

No FRP 34/2021/48

GOVERNMENT OF ASSAM
ENVIRONMENT AND FORESTS DEPARTMENT
DISPUR, GUWAHATI-6

OFFICE MEMORANDUM

Dated Dispur, the 15th November, 2021

Sub: "Final level of Disposal of Internal Delegation of Powers, Channel of submission and level of approval".

The undersigned is directed to forward herewith the document "Final level of Disposal of Internal Delegation of Powers, Channel of submission and level of approval"

1. The Work allocation has been distributed between Hon'ble Minister, Environment and Forest, Govt. of Assam, Principal Secretary, Commissioner & Secretary, Secretary, Additional Secretary and Joint Secretary.
2. The following provisions will be kept in view in disposal of works :
 - a. The file will be routed through Additional Secretary/Joint Secretaries as per work allocation amongst them.
 - b. All files shall be opened in sections. The dealing assistant/Sr. Administrative Assistant will submit files to section head for Desk as the case may be, who will further submit to superior officer concerned as per channel of submission. The responsibility of the Assistants/Superintendents shall be as per provision of the manual of office procedure.
 - c. For expediting the decision making process, the number of levels have been reduced in certain cases. Section head/Desk Officer will accordingly, submit the files directly to the next higher level indicated in the channel of submission.
 - d. If the designated officer as well as link officer in the channel of submission are not in position due to leave, tour or not available, the files will be routed to the next officer in the channel of submission keeping in view the urgency of matter.
 - e. The level of final disposal is also subject to the guidelines/orders issued by the Govt. of Assam from time to time on the specific subject matters or delegation orders issued by the department.
3. All the officers/ sections in the Department of Environment and Forest are requested to adhere to the document "Final level of Disposal of Internal Delegation of Powers, Channel of submission and level of approval" in the movement of physical files as well as the electronic files through e-office.
4. The detail statement of "Internal Delegation of Powers, Channel of submission and level of approval" is enclosed as Annexure-I (21 pages).

Sd/- M. Hassan, ACS

Additional Secretary to the Govt. of Assam,
Environment and Forest Department.

To,

All Officers/Sections in Environment and Forest Department.

Copy to :

1. P.S. to the Hon'ble Chief Minister, Assam, Dispur, Guwahati-6.
2. P.S. to the Hon'ble Minister, Environment & Forest, Dispur, Guwahati-6.
3. P.S. to the Principal Secretary, Environment and Forest Department, Dispur, Guwahati-6.
4. P.S. to the Commissioner & Secretary, Environment and Forest Department, Dispur, Guwahati-6.
5. P.S. to the Secretary, Environment and Forest Department, Dispur, Guwahati-6.
6. All officers

Additional Secretary to the Govt. of Assam,
Environment and Forest Department.

Annexure-I

Sub : "Final level of Disposal of Internal Delegation of Powers, Channel of submission and level of approval".

Internal Delegation of Powers, Channel of Submission & Level of Approval				
Sl. No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
I	CABINET MEMORANDUM AND NOTIFICATIONS			
1	Preparation of draft Cabinet Memorandum and draft Notification	SMS	JS/AS-S/C&S	Sr. FA will be consulted for financial matters
2	Circulating draft Cabinet Memorandum and draft Notification for Views of other relevant Departments	HM, E&F	JS/AS-S/C&S-SMS	
3	Recasting Cabinet Memorandum and Incorporating views of relevant Departments	SMS	JS/AS-S/C&S	
4	Endorsing Cabinet Memorandum drafts for placing before Hon'ble Cabinet	HCM	JS/AS-S/C&S-SMS-Minister E& F	
5	Publication of Approved Notifications on Gazette	S/C&S	JS-AS	
II	ASSEMBLY MATTERS/ PARLIAMENTARY MATTERS			
1	Materials for ATR on Assembly Committees	SMS	AS/JS(NO)-S	
2	Materials for ATR on Parliamentary Committees	SMS	AS/JS(NO)-S	
3	Recommendation of Assembly Committee/ Estimate Committee	HM, E&F	JS/AS - S - SMS	
4	Materials for ATR on Departmentally Related Standing Committee	SMS	AS/JS(NO)-S	
5	Submission of Reports to Assam Legislative Assembly	SMS	AS-S/C&S	
6	Action taken report on Recommendation of Assembly Committee	SMS	AS-S/C&S	
7	Reply to Starred Assembly Questions	HM, E&F	AS/JS(NO)-S-SMS	

8	Reply to Unstarred Assembly Questions	HM, E&F	AS/JS(NO)- -S	
9	Reply to Short Notice Questions & Zero Hour Questions	HM, E&F	AS/JS(NO)- -S-SMS	
10	Materials for Indirect Questions	SMS	AS/JS(NO)- -S	
11	Materials for Rajya Sabha and Lok Sabha Questions	SMS	AS-C&S	
III	COURT MATTERS			
1	Preparation of Affidavit	SMS	JS/AS- S/C&S	Consult Standing Counsel
2	Constitution of Committee on Court's Order	CS/SMS	JS/AS- S/C&S	
3	National Green Tribunal Matters	CS/SMS	AS-S/C&S	
4	Matters relating to Supreme Court & High Court	SMS	JS/AS- S/C&S	
5	CAT Matters relating to IFS, AFS officers	SMS	AS-S/C&S	
IV	RTI MATTERS			
1	Application under RTI	SPIO	Jr. AA/Sr. AA	
2	1st Appeal to Appellate	Appellate Authority (Secretary)	SPIO	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
1	Transfer & Posting of IFS Officers	HCM	AS- S/C&S -SMS- HM, E&F	
2	Promotion of IFS Officers to rank of PCCF & HoFF	HCM	AS- S/C&S -SMS- HM, E&F	
3	Proposal of approval of Joint Cadre Authority for Promotion of IFS officers	CS	AS- S/C&S -SMS-	
4	Approval of State Screening Committee for Promotion of IFS officers as recommended by the Joint Cadre Authority	CS	AS- S/C&S -SMS-	
5	Promotion of IFS Officers as recommended by State Screening Committee	HCM	AS- S/C&S -SMS- HM, E&F	
6	Promotion of IFS Officer to the rank of Sr. time Scale	HM, E&F	AS- S/C&S -SMS-	
Matter relating to Leave of IFS Officers				
7	Earned leave /Commutated leave/Medical Leave of IFS Officers	CS	AS- S/C&S -SMS-	
8	Encasement of 10 days E.L. for availing HTC	S/C&S	AS- Sr. FA	
9	Joining time extension of IFS officers beyond 30 (thirty) days	CS/SMS	AS- Sr. FA- - S/C&S	Finance Department Concurrence to be obtained
10	Service regularization giving relaxation	CS/SMS	AS- Sr. FA- - S/C&S	
Regarding post creation of IFS officers				
11	IFS cadre review of Assam Segment	HCM	AS- S/C&S - SMS- -CS- HM,E&F	
12	Ex-cadre Post creation for accommodation of IFS officers under SDR quota of Joint IFS Joint Cadre	HM, E&F	AS- S/C&S -SMS	Finance Department Concurrence to be obtained

Sl No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
V	DEPARTMENTAL ESTABLISHMENT MATTERS			
1	Distribution of works amongst officers	SMS	JS/AS-S	
2	Distribution of works amongst SAA/JAA and CO	SMS	JS/AS-S/C&S	
3	Recommendation of Leave of Under Secretary and above Officers	SMS	JS/AS-S/C&S	
4	Recommendation of Leave of Superintendent	S	JS/AS	
5	Recommendation of Leave of SAA, JAA and CO	S	JS/AS	
6	Recommendation of Leave of Grade-IV staff attached to Department	JS/AS	Supdt.	
7	Approval of casual leave	AS	Supdt.-DS/JS	
8	Annual Confidentiality Reports of Superintendent and officers of equivalent ranks	S	US/DS-JS/AS	According to the Circular issued by SAD Assam as per Assam Services Confidential Rules, 1990
9	Annual Confidentiality Reports of Assistants and other Grade-III non-gazetted posts	S	US/DS-JS/AS	According to the Circular issued by SAD Assam as per Assam Services Confidential Rules, 1990
10	Annual Confidentiality Reports of Grade IV staff attached to Department	AS/JS	Supdt-US	
VI	ESTABLISHMENT MATTERS OF IFS OFFICERS			
Matters regarding transfers & posting and promotion & posting of IFS Officers				

Sl No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
13	Creation of temporary Cadre post under Rule 4(2) of IFS (Cadre) Rule 1966 for accommodation of IFS Officers	HM, E&F	AS- S/C&S -SMS	Finance Department Concurrence to be obtained
Pension matter of IFS officers				
15	Pension proposal of IFS Officers	C&S	AS- Sr. FA-	
16	Sanctioning of GIS in respect of IFS Officers	C&S	AS- Sr. FA-	
17	Sanctioning of encashment for un- utilized portion of earned leave to IFS Officers	C&S	AS- Sr. FA-	
18	Submission of Final GPF withdrawal proposal to AG, Assam in respect of IFS officers	C&S	AS- Sr. FA-	
19	Issue of pensioner Identity card	C&S	AS- Sr. FA-	
20	Voluntary Retirement of IFS officer	HCM	AS- S/C&S -SMS- HM,E&F	
Regarding Central Deputation of IFS Officer				
21	Submission of proposal to MoEF& CCF for posting under Central Staffing Scheme(SSC)	HCM	AS- S/C&S -SMS- HM, E&F	
22	Release of IFS officers to Central Deputation	HCM	AS- S/C&S -SMS- HM, E&F	
23	Cadre requisition of IFS from the Central Govt	SMS	AS-S/C&S	
24	Cadre change of IFS Officers	HCM	AS-S/C&S- SMS-HM,E&F	
25	State Deputation of IFS Officers	HCM	AS-S/C&S- SMS-HM,E&F	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
Regarding Departmental proceeding				
26	Issue of Show cause	HCM	AS-S/C&S-SMS- HM, E&F	
27	Action on written statement of Delinquent officer	HM, E&F	AS-S/C&S-SMS	
28	Appointment of Presenting officer and Inquiry officer	HM, E&F	AS-S/C&S-SMS	
29	Exoneration of DP	HCM	AS-S/C&S-SMS- HM, E&F	
30	Imposition of penalty to the Delinquent officer	HCM	AS-S/C&S-SMS- HM, E&F	Reference made to UPSC prior to approval
31	Obtaining of vigilance clearance in respect of IFS Officer	AS	AS	
32	ACRs of IFS officer			As per Rule
33	Placing the proposal for Reviewing the Service of IFS Officers, under DCRB Rule before the Review Committee	CS	AS- S/C&S-SMS-	
VII	ESTABLISHMENT MATTERS OF AFS OFFICERS			
Matters Relating to AFS Officers				
1	Direct Recruitment of Forest Ranger (through APSC)	HM, E&F	AS-S/C&S-SMS	
2	Promotion of ACF to DCF officer	HCM	AS-S/C&S-SMS- HM, E&F	
3	Proposal for promotion by nomination from SFS to IFS	CS	AS-S/C&S-SMS	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
4	Transfer of officer posted for less than 3 years and then transferred	HCM	AS-S/C&S-SMS-HM, E&F	
5	Transfer of officer is posted for more than 3 years and then transferred.	HM, E&F	AS-S/C&S-SMS	
DEPARTMENTAL PROCEEDINGS				
6	Initiation of Departmental proceeding	HM, E&F	AS-S/C&S-SMS	
7	Appointment of I.O. & P.O.	HM, E&F	AS-S/C&S-SMS	
8	Acceptance/Rejection of Enquiry Report	HM, E&F	AS-S/C&S-SMS	
9	Imposition of Penalty and disposal of D.P.	HM, E&F	AS-S/C&S-SMS	
ESTABLISHMENT MATTERS				
10	Matter relating to Leave of AFS Officers (Earned leave /Commutated leave/Half Pay Leave/extraordinary leave/Special leave etc)	SMS/C&S	AS- Sr. FA	
11	Confirmation Of Service	SMS/C&S	AS- Sr. FA	
12	Periodic Increment	SMS/C&S	AS- Sr. FA	
13	Joining time extension of AFS officers beyond 30 (thirty) days	C&S	AS- Sr. FA	
14	Joining time extension beyond 30 days upto 365 days	CS	AS- Sr. FA	
15	Joining time extension beyond 365 days	HCM	AS- Sr. FA-S/C&S-HM,E&F	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
16	VRS of AFS officers	HCM	AS-Sr. FA-S/C&S-SMS-HM, E&F	
17	Deputation	HM, E&F	AS-Sr. FA-S/C&S-SMS	
18	Pension proposal forwarding to AG, Assam	C&S	AS- Sr. FA	
19	Sanctioning of GIS in respect of AFS Officers	C&S	AS- Sr. FA	
21	Sanctioning of encashment for un-utilized portion of earned leave to AFS Officers	C&S	AS- Sr. FA	
22	Submission of Final GPF withdrawal proposal to AG, Assam in respect of IFS officers	C&S	AS- Sr. FA	
23	Issue of pensioner Identity card	C&S	AS	
24	Regarding obtaining of vigilance clearance in respect of AFS Officer	AS	AS	
25	ACRs of AFS officer			As per Rule
VIII	ESTABLISHMENT MATTERS OF FOREST RANGE OFFICERS			
Promotion of Deputy Ranger to Forest Ranger				
1	Finalization of proposal for placing before Selection Committee	SMS	AS-S	
2	Minutes of the Selection meeting	SMS	AS-S	
3	Approval of APSC	HM, E&F	AS-S-SMS	

Sl No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
4	Publication of Select List	HM, E&F	AS-S-SMS	
5	Promotion and posting of selected officer	HM, E&F	AS-S-SMS	
6	Seniority matter	HM, E&F	AS-S-SMS	
Direct Recruitment of Forest Ranger (through APSC)				
7	Finalization of advertisement for sending to the APSC	HM, E&F	AS-S-SMS	
8	Depute of experts	HM, E&F	AS-S-SMS	
9	Receipt of merit list and call for PVR/Medical	HM, E&F	AS-S-SMS	
10	Verification of documents	SMS	AS-S-SMS	
11	Appointment of selected candidates	HCM	AS-S-SMS- HM,E&F	
12	First Salary	SMS	AS-S	Sr. FA should be consulted
Training of Newly recruited Forest Ranger				
13	Communication to Director, Training School regarding 18 months training	HM, E&F	AS-S-SMS	
Matter relating to Leave of Forest Ranger (Earned Leave/Commutated Leave/ Half Pay Leave/ Extraordinary Leave /Special Leave etc)				
14	Call for LAR from AG(A&E), Assam	AS	AS	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
15	Grant of leave on receipt of LAR	S/SMS	AS-S	Sr. FA should be consulted
16	Consultation with other departments on leave matter (where the department is not competent to grant the leave as per rule)	HM, E&F	AS-S-SMS	Sr. FA should be consulted
Joining time extension within 30 days of Forest Ranger				
17	Joining time extension within 30 days	SMS	AS-S	
18	Joining time extension beyond 30 days and within 1 year	CS	AS-SMS	
19	Joining time extension above 1 year	HCM	AS-SMS-CS HM ,E&F	
Transfer of Posting of Forest Ranger				
20	Transfer of Posting of Forest Ranger (completed 2 years at t	HM, E&F	AS-S-SMS	
21	Transfer of Posting of Forest Ranger (not completed 2 years at the present place)	HCM	AS-S-SMS- HM,E&F	
Pension cases of Forest Ranger(Pension/DCRG/GIS/Leave encashment/GPF)				
22	Sanction of provisional pension and gratuity	SMS	AS-S	
23	Forwarding of pension papers to the A.G.(A&E), Assam	AS	AS	
24	Forwarding of GPF papers to the A.G.(A&E), Assam	AS	AS	
25	Call for LAR of un-utilized Earned leave from AG(A&E), Assam	AS	AS	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
26	Sanction of leave encashment benefits on receipt of LAR	S	AS-S	
27	Sanction of GIS money	SMS	AS-S	
28	Queries on pension	SMS	AS-S	
29	Recovery from Pension	SMS	AS-S	
30	Sanction of Compassionate Family Pension	SMS	AS-S	
31	Voluntary Retirement of Forest Ranger	HM, E&F	AS-S-SMS	
32	Deputation of Forest Ranger	HM, E&F	AS-S-SMS	
33	Extension of deputation period	HM, E&F	AS-S-SMS	
Departmental Proceeding of Forest Ranger				
34	Preliminary inquiry	C&S	AS-S	
35	Show Cause Notice	HM, E&F	AS-S-S/C&S-SMS	
36	Defence statement	HM, E&F	AS-S-S/C&S-SMS	
37	Appointment of IO & PO	HM, E&F	AS-S-S/C&S-SMS	
38	Decision (acceptance/rejection) of Enquiry Report	HM, E&F	AS-S-S/C&S-SMS	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
39	Forwarding of a copy of Enquiry report to the Govt. servant(DO)	SMS	AS-S-S/C&S	
40	Decision on enquiry report and the written representation of the Govt. servant	HM, E&F	AS-S-S/C&S-SMS	
41	Obtaining views of APSC on Govt. decision for imposing penalty	HM, E&F	AS-S-S/C&S-SMS	
42	Imposition of Penalty	HM, E&F	AS-S-S/C&S-SMS	
43	Imposition of major penalty	HCM	AS-S-S/C&S-SMS	
44	Review of Penalty	HM, E&F	AS-S-S/C&S-SMS	

SERVICE RULES

45	Service Rules of Forest Ranger	HCM	AS-SMS-CS-/HM, E&F/HC	
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IX ESTABLISHMENT MATTERS OF OTHER GAZETTED POSTS UNDER FOREST DEPARTMENT

Matters relating to Registrars under PCCF & HoFF, Assam

1	Transfer & Posting of Registrar	HM, E&F	AS-S-SMS	
2	Promotion & Posting of Registrar	HM, E&F	AS-S-SMS	
3	Pension & Pensionary benefits	S/C&S	AS	

Matters relating to Superintendents under PCCF & HoFF, Assam

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
1	Transfer & Posting of Superintendents	HM, E&F	AS-S-SMS	
2	Promotion & Posting of Superintendents	HM, E&F	AS-S-SMS	
3	Pension & Pensionary benefits	S/C&S	AS	
X	ESTABLISHMENT MATTERS OF NON-GAZETTED POSTS UNDER FOREST DEPARTMENT			
1	Amendments to Assam Junior Forest Service Rule	SMS	US-AS-S/C&S	
2	Restructuring of Frontline staff	SMS	US-AS-S/C&S	
3	Proposals for creation/upgradation/abolition of posts	SMS	US-AS-S/C&S	
4	Recruitment of Grade-III & Grade-IV posts	HM, E&F	AS-S/C&S-SMS	
5	Pay matters such as Stepping up of pay/equalization of pay etc.	SMS	US-AS-S/C&S	
6	Pension & Pensionary benefits (Special cases seeking Govt. views/approval)	SMS	US-AS-S/C&S	
7	Special Family Pension/Extraordinary Family Pension	SMS	US-AS-S/C&S	
8	Compassionate Family Pension	SMS	US-AS-S/C&S	
XI	ESTABLISHMENT MATTERS OF ENGINEER/DOCTOR/RESEARCH OFFICIALS OF ENVIRONMENT AND FOREST DEPARTMENT			
1	Promotion/ Up-gradation of Posts	HM,E&F	AS-S/C&S-SMS	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
2	Leaves of Officers	CS	AS-S/C&S-SMS	
3	Pension and pensionary benefits	S/C&S	AS	
XII	PERMISSION FOR TRAINING/WORKSHOP/CONFERENCE/MEETING OF IFS & AFS OFFICERS			
1	Govt. permission for training/workshop of IFS & AFS Officers	CS/SMS	AS-S/C&S	
2	Permission for Foreign tour of IFS & AFS Officers	HCM/HM, E & F	AS-S/C&S-SMS/CS	
XIII	WEBSITES AND ONLINE PORTALS			
1	E-SAMIKSHA	S (NO)	JS/AS	
2	CM DASHBOARD	S (NO)	JS/AS	
3	CPGRAM (Online)	AS	AS	
4	ARTPS (Online)	AS	AS	
5	RFT	AS	AS	
6	PPP	SMS	AS-S/C&S	
7	E-PRASTUTI	AS	AS	
8	ONLINE REVENUE MANAGEMENT SYSTEM	SMS	AS	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
XIV	MATTERS RELATING TO BOARDS/AUTHORITIES/PROJECTS ETC.			
POLLUTION CONTROL BOARD, ASSAM				
1	Amendment of Water (Prevention & Control of Pollution) (Assam) Rules, 1977 and Air (Prevention & Control of Pollution) (Assam) Rules, 1991	HCM	AS-S/C&S-SMS-HM, E & F	Cabinet Memorandum
2	Recruitment/Selection of Chairman, PCBA	CS	AS-S/C&S-SMS	
3	Appointment of Chairman, PCBA	HCM	SMS-CS-HM, E&F	
4	Recruitment/Selection of Member Secretary, PCBA	SMS	AS-S/C&S	
5	Appointment of Member Secretary PCBA	HCM	SMS-CS-HM, E&F	
6	Selection of Non-Official Members, PCBA	SMS	AS-S/C&S	
7	Nomination of Members, PCBA including Non-Official Members, PCBA	HCM	SMS-CS-HM, E&F	
8	Establishment matters of other officials of PCBA	SMS	AS-S/C&S	
9	Consent to Establish/Consent to Operate/Hazardous Waste Authorization	SMS	AS-S/C&S	
10	Board Meetings	S (NO)	AS	
STATE ENVIRONMENT IMPACT ASSESTMENT AUTHORITY (SEIAA) & STATE EXPERT APPRAISAL COMMITTEE (SEAC)				
1	Reconstitution of Committee	HM, E&F	AS- S/C&S -SMS	Recommendation to MoEF & CC for approval

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
2	Substitution of Members of the Committee	HM, E&F	AS- S/C&S -SMS	Recommendation to MoEF & CC for approval
3	Environmental Clearances (EC) related matters	SMS	AS-S/C&S	
4	Other establishment matter	S/C&S	AS	
Other Matters				
1	Approval of Working Plan & Plantations Programme	SMS	JS- S	
2	Forest Revenue Matters including online collection system	SMS	JS/AS- -C&S/S	
3	Technical proposals for MEDICINAL PLANT BOARD	SMS	OSD- S/C&S	
4	Technical proposals of Climate Change including Green India Mission/ Green Climate Fund	SMS	OSD- S/C&S	
5	Constitution of JFMC	SMS	OSD- S/C&S	
6	Notification relating to WLS/NPs/Forest Lands (RF and PRF)	HM, E&F	OSD- S/C&S-SMS	
7	Notification of ESZ/NDZ of NP & WLS	HM, E&F	OSD- S/C&S-SMS	
8	Proposals to be sent for SDG/EODB	SMS	OSD- S/C&S	
9	Technical Communication for orders of AHC to Forest Department	C&S	OSD	
BIODIVERSITY BOARD				

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
1	Reconstitution of Assam State Biodiversity Board	HCM	OSD-C&S-SMS-HM,E&F	
2	Amendment of Assam Biodiversity Rule	HCM	OSD-C&S-SMS	Cabinet Memorandum
3	Service Regulation of Assam State Biodiversity	HCM	OSD-C&S-SMS	Cabinet Memorandum
XV	WETLANDS MATTERS			
1	Preparation of list of wetlands	HM, E&F	AS- S-SMS	
2	Preparation of list of wetlands to be notified	HM, E&F	AS- S-SMS	
3	Recommendations of identified wetlands	HM, E&F	AS- S-SMS	
4	Preparation of comprehensive digital inventory of all wetlands etc.,	HM, E&F	AS- S-SMS	
5	Notification of Wetlands etc.	HCM	AS- S-SMS	
XVI	DISATER MANAGEMENT RELATED PROPOSALS			
1	Proposals related to Disaster Risk Reduction (DRR)	SMS	JS- S	
2	Proposals related to Flood Memorandum	SMS	JS- S	
3	Proposals related to training and capacity building on DM	SMS	JS- S	
4	Meetings, workshoSMS and conference related to DM	SMS	JS- S	

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
5	Proposals related to action plans on DM	SMS	JS- S	
6	Proposals related to fund allocation on departmental DM activities	SMS	JS- S	
XVII	BUDGET MATTERS			
1	Budget Submission (SD & Regular)	HM, E&F	JS-S-SMS	Sr. FA will be consulted for financial matters
2	SOPD			
	Administrative Approval proposals for submitting to Departmental Finance Committee	SMS	JS-S	Sr. FA will be consulted for financial matters
	Administrative Approval proposals for submitting to Standing Finance Committee	SMS	JS-S	Sr. FA will be consulted for financial matters
	Administrative Approval proposals for submitting to Special Standing Finance Committee	SMS	JS-S	Sr. FA will be consulted for financial matters
	Administrative Approval proposals for submitting to the Cabinet	HM, E&F	JS-S-SMS	Sr. FA will be consulted for financial matters
(ii)	Financial Sanction proposals for submitting to the Finance Department for concurrence. a) Only Grant-in Aid	SMS	JS-S	Sr. FA will be consulted for financial matters
3	CSS			
	Annual Plan of Operation (i) Forwarding to Govt. of India	SMS	JS-S	Sr. FA will be consulted for financial matters
4	Establishment Expenditure			
(i)	Submission of proposal for Administrative Approval for concurrence of Finance Department	SMS	JS-S	Sr. FA will be consulted for financial matters

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
(ii)	Financial Sanction proposal for submitting to the Finance Department for concurrence	SMS	JS-S	Sr. FA will be consulted for financial matters
5	Reappropriation/Contingency Fund proposals for submitting to the Finance Department for concurrence	HM,E&F	JS-S-SMS	Sr. FA will be consulted for financial matters
6	UC matter of SOPD,CSS,EAP,EE,RIDF Etc.,	SMS	JS-S	Sr. FA will be consulted for financial matters
7	Finance Commission Awards related matters	SMS	JS-S	Sr. FA will be consulted for financial matters
8	CAMPA Matters			
	Annual Plan of Operation (i) Forwarding to Govt. of India	SMS	JS-S	Sr. FA will be consulted for financial matters
9	Externally Aided Project APFBC project Phase-II			
(i)	A/A issued with approval of T & D Department and Finance Department	SMS	JS-S	Sr. FA will be consulted for financial matters
13	Surrender of Budget	SMS	JS-S	Sr. FA will be consulted for financial matters
XVIII	AUDIT MATTERS			
1	Verification and reconciliation of Departmental figures (receipts and expenditures)	SMS	JS-S	Sr. FA will be consulted for financial matters
2	Report on excess expenditure over Budget Provision and Control	SMS	JS-S	Sr. FA will be consulted for financial matters
3	Performance Audit Report	SMS	JS-S	Sr. FA will be consulted for financial matters
XIX	NGT MATTERS			

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
1	Communication/Sharing of Hon'ble NGTs Orders to Concerned Departments/ Agencies	JS/AS	US/DS	
2	Obtaining compliance reports from concerned departments/Agencies	JS/AS	US/DS	
3	Submission of Affidavit/ Compliance report to Hon'ble NGT	SMS	JS/AS-S/C&S	
XX	DIVERSION OF FOREST LAND UNDER FC ACT			
1	Forest Diversion proposal to be sent to Central Government	HM,E&F	AS-S/C&S-SMS	
2	Submission of Additional Information submitted by PCCF & HoFF/CCF & Nodal Officer. (FCA) to Central Government	JS/AS	US-DS	
3	Forest Diversion proposal approval to be accorded by the State Govt. as per General Approval under Section 2(ii) of FC Act,1980	HCM/HM,E&F	AS-S/C&S-SMS	
XXI	MATTERS RELATING TO SETTLEMENT OF MAHAL, MINES AND MINERALS			
1	Appeal petitions regarding settlement of Mahals	S/C&S	JS/AS	
XXII	MATTERS RELATING TO SUSTAINABLE DEVELOPMENT GOALS			
1	Reports to be submitted in respect of Sustainable Development Goals	S/C&S	OSD	
XXIII	MATTERS RELATING TO EASE OF DOING BUSINESS			
1	Notification of services for Ease of Doing Business	SMS	OSD-S/C&S	
XXIV	WOOD BASED INDUSTRIES			

SI No	Type of Cases	Level of final Disposal	Channel of Submission	Remark
1	Promulgation of Assam Wood Based Industries (Establishment and Regulation) Rule	HCM	OSD/AS-S/C&S-SMS-HM, E & F	Cabinet Memorandum
2	Agarwood industries	SMS	OSD/AS-S/C&S	
3	Disposal of timber	SMS	OSD/AS-S/C&S	
4	Forest product based industries including bamboo/sandalwood etc.	SMS	OSD/AS-S/C&S	
5	Proposal regarding Amendment in Transit Rules under Assam Forest Regulation, 1891 and Assam (Control felling and removal of trees from non-forest land) Rules, 2002	HCM	OSD/AS-S/C&S-SMS-HM, E & F	Cabinet Memorandum