

CHANNELS OF SUBMISSION AND LEVEL OF DISPOSAL (CSLD) IN DPIIT

The Competent Authority i.e. SIIT has approved the following Channel of Submission and Level of Disposal in respect of the matters/issues, being dealt with in various Sections of DPIIT.

- 1) All the files related to VIP references would be submitted by the AS/JS concerned directly to MOS/CIM, without routing through SIIT.
 - 2) All the files, in which approval of MOS/CIM is required, must be started/generated by Director/DS/SDO concerned and routed as **DS/DIR/DS/SDO- JS/AS - SIIT - MOS/CIM**. In absence of the Director/DS/SDO concerned, file will be submitted by the Link Officer. However, if Link Officer is also not available, file will be started/generated by the Under Secretary concerned and be submitted to JS/AS concerned directly.
 - 3) In respect of the matters, where the file is to be submitted up to JS/AS, the channel of submission shall be decided by the respective Wing-Head as below:
 - a) ASO/SO - US - Dir/DS/SDO - JS/AS or
 - b) ASO - SO / US - Dir/DS/SDO - JS/AS
 - 4) Routine-matter files, where no financial as well as administrative decision is required, should be disposed at single level/channel. Respective Wing-Head shall decide such level(s) for their Wing.
 - 5) All the files related to PMO references in which reply is to be sent back to the PMO, would invariably be submitted to the SIIT for approval of the response before sending it to the PMO.
2. Four Office Memorandums dated 15.04.2021, 02.06. 2021, 16.06.2021 and 29.06.2021 have been issued to all the officers and sections/divisions for information and compliance. Copies of 4 OMs are enclosed.

F. No: P-11021(13)/18/2021-O & M
Government of India
Ministry of Commerce and Industry
(Department for Promotion of Industry and Internal Trade)

Udyog Bhawan, New Delhi
Dated, the 29th June, 2021

OFFICE MEMORANDUM

Subject: Channels of Submission and Level of Disposal of PMO references in DPIIT-regarding.

The undersigned is directed to convey that for ensuring uniformity in Channel of Submission and Level of Disposal in respect of PMO references in DPIIT, it has been decided that all the files related to PMO references in respect of which a reply is to be sent back to the PMO, would invariably be submitted to the SIIT for approval of the response before sending it to the PMO.

2. In view of the above, all the Sections/Divisions are requested to route/submit their PMO reference files accordingly with immediate effect.
3. This issues with the approval of SIIT.


(Ram Naresh)

Under Secretary to the Govt. of India

To

1. PPSs to AS(SS)/AS(SD)/AS(AA)/AS&FA/Pr. E.A.
2. PPSs to JS(VK)/JS(RR)/JS(M)/JS(RKS)
3. All Directors/DSs/SDOs.
4. All Branch Officers/Sections

Copy for information to: 1. PPS to CIM/MOS

2. PSO to SIIT

F.No: P-11021(13)/17/2021-O & M
Government of India
Ministry of Commerce and Industry
(Department for Promotion of Industry and Internal Trade)

Dated, the 2nd June, 2021

OFFICE MEMORANDUM

Subject: Channels of Submission and Level of Disposal of case, in which approval of CIM/MOS is required- regarding.

The undersigned is directed to convey that Hon'ble CIM, in a meeting held on 18.05.2021, has directed as follows:

"Reduce level of officers while putting up files. Below JS only one person should sign the file."

2. In compliance of the aforesaid instructions, it has been decided that all the files, in which approval of MOS/CIM is required, must be started/generated by Director/DS/SDO himself and routed as Dir/DS/SDO - JS/AS - SIIT - MOS/CIM. In absence of the Director/DS/SDO concerned, file will be submitted by the Link Officer. However, if Link Officer is also not available, file will be started/generated by the Under Secretary concerned and be submitted to JS/ AS concerned directly.

3. Decision is being circulated for strict compliance.

4. This issues with the approval of Secretary, DPIIT.

Ram Naresh
2/6/2021

(Ram Naresh)

Under Secretary (O&M)

Ph. 23062687

To

1. PPSs to AS (SS)/AS(SD)/AS(AA)/AS&FA/Pr. EA
2. PPSs to JS (VK)/JS(RR)/JS (M)/ JS (RKS)
3. All Directors/DSs/SDOs
4. All Branch Officers/Sections

Copy for information to:

1. PS to CIM
2. PS to MOS
2. PSO to SIIT

F. No: P-11021(13)/17/2021-O & M
Government of India
Ministry of Commerce and Industry
(Department for Promotion of Industry and Internal Trade)

Dated, the 15th April, 2021

OFFICE MEMORANDUM

Subject: Channels of Submission and Level of Disposal of VIP matters in DPIIT-regarding.

The undersigned is directed to convey that for ensuring uniformity in Channel of Submission of VIP cases in DPIIT, it has been decided that all the files related to VIP references would be submitted by the AS/JS concerned directly to MOS/CIM, without routing through SIIT.

2. In view of the above, all the Sections/Divisions are requested to route their files of VIP cases accordingly with immediate effect.
3. This issues with the approval of Secretary, DPIIT.


(Ram Naresh)
Under Secretary
Ph. 23062687

To

1. PPSs to AS (SS)/ AS(SD)/ AS(VR)/ AS(AA)/ AS&FA/ Pr. EA
2. PPSs to JS (VK)/ JS(RR)/ JS (M)/ JS (RKS)
3. All Directors/ DSs/ SDOs
4. All Branch Officers/ Sections

Copy for information to:

1. PPSs to CIM/ MOS
2. PSO to SIIT

No. P-11012(11)/1/2020-O AND M
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade
(O & M Section)

Udyog Bhawan, New Delhi
Dated, the 16th June, 2021

OFFICE MEMORANDUM

Subject: Review of 'Channel of Submission and Level of Disposal' in DPIIT - regarding

The undersigned is directed to say that for quick decision making, the levels in channel upto Joint Secretary/Additional Secretary (where the files are not submitted through a Joint Secretary) be reduced to three (3). Depending upon the staff strength of the Wing concerned at any given time, the channel of submission shall be decided by the respective Wing-Head as below:

ASO/SO - US - Dir/DS/SDO - JS/AS

OR

ASO - SO / US - Dir/DS/SDO - JS/AS

2. If there is / are vacancy(ies) at the level of ASO/SO/US then the levels in channel upto Joint Secretary/Additional Secretary (where the files are not submitted through a Joint Secretary) be further reduced to two(2).
3. Routine-matter-files, where no financial as well as administrative decision is required, should be disposed at single level/channel. Respective Wing-Head shall decide such level(s) for their Wing.
4. This issues with approval of the Competent Authority.


16/6/2021

(Ram Naresh)

Under Secretary (O&M)

Ph. 23062687

To

1. AS (SS)/AS(SD)/AS(A)/Pr. EA/AS&FA
2. JS(RR)/JS(VK)/JS (M)/JS(RKS)
3. All Directors/DSs/SDOs
4. Branch Officers/Sections concerned as per the list enclosed.