

New Delhi,  
Dated the 09<sup>th</sup> January, 2020.

## ORDER

Sub: Allocation of Work and Staff between Department of Defence and newly created Department of Military Affairs.

Cabinet Secretariat vide its notification No.1/21/17/2019-Cab dated 30.12.2019 has amended the Government of India (Allocation of Business) Rules, 1961 to create a new Department viz. Department of Military Affairs (DMA) in the Ministry of Defence. The Second Schedule to the said Rules has also been amended allocating the subjects between the Department of Defence and Department of Military Affairs.

2. Accordingly, with immediate effect, the work as mentioned in the Annexure to this Order stands transferred to Department of Military Affairs from the Department of Defence. Two posts of Joint Secretary, 13 posts of DS/Director, 25 posts of Under Secretary and 22 Section Officers along with supporting staff stands transferred to the Department of Military Affairs.
3. Further, the Secretariat for Defence Acquisition Council (DAC) presently under the DCIDS (PP&FD) vertical of HQIDS will be shifted to the DG, Acquisition Wing of DOD.
4. Notwithstanding the above distribution, any matter which has an import on the Defence Policy has to be dealt by DOD.
5. This issues with the approval of Defence Secretary.

*Meenakshi Jolly*  
(Meenakshi Jolly)  
Joint Secretary

To,

1. PS to Hon'ble RM
2. PS to Hon'ble RRM
3. All Secretaries in the Ministry of Defence
4. Secretary (Defence Finance)
5. All Additional Secretaries, Joint Secretaries in MoD

**Details of Work to be transferred to DMA**

**1 & 2. AG.I and AG.II Divisions**

1. **Statutory complaints** – policy of all ranks and individual cases of Army Officers on disciplinary matters only. (other individual cases are to be dealt with by respective administrative Sections).
2. **Court martial** and disciplinary cases for all Army officers/personnel.
3. Human Rights violations cases referred by NHRC pertaining to discipline, Recruitment, Terms & Conditions of Service and Manpower Planning in Army to expedite disposal of cases.
4. **Recruitment policy** for Army Officers/personnel.
5. Policy on **Terms and Conditions** of Service (excluding pay and allowances and pensionary benefits) of all ranks of the Army (other than those from (i) Medical, Dental and Nursing; & (ii) TA and NCC)
6. Amendment to Defence Services Regulations in r/o provisions relating to Recruitment, Terms and Conditions of Service, Discipline and Manpower Planning in Army.
7. Casualties and issue of condolence messages from Raksha Mantri to the next of kin (NOK) of Army personnel who die in various operations.
8. Prisoners of War/Geneva Convention of 1949.
9. Policy on Manpower Planning in Army.
10. Maintenance allowance - individual cases.
11. Detention in Military custody - individual cases.
12. Policy on grant of Honorary Rank/Commission to JCOs and NCOs. (Powers in respect of individual cases stands delegated to Army HQ).
13. Pre-independence awards.
14. Individual cases from Infantry-6 (Pers) pertaining to terms & conditions of personnel.
15. All establishment and administrative matters pertaining to AG's Branch i.e. Estt. and administrative matters of AG's Branch, including issue of Govt. sanction, of office equipment, computer, Telephone, fax etc. for various Establishments under AG's Branch of Army HQ.
16. Individual cases regarding reserve and reinforcement.
17. Policy on documentation and Records of Army offices.
18. Policy on grant of Permanent Commission, Short Service Commission, SL Commission and Inter-Arms transfer. (Power stands delegated to Army HQ in individual cases).
19. Policy on extension of tenure-SSC officers.
20. Individual offers for recruitment in the Army.
21. Notification in the Gazette of India of appointment/promotion to JCO rank in respect of Infantry-6 pers.
22. Policy on appointment of JCO as ADC to the President.
23. Recovery of Government dues from Army personnel.
24. Individual cases of furlough, parole and pre-mature release of Army prisoners.
25. Policy on leave encashment of Army personnel.

26. Verification of character and antecedents of Army Recruits (includes cases belonging to Nepal).
27. Opening of Recruiting Offices/Branch Recruiting Offices (BROs)/Centres all over India.
28. Convention on the 'Rights of the Child'.
29. Policy matters relating to fraud/irregularity in enrolment in Army.
30. Compassionate appointments. (Some cases are being dealt with by D(AG) and some other by respective Sections of the concerned Arms.)
31. Plural marriages-individual cases.
32. Cadre review of JCOs/ORs.
33. Policy on terms & conditions of Army Officers and personnel on deputation with Assam Rifles.
34. It is administrative section for AG/Infantry-6(Pers).
35. Extension of PEs in respect of various Establishments viz. Provost Marshal, Vigilance Directorate and Recruiting Directorate.
36. Regularisation of Government losses in respect of cases pertaining to Recruitment Terms and Condition of Service, Discipline & Manpower Planning emanating from Rtg. Dte, PS-2 Dte, DV Dte and MP Dte. except MP-4(Civ) which deals with Civilian matters.
37. Establishment cases of AG/C&W Dte,  
**Note** - Individual cases pertaining to welfare schemes for serving soldiers as well as retired soldiers emanating from Ceremonial and Welfare(C&W) Directorate are dealt with by D(Res) section.
38. Missing personnel of Army from 1965 and 1971 Wars, i.e. issues relating to POWs.  
**Note** - Personnel missing in Action/ Operations is the concern of 'G' Wing.
39. Military convicts/personnel.
40. Admission in Army Schools.
41. Policy on transfers of Personnel Below Officer rank (PBOR) - individual cases of Infantry-6 (Pers) only.
42. Appointment of non-Indians.
43. Maintenance of Army Bands.
44. Policy relating to Army Messes.
45. Policy regarding recruitment examinations through UPSC for CDS/NDA & NA Examination/ IMA.  
**Note** - Actual conduct of examination etc. is carried out by UPSC and the Service HQ. Admn.  
Powers for grant of Commission to the Cadets delegated to Service HQ.
46. National Service Act.
47. Indian Reserve Forces Act.
48. Army Reserve of ranks up to the rank of Non-Commissioned Officers.
49. 49. Establishment matters of –  
(a) Corps of Military Police (CMP)  
(b) Judge Advocate General's Department (JAG).
50. Policy relating to dresses, badges, and ribbons for the Army.
51. Participation of Armed Forces Personnel in Elections.

52. Welfare and entertainment of serving soldiers and their Families.
53. Policy regarding delegation and deputation abroad of Armed Forces Personnel.  
[Policy regarding delegation and deputation abroad of Civilian Personnel in the  
Armed Forces - **concerned Administrative Section**]
54. Matters relating to the delegation of the administrative power.

### 3. D(P/S) Division

1. All matters pertaining to pay and allowances of the Armed Forces Officers and personnel in India and abroad, **excluding the following matters:-**
  - (i) Such allowances as are in the nature of reward {these are dealt with by AG's Branch/ C&W Directorate, D(Ceremonials) Section}.
  - (ii) Such allowances as are given in lieu of facilities like CILQ, etc. [these are handled by QMG Branch or MGO Branch and their respective administrative Sections viz. D(QS) or D(O-II)].
  - (iii) Ration Allowance - D(QS).
  - (iv) Clothing Allowance – D (O-II)
  - (v) Travelling Allowance, Daily/Halting Allowance – D(Mov)
  - (vi) Diving Allowance – D(N-II)
  - (vii) House Rent Allowance.
  - (viii) Children's Education Allowance in respect of deceased Officers – D(Pen/Legal).
  - (ix) Interpreter Allowance – D(GS-II)  
Language Study Allowance – D(GS-II)
  - (x) All cases involving disciplinary aspects like discharge etc. are to be dealt with by D(AG).
  - (xi) Fixation of civilian pay of individual matters, officers in civilian employ is to be dealt with by the administrative Sections.
2. Procedure regarding payment of pay and allowances to individuals, including remittance facilities, maintenance of imprest accounts by Units, etc.
3. Settlement of pay and allowances accounts of all Service Officers and personnel, including recovery and regularization of overpayment.
4. Waiving of 'time bar' of all cases other than TA/DA.
5. Income tax matters.
6. DSOP/AFPP fund and regimental (Public Fund) matters.
7. Claim for ex gratia compensation arising out of traffic accident and other sorts committed by personnel of the Indian Army while on duty affecting person or property of private parties (falling within the purview of the late Claims Commissions), including cases relating to loss, settlement, agreement with insurance companies but **excluding cases relating to manoeuvres, field firing and artillery practice.**
8. Policy relating to payment of ex gratia lumpsum compensation to families of Defence Services personnel who die in harness. Individual cases of ex gratia to NOK of deceased Defence Service Personnel, including ex gratia award to cadets on death/disability will be dealt with by respective Services HQ. in consultation with CDAs concerned.
9. Matters regarding leave salary contributions in respect of Service Officers on loan to civil Ministries/States.
10. Protection of pay and allowances of civilian Govt. Servants called up for military service (except Territorial Army personnel).
11. Army (and Territorial Army) Group Insurance Scheme.

12. Grant of special increment for achieving excellence in sports by Armed Forces personnel in National/International games/events.
13. House Building Advances to Service Officers/personnel.
14. Policy on grant of Field Service Concessions to Service Officers/personnel.
15. Adoption of War system of Accounting. Amendments to pay and allowances regulations.
16. Incentives to Armed Forces personnel for promoting small family norms.
17. Exemption of Armed Forces personnel from payment of local taxes levied by Municipalities, Panchayats, etc. and State Governments.
18. Policy and individual cases regarding disposal of estates of deceased Army Officers under the provisions of Army and Air Force (Disposal of Private Property) Act, 1950.
19. Field Service Concessions and concessions to troops deployed on Counter Insurgency(CI) operations.
20. Matters relating to the delegation of the administrative power.

#### 4. D(GS-II) Division

1. Field Firing Ranges-notified and acquired.
2. Payment of compensation as a result of firing practice and military exercise
3. Training of foreign army personnel in Indian Army training institutions.
4. Administrative supervision, coordination and Miscellaneous matters of D(GS-II).
5. Military field firing and Artillery Practice Act, 1938.
6. Budget, Appropriation/Accounts and Annual Training Grant, Incidental and Miscellaneous Grants, Educational Training Grants.
7. Examinations and exemptions to Captains and Majors.
8. Cases involving creation or upgradation of posts in MT Dte or Training Establishments other than the ones being dealt with by other Desks.
9. Deputation of Indian Army personnel to foreign training institutions.
10. Training of Army personnel in civil engineering institutions abroad.
11. All matters relating to :
  - a) National Defence Academy, Khadakwasla (NDA).
  - b) Indian Military Academy, Dehradun (IMA).
  - c) Officers Training Academy, Chennai (OTA).
  - d) Defence Services Staff College, Wellington (DSSC).
12. Finalisation of the courses to be availed by Defence Officers under United Kingdom, Military Training Assistance Scheme (UKMTAS).
13. Finalisation of the courses to be availed by the Service Officers and Civilian Officers under United States Military Education Training Programme(USMETP).
14. Training Teams and delegation to other countries from Staff Duties Dte/Army HQ.
15. Language Awards/Scheme.
16. All other training institutions other than those which are specifically under the charge of other Desks.
17. Modernisation of CAT 'A' Establishments (except Military Schools, RIMC and CDM).
18. Policy regarding retention/Promotion examination for personnel below officers rank.
19. Policy of training pattern in the Army.
20. Army Cadet College.
21. Establishment of OTA at Gaya.
22. Conducting of Courses and all administrative work relating to College of Defence Management (CDM), Secunderabad.
23. Establishment matters of Army Education Corps (AEC) and Army Physical Training Corps (APTC).
24. Printing of training publications.
25. Interpreter Allowance.
26. Matters relating to the delegation of the administrative power.

## **5. D(Medals) Division**

1. Procurement, indenting, stocking, punching of **Gallantry Medals**,
2. Printing, Storing, embossing & writing of Sanads, Bar Gallantry Certificates.

## **6. D(Works.I) Division**

1. Policy regarding Defence Works Procedure applicable to three Services.
2. Policy on fixation of Scales of Accommodation and furniture for Service personnel/Defence civilians, applicable to three Services.
3. Processing Army works project for issue of administrative approval.
4. Review of progress of implementation of new Army Capital Works.
5. Annual budgetary ceiling for Major Works Programme and low Budget Works Programme for the Army.
6. Married Accommodation Project (MAP).
7. Organisation of the Additional DG (Technical Examination) under QMG's Branch and the examination of his half-yearly report on Technical Examination of Works executed by MES. [Work emanating from/or pertaining to the Engineer Stores and Plant Directorate in the Engineer-in-Chief's Branch (E-in-C's Branch).]
8. Purchase of buildings as part of work project for Army.
9. Draft Paras/Audit Paras on Army works.
10. It deals with following Rules:-
  - (i) Defence Works Procedure, 1986;
  - (ii) Scales of Accommodation for Defence Services, 1983 and Scales of Furniture, 1989;
11. Establishment matters relating to the Engineer Officers employed in Survey of India, including administration of their service, grant of local ranks to the Officers in the Survey of India.

## 7. D(Works.II) Division

1. Sanction/procurement of stores/vehicles etc., for MES.
2. Policy/Establishment matters (excluding disciplinary, vigilance, promotion matters) relating to Service personnel of the **Corps of Engineers**.
3. Administration of all contracts of **MES** (including those of Navy & Air Force where the administrative sanction is issued by them), including contract conditions, arbitration, contract labour regulations, enlistment of contractors, court cases etc.
4. Matters pertaining to agreements with State Governments, Electricity Boards etc. for supply of water and electricity and matters pertaining to the Central Electricity Board, fixation of rates of water and electricity.
5. Participation of Ministry of Defence in various schemes of water supply sponsored by the State Governments [Grant of loan to State Governments and budget provision therefor].
6. Draft Paras/Audit Paras other than Army Works.
7. Court/Arbitration cases pertaining to MES.
8. Regularisation of loss cases pertaining to MES.
9. It deals with following Rules:-Regulations for the MES, 1968 (edited during 1982).
10. Matters pertaining to the College of Military Engineering (**CME**), Pune.
11. Scales of tools and plants/MES vehicles etc.
12. Cases relating to recovery of rent and allied charges, barrack damages, payment of tax on Army property.
13. Matters relating to the delegation of the administrative power.

## 8. D(GS.I) Division

1. Para Military Forces/Central Police Organisation (**CPO**), including Assam Rifles/CRPF under the operational control of Army:-
  - (a) Policy and
  - (b) Other cases involving TA/DA.
2. Counter-insurgency operations/matters.
3. Air-lift/visits of personnel to border areas.
4. Assignment of duties of Military Liaison Officers in State HQ.
5. Matters connected with merger case - State Forces with Indian Army and also of erstwhile Sikkim Palace Guard.
6. Passive and active air defence which include:-
  - (a) anti-aircraft protection and
  - (b) camouflage.
7. Size and shape of the army including:-
  - (a) Composition.
  - (b) Cadre/substantive rank structure of Army Officers.
  - (c) General raising/re-organisation/disbandment in the Army.
  - (d) Peace Establishments/War Establishments of **field formations**.
  - (e) Key location plans of field units and formations.
  - (f) Establishment matters of HQ formations.
  - (g) Deployment of army on operations(related matters).
8. Establishment matter of HQ IDS, emanating from CISC.
9. Parliament Questions relating to Aerospace Command.
10. Counter-insurgency operations/matters(RR related).
11. Deputation abroad of Army Officers/personnel on UN Peacekeeping Missions/Army/  
Military Bands to foreign countries.
12. Establishment matters of
  - (a) **Staff Duties Directorate**.
  - (b) Financial Planning Dte/Financial Raising Dte.
  - (c) Army Establishment Standing Committee Secretariat.
  - (d) COAS/VCOAS/DCOAS Secretariats.
  - (e) **Rashtriya Rifles**(including raisings and mandate)
13. Blue Book matters (relating to Army functions).
14. **Union War Book** matters (concerning 'G' wing and **Army HQ**)
15. Visits by VIPs of army units/formations/operational areas.
16. All cases pertaining to PE/WE of Infantry.
17. The Kumaon Regiment Officers' Association & similar Regimental Associations.
18. Matters relating to the delegation of the administrative power.

## 9. D(GS.V)

Matters pertaining to neighbouring countries having borders with India viz: (i) Pakistan, (ii) Bangladesh, (iii) Sri Lanka, (iv) Bhutan, (v) Nepal, (vi) China, (vii) Maldives, (viii) Myanmar and (ix) Mauritius. These matters include the following aspects :

1. Border matters/disputes/incidents.
2. Development of communication/roads.
3. Deployment of Forces.
4. Border intelligence.
5. Supply of arms and ammunition and other Military aids to India's neighbouring countries as detailed above.
6. Developments in Indian Ocean, Afghanistan, West Asia, Gulf countries and South East Asia.
7. Violation of Indian Territory by foreign aircraft-reporting to MEA.
8. Apprehended foreign Defence personnel.
9. Development and maintenance of GS roads and strategic communication in India, including border roads.
10. Operational work in Punjab/J&K including defence drains/ditches/bunds.
11. Operational Works Area.
12. Defence matters connected with Bhutan, including IMTRAT.
13. *Ex gratia* compensation for land mine casualties
14. Administration of **Siachen matters**.

## 10. D(GS.III)

### "A" Side

1. Army assistance to State Government/civil authorities/film companies:-
  - a) Policy and
  - b) Individual cases.
2. All matters pertaining to Territorial Army.
3. Territorial Army Act, 1948, T.A Rules and TA Regulations.
4. Armed Forces Films and Photo Division (AFFPD).
5. Deployment of Bomb Disposal/Mines Disposal team for VVIP/VIP visits.
6. Humanitarian aid to Foreign countries.
7. Remote Sensing Data Policy and Satellite Imageries.

### "B" Side

1. Matters relating to Military Attaches/Advisers abroad and their staff :-
  - (i) Appointment of Service Attaché & other staff (combatant).
  - (ii) Movement of Army Attaché to other countries of accreditation.
  - (iii) Repatriation of sale proceeds of cars.
  - (iv) Allocation of budget to the establishment of Military Attaché abroad.
  - (v) Hiring of accommodation of Defence Attaché/Military Attaché.
  - (vi) Purchase/replacement of contingent items like curtain, carpet, crockery etc.
2. Individual cases from Army side pertaining to contact with foreign missions/ organisations for :-
  - (i) Appointment in India.
  - (ii) Employment abroad in r/o spouses and family members.
  - (iii) Acceptance of foreign hospitality.
  - (iv) Marriage. (Powers delegated to **Army HQ.**)
  - (v) Letting out of accommodation.
3. Policy matters pertaining to verification of character and antecedents of Army recruits.
4. Establishment matters of MI/SI Dte dealing with Intelligence Corps, including their personnel matters such as recruitment, promotion, suspension, signing of Government Notifications etc.
5.
  - (a) Administration and revenue purchases of Air Force, Defence of India and Security aspects emanating from Dir(G).
  - (b) Service matters of Army officers emanating from D(MS). All the works emanating from IDS.
6. Permission for open publication of Books by Army Officers.
7. Permission for use of Army Helipads.
8. All matters relating to goodwill visits to and from abroad in respect of dignitaries (below the level of Chief) on GS side.

## 11. D(MS)

1. Policy relating to all **MS matters**.
2. Policy cases and individuals cases – Appointment of Principal/ Honorary ADC/Military Secretary/ Dy. Military Secretary to the President, Commandant/Second-in-Command/President Body Guards and ADC to the President in case the officers are of the rank of "Major General/equivalent or above." (A.D.C to the Governors are done by respective Service HQ.).
3. Grant of honorary rank to civilian/Army Officers.
4. Deputation/extension of deputation of Army Officers in India and at IMTRAT (Bhutan) and PPO/AMA(Records) Nepal.
5. Individual cases pertaining to permission to retired/released Army Officers to accept commercial employment.
6. Substantive promotion to the rank of Lieutenant General.
7. Promotion to the acting rank of Brigadier and above.
8. Posting of Officers of the rank of Major General and above.
9. Change/verification of date of birth of Army Officers.
10. Compulsory retirement for not passing Part 'D' Examination in respect of Army Captains/Part 'B' Examination in respect of Army Lieutenants.
11. Permission for premature retirement/resignation/release.
12. Extension of service beyond the age of superannuation.
13. Statutory complaints against ACR and supersession/Superannuation/ seniority/promotion/ posting.
14. Permission to go abroad to the officers carrying Reserve Liability.
15. Regularisation of leave.
16. Matters relating to the delegation of the administrative power

## 12. D(O.I)

1. Policy, provisioning and procurement of **'B' vehicles** for the Army as well as other Services where the stores are common user stores and procurement is done for the Army.
2. Policy, provisioning and procurement of **clothing** (including special clothing, **ski and mountaineering equipment** for Siachin and other high altitude areas) and general stores for the Army as well as other Services where the store is a common user item and procurement is done for the Army.
3. Provisioning and revenue procurement of Bullet Proof Jackets for Indian Army.
4. Procurement of engineering stores required by EME under revenue route.
5. Delegation of powers to Ordnance functionaries.
6. Procurement of Passive Night Vision Devices (PNVDs) etc.
7. Procurement and provisioning of Armaments (OFB) Ammunition, Explosives, Charges from abroad and through OFB for Infantry, Artillery, Armed Corps, Army Aviation, Mechanised Infantry etc.
8. Procurement of spares (for Artillery Guns, Combat Engineering Tractors, Scania Vehicles, Tanks, Radars, Missiles Systems & Class-A Vehicles etc.) for Indian Army.
9. Maintenance of Equipment, including medium repairs, overhaul, overhaul facilities, Annual Maintenance Contract etc.
10. Air freighting arrangements of Defence Stores.
11. All matters relating to Policy Planning and Establishment of Central Monitoring Organisation (CMO).
12. Provision of airlift in Army Aviation Helicopters including fixation of recovery rates.
13. Procurement of Signal Equipment, Charging Sets, Gen Sets, Batteries, ASCON related work and associated matters like Draft Audit Paragraphs / Audit Paragraphs /CVC, etc;
14. Policy regarding introduction of items in service and declaring equipment as obsolete/ obsolescent.
15. DPM-06 and its subsequent amendments.
16. Administratively concerned office on the subject of foreign visits for Directorate General of the Perspective Planning (DGPP).
17. War Wastage Reserve (WWR) in respect of Army.

### 13. D(O.II)

1. Establishment and administrative matters related to Army Ordnance Corps (AOC) pertaining to MGO Branch and their lower formations including Ordnance Depots and Repair Workshops.  
[Note - there are some exceptions in matters of appointments, establishment & others which have common implication to Indian Army and which are dealt with by D(Lab), D(Civ-I), D(Civ-II) and D(Apptts) sections]
2. Establishment and other administrative matters [other than personnel cases which are handled by D(AG), PE/WE matters and Infantry-6(Pers)], including Naval and Air formation segments, Army Aviation and Mechanized Force i.e. Armoured Corps and Mechanized Infantry and Mechanized Forces. Cases of Infantry Dte, other than PE/WE matters and Infn-6(Pers).  
[Note - All operational matters of these directorates are handled by G Wing.]
3. Establishment and other administrative matters such as training of Army Aviation, Mechanized Forces i.e. Armoured Corps and Mechanised Infantry and Mechanised Forces.
4. Disposal of surplus Defence stores and vehicles – policy and individual cases.
5. Issue of surplus vehicles to MPs/VIPs-policy and individual cases.
6. Issue of stores/vehicles to charitable/welfare/educational institutions and other establishments of public welfare, including public/private sector undertakings – policy and individual cases.
7. Policy with regard to issue of surplus vehicles to Ex-Servicemen / their widows and their cooperative societies  
[Note - individual cases are handled by DGR/D(Res) ].
8. Security of Defence Arms and Ammunition.
9. Kit and clothing allowances of all Ranks in the Army and also Washing allowance.
10. Protective clothing for EME personnel.
11. Provision of controlled and uncontrolled stores, including arms and ammunition for (i) State Police Forces and (ii) Para-military Forces and issue of ordnance stores, including arms and ammunition on payment to (i) Departments of Government of India, (ii) State Governments and (iii) Para-military Forces and issue of Ordnance Stores on loan to Army Units.
12. Regularization of losses related to Army Aviation, Infantry and Mechanised Forces.
13. Coordination matters related to Defence Cooperation on revenue procurement with other countries.

#### 14. D(Mov)

1. Following subjects relating to Import/Export of Defence Stores
  - (a) Shipping arrangements.
  - (b) Handling of Defence imports at Indian ports (cargo/demurrage etc.) & loss occurred during transit.
2. Railway matters for individual (Service Officers/Personnel) and goods, including railway claims in respect of AOC/EME.
3. Matters relating to Fire fighting in Army-Remedial measures.
4. Policy issues on Military Credit Notes and Civilian Credit Notes. Individual cases will be dealt with by the concerned Section.
5. Administrative matters of MCO (Movement Control Organisation), Embarkation Headquarters and Transit Camps under ADG Movement Directorate - such as approval /revision of PE; upgradation of transit camps; sanction for engagement of casual labourers in Embarkation Headquarters; cases for regularization of loss of goods in transit (road/train/sea); payment of demurrage charges to port authorities at the concerned Sea Port Authorities; Policy matters regarding military tariff and policy on warrant / forms; Establishment of Passenger Reservation System (PRS) at Military Stations; Administrative approvals and finalization of contracts for chartering of civil flights for troops in different sectors; introduction and implementation of E-ticketing for travel by service personnel against warrants/forms; all miscellaneous matters pertaining to all Units under Movement Directorate.
6. Ecclesiastical matters.
7. Customs Duty matters on stores imported /exported through Embarkation Headquarters (an agency of Army HQ).
8. Insurance matters where the stores cost more than Rs.2.5 crore.
9. Movement of Army Stores by hired transport.
10. Travel regulations / Military tariffs (includes travelling allowance, daily/halting allowance). Air travel cases in respect of non-entitled officers belonging to Army, Navy and Air Force.
11. Permission to Air Travel by Private Airlines for the Army in relaxation of Rules.
12. Establishment and administrative matters of –
  - (i) **DSC** (Defence Security Corps) Directorate;
  - (ii) **WE Directorate** (Weapons and Equipment); and
  - (iii) **Army Postal Services** Corps Directorate.
13. It deals with the following Rules, Regulations, etc. :-
  - (i) The Postal Manual (War) India, 1937.
  - (ii) Movement Instruction India.
  - (iii) Shipping Procedure.
  - (iv) Notes for Military Credits & Civil Credits.
  - (v) Notes and Instructions for movement by Rail (N&T Rail).
  - (vi) **Travel Regulations** (1991) for the Army/ Navy/Air Force.
  - (vii) Recruitment Rules, CSD.
  - (viii) Embarkation HQ Procedure.

14. After the creation of Acquisition Wing, additional work had been allotted to D(Mov) Section vide MOD ID No.14841/JS(O)/01 dated 20th November,2001 as follows:-  
Policy matters of:  
(i) Loan issue of control stores/vehicles to Army Unit, Ordnance Factories, DRDO etc.  
(ii) Renting of Telecommunication circuits for Telephone from P&T.  
(iii) Policy regarding short and long term P&T line requirements of the Army.  
(iv) Policy regarding installation of office and residential phones for Army Officials.
15. All matters regarding Joint Communication Electronics Committee of Cabinet Secretariat.
16. Commissioning of officers in Service or loan from Indian Postal Service / DGP&T (Now dealt with by the Army HQ/QMG's Branch).
17. Coordination and submission of reports and returns in respect of JS(O)'s Wing.
18. Matters referred by DGOL & SM relating to strategic Railway Lines.
19. Matters relating to the delegation of the administrative power.

## 15. D(QS)

1. Deals with the administrative matter relating to:
  - (i) **Supply & Transport Directorate** of Army HQ/QMG's Branch.
  - (ii) **Pioneers Directorate** of Army HQ/QMG's Branch.
  - (iii) Artillery Directorate Army HQ/GS Branch.
  - (iv) **Signal Directorate** Army HQ/GS Branch.
  - (v) Air Defence Artillery Directorate.
2. It deals with the cases of individual Service personnel belonging to Army Service Corps, Pioneer Corps, Artillery Corps and Signal Corps, Air Defence Artillery.
3. It deals with:-
  - (a) **POL** (Petrol, Oil & Lubricants).
  - (b) Ration scale.
  - (c) Procurement/procedure of perishable food items.
  - (d) Provisioning of food stuff, tinned products / ready to eat food items in **retort pouches** etc. (procurement is done by APO).
  - (e) Service transport-mechanical and animal.
  - (f) Use of transport by Military personnel of Army.
  - (g) Contracts for hire transport.
  - (h) Matters pertaining to animals used by the Army.
  - (i) **Supply of fodder and dairy products** to Army Service Corps.
  - (k) Complaints and court cases of casual labourers employed by ST-12 Dte on work-to-work basis.
4. It also deals with the following Rules etc. :- Army Supply Corps(Fresh Supplies)
5. **Loss regularisation** in r/o vehicles and stores pertaining to Arty Dte/ST Dte/ Signals Dte/ A.D.A..

## 16. D(P&S)

1. Printing and supply of standard Army, Navy & Air Force Forms excluding non-accountable forms.
2. Issue of basic books of regulations to Defence Services and policies relating thereto.
3. Formation & control of DMR&F Budget for printing, and reimbursement of the handling charges of Publication Division for keeping safe custody and issuing of Defence regulations, books. Payment of Printing Bills of Govt. of India presses and **Security Press, Nasik**.
4. Declaration and change, if any, of Dependency of Army/Navy/Inter Services Org. & all other offices paid from Defence Service Estimates for drawing Accountable forms from CSD, RSDs/GIFs.
5. Regularisation of loss of Railway Warrants/forms. It also deals with the approved list of standard Army, Navy & Air Force Forms, 1976.
6. Technical Control of **Stationery Depots**.

## 17. D(Air.II)

1. Work services viz. Land/building/accommodation/ construction matters.
2. Flight safety.
3. Security matters relating to IAF airfields/installations.
4. Air display and demonstration(IAF Aircraft/Para-trooping etc. in Indian Territory).
5. **Air space violation** by Indian aircraft (of foreign airspace).
6. Security clearances only in respect of foreign nationals (and not in respect of Indians, in respect of which powers have been delegated to Air HQ) visiting IAF installations.
7. Aircraft accidents/condolence messages by RM/RRM.
8. Aircraft defence cover.
9. Training matters (With Desk Officer).
10. Furniture/electricity/water supply arrangements for IAF Units.
11. **Fire practice ranges** for IAF.
12. All issues/Parliament Questions relating to violation of the Indian Airspace by the foreign aircraft, *including* reporting of such violations to MEA .
13. IAF help to Civil Authorities in natural calamities.
14. Operational Matters of IAF.
15. Aerial Survey flights by IAF.
16. Air Space Management matters in co-ordination with Ministry of Civil Aviation/DGCA.
17. Grant of permission by IAF to State Govts./other Organisations for Indian Air Space closure.
18. Matters relating to **airlift**, including airlift of civilians and stores in J&K areas and recoveries thereof.
19. Matters relating to flight clearances for foreign military aircraft transmitting through India.
20. Matter relating to VIP flights/airlift.
21. Airlift of civilians personnel/allotment of flying hours for Para Military and civilian Government organisations. Logistics support to Army, airlift and dropping of supplies of Army and Border Roads (including issues/Parl. Questions relating thereto).
22. Arrangements for boarding/lodging for aircrew of VIP flights.
23. Grant of permission to air taxi operators for use of IAF airfields/facilities.
24. **Training of IAF Officers** in India and abroad and the foreign defence personnel in India.
25. International Cooperation, Standing Committees of Parliament on Defence and Budgetary – matters relating to Air Wing only.
26. All parliamentary matters, Audit objections, Draft Paras/Audit Paras, Court matters, MP/VIP References pertaining to the above referred subjects.
27. Miscellaneous matters and general co-ordination of Air Wing.
28. Misc. matters of Air Wing (excluding the subject matters of Proc. Wing).

## 18. D(Air.III)

1. Matters relating to civilian personnel of IAF (other than those looked after by JS(E) Wing).
2. All **Establishment matters of the IAF** including Revision/extension of the existing establishments of IAF Units/Formations.
3. Proposals for review of officers, airmen and civilian cadres in IAF.
4. Organisation of the IAF (Reserve of the IAF and Auxiliary Air Force).
5. Formation, Creation/Raising, Location, Re-organisation / Number Plating / Re-equipment of IAF Squadrons/ Units, etc. Fixation of strength of IAF Units.
6. Cases relating to-(a) Composition, scope and function of **AFSEC** (b) Appeals against AFSEC's decisions.
7. Introduction of civilian trades in the **IAF**.
8. Creation and upgradation of posts in the IAF **RCPO Estt.**
9. Crest and Mottos for AF Units and formations – Approval of.
10. Disposal of estates of deceased AF personnel.
11. Printing of IAF forms, calendars, magazines etc.
12. Publicity grants, rallies, campaigns.
13. Grant of HBA to civilian employees of the IAF.
14. Introduction of Hindi/Official Language policy in the IAF Policy.
15. Matters relating to **JCM**(Air Wing).
16. Casual and seasonal labour.
17. Contracts in the IAF for: (a) Cinemas, (b) Messing, (c) Shops, (d) Conservancy; and (e) supply of materials.
18. Motor Accidents Claims Tribunal (**MACT**) cases involving IAF vehicles (implementation of compensation cases).
19. Payment of **ex gratia compensation** to civilian victims who got affected due to IAF aircraft accidents.
20. Payment of ex gratia compensation to civilian employees in the IAF who dies due to accidents while performing their duties.
21. Deputation of IAF officers/airmen (including Air Force Bands to Foreign countries) within India and abroad.
22. **Annual Report in respect of Air Wing of MoD.**
23. Terms and conditions of service of IAF airmen/officers and their cadre.
24. Disciplinary cases/appeals/R.O.G against dismissal, discharge and release of airmen.
25. Appointment of Hony ADC to the President.
26. Grant of Hony. Rank/Commission in IAF.
27. Recruitment and promotion of Airmen - policy reg.
28. Remustering of airmen from one trade to another.
29. Re-employment and extension of tenure of IAF officers.
30. Amenities and **welfare** of IAF personnel.
31. Appointment to the post of the Chief of the Air Staff.
32. Recruitment, IAF officers - policy, including the SSB Tests, PE tests, **PAB tests** and medical tests.
33. Posting/Transfer of IAF officers of the rank of AVM and above.

34. Acceptance of gifts by IAF officers/airmen.
35. Disciplinary cases and appeals against dismissal, discharge and release / resignation/Premature Retirement of IAF officers. Grant of Commission to Airmen in the IAF.
36. All petitions/appeals/ROG applications submitted by officers.
37. Representation and personnel matters of Officers/**Airmen** and their family members on service matters.
38. Requests of IAF officers for (a) Issue of 'No Objection' Certificate for migration abroad (b) acceptance of employment after retirement.
39. Transfer of IAF officers from one branch to another.
40. Recruitment/**Auxiliary** Air Force - policy.
41. Promotion Boards cases of officers from the rank of Gp Captain to **Air Commodore** and above.
42. Marriage of IAF officers with foreign nationals (Powers delegated to Air HQ).
43. Terms and conditions of service of Air Defence Reserve.
44. Approval of talks/articles by AF officers.
45. Cases of litigation relating to AF officers concerning Service matters.
46. Termination of cadetship of IAF cadets.
47. **Policy on leave**, entitlement etc. of officers/airmen.
48. IAF Acts/Rules/Amendments to the Reserve and **Auxiliary AF Act** – All matters relating to.
49. *Fixation of strength of civilians in IAF Units.*
50. *Matters relating to Air Advisers/Attaches in Indian Mission abroad (sanctioning of establishment, Selection and posting of officers and Airmen, accreditation of foreign Govts., grant of diplomatic status, release of foreign exchange on posting etc.) and Customs facilities to be extended to officers and airmen on return to India after completion of foreign assignment.*
51. Terms and conditions of personnel of **Auxiliary Air Force**.
52. Exemption of IAF officers/airmen from Reserve Liability.
53. Air Commanders Conference.
54. All Parliament matters, Audit Objections/Paras, Court matters, MP/VIP references pertaining to the above subjects.
55. Coordination matters of Air Wing of MoD.
56. Matters relating to the delegation of the administrative power.

## 19. D(Air.IV)

### (Revenue Head – Procurement)

1. Provisioning and procurement of IAF **equipment/stores**. Vehicles, Machinery Tools, including Ration, Clothing, Tentage, General Stores, MT and other Specialist and **Test Equipment**.
2. Disposal of loan of IAF equipment and stores.
3. Office equipment, stationery and training aids.
4. Provision of office and domestic accommodation, furniture, etc. for Air Attaches, etc. in Indian Missions abroad.
5. **ASEPC/ASEPSC**.
6. Transport facilities to school going children.
7. DG set/Cooling Plants/Air Conditioners etc. for Radars.
8. Printing of IAF Journals.
9. Mess, LPG installations.
10. Procurement and Scaling of photo equipment.
11. **POL. (Petroleum, Oil and Lubricants)**
12. All **RMS Orders** (Repair, Maintenance and Supply Orders) on **HAL** in respect of items earlier dealt with in D(Air-I).
13. Payment to HAL.
14. Stores Accounting Procedure, improvements and amendments to IAP.
15. Employment, Terms and Conditions of foreign technicians in IAF.
16. Procurement proposals for maintenance of IAF fleet of Russians/CIS countries origin.
17. Procurement proposals for maintenance of RADARS and Communication equipment.
18. Procurement of aircraft-airborne equipment, including spares & associated equipment from sources other than CIS/East European countries and Hindustan Aeronautics Limited (**HAL**).
19. Raising of indents and RMS orders and release of foreign exchange for procurement of stores etc.
20. **Repair/overhaul** of aircraft in India other than at HAL.
21. Procurement of airborne electronic Tele-communication & other Airborne equipment from indigenous sources. Bharat Electronics Limited (BEL), ITI, DGS&D for maintenance of Western origin aircraft.
22. Visits of Indian delegations abroad & vice-versa in connection with Procurement from other than CIS/East European countries, repair task in respect of aircraft/equipment of Western origin aircraft/equipment.
23. Regularization of loss of aircraft/stores *and consequent disciplinary actions on court of inquiry (COI)*.
24. Introduction into service of new airborne equipment of other than CIS/East European countries.
25. **Ferry flights** of IAF aircraft purchased from other countries and chartering of aircraft of civil operators for airlift requirements etc. (Other than CIS/Eastern European countries).

26. Procurement of armament/ammunitions stores from all sources and laying down scales thereof.
27. Planning and production of **ammunition** from DGOF.
28. Procurement and payments for supply of aircraft, spares and associated equipment from countries other than CIS.
29. Supply of ammunition and armaments to friendly countries, supply of aircraft/equipment to friendly countries/State Govt./security organisations etc.
30. Procurement of **air-to-air missiles** and **air-to-air guided weapons**, the deputation of IAF officers to UK and France.
31. Payment relating to Mirage aircraft.
32. Work relating to Inventory matters of IAF on revenue side.
33. Coordination of unspecified items in respect of **Revenue Procurement**.
34. Work relating to all parliament matters, Audit Objections/Paras, Court matters, MP/VIP reference pertaining to the above subjects.
35. **War Wastage Reserve** in respect of Air Force.
36. Co-ordination of draft/audit paras/PAC matters in r/o JS(Air) Wing.

## 20. D(Navy.II)

All matters pertaining to Navy except Acquisition from Capital Head are looked after by D(Navy-II) section.

These matters include items like administrative establishment/matters of Navy personnel/sanction of manpower for Navy, deputation/delegation abroad/security clearance/training/ assistance by Navy in aid of civil Authority/airlift etc.

Matters pertaining to International Law of the Sea like sea-bed/sea boundaries etc./

International Treaties and Conventions on sea matters and sea communication/Naval Operations/ Joint Naval Exercises/Rules and Regulations etc. concerning **Navy/War Book**/Appointment of Naval Attaché/Adviser, Matters under Revenue Head . The Section also looks after the administrative matters of the civilian employees of the Navy. Deputation of **Navy Bands** to foreign countries.

Administrative matters relating to Weapons and Electronics Systems Engineering Establishments (**WESEE**).

Matters relating to the delegation of the administrative power.

### (a) Desk Officer/Under Secretary (Manpower)

1. Manpower complement of Naval Establishment/projects and Creation/Up-gradation of posts (for posts other than Civilian Services paid from DE only).
2. Matters relating to **NSEC**.
3. Recruitment policy.
4. Cadre Review of employees in Navy.
5. Matters relating to civilian employees working in the lower formations of Navy (for posts other than Civilian Services paid from DE only).
6. Naval training matters.
7. Deputation of Naval Officers abroad.
8. Deputation of foreign specialists to India.
9. Matters relating to Pay Commission in respect of Navy.
10. Court matters for coordination purpose only
11. Motor Transport/compensation
12. MP/VIP/Court Matters/RTI on the above subjects.

### (b) Desk Officer/Under Secretary (Personnel)

13. Personnel matters, disciplinary cases etc. of Naval Officers/Personnel.
14. Deputation of Naval Personnel/Officers to civil Departments (PSUs etc.)
15. Naming of ships and badges for the ships.
16. Regularisation of Rear Admirals and Vice Admirals in Indian Navy.
17. MP/VIP/Court Matters/RTI on the above subjects.

### (c) Desk Officer/Under Secretary (Operations)

18. All matters relating to Naval Security, Naval Operations, Intelligence/Security clearance, etc.;

19. Foreign Cooperation / Assistance to other agencies / countries by the Indian Navy.
20. All matters pertaining to airlift to VIPs etc.
21. International Law of sea and matters concerning sea boundaries etc.
22. International Treaties and Conventions of Sea matters and communications.
23. **Overseas** deployment of ships.
24. Offshore security
25. Anti-piracy operation on high seas.
26. Coastal Security.
27. Such operational matters of Coast Guard which are combined with Navy.
28. MP/VIP/Court Matters/RTI on the above subjects.

## **21. D(Navy.III)**

### **(a) D(Navy-W&P) side**

1. All infrastructure projects of the Navy like DGNP(Mumbai), DGNP(Vizag), Project Seabird, NAS Arakonam, Skylark, NSRY Cochin, Indian Naval Health Service (INHS) Ashwani(Mumbai), NAD, Arakonam, INS Kattabomman, Naval Academy, Ezhimala-(Kerala), Naval Airports at Goa & Vizag.; Gangavaram Project and Vallarpadam (A.P.) Project.
2. Individual cases of land acquisition/requisition/hiring/release of land/immovable properties pertaining to Navy.
3. Individual cases of accommodation/residential accommodation, hiring/dehiring for Naval Offices/Officers/sailors/civilians (except at Mumbai/Delhi which is done by **D(Q&C)** section and **O/o CAO** respectively).
4. Naval amenities.
5. All civil works for the Navy.
6. Maintenance & Expansions matters of Naval airports.
7. MP/VIP & Court matters on the above subjects.

### **(b) D(Navy-Coord) side**

8. Coordination of matters in respect of Draft Para / Audit Para / Annual Reports / Consultative Committee and any other Parliamentary Committee /PMO / VIP References / National or Presidential address Speeches or Reports etc. for JS(Navy)'s Wing.
9. All operational & functional matters relating to HQ IDS & HQ ANC concerning Navy.
10. All residuary matters not specifically allocated to any officer in respect of Navy Wing shall be dealt within **D(Navy-Coord)** or as decided by **JS(Navy)**.

## **22. D(Navy.IV)**

### **D(Navy-RP) side**

1. Revenue Procurement of general stores, clothing, Naval Aviation stores, armament, transport, clothing, victuals, books and foreign publications, ammunition etc. including policy matters.
2. Audit matters pertaining to Naval procurement under Revenue Head.
3. Writing off/Regularisation of losses, etc.
4. Repair and refit of ships and submarines in respect of Indian Navy.
5. Decommissioning of ships, submarines etc. of Indian Navy , including policy matters and conversion into museum etc. INS Vikrant – Connected matters (vis-à-vis its conversion into War Museum).
6. Naval Plan/Budget.
7. Welfare accounting procedure
8. Dredging contracts for Naval Jetties.
9. Parliament Questions relating to the Revenue Procurement for the Navy.
10. RTI Matters relating to Revenue Procurement of Navy.
11. Co-ordination / collaboration with foreign countries and general issues connected with the delegation.
12. War Wastage Reserve (WWR) in respect of Navy.