

No.A-36011/1/2019-Admn  
Government of India  
भारत सरकार  
Ministry of Jal Shakti  
जल शक्ति मंत्रालय  
Department of Water Resources, River Development & Ganga Rejuvenation  
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग  
(Administration Section)  
प्रशासन अनुभाग  
\*\*\*\*\*

Shram Shakti Bhawan, Rafi Marg  
New Delhi, Dated 05<sup>th</sup> June, 2025

**OFFICE MEMORANDUM**

**Subject: Standing Orders of Channel of Submission – reg.**

The undersigned is directed to refer to D.O. Letter No. 502/2/2021-C.A. V dated 27.11.2024 from the Cabinet Secretary on the subject mentioned above, and to state that many initiatives have been taken to make governance more responsive, accountable and transparent. The initiative for increasing Efficiency in decision-making, implemented since 2021, is a step in the same direction. It aims at achieving flatter and leaner organizational structures by putting in place appropriate delegation at various levels, rationalizing workload, thereby speeding up decision-making while increasing the productivity and efficiency of officers.

2. As per the D.O., and as incorporated in the Central Secretariat Manual of Office Procedure, 2022, it has been emphasized that each Ministry/Department will review the instructions on levels of disposal and channel of submission, keeping the number of levels to a minimum by delegating powers to lower formations. To facilitate quicker decision-making, the channel of submission should not be more than four (04).

3. To sustain the measures undertaken as a part of increasing Efficiency in Decision Making, all the Wings/Division Heads are requested to review the levels of disposal and channel of submission and ensure that the levels do not exceed four (04).

4. This issues with the approval of the Secretary, DoWR, RD & GR.

Encl: As above.



(Raju)

Under Secretary to the Govt. of India  
Tel. No. 011-23738126  
Email: usadmn-mowr@nic.in

To,

1. All Wings/Division Heads (DoWR, RD & GR).
2. PPS (O/o Secretary, DoWR, RD & GR)/PPS (O/o AS)