

Government of India
Ministry of Personnel, Public Grievances & Pension
Department Pension & Pensioners' Welfare

Section 4(1) (b) (iii): the procedure followed in the decision making process, including channels of supervision and accountability: The receipts received in the Desk/Section are processed for necessary action as per the standard Manual of Office Procedure, Normally the channel of submission is as follow:

<<<<Channel of Submission>>>>

S. No.	Types of Cases	Channel of Submission	Level of final disposal
1	Decision on matter relating to policy formulation and changes therein	Desk/DS or Director /AS(Pension)	MOS(PP)
2	Amendments to Rules concerning retirement benefits	Desk/DS or Dir./ AS(Pension)	MOS(PP)
3	Exemption from immediate absorption Rules in Central Autonomous Bodies	Desk/DS or Dir./AS(P)	Secy(Pension)
4	Reference received from Ministries/Deptts (i) Advice/concurrence based on exiting order/instructions procedure settled policy not involving any relaxation or exercise of discretion (ii) Response on interpretation of rules (iii) Response on clarification of rules resulting in issue of general instruction (iv) Advice/concurrence based on exiting orders/instruction/procedures settled policy involving relaxation or exercise of discretion	Desk/DS or Director Desk/DS or Director Desk/DS or Director/AS(P) Desk/DS or Director/AS(P)	AS(Pension) AS(Pension) Secy(Pension) Secy(Pension)
5	Grant-in-Associations/Organizations	Desk/DS or Director/AS(P)	Secy(Pension)
6	Grievances relating to Pensionary benefits to individuals/associations (i) VIP references	Desk/DS or Director Desk/DS or Director	AS(Pension) AS(P)/Secy(P)/MOS

	(ii) Other than VIP	Desk/DS or Director	AS(P)
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