

फाइल संख्या. Z-18025/16/2025-Admn.I

भारत सरकार  
स्वास्थ्य और परिवार कल्याण मंत्रालय  
स्वास्थ्य सेवा महानिदेशालय  
(प्रशासन-1 अनुभाग)

निर्माण भवन, नई दिल्ली  
दिनांक: 13 जून, 2025

**कार्यालय ज्ञापन**

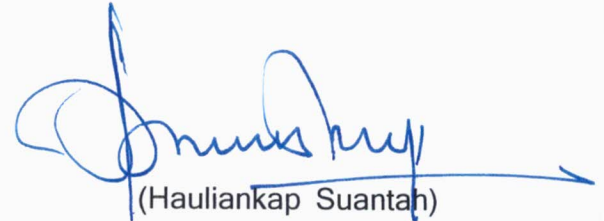
**विषय : - Channel of Submission and final level of disposal of cases in Dte.GHS (HQ) – reg.**

In order to ensure efficient and timely disposal of work in the this Directorate, channel of submission and final level of disposal in respect of items of work in different Divisions/ Sections in this Directorate has been compiled. A copy of the same is enclosed (as per Annexure). Henceforth, level of final disposal and channel of submission in respect of different items of work shall be adopted all Offices/Divisions/ Sections of Dte.GHS (HQ).

2. While disposing of cases in accordance with the level of final disposal specified in annexure, the concerned Division/ Section will keep in view the requirements of the relevant rules, regulations and other instructions issued by Government from time to time, wherever considered necessary.

3. This issues with the approval of DGHS.

संलग्नक : उपरोक्तानुसार



(Hauliankap Suantah)

Deputy Director

Tel : (011)-23063539

सेवा में,

All Divisions / Sections / Cells / Units of Dte.GHS(HQ).

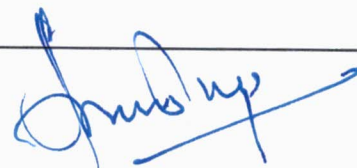
प्रतिलिपि :-

1. PPS to DGHS
2. Sr. PPS/PPS to all Addl. DGs
3. PA to JS (RS)
4. PS to all DDGs and other CHS Officers in Dte.GHS.
5. PA to all Directors/ Deputy Directors in Dte.GHS.
6. MSO/ CHEB/ CBHI/ NML
7. Deputy Director (G), Dte.GHS for uploading on Dte.GHS website/Notice Board.
8. E-Office/ Guard file/ Spare copies.

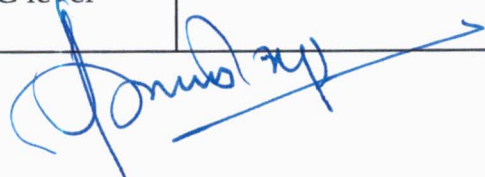
**Annexure**

**CHANNEL OF SUBMISSION AND FINAL LEVEL OF DISPOSAL OF CASES**

<b><u>ADMINISTRATION-I</u></b>			
<b>Dte. GHS (All administrative matter)</b>			
S.No.	Classes of cases/Subject in brief	Final level of Disposal	Channel of submission
1	Appointment/ Confirmation  (b) Group- 'A' and Group 'B' (Gazetted/ Non-Gazetted) and other ex- Cadre posts  (c) Group-C (on the recommendation of SSC/DoPT)	DGHS    Director	Section Incharge-DD-Dir.- JS/DDG level Officer.   Section Incharge -DD
2	Creation of posts	DGHS	Section Incharge -DD-Dir.- JS/DDG level Officer.
3	Promotions (Regular/ Adhoc) Continuation of adhoc appointment  Group - B & C	(Cadre Controlling Authority/ As per RR)  DGHS/JS/DDG level Officer	   Section Incharge -DD-Dir.
4	Recruitment Rules a. Framing of Recruitment Rules b. Amendment of Recruitment Rules:-  (i) Group-A  (ii) Group-B  (iii) Group-C	DGHS	Section Incharge -DD-Dir.- JS/DDG level Officer.



5	Acceptance of Resignation  Group - B (Gazetted/Non-Gazetted) and other ex-Cadre posts.  Group - C	(Concerned cadre controlling authority.)  DGHS	Section Incharge -DD-Dir.-JS/DDG level Officer.
6	Forwarding of application/NoC for Deputation/Training/Study Leave  Group - A (DD and above)  Group - 'B' (Gazetted/Non-Gazetted)  Group 'C' and others	(Concerned cadre controlling authority)  DGHS  DGHS  JS/DDG level Officer	Section Incharge -DD-Dir.-JS/DDG level Officer.  Section Incharge -DD-Dir.-JS/DDG level Officer.  Section Incharge -DD-Dir.
7	Posting/ Transfer/ work allocation:  Group 'A & B (Gazetted)  Group 'B' (Non-Gazetted) and Gr. C	DGHS  JS/DDG level Officer.	Section Incharge -DD-Dir.-JS/DDG level Officer.  Section Incharge -DD-Dir
8	Nomination for Training/Fellowship/Tour  Group 'A' (DD and above)  All others	DGHS  JS/DDG level Officer	Section Incharge -DD-Dir.-JS/DDG level Officer.  Section Incharge -DD-Dir



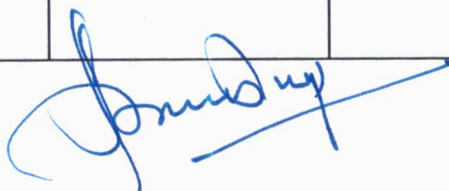


9	Pay Fixation and other related matters.	DD	Section Incharge
10	Release of annual increments.	DD	Section Incharge
11	Preparation of seniority lists, compilation & circulation	DD	Section Incharge
12	Identification and maintenance of Rosters, vacancies, calculation of vacancies and intimation to DOP&T	DD	Section Incharge
13	Preparation of pension papers, calculation of pensioners benefits, final withdrawal of GPF, Insurance sanction, encashment of leave etc.	DD	Section Incharge
14	Counter signature of nomination for DCRG and CGEGIS of Non-Gazetted employees on behalf of Head of office	DD	Section Incharge
15	Signature in Form-3 of Non-Gazetted employees on behalf of Head of office	DD	Section Incharge
16	Certificate of service related documents and factual information	DD	Section Incharge
17	Verification of services/certificate after 25 years of service	DD	Section Incharge
18	NOC for Passport	DD	Section Incharge
19	Grant of Advances (short-term) TA & TTA, LTC advance TA/Festivals/Cycle/Table Fan/LTC (and leave encashment also) etc.	DD	Section Incharge
20	Reports & Returns:  O&M Returns  Misc. returns for Sections/Cells	Dir  DD	Section Incharge -DD  Section Incharge

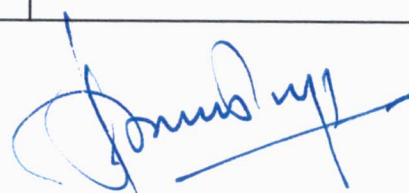
21	NOC for transfer on deputation: -	(Concerned Cadre Controlling Authority)	
	DD and above	DGHS	Section Incharge -DD-Dir- JS/DDG level Officer.
	Below DD level	JS/DDG level Officer	Section Incharge -DD-Dir.

**Common subjects for all Division**

22	Parliament Questions (Unstarred Question )	(DGHS (as per the subject allocated)	Section Incharge -DD-Dir- JS/DDG level Officer.
	Parliament Questions( Starred)	DGHS (routed through MOS as per the allocated subject)	Section Incharge -DD-Dir- JS/DDG level Officer.
	Assurance/matters raised under Rules 377	DGHS (as per the subject allocated)	Section Incharge -DD-Dir- JS/DDG level Officer.
	Inputs for Parliament Question	DGHS	Section Incharge -DD-Dir- JS/DDG level Officer.



23	VIP references: i. Letters of CMs/MPs or MLAs addressed to HFM /MOS ii. Letters of MPs or MLAs addressed to DGH iii. Others	DGHS  DGHS  JS/DDG level Officer (DGHS, if required).	Section Incharge -DD-Dir-JS/DDG level Officer.  Section Incharge -DD-Dir-JS/DDG level Officer.  Section Incharge -DD-Dir
24	References from PMO/Cabinet Sectt.  a. routine references	DGHS	Section Incharge -DD-Dir.-JS/DDG level Officer.
25	Other miscellaneous references received from Loksabha/Rajyasabha Sectt., SC/ST Commission, National Human Rights Commission etc.	DGHS	Section Incharge -DD-Dir.-JS/DDG level Officer.



26	Court Case: (i) Para - wise comments  (ii) Counter Affidavit  (ii) Decision to implement court decision  (iv) Decision to file as appeal against a court decision	DGHS (where larger policy issue is concerned, JS will seek the approval of Secretary)  DGHS  DGHS  DGHS	Section Incharge -DD-Dir.- JS/DDG level Officer.  Section Incharge -DD-Dir.- JS/DDG level Officer.  Section Incharge -DD-Dir.- JS/DDG level Officer.
27	Replies/ ATN of Audit Paras	DGHS	Section Incharge -DD-Dir.- JS/DDG level Officer.
28	Public Grievances Petitions	Dir.	Section Incharge -DD
29	E-Samiksha/VLMS	JS/DDG level Officer	Section Incharge -DD-Dir.
30	Approval of the material for Annual Report/ Annual Plan/Outcome Budget/ Agenda Notes for various conferences and meetings	JS/DDG level Officer	Section Incharge -DD-Dir
31	Comments on proposal from other divisions (except for technical matters)	JS/DDG level Officer	Section Incharge -DD-Dir
32	Inputs for Monthly D.O letter to Cabinet Secretary	DGHS	Section Incharge -DD-Dir- JS/DDG level Officer.
33	Sending files to OL Wing, Legislative Department for Hindi Translation	DD	Section Incharge
34	Proposal for requesting the agency concerned to defend the court case on behalf of UoI	DGHS	Section Incharge -DD-Dir- JS/DDG level Officer.
35	Making reference to the other Department including Legislative dept, DOPT etc.	DGHS	Section Incharge -DD-Dir- JS/DDG level Officer.



36	Making reference to IFD for concurrence on financial proposal	JS/DDG level Officer	Section Incharge -DD-Dir
37	Engagement and continuation of Consultants	DGHS (with concurrence of IFD)	Section Incharge -DD-Dir.- JS/DDG level Officer.
38	Approval of Tour Programme  Director & equivalent and above  Upto DD level and equivalent  <i>*However Officers in field who have been approving tour programme of their subordinates shall continue to do so.</i>	DGHS  JS/ DDG level Officer	Through controlling Officer
39	Medical Reimbursement In each case:  i. Above 5 lacs    ii. 2.5 lacs to 5 lacs    iii. upto 2.5 lacs	DGHS    Concerned Additional DGHS    JS/DDG level Officer	Section Incharge - DD/DADG/ADG - Dir - JS/DDG level Officer -Addl. DGHS    Section Incharge - DD/DADGADG -Dir - JS/DDG level Officer    Section Incharge - DD/DADG/ADG - Dir

