

No. 10/05/2025-CS(A)
Cabinet Secretariat

Seva Teerth, New Delhi
Dated 16th June, 2026

149/C/2026
अमर एव राजगिर सावित्र
SECRETARY (L&E)
अ. स. / एफ. टी. एस. नं. 1056846
Dy. No./F.T.S. No. 1056846
दिनांक 17/06/2026
Date.....

OFFICE MEMORANDUM

Subject: **Competent authority to allocate subjects to various officers within Ministries / Departments - reg.**

The undersigned is directed to refer to the subject cited above and to state that a question has arisen as to the authority competent to allocate subjects to various officers within the Ministries and Departments of the Government of India.

2. It is hereby clarified that, in accordance with Rule 11 of the Government of India (Transaction of Business) Rules, 1961, the Secretary of the Department is the Authority competent to allocate work to all the officers of the Ministry / Department. In respect of officers below the rank of Joint Secretary, not reporting directly to him, he may, if deemed fit, delegate this authority to other officers.

3. Attention is also invited to the Explanation-II under Rule 3 of the All India Services Conduct Rules which states as follows :

"Nothing in clause (i) of sub-rule (3) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities."

A similar explanation is also found under Rule 3 of the Central Civil Services Conduct Rules, 1964. These provisions underscore the principle that every officer is expected to discharge the responsibilities assigned to him / her and should refrain from seeking unnecessary approvals or directions from higher authorities.

4. The above provisions, read with the principles contained in the Central Secretariat Manual of Office Procedure, further make it clear that authority and responsibility must move together to ensure a system of governance that is accountable, transparent and responsive.

5. Government has consistently emphasized the need for "Minimum government and maximum governance", which mandates flatter organisational structures, appropriate delegation and reduction in avoidable levels of processing to improve the speed and quality of decision-making. Matters should ordinarily be decided at the level to which powers and responsibilities have been delegated. Routine escalation of cases to higher levels, where no approval is required under the prescribed distribution of work, weakens accountability and leads to avoidable delays.

6. It follows that delegated powers must be exercised fully and responsibly at all levels. As the administrative heads of Departments, all Secretaries are, therefore, advised to ensure that officers discharge the delegated responsibilities to increase efficiency in decision making.

7. This issues with the approval of Cabinet Secretary.

संयुक्त सचिव (एम० के०) का कार्यालय
Office of Joint Secretary (MK)

आयसी नं० / एफ.टी.एस. नं.

Dy. No/F.T.S. No.

दिनांक

Date.....

1056846

19-6-26

(Anand Singh Khatri)

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To,