

Procedure followed in the Decision Making Process including Channels of Supervision and Accountability

The transaction of work at different levels is carried on in the Department in accordance with the Transaction of Business Rules and other Govt. orders / instructions issued from time to time.

Work allocation in Sections/Desks.

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
1	Establishment. I	<ol style="list-style-type: none"> 1. Recruitment & Appointment of AYUSH Doctors. 2. Promotion of AYUSH Doctors. 3. DACP/SAG to AYUSH Doctors. 4. Recruitment/Appointment/Promotion of TA/STA/TO. 5. Formulation/Amendment of Recruitment Rules. 6. Confirmation cases. 7. Seniority list/Reservation roster. 8. Pay Fixation/Annual Increments. 9. Matters related to Pay Commission. 10. CGHS expansion scheme. 11. Matters relating to UTs. 12. Property & Lokpal Returns. 13. Service matters relating to regular employees of NMPB (except CEO/Dy. CEO). 14. ACC vacancy monitoring and report. 15. Creation of posts. 16. Sanction of leave. 17. Reimbursement of Medical Bills & Tuition fees. 18. Appointment of AMA in non-CGHS area for medical treatment. 19. Annual & PG allowances. 20. GPF and other advances in respect of AYUSH doctors posted in 	<p>Section Officer</p> <p align="center">↓</p> <p>Under Secretary</p> <p align="center">↓</p> <p>Deputy Secretary</p> <p align="center">↓</p> <p>Joint Secretary</p> <p align="center">↓</p> <p>Secretary</p>

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		<p>Ministry proper & NMPB regular employees.</p> <p>21. Pension matters in respect of AYUSH doctors posted in Ministry proper & NMPB regular employees.</p> <p>22. Maintenance of APAR in respect of all employees in Ministry proper (E.I and E.II).</p> <p>23. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section.</p> <p>24. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section.</p>	
2	Establishment. II	<ol style="list-style-type: none"> 1. Reporting of vacancies under Central Staffing Scheme and CSS/CSSS/CSCS/OL/SSS/ISS vacancies to DoP&T/OL Department/ Ministry of Statistics & Programme Implementation. 2. Matter relating to Appointment/ Recruitment to all posts in MoA (Sectt.) including appointments in Minister's Office. 3. Matters relating to promotions in various grades. 4. Confirmation cases. 5. Pay Fixation/Annual Increments. 6. MACP. 7. Creation of posts. 8. Matters relating to transfer/posting of staff. 9. Property & Lokpal returns. 10. Sanction of leave in respect of employees in Ministry proper except NMPB & AYUSH Doctors. 11. Appointment of Consultants. 12. SPARROW. 13. Engagement of DEOs/Attendants in Ministry proper through outsourcing agency. 14. Reimbursement of Medical Bills / Tuition fees. 	<p>Section Officer</p> <p style="text-align: center;">↓</p> <p>Under Secretary</p> <p style="text-align: center;">↓</p> <p>Deputy Secretary</p> <p style="text-align: center;">↓</p> <p>Joint Secretary</p> <p style="text-align: center;">↓</p> <p>Secretary</p>

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		15. Appointment of AMA in non-CGHS area for medical treatment. 16. Advances in respect of all employees in Ministry proper except NMPB & AYUSH Doctors. 17. Pension matters in respect of all employees in Ministry proper except NMPB & AYUSH Doctors. 18. Monitoring of Biometric Attendance of all employees in Ministry proper. 19. Training of Human Resource. 20. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section. 21. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section.	
3	General Administration Section	1. Procurement and distribution of stationery and consumable items in the Ministry. 2. Procurement of computers, printers, UPS, Photocopies etc. and their maintenance. 3. Procurement of various makes & models of toner cartridges and its distribution. 4. Printing of letter heads, visiting cards etc. 5. Providing hospitality during the official meeting in the Ministry. 6. Reimbursement of contingency expenditure such as hospitality allowance to SOs. and above officers like purchase of brief case/ladies purse, newspaper, tea etc. 7. Preparation of rubber stamps & name plates. 8. Procurement of furniture items and maintenance. 9. Procurement of electrical items and its maintenance. 10. Monitoring of EBAX system. 11. Procurement of various other essential items required in the Ministry.	Section Officer ↓ Under Secretary ↓ Deputy Secretary ↓ Joint Secretary ↓ Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		12. Issue of Car parking passes etc. 13. Dusting and cleaning of office rooms. 14. Security of office building. 15. Budget matters relating to GA Section. 16. Renovation of office rooms. 17. Work related to official/residential telephones/Intercom. 18. Deployment, repair & maintenance of cars 19. Housekeeping functions. 20. Swachh Bharat Campaign. 21. Contracts for various Services and Goods. 22. Administrative Reforms. 23. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section. 24. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section	
4	Budget Section	1. Projection of BE/RE/FE relating to Budget. 2. Expenditure Plan review meeting. 3. Supplementary proposals. 4. Re-appropriation of funds from NE Areas to functional Heads. 5. Opening of new Heads of Accounts & Augmentation in DDG. 6. Preparation of Saving Note. 7. Miscellaneous items for Plan related work. 8. Inspection of works study report. 9. Goods and Services Tax. 10. Re-appropriation order and surrender of savings. 11. Liasoning of PFMS/DBT/GST. 12. Information in respect of SCSP and TSP. 13. Annual Plan and Five Year Plan.	Section Officer ↓ Under Secretary ↓ Deputy Secretary ↓ Joint Secretary ↓ Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		14. Mid Term Appraisal of Niti Ayog/Ministry of Finance. 15. Zero Base Budgeting/Projection of SBE. 16. Information of Audit/Internal Audit. 17. Liasioning with CCA/AS&FA. 18. Cash Management & Economy instructions. 19. Parliamentary Standing Committee on AYUSH relating to Budget Parliamentary Accounts Committee. 20. Preparation of Outcome Budget. 21. Vote on Account. 22. Gender Budgeting. 23. Replies of Audit Paras of CAG and PAC. 24. Preparation of SBE with uploading with Ministry of Finance. 25. Preparation of Expenditure statement/ updating of IFD status etc. 26. Preparation of DDG . 27. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section. 28. Matters relating to Parliament Question/Assurance, Court Cases, Annual Reports, Outcome Budget, etc. concerning the Section	
5	Parliament & RTI Section	1. Delivery of Question notices. 2. Timely delivery of copies of replies to Parliament House, etc. 3. Preparation and timely submission of pads to Minister and other senior c 4. Monitoring of pending Assurances. 5. Laying of papers/Annual Report/Audited Report of all organization. 6. Legislative proposals during Session. 7. Important issues during Session. 8. Private Member's Bill in Lok Sabha & Rajya Sabha. 9. Consultative Committee Meetings.	Section Officer ↓ Director ↓ Joint Secretary ↓ Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		<ul style="list-style-type: none"> 10. Arrangement of all official gallery and General Passes in Lok Sabha during Sessions and all meetings of Parliamentary Committees. 11. Any other parliamentary work. 12. Monitoring of RTI applications (including online application, timely su replies on the RTI portals). 13. Transferring of RTI Applications to concerned CPIOs. 14. Submission of periodic returns. 15. VIP/ PMO references, Public Grievance, Audit Paras pertaining to the Se 16. Matters relating to Parliament Question/Assurance, Court cases, Ann RFD, Outcome Budget, etc. concerning the Section 	
6	Coordination Section	<ul style="list-style-type: none"> 1. Coordination for the Ministry of AYUSH and field organization. 2. E-Samiksha/Dash Board. 3. Niti Aayog matters. 4. Monthly D.O for Cabinet Secretary. 5. Annual Report of the Ministry. 6. Republic Day/Independence Day Passes. 7. Allocation of Business Rules. 8. Senior Officers' Meeting. 9. Public Grievances. 10. SFC/EFC/Cabinet Notes received from other Ministries/Group of Secretaries recommendations. 11. Implementation/monitoring of Cabinet Decisions. 12. AYUSH Health Policy. 13. All Parliamentary Committees/Reports/Meetings. 14. Matters relating to Toll Free Number. 15. Coordination of Court Cases of Ministry of AYUSH and its organizations including Legal Information Management and Briefing System (LIMBS) 	<p>Section Officer</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Director</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">DDG</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Secretary</p>

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		16. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section. 17. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports of the Section.	
7	Ayush Education Policy-I Section.	1. Grant of permission of the Central Government for Establishment of New ASU medical college. 2. Grant of permission to start new course of study. 3. Grant to increase intake capacity in existing ASU Medical College. 4. Renewal of permission of existing ASU colleges. 5. Administration of Indian Medicine Central Council Act (IMCC), 1970. 6. Recognition of ASU degree-Second & Third Schedule inclusion. 7. Amendment in existing Acts/Regulations of ASU education. 8. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 9. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section	Section Officer ↓ Under Secretary ↓ Director ↓ Additional Secretary ↓ Secretary
8	Ayush Education Policy. II	1. Grant of permission of the Central Government for Establishment of New Homeopathic medical college. 2. Grant of permission to start new course of study. 3. Grant to increase intake capacity in existing Homeopathic Medical College. 4. Renewal of permission of existing Homeopathic colleges. 5. Administration of Homeopathic Central Council Act (CCH), 1973. 6. Recognition of Homoeopathic degree-Second & Third Schedule inclusion. 7. Amendment in existing Acts/Regulations of Homeopathic education.	Research Officer ↓ Deputy Advisor ↓ Additional Secretary ↓ Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		8. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 9. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section	
9	Ayush Education Policy. III	1. All Administrative, Financial Matters, Policy and other matters of the following councils: <ol style="list-style-type: none"> i. Central Council of Homeopathy; and ii. Central Council of Indian Medicine. 2. Formulation of Budget and release of funds to CCIM & CCH. 3. Nomination of CCIM & CCH members. 4. Central Govt. Nomination (CGN): Nominations candidates of different deficient States/UTs to ASU&H courses of UG/PG (MD) under reserved seats of Central Pool 5. Conduct of CCIM & CCH Elections. 6. Laying of Annual Reports of CCH & CCIM. 7. Digitalization of Central Register. 8. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 9. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section	Research Officer ↓ Deputy Advisor ↓ Director ↓ Additional Secretary ↓ Secretary
10	Ayurveda Section	1. All Technical matters related to Ayurveda. 2. All Administrative, Financial, Policy and other matters of the CCRAS, NIA, IPGTRA, RAV, AiIA, NEIAH, NEIFM, NISR 3. Formulation of Annual Plan and Five-Year Plan 4. Laying of Annual Report and Accounts of the Institutes in Parliament.	Research Officer ↓ Under Secretary ↓ Deputy Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		5. Common coordination, budget& parliamentary matters relating to all National Institutes. 6. VIP/ PMO references, Public Grievance, RTI, Audit Paras pertaining to the Section. 7. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section	↓ Additional Secretary ↓ Secretary
11	Homoeopathy Section	1. All Technical matters related to Homeopathy 2. All Administrative, Financial, Policy and other matters of the CCRH, NIH, AIIA 3. Formulation of Annual Plan and Five-Year Plan. 4. Laying of Annual Report and Accounts of the Institutes in Parliament. 5. VIP/ PMO references, Public Grievance, RTI, Audit Paras pertaining to the Section. 6. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section	Research Officer ↓ Under Secretary ↓ Deputy Secretary ↓ Joint Secretary ↓ Secretary
12	Siddha & Unani Section	1. All Technical matters related to Siddha & Unani 2. All Administrative, Financial, Policy and other matters of the CCRS, NIS, CCRUM, NIUM, AIIUM 3. Formulation of Annual Plan and Five-Year Plan. 4. Laying of Annual Report and Accounts of the Institutes in Parliament. 5. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 6. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section.	Research Officer ↓ Joint Advisor ↓ Director ↓ Additional Secretary ↓ Secretary
13	Yoga & Naturopathy Section	1. All Technical matters related to Yoga & Naturopathy 2. All Administrative, Financial, Policy and other matters of the CCRYN, NIN,MDNIY	ASO ↓ Under Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		<ol style="list-style-type: none"> 3. All matters related to Standing Finance Committee(SFC) and Governing Body(GB) of the Councils, including composition of committee/body, framing /amendments of Memorandum of Association and Bye laws, holding of meetings, issuance of minutes, etc. 4. Budget and release of grant CCRYN, NIN, MDNIY. 5. All matters relating to Establishment; Concessions in appointments; service matters; personal matters relating to CCRYN, NIN, MDNIY. 6. All matters relating to procurement of Goods and Services, Contract Management; Land and Buildings matters related to CCRYN, NIN and MDNIY which are beyond the powers of the DGs/ Director concerned. 7. National Board for Promotion and Development of Yoga and Naturopathy. 8. Policy matters of Yoga and Naturopathy. 9. Yoga and Naturopathy Act and Regulation matters. 10. Yoga and Naturopathy accreditation matters: 11. Yoga and Naturopathy Medical Colleges; 12. Yoga and Naturopathy Hospitals 13. Regulations of short term courses of Yoga and Naturopathy. 14. Prime Ministers' award for outstanding contribution towards promotion and development of Yoga. 15. Celebration of International Day of Yoga. 16. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section 17. Matters relating to Parliament Question/Assurance, Court Cases, Annual Reports, Outcome Budget, etc. concerning the Section 	<p style="text-align: center;">↓ Director ↓ Joint Secretary ↓ Secretary</p>
14	Planning & Evaluation Cell	1. Collection & Compilation of information from States Boards/Councils, Colleges and other Departments etc. for annual publication of AYUSH	Senior Statistical Officer ↓

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		<p>in INDIA.</p> <ol style="list-style-type: none"> 2. Making and distribution of CDs of the AYUSH publication to end users. 3. Evaluation of Centrally Sponsored and Central Sector Schemes namely: <ol style="list-style-type: none"> i. National AYUSH Mission (NAM); ii. National Programme for Prevention and Control of Cancer, Diabetic, Cardiovascular Diseases and Stroke (NPCDCS); iii. Conservation, Development and Sustainable Management of Medicinal Plants (CDSMMP); iv. Information, Education and Communication (IEC); v. Extra Mural Research (EMR); vi. AYUSH & Public Health; vii. Centre of Excellence (COE); and viii. International Cooperation (IC). 4. Monitoring of: <ol style="list-style-type: none"> i. Tribal Sub Plan (TSP); and ii. Scheduled Caste Sub Plan (SCSP). 5. Preparation of Monthly Report on Expenditure and Outstanding Utilization Certificates (UCs) under AYUSH in respect of Centrally Sponsored Schemes. 6. National Data Sharing and Accessibility Policy (NDSAP). 7. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 8. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section 	<p>Assistant Director ↓ Deputy Director ↓ DDG ↓ Secretary</p>

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15	Lab & Pharmacopoeia Section	<ol style="list-style-type: none"> 1. All Administrative, Financial, Policy and other matters of the HPL, PLIM, PCIM&H, IMPCL 2. Medical Tourism. 3. IMPRINT. 4. Budget and release of grant to the aforesaid organisations. 5. Laying of Annual Report and Accounts of the Institutes in Parliament. 6. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 7. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section. 	<p>Research Officer ↓ Under Secretary ↓ Advisor Ay. ↓ Additional Secretary ↓ Secretary</p>
16	Drug Policy Section	<ol style="list-style-type: none"> 1. Budget & Plan of Drug Control Cell. 2. Establishment of Central Drug Controller AYUSH. 3. Processing of applications for approval of Private Drug Testing laboratories. 4. All drugs related matters. 5. Matters of DGFT/NMPB and raw materials including shortages & bottlenecks /MoEF /PLIM /HPL and other laboratories. 6. ASUDCC and ASUDTAB matters. 7. Drugs Quality Control component of National AYUSH Mission. 8. Quality Control of ASU & H Drugs and Promotion of Medicinal Plants. 9. Central Sector Scheme of ASU & H drug industry. 10. Clinical Trials and Research related matters of AYUSH. 11. Insurance coverage and Regulatory matters of ASU drugs. 12. Drugs & Cosmetics Rules. 13. Indian Medicine & Homoeopathy Pharmacy Bill, 2015. 14. Central Sector Scheme of Pharmacovigilance initiative. 15. International Trade of ASU & H drugs including quality control and regulation aspects. 	<p>Research Officer ↓ Assistant Advisor ↓ Advisor Ay. ↓ Additional Secretary ↓ Secretary</p>

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		16. Matters related to QCI, WHO-COPP. 17. Matters related to ASU&H Industry. 18. Misleading Advertisements. 19. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 20. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section.	
17	IC Section	1. Promotion of AYUSH systems under International Co-operation Scheme across the Globe. 2. Signing Memorandum of Understanding(MoU) for country to country cooperation in the field of Traditional Systems of medicine & Homeopathy. 3. Establishment of AYUSH Information Cells and Strengthening of Health Centre/Institution of foreign countries with AYUSH equipments etc. 4. Undertaking collaboration Research Project and setting up of AYUSH chairs. 5. International AYUSH market development and promotion related activities. 6. International Conferences. 7. Deputation (short term/ long term) of experts and officers. 8. Translation and publication of AYUSH literature/books/publicity material etc in foreign languages. 9. Traditional Knowledge Digital Library(TKDL) matters. 10. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section. 11. Matters relating to Parliament Question/Assurance, Court Cases, Annual Reports, outcome Budget, etc. concerning the Section.	Research Officer ↓ Under Secretary ↓ Advisor Ay. ↓ Additional Secretary ↓ Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
18	IEC Section	<ol style="list-style-type: none"> 1. Organization of National Level Arogya Fairs. 2. Organization of State Level Arogya Fairs. 3. Publicity activities relating to AYUSH Systems through Multi-Media channels. 4. Ministry's Tableau for Republic Day. 5. Health Fairs/Melas/ Exhibitions organized by Government Departments, State Governments and other reputed Organizations. 6. Providing Financial Assistance to reputed organizations, NGOs, Educational/ Research Institutes for Conferences/ Seminars/ Workshops/ Symposia/ Meetings etc. relating to AYUSH system. 7. Print Media ,Electronic Media, Social Media etc. publicity of AYUSH. 8. Incentive to AYUSH industry to participate in Arogya and other fairs/ Melas/ Exhibitions/Conferences/ Seminars etc. organized by Central/State Government, Government Organization and other reputed Organizations. 9. Day celebration. <ol style="list-style-type: none"> a. Conferences. b. Publicity/Media/PB 10. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 11. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section. 	ASO ↓ Under Secretary ↓ Deputy Secretary. ↓ Joint Secretary ↓ Secretary
19	Cash Section	<ol style="list-style-type: none"> 1. Preparation of Pay Bills, Children's Education Allowance Bills, LTC Bills, HBA, GPF, OTA, Various other advances, retirement benefits bills, etc, of gazetted, non-gazetted Staff. 2. Preparation of TA/DA Bills of officials of the Ministry and disbursement of TA/DA. 	Section Officer ↓ Under Secretary ↓ Joint Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		<ol style="list-style-type: none"> 3. Preparation of Contingency Bills under Office Expenditure and Grants-in-Aids Bills and release of payment through E.C.S. Issue of TDS Certificates to concerned Firms. 4. Income Tax Calculations and Return of officers and staff. Issue of TDS Certificates to officials. 5. Maintenance of General provident Fund Accounts of all officers and staff, calculation of interest thereof and distribution of Annual GPF Statements. 6. Maintenance of Expenditure Control Register. 7. Reconciliation of expenditure figures with the assistance of PAO (H). 8. ECS of Salary and related bills. 9. Conduct of Audit inspection, both by internal Audit party & by DGACR. 10. Maintenance of Budget in r/o Ministry. 11. Salary / contingency bills in r/o Ministry and release of payment through E.C.S. 12. E-Filing of Income tax return, online recovery of license fee in r/o Govt. accommodation of staff and officers. 13. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section. 14. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc concerning the section 	<p style="text-align: center;">↓ Secretary</p>
20	Official Language Section	<ol style="list-style-type: none"> 1. Conducting Hindi Pakhawara / Prize distribution. 2. Issuance of Annual Programme. 3. Implementation of instruction/order of D/o OL. 4. Quarterly/ Half yearly progress report. 5. Parliamentary Committee on OL. 6. Hindi Advisory Committee. 	<p style="text-align: center;">Section Officer (OL) ↓ Assistant Director ↓ Deputy Director ↓</p>

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		<ol style="list-style-type: none"> 7. Central Hindi Committee / Central OL Implementation Committee. 8. Publication of AYUSH Magazine. 9. Monitoring of Hindi progressive status. 10. Hindi Training. 11. Hindi Workshop. 12. Translation of various reports/ Notification and other translation work of the Ministry. 13. Participation in conferences. 14. Review of Hindi Progress Report. 15. Annual Evaluation report etc. 16. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section. 17. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc concerning the section. 	<p>Deputy Secretary ↓ Joint Secretary ↓ Secretary</p>
21	Vigilance Section	<ol style="list-style-type: none"> 1. CCS (CCA) Rules- Classification & Interpretation. 2. AIS (Discipline & Appeal) Rules, 1965. 3. Vigilance Complaints. 4. Disciplinary Proceedings. 5. Prosecution. 6. Appeals. 7. Review of Petitions. 8. CCS (Conduct) Rules, 1964 - Classification & Interpretation. 9. AIS (Conduct) Rules, 1965. 10. Vigilance clearance. 11. Reports & Return. 12. Vigilance Inspection of Field organizations. 13. Corruption Mitigation Action Plan. 14. CVC / CBI matters. 	<p>ASO ↓ Under Secretary ↓ Additional Secretary ↓ Secretary</p>

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		15. Coordination with all Sections / Organizations of Ministry of AYUSH regarding disciplinary / vigilance matters 16. VIP/ PMO references, Public Grievance, RTI, Audit Paras pertaining to the Section. 17. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section.	
22	National Ayush Mission	1. Implementation of National AYUSH Mission (NAM) 2. AYUSH SAAP proposals pertaining to Educational Institutions seeking financial assistance under the following components: a) To upgrade Govt./Govt. Aided AYUSH UG Educational Institutions; b) To upgrade Govt./Govt. Aided AYUSH PG Educational Institutions; and c) Setting up of new AYUSH Educational Institutions in the States where it is not available in Govt. Sector. 3. National Medicinal Plant Board. 4. Matters relating to E&C. 5. VIP/PMO references, RTI, Public Grievance and Audit Paras pertaining to the section. 6. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section.	Research Officer ↓ Dy Advisor ↓ Joint Advisor ↓ Joint Secretary ↓ Secretary
23	AYUSH Development Section	1. New Initiatives. 2. Implementation of NHP, SDG. 3. AYUSHMAN Bharat. 4. Matters related to expansion of AYUSH in other Ministries. 5. Matters relating Skill Development in AYUSH Sector.	Research Officer ↓ Advisor Ay. ↓ Joint Secretary

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		6. VIP/ PMO references, Public Grievance, RTI, Audit Paras pertaining to the Section. 7. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget, etc. concerning the Section	↓ Secretary
24	AYUSH Grid Cell	1. All matters related to IT & AYUSH Grid. 2. E-office Implementation. 3. Organizing online events/contests/Competitions. 4. Website related matters. 5. Handling various Social media platforms. 6. Various Workshops related to IT/Digital/e- Governance. 7. Coordination with other Department/Ministries for IT related work. 8. Single Point of Contact for matters pertaining to IT. 9. Single Point of Contact for M/S KRDS. 10. Work review & work allocation of M/S KRDS. 11. Coverage of the events/conferences/seminars and upload it on various social media platforms such as Live Tweeting. 12. Web Ratna Awards/other awards. 13. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the section. 14. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, Outcome Budget. etc. concerning the Section.	ASO ↓ OSD ↓ Director ↓ Joint Secretary ↓ Secretary
25	Scheme Section	1. All Administrative, Financial Matters, Policy and other matters related to the implementation of the following schemes : a) Extra Mural Research (EMR); b) Public Health Initiatives (PHI); c) Centre of Excellence (CoE);	Research Officer ↓ Under Secretary ↓ Director ↓

S.No	Section/Cells/Desk	Work allocation	Channel of Submission
		<p>d) Clusters; e) Continuing Medical Education (CME); and f) Local Health Tradition (LHT).</p> <p>2. Holding meetings of release of grant in aid under the aforesaid schemes. 3. Central Sector Scheme for Continuing Medical Education (CME). 4. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section. 5. Matters relating to Parliament Question/Assurance, Court Cases, Annual Reports, Outcome Budget, etc. concerning the Section</p>	<p>Joint Secretary ↓ Secretary</p>