

Ministry of Chemicals & Fertilizers

Department of Fertilizers

Channel of Submission and Final level of disposal for various types of cases

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**CHANNEL OF SUBMISSION on the issues which are common to all
the Divisions/ Sections of DEPARTMENT OF FERTILIZERS**

Sl. No.	Subject	Channel of submission	Level of final disposal
1.	RTI Questions	SO	US
2.	RTI Appeal	SO > US	DS
3.	Unstarred Questions	SO > US > DS > JS	MOS
4.	Starred Question	SO > US > DS > JS > SECRETARY	MINISTER
5.	Grievance Redressal	SO > US > DS	DS /JS
6.	VIP Reference	SO > US > DS > JS > SECRETARY	MINISTER
7.	Court Case	SO > US > DS > JS	SECRETARY
8.	Comments of DOF on Cabinet Notes of other Ministries/ Departments.	SO > US > DS > JS	SECRETARY/ MINISTER
9.	Matter for Annual Report	SO > US > DS > JS	SECRETARY

**CHANNEL OF SUBMISSION OF ALL SECTIONS/DIVISIONS OF
DEPARTMENT OF FERTILIZERS**

Sl. No.	Subject	Approved Channel of Submission	
		Channel of Submission	Final disposal
GENERAL SECTION			
1	Issuance of CGHS card	SO	US
2	All purchases including stationary, office equipment, furniture, ACs etc. and its maintenance.	SO>US	DS/Dir
3	Publication	SO>US>DS/Dir	DS/Dir/JS
4	Maintenance and deployment of Staff car/ hiring of vehicles.	SO>US>DS/Dir	DS/Dir
5	Air conditioners / repair of electrical articles.	SO>US	DS/Dir
6	Library/ purchase of reference books/ newspapers etc.	SO>US	DS/Dir
7	a) Issue of Identity cards, Car parking labels etc. (other than Govt. employees and PSUs)	SO>US>DS/Dir	JS
	b) Issue of Identity cards, Car parking label in respect of employees of Department; and	SO	US
	c) Issue of Identity cards to retired persons.	SO	US
8	Payment of Telephone Bills	SO>US	DS/Dir
9	Stationary / consumable liveries.	SO>US	DS/Dir
10	Outsourced staff		
	a) Hiring of staff	SO>US>DS/Dir	JS
	b) Regular payment	SO>US	DS/Dir
11	Hospitality	SO>US	DS/Dir
12	Advt. & publicity	SO>US>DS/Dir>JS>SECY.	MINISTER
COORDINATION SECTION			
1	All Coordination/ miscellaneous nature of work on behalf of Department of Fertilizers. Reports and returns on the policy of the Government for SCs, STs, OBCs, Ex-Servicemen and PH Persons and recommendations of different Commissions/ Committees/	SO>US>DS/Dir.>JS	JS

	Ministry of Home Affairs, Ministry of Welfare relating to welfare of these classes and other related matters concerning to Department, its attached office and PSUs.		
2	General Circulars from Different Ministries/ Departments	SO>US	DS/Dir.
3	Issue of passes for Independence Day/ Republic Day/ Other Government Function	SO>US>DS/Dir.	DS/Dir.
4	Various Types of awards	SO>US>DS/Dir>JS> SECY.	Minister
5	Preparation & Consolidation of material for the Annual Report of the Department	SO>US>DS/Dir>JS> SECY.	Secretary
6	Achievement of the DoF during the year	SO>US>DS/Dir>JS> SECY.	Minister
7	Material for President's PM's/FM's Speech	SO>US>DS/Dir>JS> SECY.	Secretary
8	Representation relating to personal matter like transfer, appointment, promotion etc. (excluding vigilance matters)	SO>US>DS>JS	JS
9	Parliament related matter	SO>US>DS>JS	Secretary
10	SOM	SO>US>DS	JS
11	Department comments on Cabinet Notes received from other Ministries & Departments/ PMO reference/ Important Note/ Cabinet Sectt. Ref.	SO>US>DS>JS	Secretary/ Minister
12	Grievance Review		
	a) Monthly	SO>US>DS>JS	JS
	b) Quarterly	SO>US>DS>JS	Secretary
13	Matters raised under Rule 377.	SO>DS>JS> SECY.	Minister
FS WING			
1	All route matters relating to day to day maintenance and performance of FMS	AAO>AD(A/cs>DD/US(CW)>Dir (FA)	JS
2	Matters pertaining to augmentation of the system introduction of new modules involving financial payments outflow including charges for maintenance	AAO>AD(A/cs>DD/US(CW)>Dir FA)	Secretary for new cases and JS with concurrence of IFD for maintenance cases
3	All subsidy claims pertaining to P&K fertilizer and imported urea	AAO>AD(A/cs>DD/US(CW)>Dir (FA)>JS	IFD (After obtaining the approval of IFD the bills submitted to

			PAO for payment through PFMS)
FP SECTION			
1	Material for Performance of Plan Budget	SO>US>DIR(E&S)>EA	EA
2	SFC/Plan Expenditure	SO>US>DIR>JS	JS
3	Work related to Revival of Sick/loss making Fertilizers PSUs	SO>US>DIR>JS>SECY	SECY
4	Monitoring of revival of sick fertilizer PSUs	SO>US>DIR>JS	SECY
5	Representation from Unions/Associations	SO>US>DIR>JS	JS
6	Project progress Monitoring related to plan fund	SO>US>DIR>EA	EA
7	Furnishing of factual information to other Deptt. and within Deptt.	SO>US>DIR>JS>	JS
8	ATN/Follow up of action on decisions of Joint Commissions/Working Groups	SO>US>DIR>JS	SECY
UPP DIVISION			
1	Administration of Retention Price-cum-Subsidy Scheme urea policy, Pricing Policy> New Pricing Scheme.	US>Dir>JS>Secretary	Minister (C&F)
2	Policy for sale/transfer of surplus ammonia and national policy on farmers	SO>US>Dir>JS	Minister (C&F)
3	Coal Gasification technology and CBM gas-requirement of coal	ASO>SO>US>Dir>JS	Secretary
4	Escalation/De-escalation claims Notification of concession rates for urea.	ASO>SO>US>Dir	JS with the concurrence of IFD
5	Matters relating to inputs i.e. naphtha, natural gas, FO/LSHS/LNG.	ASO>SO>US>Dir> JS	Secretary
6	Material/Briefs/Notes for MOS(C&F)/ M(C&F) Seminars, Conferences/ Interviews, Budget Speech etc. on Fertilizer Policy.	SO>US>Dir>JS	Secretary
7	Matters relating to Interest Concession Schemes, Import Substitution Incentives, Policy matters regarding Customs & Excise Duty or Fertilizer Industry.	SO>US>Dir>JS	Secretary
8	Miscellaneous References	ASO>SO>US	Director

PSU DIVISION			
1	Approval of review of Annual Report of PSUs and authentication by Minister.	SO>US>DIR.>JS>SECY	MINISTER
2	Material for performance budget	SO>US>DIR.>JS	JS
3	ATN on C&AG's report	SO>US>DIR.>JS	AS&FA
4	Work relating to Parliamentary Committee	SO>US>DIR.>JS>SECY.	SECRETARY
5	Proceedings before BIFR	SO>US>DIR.>JS	SECRETARY
6	COD cases	ASTT.>US>DIR.>JS	SECRETARY
7	Material for Annual plan/budget	SO>US>DIR.	JS
8	Release of funds to PSUs	SO>US>DIR.>JS	AS&FA
9	MOUs	SO>US>DIR.>JS	SECRETARY
10	Allotment of Shares of PSUs to Officials of DOF	ASST.>US>DIR.>JS	SECRETARY
11	Appointment of President's Nominee for AGM	ASST.>US>DIR.>JS	SECRETARY
12	Furnishing of factual information - Other Departments - Within the Department.	SO> US>DIR SO>US>DIR	JS JS/ DIR
13	ATN/Follow up action on Decisions of Joint Commissions/Working Groups	SO>US>DIR.>JS	JS
14	Disinvestment of Fertilizers PSUs	SO>US>DIR.>JS>IFD>SECY.	MINISTER
15	Proposal to BRPSE/CCEA on Revival of closed PSUs and Financial Restructuring of Sick PSUs	SO>US>DIR.>JS>IFD>SECY	MINISTER
16	Court Cases relating to PSUs	SO>US>DIR.>JS	SECRETARY
17	Appointment of President nominee for AGM	SO>US>DIR	JS
HR (PSU)			
1.	Appointment of functional directors in fertilizer PSUs	SO> US>DIR>JS>SECY>MINISTER	ACC
2.	a) Nomination of Part-time non-official Directors in 9 PSUs and KRIBHCO	ASST.> US>DIR.>JS>SECY>MINISTER > DPE>MINISTER	ACC
	b) Nomination of Part-time Govt. nominee Directors in 9 PSUs and KRIBHCO	ASST.> US>DIR.>JS> SECY.	MINISTER
3.	Circulation of guidelines of Department of Public Enterprises (DPE) to all 9 PSUs and KRIBHCO Under the	ASST.> US>DIR.	JS

	administrative control Of this Department.		
4.	Release of funds under Voluntary Retirement Scheme (VRS) to the Employees of PSUs	SO> US>DIR.>JS	SECRETARY
5.	Grant-in-Aid to National Productivity Council for annual Productivity Awards to Fertilizer Industry	SO> US>DIR.>JS	SECRETARY
6.	The work relating to training, Foreign training and foreign visits Of executives of PSUs	ASST.> US>DIR.>JS	SECRETARY
7.	Matters relating to Industrial Disputes Act in the 9 PSUs	SO> US>DIR.>JS	SECRETARY
8.	Matters relating to amenities to Labour employees, Provident Fund And miscellaneous provisions Act.	SO> US> DIR.>JS	SECRETARY

HINDI SECTION

1.	Translation work	AD (OL)	DD (OL)
2.	Implementation of Official language	AD (OL)>DD (OL)	JS

ESTABLISHMENT SECTION

1	All matters relating to pension cases of staff of main secretariat	SO>US	DS/DIR.
2	All matters relating to nominations for training/deputation abroad	SO>US>DS/DIR>JS>SEC. (With the approval Of IFD, if necessary)	MINISTER
3	Sponsoring of officials of the Ministry to various training/deputation programmes in India		
	a) Non-Gazetted staff, SO	SO>US>DS/DIR	JS
	b) US/DS/Dir	SO>US>DS/DIR>JS	SEC
	c) JS/AS/Sec	SO>US>DS/DIR>JS>SEC	MINISTER
4	All matters regarding MTS staff	SO>US	DS/DIR.
5	Grant of various Sanctions by HOD	SO>US	DS/DIR.
6	Framing of Recruitment Rules and amendments thereto	SO>US>DS/DIR>JS>SEC.	MINISTER
7	Deployment of Staff on Holidays in CR Unit	SO	SO
8	Transfer/Postings		
	a) Non-Gazetted staff	SO>US	DS/DIR.
	b) SO	SO>US>DIR./DS	JS
	c) US	SO>US>DIR./DS>JS	SEC.

	d) Work Distribution amongst DS/Dir./JS	SO>US>DIR./DS>JS	SEC.
9	Furnishing information to DoPT in connection with preparation of Select Lists in various grades	SO>US	DS/DIR
10	Appointment of AMA	SO>US	DS/DIR.
11	Pay fixation, stepping up of pay etc.	SO>US	DS/Dir. (in consultation with IFD & DoPT, if necessary)
12	Budget (Establishment side)	SO>US>DS/DIR	JS
13	Grant of leave, MACP, promotion etc., disciplinary proceedings etc.	As per procedure laid down in the relevant Government Rules/Orders.	
14	Medical reimbursement, Children Education Allowance, Professional Fee	SO>US	DS/DIR.
15	GPF advance or withdrawal Upto 50%	SO>US	DS/DIR.
	Upto 90%	SO>US>DIR./DS>JS	SEC.
16	All Gazetted Gr. A and B Appointments	SO>US>DIR/DS>JS>SEC.	MINISTER
17	All Non Gazetted Gr B	SO>US>DIR/DS>JS	SEC.
18	All Group C Appointments	SO>US	DS/DIR.
19	HBA, MCA, Computer Advance, OMCA, Cycle Advance	SO>US	DS/DIR
20	LTC, Leave Encashment, TA on Tour & Transfer	SO>US	DS/DIR.
21	Payment of OTA to regular Staff (HR-II Staff)		
	(a) Upto 15 Hours/Month	SO>US	DS/DIR
	(b) From 16 to 59 hours/Month	SO>US>DS/DIR	JS
22	Payment of Wages, OTA, Bonus to CLTS staff	SO>US	DS/DIRECTOR
23	Matters related to PAR/APAR/ACR	SO>US	DS/DIR.
24	Appointment of Consultant	SO>US>DS/DIR>JS>IFD(SS&FA)	SECRETARY
25	Honorarium (After the recommendation of concerned JS)		
	(a) Upto Rs. 2500/- per year	SO>US	DS/DIR
	(b) From 2501 to 5000/- per year	SO>US>DS/DIR>JS>IFD (SS &FA)	SECRETARY
26	Prior approval of acquiring/ disposing immovable property		
	(a) Upto US	SO>US>DS/DIR	JS

	(b) DS/Dir/JS/AS	SO>US>DS/DIR>JS	SECRETARY
	(c) Secretary	SO>US>DS/DIR>JS	MINISTER
27	Continuation of posts		
	(a) Secretary	SO>US>DS/Dir>JS>AS&FA>Sec(F)>Sec(Exp.)>Sec(P) >Cab. Sec	PMO
	(b) (AS & FA)	SO>US>DS/Dir>JS>AS&FA>Sec(F)>Sec(Exp.)>Sec(p	Cab. Sec
	(c) Upto JS	SO>US>DS/Dir>JS>AS&FA>Sec(F)	Minister

IFD

1.	Payment of Subsidy Bills relating to sale of Indigenous Decontrolled (P&K)		
	(a) Upto Rs. 5.00 Crore	S.O.>AFA	DS(BGT)/DS (FIN)
	(b) Beyond Rs. 5.00 Crore	SO>AFA>DS(BGT)/DS (FIN)	FA
2.	Payment of subsidy for import of Urea		
	(a) Upto Rs. 5.00 Crore	SO>AFA	DS(BGT)/DS(FIN)
	(b) Beyond Rs. 5.00 Crore	SO>AFA>DS(BGT)>DS(FIN)	FA
3.	Escalation/De-escalation claim for indigenous urea	SO>AFA	DS(BGT)/DS(FIN)
4.	Policy Matter	SO>AFA/DS(FIN)/DS(BGT)	FA
5.	Budget Proposals (Budget Estimates, Revised Estimates of DoF)	SO>AFA>DS(BGT)/DS(FIN)	FA/SECY.(FERT)
6.	Re-appropriation Proposals	SO>AFA>DS(BGT)/DS(FIN)>FA	SECRETARY (FERT)
7.	Supplementary Demands for Grants and proposal on Vote on Account	SO>AFA>DS(BGT)/DS(FIN)>FA	SECRETARY (FERT)
8.	Preparation of Detailed Demands for Grants	SO>AFA>DS(BGT)/DS(FIN)	FA
9.	Outcome Budget	SO>AFA>DS(BGT)/DS(FIN)	FA/SECY.(FERT)
10	Inter-Ministry references received from Min. of Finance	SO>AFA>DS(BGT)/DS(FIN)	FA
11	References received from Internal Divisions of DoF	SO>AFA>DS(BGT)/DS(FIN)	FA

IC SECTION

1.	Monthly report to PMO	SO>US>DIR>JS	SECRETARY
2.	Cooperation with foreign countries in fertilizer sector	SO>US>DIR>JS	SECRETARY
3.	Foreign visit of Dir	SO>US>DIR>JS	SECRETARY
4.	Foreign visit of JS/AS/Secy(F)	SO>US>DIR>JS>SECY	MINISTER (C&F)
5.	WTO related matter	SO>US>DIR>JS	SECRETARY
6.	IFA Annual Conferences	SO>US>DIR>JS>SECY	MINISTER (C&F)

7.	Action Plan on Final Report of Group of Secretaries	SO>US>DIR	JOINT SECRETARY
P&K DIVISION			
1	Implementation of Policy relating to Concession Scheme/NBS policy for decontrolled P&K fertilizers including SSP Policy	SO>US>DIRECTOR	JS
2	Marketing arrangement	SO>US>DIRECTOR	JS
3	Comfort letters	SO>US>DIRECTOR	JS with the concurrence of IFD
4	Examination of PDIL/FEDO reports on inspection of SSP units	SO>US>DIRECTOR	JS
5	Induction/exclusion of manufacturers/importers in the NBS Scheme	SO>US>DIRECTOR	JS
6	Budget matters	SO>US>DIRECTOR	JS
7	Clarification in respect of NBS/Concession Scheme to other divisions	SO>US>DIRECTOR	JS
8	Examination of representations from industry	SO>US>DIRECTOR	JS / SECRETARY
9	Notification of Rock Phosphate	SO>US>DIRECTOR	JS
M&E SECTION			
1.	Fertilizers Five Year Plan, Court cases, Parliament Questions and material	RO>US>DIR(E&S)>EA	SECRETARY
2.	(a) Monthly Performance Report of PSUs	RO>US>DIR(E&S)>EA	SECRETARY
	(b) Demand for grants and Standing Committee		
	(c) Work relating to evaluation study undertaken by DOF		
	(d) Fertilizer Scenario, other misc. work		
3.	Quarterly Review Meeting of PSUs	RO>US>DIR(E&S)>EA	SECRETARY
4.	Techno Economic Clearance/Custom Duty		
	1 st Stage	RO>US>DIR.(E&S)>EA>AS&F A	SECRETARY
	2 nd Stage	RO>US>DIR.(E&S)	ECONOMIC ADVISER
5.	FMB Data	RO>US>DIR(E&S)>EA	SECRETARY
6.	RFD		
	(a) Preparation (year wise)	RO>US>DIR(E&S)>EA>SECRETARY	MINISTER

	(b) Achievements	RD>US>DIR(E&S)>EA	SECRETARY
7.	Work relating to Bio-fertilizers, micro nutrient management and city compost	RO>US>DIR(E&S)>JS	SECRETARY
MOVEMENT DIVISION			
1	(a) Season wise allocation of Urea under ECA	SO>AC(M)>DIR(M)>JS>Secy.>MOS	Minister
	(b) Laying of Gazette Notification of Urea under ECA	SO>AC(M)>DIR(M)>JS>Secy.	MOS
2	Permission for direct import of Urea for captive consumption by PSUs/ private companies for industrial use	SO(M)>AC(M)>DIR(M)>JS>Secy.	Minister
3	Buffer stocking of Urea		
	(a) Buffer Policy	SO>AC(M)>DIR(M)>JS>Secy.>MOS.	Minister
	(b)Other Issues	SO>AC(M)>DIR(M)	Joint Secretary
4	Permission for Export of indigenous or imported urea through STEs or direct	SO>AC(M)>DIR(M)>JS>Secy.	Minister
5	Weekly report on availability of fertilizer to Cabinet	AC(M)>DIR(M)>JS	Secretary(F)
6	Representations from State Government Officials	SO>AC(M)>DIR(M)	Secretary(F)/Joint Secretary
7	Permission for import of Technical Grade Urea/Urea for captive consumption by PSUs/private companies through STEs	SO>AC(M)>DIR(M)>JS	Secretary(F)
8	Import/ Authorization of import of urea on Government Account.	AC(M)>DIR(M)>JS	Secretary(F)
9	Website updation & correction, face book page & twitter handle	SO>AC(M)>DIR(M)>JS	Secretary(F)
10	Issue of Monthly Movement plan to suppliers/states	SO(M)>AC(M)>DIR(M)	Joint Secretary
11	Coordination with railways for rakes for fertilizers loading	SO>AC(M)>DIR(M)	Joint Secretary
12	Dispatch/Movement of fertilizers by various companies, Monitoring thereof	SO>AC(M)>DIR(M)	Joint Secretary
13	ECA Regularization of allocation	SO(M)>AC(M)>DIR(M)	Joint Secretary
14	Material for Performance Budget	SO>AC(M)>DIR(M)	Joint Secretary
15	Providing data related to Movement Division for facilitating Senior Officers for taking strategic decision, formulation of policy, briefs, analytical note on fertilizers etc.	SO>AC(M)>DIR(M)	Joint Secretary

16	Information related to Movement Division for Economic Survey, India: A annual reference, Indian Railways: A reference Book etc.	SO>AC(M)>DIR(M)	Joint Secretary
17	Regularization of excess receipt of fertilizers in states	SO(M)>AC(M)>DIR(M)>JS	Joint Secretary
18	Data correction in FMS or uploading from backend i.e., through DIR(FA)	SO>AC(M)	DIR(M)
P&I SECTION			
1.	Monthly D.O. letter from Secretary (F) to Cabinet Secretary	Sr. S.O.>RO>DIR.(E&S)>JS	SECRETARY (F)
2.	Monthly Quick estimate of fertilizers production being sent to M/o Stat. & P.I. , CSO	Sr. S.O.>RO	DIR.(E&S)
3.	Unit-wise, Company-wise, month-wise season-wise product-wise production targets for ensuing year	Sr. S.O.>RO> DIR.(E&S)>EA	SECRETARY (F)
4.	Material for performance budget/ Outcome Budget	Sr. S.O.>RO>DIR.(E&S)	EA
5.	Analysis of data for facilitating Senior Officers for taking strategic decision, formation of policy, briefs/analytical note on fertilizers as and when required	Sr. S.O.>RO>DIR.(E&S)	EA
6.	Information for Economic Survey, India: A annual reference, Indian Railways: A reference book, Indian Fertilizer Scenario, Audit Para & Economic Auditor's Conference	Sr. S.O.>RO>DIR.(E&S)	EA
7.	Unit-wise Daily & monthly production of Urea, DAP and Complex Fertilizers	Sr. S.O.>RO	DIR.(E&S)/EA/ SECRETARY (F)
8.	Miscellaneous reports/returns to O&M, Hindi, RTI and others.	Sr. S.O.	RO
9.	Index of Industrial Production (IIP) data for M/o Stat. & P.I. & DIPP(M/o Commerce)	Sr. S.O.	RO
10	RFD, and material for Statistics at a Glance for M/o Agriculture	Sr. S.O.>RO	DIR.(E&S)
PARLIAMENT SECTION			
1	Matter Raised Under Rule 377 in LS & Special Mention in RS	SO>DS>JS	MOS

SHIPPING SECTION			
1.	Examination & acceptance of C&F urea vessels offered by the different overseas suppliers through STEs	AD (S)>AC (S)>DC (POP)	JS
2.	Recommendations to D/o Shipping regarding C&F waiver for urea imported on Government account.	AD (S)>AC (S)>DC (POP)	JS
3.	Examination and acceptance of urea vessels fixed by the RCF under FOBA contracts	AD (S)>AC (S)>DC (POP)	JS
4.	Examination of the Charter party terms, conditions and exception in respect of FOB shipments fixed by RCF and contract terms in respect of C&F Fixtures and suggesting changes in respect to the differences between the Owners, Shippers and Receivers as compared to the handling Contract, Supply contract etc.	AC (S)>DC (POP)	JS
5.	Finalization of discharge ports in case of FOB and C&F Shipments.	DC (POP)	JS
6.	Issue of nomination of vessels after getting sailing advise	AD(S)	AC(S)
8.	Examination and finalization of load port and discharge port lay time calculation in respect to FOB shipments and discharge port CFR shipment prepared by the owners in comparison to the shippers and receiver's calculation.	AC (S)>DC (POP)	JS
9.	Recommendation for priority berthing of fertilizer vessels	AD (S)>AC (S)>DC (PO P)	JS
10	NOC of DOF for import of decontrolled P&K fertilizers & fertilizers inputs by PSUs on C&F basis	AD (S)>AC (S)>DC (PO P)	JS
11	Finalization of NIT & Invitation of bids for handling & distribution of imported urea to pre-qualified agencies	AD (S)>AC (S)>DC (POP)>JS>AS&FA>SECRETARY (F)	MINISTER (C&F)
12	Approval of handling rates and appointment of Fertilizer Marketing Entity (FMEs) at various ports.	AD (S)>AC (S)>DC (POP)>JS>AS&FA>SECRETARY (F)	MINISTER (C&F)

13	Approval of handling rates for handling OMIFCO urea by IFFCO & KRIBHCO	AD (S)>AC (S)>DC (PO&P)>JS> AS&FA>SECRETARY (F)	MINISTER (C&F)
14	Extension of shipment period under STE supply contract	AD (S)>AC (S)>DC (POP)>JS	SECRETARY
15	Addition and deletion of ports for handling imported urea	AD (S)>AC (S)>DC (PO&P)>JS	SECRETARY
16	Appointment of additional FME on the ports for handling imported urea	AD (S)>AC (S)>DC (PO&P)>JS> AS&FA>SECRETARY (F)	MINISTER
17	Sanction of Survey fee payment to OMIFCO	AD (S)>AC (S)>DC (PO&P)>JS>	AS&FA
18	Material for performance budget	AD (S)>AC (S)>DC (PO&P)>JS	JS
19	Audit Para of inspection report (Internal Auditor)	AD (S)>AC (S)>DC (PO&P)	JS
20	Review of Board Guidelines for import of urea on government account by STEs	AD (S)>AC (S)>DC (PO&P)> JS > SECRETARY (F)	MINISTER (C&F)
21	All miscellaneous matter relating to import of urea	AD (S)>AC (S)>DC (PO&P)	JS
22	Arbitration matter in respect of lay time/shortage dispute opinion of Law Ministry-Recommendation of Arbitrator and appointment of Advocate	AC (S)>DC (PO&P)> JS > SECRETARY (F)	MINISTER (C&F)
23	Court cases-challenging Arbitration Awards and recovery suit defiance statement etc.	AC (S)>DC (PO&P)> JS > SECRETARY (F)	MINISTER (C&F)
24	Policy guidelines for movement of fertilizers through Inland Waterways	AC (S)>DC (PO&P)> JS	SECRETARY
25	Policy guidelines for movement of fertilizers through Coastal shipping	AC (S)>DC (PO&P)> JS	SECRETARY
26	Department's comments on Cabinet Note of other Ministries in respect of shipping matters, Inland water transport, coastal shipping etc.	AC (S)>DC (PO&P)> JS > SECRETARY (F)	MINISTER (C&F)
VIGILANCE SECTION			
1.	Appointment of CVO	SO>US>D.S/DIR>JS&CVO> SECRETARY.	MINISTER
2.	ACRs of CVOs	SO>US>D.S/DIR>JS&CVO.	SECRETARY
3.	Union War Book and related matter.	D.S/DIR>JS&CVO.	SECRETARY

4.	Appreciation of vulnerability/ Departmental security instruction.	SO>US>D.S/DIR.	JS&CVO
5.	Vigilance Clearance in respect of Board Level officers of PSUs in the matter of appointment	SO>US>D.S/DIR.	JS&CVO
6.	Vigilance clearance in respect of officers of Department of Fertilizers.	SO>US>D.S/DIR.	JS&CVO
7.	Vigilance clearance in respect of JS&CVO of Department of Fertilizers	SO>US>D.S/DIR.	SECRETARY
8.	Other Matters	SO>US>D.S/DIR.	JS&CVO
9.	Referring Inquiry/Investigation of complaints against Board Level officers of PSU received from CVC or otherwise (where appointing authority is President of India)	SO>US>D.S/DIR.	JS&CVO
10.	Disposal of Complaints against Board level Officers of PSU received from CVC or otherwise (where appointing authority is President of India)	SO>US>D.S/DIR>JS&CVO> SECRETARY.	MINISTER
11.	Disposal of complaints against AIS officers received from CVC or otherwise.	SO>US>D.S/DIR>JS&CVO> SECRETARY.	MINISTER
12.	Disposal of complaints against CSS/CSSS/CSCS officers (upto Assistant level) received from CVC or otherwise	SO>US>D.S/DIR.	JS&CVO
13.	Disposal of complaints against CSS/CSSS officers (beyond Assistant level) received from CVC or otherwise	SO>US>D.S/DIR>JS&CVO.	MINISTER
14.	Administrative matters of CVOs of PSUs related to their promotions, pay, ACRs and other matters.	SO>US>D.S/DIR>JS&CVO.	SECRETARY
