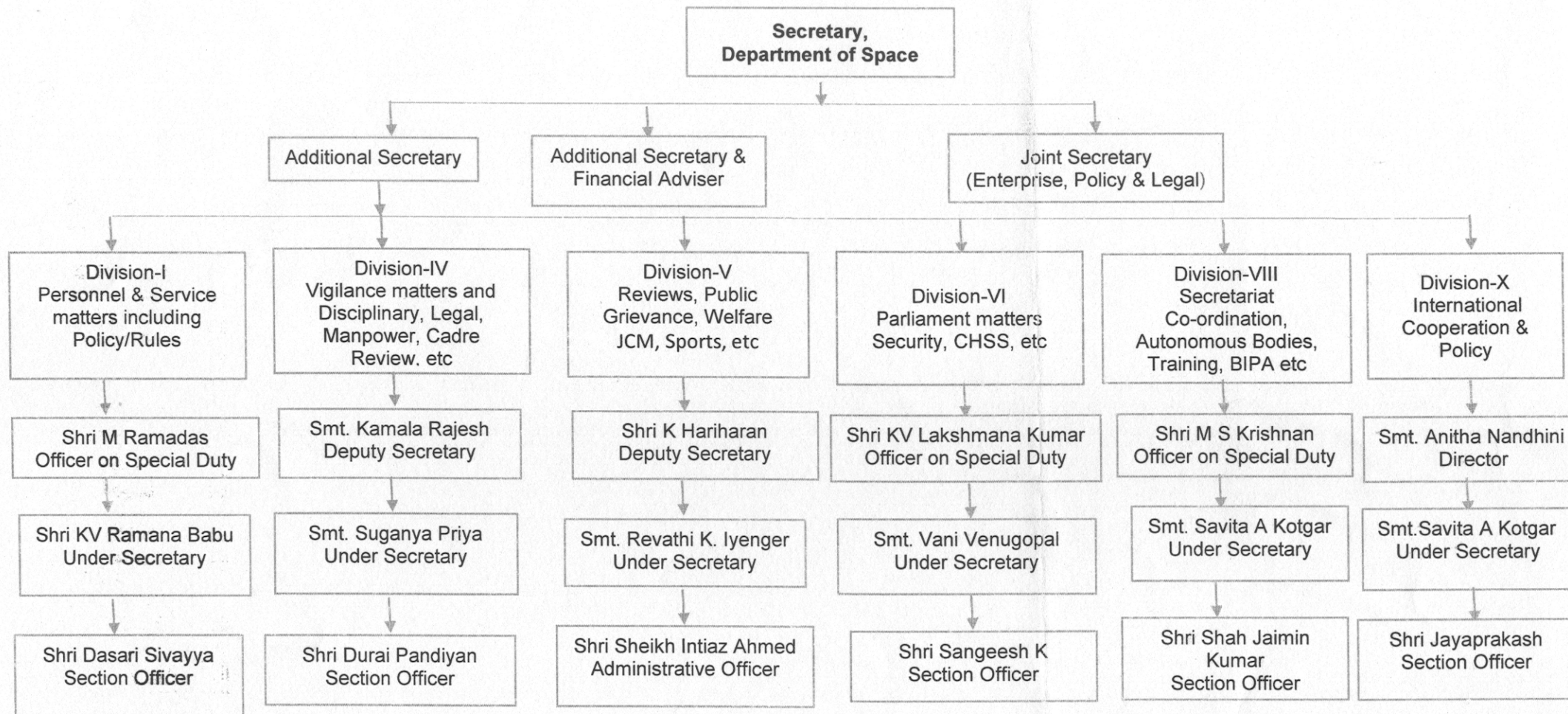


**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE**

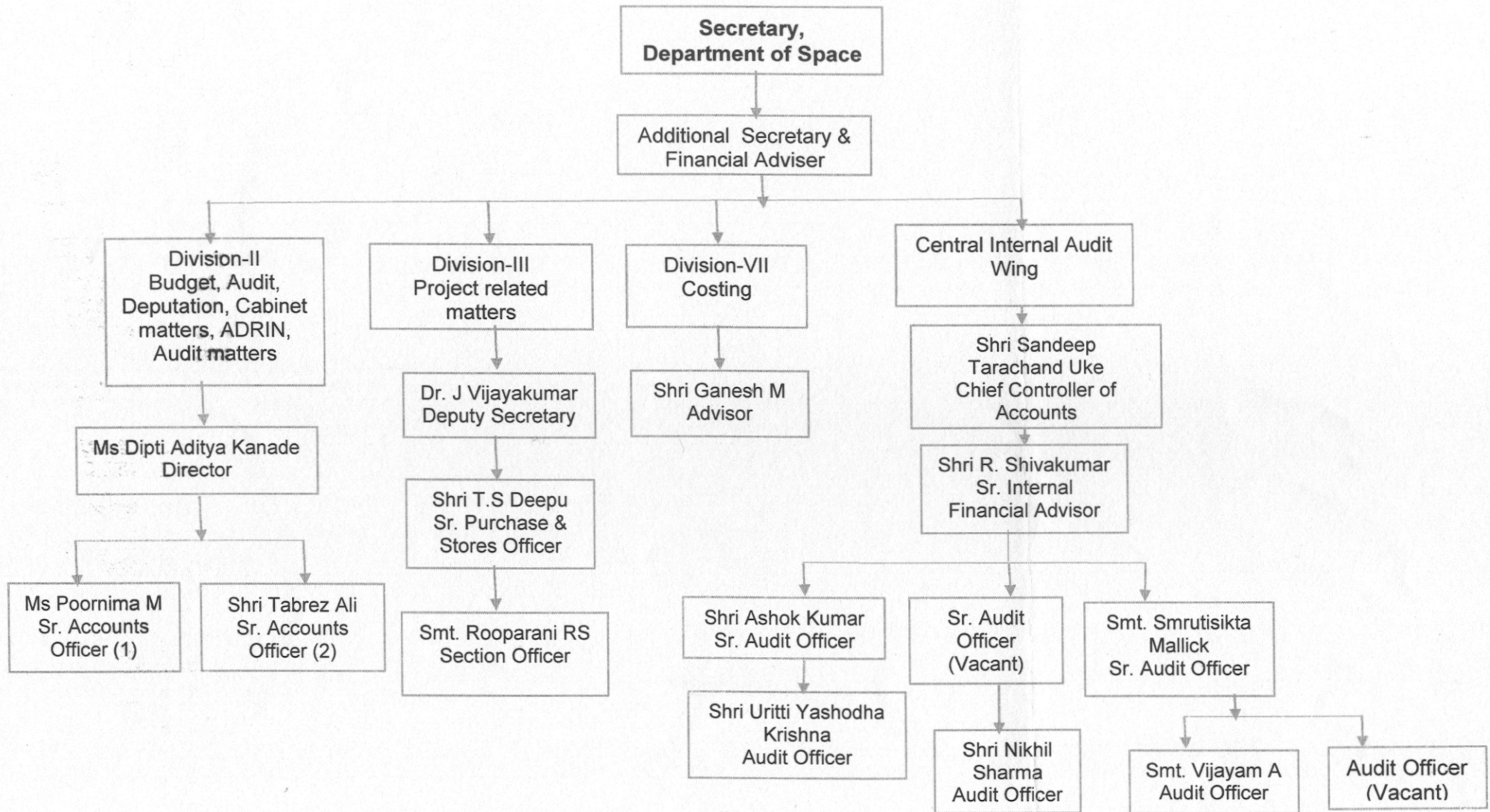
Secretary, DOS is the Head of the Department. The matters concerned with the respective Sections in Department of Space are submitted in the hierarchy of Section Officers - Under Secretaries - Deputy Secretaries / Officers on Special Duty and Joint Secretary/Additional Secretary as detailed in the organizational chart (Annexures).

2. As per the procedure prescribed in the Central Secretariat Manual of Office Procedure, a Section / Desk which is the lowest Organisational unit in the Ministry and consists of Assistants and Clerks supervised by a Section Officer, initiates the processing of a case immediately after receiving a reference / communication by registering / diarising the receipt and initiating the note.
3. The case / subject is placed before the Under Secretary for advice and orders. The cases of minor and routine nature are disposed off at the level of Under Secretary.
4. In case of matters which are important in nature, the file is submitted for advice and orders to the higher level by the Under Secretary, and decisions of certain nature are disposed off at the level of Deputy Secretary/Officer on Special Duty/Director as per the delegated financial and administrative powers.
5. More important matters are placed by the Deputy Secretary/Officer on Special Duty/Director before the Joint Secretary/Additional Secretary who takes a decision as per the delegated power on issues relating to administrative, financial and policy matters.
6. However, issues with major policy implications and major administrative and financial matters, requiring the advice and approval of higher authorities, are placed by the Joint Secretary/Additional Secretary before the Secretary, Department of Space for approvals. Cases which require the approval of the Minister-in-charge or the Cabinet/Cabinet Committees are placed before the Minister-in-charge and/or Cabinet/Cabinet committees for orders/approval.

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE**



**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE**



**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE**

