

Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of 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 follows:

<<<< Channel of Submission >>>>

SNo	Type of cases	Channel of submission	Level of final disposal
1	Decisions on matters relating to policy formulation and changes therein	Desk/ DSor Dir/ JS/ Secy(Pension)	MOS(PP)
2	Amendments to Rules concerning retirement benefits	Desk/ DSor Dir/ JS/ Secy(Pension)	MOS(PP)
3	Exemption from immediate absorption Rules in Central Autonomous Bodies	Desk/ DSor Director/ JS(P)	Secy(Pension)
4	References received from Ministries/ deptts		
	(i) Advice/ concurrence based on existing order/ instructions/ procedures settled policy not involving any relaxation or exercise of discretion	Desk / DSor Director	JS(Pension)
	(ii) Response on interpretation of rules	Desk / DSor Director	JS(Pension)
	(iii) Response on clarification of rules resulting in issue of general instructions	Desk / DSor Director/ JS	Secy(Pension)
	(iv) Advice/ concurrence based on existing orders/ instructions/ procedures settled policy involving relaxation or exercise of discretion	Desk / DSor Director/ JS	Secy(Pension)
5	Grant-in-aid to Pensioner Associations/ Organisations	Desk / DSor Director/ JS(P)	Secy(Pension)
6	Grievances relating to Pensionery benefits to individuals/ associations	Desk/ DSor Director	JS(Pension)
	(i) VIP references	Desk/ DSor Director	JS(P)/ Secy(P)/ MOS
	(ii) Other than VIP	Desk/ DSor Director	JS(P)