

**Ministry of Chemicals and Fertilizers**

**Department of Fertilizers**

**Channel of Submission and Final Level of Disposal for various types of cases**

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**I. Matters which requires approval of the Hon'ble Minister (C&F)**

<b>Sl. No.</b>	<b>Subject</b>	<b>Channel of Submission</b>	<b>Final Disposal</b>
<b>COMMON ISSUES</b>			
1	Starred question/Short Notice Question /Calling Attention Motions	US/DS/Dir/JS/EA/ Sr. EA/AS/ Secretary/ MOS (C&F)	MINISTER (C&F)
2.	VIP References addressed to Cabinet Minister	US/DS/Dir/JS/EA/Sr. EA/AS/ SECRETARY	(a) MINISTER (C&F)
3.	Comments of DOF on Cabinet Notes of other Ministries/ Departments	US/ DS/Dir/JS/EA/Sr. EA/AS/ SECRETARY/ MOS(C&F)	MINISTER (C&F)
<b>GENERAL SECTION</b>			
1	Advt. and Publicity	US/DS/Dir/AS Secretary/ MOS (C&F)	MINISTER(C&F)
<b>COORDINATION SECTION</b>			
1	Various types of Awards	US/DS/Dir/EA/ Sr.EA/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
2	Achievement of DoF During the year	US/DS/Dir/EA/Sr. EA/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
3	Matters including nominations in respect of Fertilizers Advisory Form	US/DS/Dir/EA/Sr.EA / SECRETARY/ MOS(C&F)	MINISTER(C&F)
4	Updating Citizen Charter of DoF	US/DS/Dir/EA/Sr.EA/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
<b>DBT Division</b>			
1	Policy issues for DBT implementation (Maintenance and development)	SO/US/Dir/JS/Sr.EA/ SECRETARY/ MOS(C&F)	MINISTER (C&F)
<b>FP Section</b>			
1	Policy matters/Cabinet note related to revival of closed units of FCIL/HFCL	US/DS/Dir/JS/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
<b>UPP Division</b>			
1	Administration of Retention Price-cum-subsidy Scheme, urea policy, Pricing Policy, New Pricing Scheme	US/Dir/JS/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
2	New urea policy 2015, New new investment policy 2017,Uniform freight subsidy and other	US/Dir/JS/ SECRETARY/ MoS(C&F)	MINISTER(C&F)



3.	Matter relating to reconstitution of FICC based on proposals from FICC	US/Dir/JS/ SECRETARY/ MoS(C&F)	MINISTER(C&F)
4.	Subsidy Policy for sulphur coated urea	US/Dir/JS/ SECRETARY/ MoS(C&F)	MINISTER(C&F)
<b>PSU Division</b>			
1	Approval of review of Annual Reports of PSUs and authentication by Minister	SO/US/Dir/EA/Sr. EA/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
1	Disinvestment of Fertilizers PSUs	SO/US/Dir/EA/Sr.EA/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
2	Proposal of BRPSE/CCES on revival of closed PSUs and financial Restructuring of Sick PSUs	SO/US/Dir/EA/Sr.EA/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
<b>HR (PSUs)</b>			
1	a) Nomination of Part-time non official Directors in PSUs	SO/US/Dir/EA/Sr.EA/ SECRETARY/ MOS(C&F)/ MINISTER(C&F)/DP E	MINISTER(C&F)/ ACC
2	b) Nomination of Part-time Govt. nominee Directors in PSUs	SO/US/Dir/EA/Sr.EA/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
<b>HINDI SECTION</b>			
1	Meeting of Hindi Advisory Committee	AD(OL)/ DD(OL)/DS/ JS/ SECRETARY/ MOS (C&F)	MINISTER(C&F)
<b>ESTABLISHMENT SECTION</b>			
1	All matter relating to nomination for training/deputation abroad	US/Dir/AS/ SECRETARY (With the approval of I FD, if necessary)/ MOS(C&F)	MINISTER(C&F)
	a) JS/AS/Secretary	US/Dir/AS/ SECRETARY/ MOS(C&F)	
2	Framing of Recruitment Rules and amendments thereto	US/Dir/AS/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
3	All Gazette Gr A and B appointment	US/DS/Dir/AS/ SECRETARY/ MOS(C&F)	MINISTER(C&F)
	a) Upto JS	SO/US/DS/Dir/ AS/through AS&FA to Sec (F) / MOS(C&F)	MINISTER(C&F)
4	Ex-India Leave • Secy.	MOS(C&F) SECRETARY	MINISTER(C&F) SECRETARY



	<ul style="list-style-type: none"> <li>AS/JS/EA</li> <li>SO/Dir/DS/US</li> <li>ASO/SSA/JSA</li> </ul>	SO/US/DS//Dir SO/US	AS (Admin) Dir (Admin)
<b>IC SECTION</b>			
1	Foreign Visit of JS/AS/Secy (F)	US/DS/Dir/ JS/ SECRETARY/ MOS (C&F)	MINISTER(C&F)
2	IFA Annual Conference	US/DS/Dir/ JS/ SECRETARY/ MOS (C&F)	MINISTER(C&F)
3	Cabinet Note Related Matter	US/DS/Dir/ JS/ SECRETARY/ MOS (C&F)	MINISTER(C&F)
<b>P &amp; K DIVISION</b>			
1	CCEA Notes/Matter relating to concession scheme	US/DS/Dir/ JS/ SECRETARY/ MOS (C&F)	MINISTER(C&F)
<b>MOVEMENT SECTION</b>			
1	a) Season wise allocation of Urea under ECA	AC(M)/DIR(M)/JS/ SECRETARY/ MOS	MINISTER(C&F)
2	Permission for direct import of Urea for captive Consumption by PSUs /Private Companies for industrial use.	AC(M)/DIR(M)/ JS/ SECRETARY/ MOS	MINISTER(C&F)
3	Buffer stocking of Urea		
	a) Buffer policy	AC(M)/DIR(M)/JS/ SECRETARY/ MOS	MINISTER(C&F)
4	Permission for Export of Indigenous or imported urea through STEs or direct	AC(M)/DIR(M)/JS/ SECRETARY/MOS	MINISTER(C&F)
<b>PMI SECTION</b>			
1.	Policy on Promotion of City Compost	US/DS/Dir /JS/ AS/Secretary/ MOS(C&F)	MINISTER (C&F)
<b>SHIPPING SECTION</b>			
1	Finalization of NIT & Invitation of bids for or handling & Distribution of imported urea to pre-qualified agencies.	AC(S)/DC (POP)/JS/ Secretary (through AS&FA)/ MOS(C&F)	MINISTER (C&F)
2	Approval of handling rates and appointment of Fertilizer Marketing Entity (FMEs ) at various ports.	AC(S)/DC (POP)/JS/ Secretary (through AS &FA)/ MOS(C&F)	MINISTER (C&F)
3	Approval of handling rates for handling rates for handling OMIFCO urea by IFFCO & KRIBHCO	AC(S)/DC (POP)/JS/ Secretary (through AS &FA)/ MOS(C&F)	MINISTER (C&F)
4	Appointment of additional FME on the ports for handling imported urea	AC(S)/DC (POP)/JS/ Secretary (through AS &FA)/ MOS(C&F)	MINISTER (C&F)



5	Review of Board Guidelines for import of Urea on government account by STEs	AC(S)/DC (POP)/ JS / SECRETARY / MOS(C&F)	MINISTER (C&F)
6	Arbitration matter in respect of lay time/ shortage dispute opinion of Law Ministry-Recommendation of Arbitration and appointment of Advocate	AC(S)/DC (POP)/ JS / SECRETARY / MOS(C&F)	MINISTER (C&F)
7	Court cases-challenging Arbitration Awards and recovery suit defiance statement etc.	AC(S)/DC (POP)/ JS / SECRETARY / MOS(C&F)	MINISTER (C&F)
8	Department's comments on Cabinet Note of other Ministries in respect of shipping matters, inland water transport, coastal shipping etc.	AC(S)/DC (POP)/ JS / SECRETARY / MOS(C&F)	MINISTER (C&F)
<b>VIGILANCE SECTION</b>			
1.	Appointment of CVO in PSUs /JV and DoF	US/DS/Dir./JS& C VO/AS/ SECRETARY	MINISTER (C&F)
2	Prior approval of acquiring/disposing immovable property"		
	(a) Secretary	US/DS/Dir./JS& C VO/AS/ SECRETARY	MINISTER (C&F)
3.	Disposal of Complaints against Board level (where appointing authority is President of India)	US/DS/Dir./JS& C VO/AS/ SECRETARY	MINISTER (C&F)
4.	Disposal of complaints against AIS officers from CVC or otherwise	US/DS/Dir./JS& C VO/AS/ SECRETARY	MINISTER (C&F)
5	Disposal of complaints against CSS/ CSS officers (beyond ASO level) received from CVC or otherwise	US/DS/Dir./JS& C VO/AS/ SECRETARY	MINISTER (C&F)
<b>SSP DIVISION</b>			
1	CCEA Notes/Matter relating to concession scheme	US/DS/Dir/ JS/ SECRETARY/ MOS (C&F)	MINISTER (C&F)



**II. Matters which required approval of the Hon'ble Minister of State (C&F)**

S. No.	Subject	Channel of Submission	Final Disposal
<b>COMMON ISSUES</b>			
1	Un- Starred question/Implementation report & extension of assurances	US/DS/JS/EA/ Sr.EA/AS	MOS(C&F)
2	Parliament Assurances	US/DS/Dir/JS/EA/ Sr.EA/AS	MOS(C&F)
3	VIP reference addressed to Hon'ble MOS	US/DS/Dir/JS/ES/ Sr.EA/AS SECRETARY	MOS (C&F)
<b>COORDINATION SECTION</b>			
1	Approval of Annual Report of the Department	US/DS/Dir/EA/ Sr.EA/ SECRETARY	MOS(C&F)
2	Department comments on Cabinet Notes received from other Ministries & Department/PMO reference/Important Note/ Cabinet Sectt. Ref.	US/DS/Dir//EA/ Sr.EA / SECRETARY	MOS(C&F)
<b>MOVEMENT SECTION</b>			
1	b) laying of Gazette Notification of Urea Under ECA	AC(M)/DIR(M)/JS/ SECRETARY	MOS(C&F)
<b>PARLIAMENT SECTION</b>			
1.	Special Mentions	SO/US/DS/Dir /JS	MOS(C&F)

**Channel of Submission of All Sections/Divisions of Department of Fertilizers upto Secretary DoF**

S. No.	Subject	Channel of Submission	Final Disposal
<b>COMMON ISSUES</b>			
1.	RTI Questions	SO	US/CPIO
2.	RTI Appeal	SO	DS/Dir/FAA



3.	Grievance Redressal	SO/ US/DS/Dir	JS
4.	Court Case	SO/US/AFA/DS/Dir/JS	Secretary
<b>GENERAL SECTION</b>			
1	a)Forwarding of e sampada /CGHS card requests	SO	US
	b)Forwarding of e-sampada requests of special category employee	SO > US	DS/Dir
2	All purchases including stationary , office equipments , Furniture , Acs etc and its maintenance (upto prescribed limit of HOD as per DFPR)	SO > US	DS/Dir
3	Procurement of staff cars	SO> US > DS/Dir	Secretary through (IFD)
4	Publication	SO > US > DS/Dir	JS
5	Maintenance and deployment of staff car hiring of vehicles	SO > SU	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 , PSUs & non entitled Govt employees for open pass)	SO > US > DS/Dir	AS
	b)Issue of identity cards , car parking labels in respect of employees of department	SO	US
	c)Issue of identity cards to retired employees of department	SO > US	DS/Dir
8	Payment of telephone bills	SO > US	DS/Dir
9	Stationary consumables liveries	SO > US	DS/Dir
10	Outsource Staff		
	a) Hiring of staff	SO > US > DS/Dir	AS (through IFD)
	b) Regular payment	SO > US	DS/Dir
11	Hospitality	SO > US	DS/Dir
12	Condemnation/Auction of Staff car/scrap/items below Rs 2 lakh	SO > US	DS/Dir
13	Condemnation/Auction of Staff car/scrap/items above Rs 2 Lakh	SO > US > DS/Dir	AS (Through IFD)
14	Submission of Hindi quarterly report	ASO > US	US
15	Submission of GeM Quarterly report to Vigilance Section	SO > US	DS/Dir
16	Work related to record room	SO > US	DS/Dir
17	Unblocking of funds on GeM	SO > US > DS/Dir	JS



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 Persons with Benchmark Disabilities (PwBDs) and recommendations of Difference commission/Committee/Ministry of Home Affairs, Ministry of Welfare relating of Welfare of these classes and other related matters concerning to Department, its attached office and PSUs	SO/US/ DS/Dir	EA/ Sr.EA
2	General Circulars from Different Ministries/ Departments	SO/US	DS/Dir
3	Issuance of Passes for Independence Day/ Republic Day/Other Government Function	SO/US	DS/Dir
5	Approval of Annual Report of the Department	US/DS/Dir//EA/ Sr.EA	Secretary
6	Achievement of DoF During the year	US/DS/Dir/EA/Sr.EA	Secretary
7	Material for Presidents PM's/FM's Speech	SO/US/ DS/Dir/EA/ Sr.EA	Secretary
8	Representation relating to personal matter like transfer, appointment, promotion etc (excluding Vigilance matters)	SO/US/ DS	EA/Sr.EA
9	Parliament Standing Committee related matter, if any	SO/US/ DS/Dir//EA/ Sr.EA	Secretary
10	SOM	SO/US/ DS/JS/ EA/ Sr.EA	Secretary
11	Grievances Review		
	(a) Monthly (b) Quarterly	SO/US/ DS	ES/ Sr.EA
12	Issues relating to E Samiksha portal of Cabinet Sectt.	SO/US/ DS/JS/ Sr.EA	Secretary
FS Wing			
1	All subsidy claims pertaining to P&K fertilizers and imported urea	Accountant/ASO/AA O/ AD(A/cs)/ DD/Dir(FS)/JS	IFD (after obtaining the approval of IFD the bills submitted to PAO for payment through PFM S)



DBT Division			
1	Releasing funds for infrastructure and manpower augmentation	ASO/SO/US/Dir/ JS/ Sr.EA	Secretary (After concurrence of IFD)
2	Appointment of DBT Consultants	ASO/SO/US/Dir/JS/ Sr.EA	Secretary (After concurrence of IFD)
3	Monthly salaries and other payments of DBT consultants	ASO/SO/US/Dir	JS
4	Providing reports and status of DBT in Fertilizers	ASO/SO/US/Dir	JS
5	All route matter relating to day to day maintenance and performance of iFMS	ASO/SO/US/Dir	JS
6	Matters pertaining to augmentation of the system introduction of new modules involving financial payments outflow including charges for maintenance	AAO/SO/US/Dir	Secretary for new cases and JS with concurrence of IFD for maintenance cases
FP Section			
1	SFC/Plan Expenditure	SO/US/Dir	JS
2	Work related Revival of Sick/loss making Fertilizers PSUs	SO/US/Dir/ JS	Secretary
3	Monitoring of revival of sick Fertilizers PSUs	SO/US/Dir/ JS	Secretary
4	Representation from Unions/Associations related to revival of units	SO/US/Dir	JS
5	Project Progress Monitoring related to plan fundsrelated to revival units	SO/US/Dir	EA
6	Furnishing of factual information to other Deptt. and within Deptt. Related to revival units	SO/US/Dir	JS
7	ATN/Follow up of Action on decisions of Joint Commission/Working Groups related to revival units	SO/US/Dir/ JS	Secretary
UPP Division			
1	Coal Gasification technology and CBM gas-requirement of Coal	SO/US/Dir/ JS	Secretary
2	Notification of concession rates for urea based on approval from FICC	SO/US/Dir/JS	JS&FA (IFD )
3	Matters relating to naptha, natural gas, coal /NG etc procurement.	SO/US/Dir/ JS	Secretary



4	Material/Brief/Notes for MoS (C&F)/ M(C&F) Seminars, Conference, interview, Budget et Speech etc. on Fertilizers policy	SO/US/Dir/ JS	Secretary
5	Request for export of Urea	SO/US/Dir	JS
6	Court cases pertaining to urea policies	SO/US/Dir/ JS	Secretary
7	Matter relating to interest concession schemes, import Substitution incentive	SO/US/Dir/ JS	Secretary
8	Miscellaneous References relating to urea policy	SO/US	DIRECTOR
<b>PSU Division</b>			
1	Material for performance Budget	SO/US/Dir	EA/Sr.EA
2	ATN on C &AG's report	SO/US/Dir/JS	AS&FA
3	Work relating to Parliamentary committee	SO/US/Dir/ JS	Secretary
4	Proceeding before BIFR	SO/US/Dir/ JS	Secretary
5	COD cases	SO/US/Dir/ JS	Secretary
6	Material for Annual plan/Budget	SO/US/Dir	EA/Sr.EA
7	Release of Funds to PSUs	SO/US/Dir/JS	AS&FA
8	MoUs	SO/US/Dir/ JS	Secretary
9	Allotment of Shares of PSUs to Officials of DoF	SO/US/Dir/ JS	Secretary
10	Appointment of President's Nominee for AGM	SO/US/Dir/ JS	Secretary
11	Furnishing of Factual Information -other Departments -Within the Departments	SO/US/Dir	Es/Sr.EA
12	ATN/Follow up action on Decisions of Joint Commission/Working Groups	SO/US/Dir	EA/Sr.EA
13	Court Cases relating to PSUs	SO/US/Dir/ JS	Secretary
<b>HR (PSUs)</b>			
1	Circulation of Guidelines of Department of Public Enterprises (DPE) to all PSUs and KRIB HCO	SO/US/Dir	ES/Sr.EA



	under the administrative control of this Department		
2	Release of funds under Voluntary Retirement Scheme (VRS) to the Employees of PSUs	SO/US/Dir/ JS	Secretary
3	Grant in Aid to National Productivity Council for annual productivity Awards to Fertilizers Industry	SO/US/Dir/ JS	Secretary
4	The work relating to training, Foreign training and Foreign visits of executives of PSUs	SO/US/Dir/ JS	Secretary
5	Matters relating to Industrial Disputes Act in the PSUs	SO/US/Dir/ JS	Secretary
6	Matters relating to amenities to labour employees, Provident Fund and miscellaneous provision Act	SO/US/Dir/ JS	Secretary
<b>HINDI SECTION</b>			
1	Translation Work	AD(OL)	DD(OL)
2	Implementation of Official language	AD(OL)/ DD(OL)/DS	JS
<b>ESTABLISHMENT SECTION (Done by SO)</b>			
1	All matters relating to pension cases of staff of main Secretariat	SO/US	Dir/DS
2	Sponsoring of Officials of the Ministry to various Training/deputation programmes in India.		
	a) Non – Gazetted staff, SO	SO/US/Dir	AS
	b) US/DS/Dir	SO/US/Dir/ AS	Secretary
3	All matters regarding MTS staff	SO/US	Dir/DS
4	Grant of various Sanctions by HoD	SO/US	Dir/DS
5	Deployment of Staff on Holidays in CR Unit	SO	US
6	Transfer/posting		
	a) Non-Gazettee	SO/US	Dir/DS
	b) SO	SO/US/Dir	AS



	c)US	SO/US/Dir/ AS	Secretary
	d) Work Distribution amongst DS/Dir/JS	SO/US/Dir/ AS	Secretary
7	Furnishing information to DoPT in connection with preparation of Select Lists in various grades	SO/US	Dir/DS
8	Appointment in AMA	SO/US	Dir/DS
9	Pay fixation, stepping up of pay etc	SO/US	Dir/DS (in consultation with IFD&D OPT, if necessary)
10	Budget (Establishment Side)	SO/US/DS/Dir	AS
12	Grant of Leave, MACP, promotion etc, disciplinary proceeding etc.	As per procedure laid down in the relevant Government Rules/Orders	
13	Medical reimbursement, Children Education Allowance, Professional Fee	SO/US	Dir/DS
14	GPF Advance or withdrawal a) Upto 50%  b) upto 90%	(a) SO/US  (b) SO/US/DS/Dir/ AS	(a) Dir/DS  (b) Secretary
15	All Non Gazette Gr. B	SO/US/DS/Dir/ AS	Secretary
16	All Group C Appointments	SO/US	Dir/DS
17	HBA, MCA, Computer Advance, OMCA, Cycle Advance	SO/US	Dir/DS
18	LTC, Leave Encashment, TA on Tour & Transfer	SO/US	Dir/DS
19	Payment of OTA to regular Staff (HR-II) Staff		
	a) upto 15 Hours/Month	SO/US	Dir/DS
	b) From 16 to 59 Hours/Month	SO/US/DS/Dir	AS
20	Payment of Wages, OTA, Bonus to CLTS Staff	SO/US	Dir/DS
21	Matter related to PAR/APAR/ACR	SO/US	Dir/DS
22	Appointment of Consultant	SO/US/Dir/ AS/IFD (AS&FA)	Secretary
23	Honorarium (After the recommendation of JS)		
	a) upto Rs. 2500/- per Year	SO/US	Dir/DS



	b) From 2501 to 5000/- per Year	SO/US/Dir/ AS/IFD (AS&FA)	Secretary
24	Continuation of Posts		
	a) Secretary	SO/US/DS/Dir/AS/ through AS&FA to Sec (F)/sec(Exp.)/Sec (P)/Cab Sec	PMO
	b) AS &FA	SO/US/DS/Dir/ AS/through AS&FA to Sec (F)/Se c (Exp.) /Sec(P)	Cab. Sec
25	Various information w.r.t. Service matter sought by other Deptt./Org.	SO/US	Dir/DS
26	NOC for various reasons viz. Passports/Visa/Hig her Study etc.	SO/US/DS/Dir	JS
27	Nomination of Nodal Officer for various subject s	SO/US/Dir	AS
28	All other Service/Personal/Misc. matter of office r/ officials of Deptt. Which have not mentioned ab ove <ul style="list-style-type: none"> <li>Group A</li> <li>Group B</li> </ul>	SO/US/Dir	AS
		SO/US	Dir

IFD			
Financial Concurrence work			
1.	All Subsidy files regar ding Imported urea and imp orted P&K, Monthly D O and Audit Matter	ASO/SO>US>DS/Dir	FA
2.	All matters related to F inancial Concurrence/a dvice/comments of IF D on Policy Matters	ASO/SO>US>DS/Dir	FA
3.	Subsidy related files (indigenous)	ASO/SO>US>DS/Dir	FA



Budget related Work			
1.	Budget Proposals (BE-RE of DoF)	ASO/SO>US>DS/Dir>FA	Secretary
2.	Re-appropriation Proposals	ASO/SO>US>DS/Dir>FA	Secretary
3.	Supplementary Demands for Grants and proposal on Vote on Account	ASO/SO>US>DS/Dir>FA	Secretary
4.	Preparation of Detailed Demands for Grants	ASO/SO>US>DS/Dir(Fin)>FA	Secretary
5.	Surrender of Savings	ASO/SO>US> DS/Dir	FA
Other Works			
1.	Inter-Ministry references received from Ministry of Finance	ASO/SO>US> DS/Dir	FA
2.	Reference received from Internal Division of DoF	ASO/SO>US> DS/Dir	FA
3.	RTI	ASO>SO	US
4.	Parliament Question	ASO/SO>US>DS/Dir	FA
5.	Standing Committee	ASO/SO>US>DS/Dir>FA	Secretary
6.	Updation on various portals	ASO/SO>US> DS/Dir	FA
IC SECTION			
1	Monthly Report to PMO	SO/US/DS/Dir/JS	Secretary
2	Cooperation with foreign countries in fertilizers sector	SO/US/DS/Dir/ JS	Secretary
3	Foreign Visit of Dir	SO/US/DS/Dir/JS	Secretary
4	WTO Related Matter	SO/US/DS/Dir/JS	Secretary
5	RFD/Budget Annual Report	SO/US/Dir	JS
6	Audit Para/CAG Report	SO/US/Dir	JS
7	Senior Officers meeting Action Taken Report	SO/US/Dir	JS
8	Action plan on Final Report of Group of Secretaries	SO/US/Dir	JS

P& K DIVISION			
1	Implementation of Policy relating to Concession Scheme/NBS policy for decontrolled P &K Fertilizers including SSP Policy	SO/US/Dir	JS
2	Marketing arrangement	SO/US/Dir	JS



3	Comfort letters	SO/US/Dir	JS with the concurrence of IFD
4	Examination of PDIL/FEDO reports on inspection of SSP units	SO/US/Dir	JS
5	Induction/exclusion of manufactures/imports in the NBS Scheme	SO/US/Dir	JS
6	Standing committee matters	SO/US/Dir	JS
7	Budget Matter	SO/US/Dir	JS
8	Clarification in respect of NBS/Concession Scheme to other divisions	SO/US/Dir	JS
9	Examination of representations from industry	SO/US/Dir	JS/ SECRETARY
10	Notification of Rock Phosphate and SSP	SO/US/Dir	JS
11	Export permission for P&K	SO/US/Dir/JS	Secretary
<b>MOVEMENT SECTION</b>			
1	other issues	SO/AC(M)/DIR(M)	JS
2	Weekly report on availability of Fertilizers To Cabinet	AC(M)/DIR(M)/JS	Secretary
3	Representation from State Government	SO/AC(M)/DIR(M)/JS	Secretary
4	Permission for import of Urea through STEs	SO/AC(M)/DIR(M)/JS	Secretary
5	Import/Authorization of import of Urea on Government Account	AC(M)/DIR(M)/JS	Secretary
6	Website updation & correction, facebook Page and twitter handle	SO/AC(M)/DIR(M)/JS	Secretary
7	Issue of Monthly Movement plan to supplier / states	SO/AC(M)/DIR(M)	JS
8	Coordination with railways for rakes for fertilizers loading	SO/AC(M)/DIR(M)	JS
9	Dispatch/Movement of fertilizers by various companies, Monitoring thereof	SO/AC(M)/DIR(M)	JS
10	ECA Regularization of allocation	SO/AC(M)/DIR(M)	JS



11	Material for performance Budget	SO/AC(M)/DIR(M)	JS
12	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)	JS
13	Information related to Movement Division for Economic Survey, India: Annual reference, Indian Railways: A reference Book etc	SO/AC(M)/DIR(M)	JS
14	Regularization of excess receipt of Fertilizers in States	SO/AC(M)/DIR(M)	JS
15	Data correction in FMS or uploading from backend i.e. through Dir (FA)	SO/AC(M)	DIR(M)

**PMI SECTION**

1	i) Quarterly performance Report of PSUs	AD/US/DS/Dir/EA	Secretary
	ii) Work relating to evaluation study undertaken by DoF		
2	Techno Economic Clearance/Custom Duty (iind Stage)	AD/US/DS/Dir	EA
3	Compilation of International /FMB Prices of Fertilizers, Raw material and finished fertilizers, MRP of P&K fertilizers for their analysis to facilitate fixation of NBS rates	AD/US/DS/Dir/ EA	Sr. EA
4	Monthly Bulletin of DoF	AD/US/DS/Dir	EA
5	Monthly D.O. letter from Secretary (F) to Cabinet Secretary	SSO/AD/US/DS/Dir/EA	Secretary
6	Monthly Quick estimate of Fertilizers production being sent to M/o Stat. & P.I., CSO	SSO/AD/DS/Dir.	EA
7	Unit-wise, Company-wise, Month-wise Season –wise Product-wise production targets for ensuing year	SSO/AD/US/DS/Dir/EA	Secretary
8	Material for performance Budget/Outcome Budget	SSO/AD/US/DS/Dir	EA
9	Analysis of Data for facilitating Senior Officers for taking strategic decision, formation of Policy, Brief/ analytical note on fertilizers as and when required	SSO/AD/DS/Dir/EA	Secretary
10	Information for Economic Survey, India: A annual reference, Indian Railways: A reference Book , Indian Fertilizers Scenario, Audit Para and Economic Auditor's Conference	SSO/AD/DS/Dir/EA	Secretary
11	Unit-wise Monthly Production of Urea, DAP	SSO/AD/DS/Dir/EA	Secretary



	and Complex Fertilizers		
12	Miscellaneous reports/returns to O & M, Hindi, RTI and others	SSO	AD
13	Index of Industrial Production (IIP) data for M/o Stat. & P.I. and DIPP ( M/o Commerce )	SSO	AD
14	Material for Statistics at a glance for M/o Agriculture	SSO/AD	DIR(PMI)
15	Matters relating to Indian Council of Fertilizers and Fertilizers Technology Research and use of space technology in fertilizers sector	AS/US/DS/Dir/EA	Secretary
16	Matters relating to Agriculture Bio-fertilizers, Micro Nutrient, Liquid fertilizers, balanced fertilizers, Nutrient absorption issues, Organic fertilizers based on urban solid waste etc.	AD/US/DS/Dir/JS	Secretary
<b>NON CHEMICAL FERTILIZERS</b>			
1	Matters related to Agriculture Bio fertilizers , Micro Nutrient Liquid fertilizers balanced fertilizers nutrient absorption issues organic fertilizers based on urban solid waste etc.	SO/US/DS/DIR/JS/	Secretary
2	Companies monitoring thereof	SO/US/DS/DIR/JS	Secretary

	<b>IT SECTION</b>		
1	All IT items purchase/AMC contract except laptop (upto power of HOD)	SO >US	DS/Dir
2	All IT items purchase/AMC contract except laptop (Beyond power of HOD)	SO > US >DS>Dir	AS (with concurrence of IFD)
3.	Purchase of laptops for officers upto level of SO and above level officers	SO>US>DS/DIR>JS	Secretary (Through IFD)
4.	Award of AMC contract for Computer peripheral, laptop, UPS/maintenance of website / GIGW compliant upgradation of official website	SO>US>DS/Dir	AS with the concurrence of IFD



5.	Issue of Passes to PSU and JV	SO>US>DS/Dir	AS
6.	Book transfer/Rentention of the laptop in case of no depreciation value involved	SO>US>DS/DIR	AS
7.	Book transfer / Retention of laptop after paying the depreciated value where required	SO>US>DS/DIR	AS with concurrence of IFD
<b>PARLIAMENT SECTION</b>			
1.	Notes for Supplementary	SO/US/DS/Dir /JS	Secretary
2.	Parliament related matter (i)Standing committee (ii)Standing committee (DDG initial stage) (iii)DDG (Other than initial stage) (iv)Consultative Committee	i) SO/US/DS/Dir /JS (ii) Fin. Division (iii) SO/US/DS/JS (iv) US/DS/JS/ Secretary/MOS (C&F	SECRETARY AS&FA SECRETARY MCF
	Standing Committee – Study Tour , Meeting and selection of subjects, Reports etc		
<b>SHIPPING SECTION</b>			
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.	AD(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 advice	ADs	AC (SHIPPING)	
7.	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	
8.	Recommendation for priority berthing of fertilizers vessels	AD(S)/AC(S)/DC (POP)	JS	
9.	NOC of DOF for import of decontrolled P&K fertilizers & fertilizers inputs by PSUs on C&F basis	AD(S)/AC(S)/DC (POP)	JS	
10.	Extension of Shipment period under STE supply contract	AD(S)/AC(S)/DC (POP)/JS	Secretary	
11.	Addition and deletion of ports for handling imported urea	AD(S)/AC (POP)/JS/Secretary (through AS&FA)	Secretary	
12.	Sanction of Survey fee payment of OMIFCO	AD(S)/AC(S)/DC (POP)/JS	AS&FA	
13.	Material for performance budget	AD(S)/AC(S)/DC (POP)	JS	
14.	Audit Para of inspection report (Internal Auditor)	AD(S)/AC(S)/DC (POP)	JS	
15.	All miscellaneous matter relating to import of urea	AD(S)/AC(S)/DC (POP)	JS	
16.	Policy guidelines for movement of fertilizers through inland waterways	AD(S)/AC(S)/DC (POP)/ JS	Secretary	
17.	Policy guidelines for movement of fertilizers through Coastal Shipping	AD(S)/AC(S)/DC (POP) )/JS	Secretary	
<b>VIGILANCE SECTION</b>				
1.	APARs of CVOs of PSUs/ JVs	SO/US/DS/Dir./JS&CVO/AS/SS	Secretary	
2.	Immovable Property returns in respect of	SO/US/DS/Dir.	Secretary	



	officers of Department of Fertilizers/ Board Level officers of PSUs/ JVs			
3.	Prior approval of acquiring/disposing immovable property			
	(a) Upto US	SO/US/DS/Dir.	JS&CVO	
	(b) DS/Dir/JS/AS	SO/US/DS/Dir./ JS&CVO/AS/SS	Secretary	
4	Quarterly reports and returns	SO/US/DS/Dir.	Secretary	
5	Union War Book and related matter	DS/Dir./JS& CVO /AS/SS	Secretary	
6	Appreciation of vulnerability/ Departmental security instruction	SO/US/DS/Dir.	JS&CVO	
7	Vigilance Clearance in respect of Board Level officers of PSUs/ JVs in the matter of appointment	SO/US/DS/Dir.	JS&CVO	
8.	Vigilance Clearance in respect of officers of Department of Fertilizers	SO/US/DS/Dir.	JS&CVO	
	<b>i) upto level of Director</b>	<b>SO/US/DS/Dir./ JS&amp;CVO/AS/SS</b>	Secretary	
	<b>ii) JS and above</b>			
9.	Vigilance clearance in respect of CVO of Department of Fertilizers	SO/US/DS/Dir./SS	Secretary	
10	Other matters	SO/US/DS/Dir.	Secretary	
11	Referring Inquiry/Investigation of complaints	SO/US/DS/Dir.	JS&CVO	



	against Board Level Officers of PSUs/ JVs received from CVC or otherwise (where appointing authority is President of India)		
12.	Disposal of complaints against CSS/CSSS/CSCS officers (upto ASO level) received from CVC or otherwise	SO/US/DS/Dir.	JS&CVO
13.	Administrative matters of CVOs of PSUs /JVs related to their promotions, pay, ACRs and other matters.	US/DS/Dir./ JS&CVO/AS/SS	Secretary
<b>FI DIVISION</b>			
	Matters related to Nano fertilizer	ASO/SO/US/Dir/AS	Secretary
1.	Matters related to One Nation One Fertilizers	ASO/SO/US/Dir/AS	Secretary
2.	Matters related to PMKSK	ASO/SO/US/Dir/AS	Secretary
3.	Matters related to Green Hydrogen	ASO/SO/US/Dir/AS	Secretary
<b>FERTILIZER ACT</b>			
1.	Matters related to Fertilizer Act	SO/DS/Dir/AS/JS	Secretary
<b>SSP DIVISION</b>			
1	Implementation of Policy relating to Concession Scheme/ NBS policy for decontrolled P &K Fertilizers including SSP Policy	SO/US/Dir	JS
2	Marketing arrangement	SO/US/Dir	JS



3	Comfort letters	SO/US/Dir	JS with the concurrence of IFD	
4	Examination of PDIL/FEDO reports on inspection of SSP units	SO/US/Dir	JS	
5	Induction/exclusion of manufactures/imports in the NBS Scheme	SO/US/Dir	JS	
6	Standing committee matter	SO/US/Dir	JS	
7	Budget Matter	SO/US/Dir	JS	
8	Clarification in respect of NBS/Concession Scheme to other divisions	SO/US/Dir	JS	
9	Examination of representations from industry	SO/US/Dir	JS/ SECRETARY	
10	Notification of Rock Phosphate	SO/US/Dir	JS	
11	Export permission for P&K	SO/US/Dir/JS	Secretary	

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