foreign dignitaries.
3. All Starred & Unstarred Parliament Questions and Calling Attention Motions shall be submitted to the RM through the RRM.
4. All residual matters would continue to be dealt with Raksha Mantri.
5. It may be ensured that all files are submitted / routed to the Ministers strictly in accordance with this allocation of work.
6. This issues with the approval of the Raksha Mantri.

(M. Subbarayan)
Joint Secretary (Estt)

DISTRIBUTION

1. Secretary (Defence Production)
2. Secretary (Ex-Servicemen Welfare)
3. Secretary (Defence R&D)
4. Financial Advisor (Defence Services)
5. All Addl. Secretaries / Joint Secretaries / Addl. Financial Advisers / Directors / Deputy Secretaries in the Ministry of Defence.
6. PS to Defence Minister / PS to MoS for Defence.
7. SO to Defence Secretary

Copy to:

1. Principal Secretary to the Prime Minister.
2. Cabinet Secretary