

**CHANNEL OF SUBMISSION AND LEVEL OF FINAL
DISPOSAL OF CASES**

POLICY & ADMINISTRATION WING

IIS SECTION

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Forwarding of proposal to UPSC for direct recruitment to Junior Grade of IIS Group 'A'	SO/US/DS or Dir	JS
2.	Forwarding of proposal to UPSC for convening DPC for promotion to Junior Grade of IIS Group 'A' from Senior Grade of IIS Group 'B'	SO/US/DS or Dir	JS
3.	Appointment of officers in Junior Grade of IIS Group 'A' on the basis of the final results of Civil Services Examination conducted by UPSC	US/DS or Dir /JS/Secretary	Minister
4.	Accepting the recommendations of DPC for promotion to Junior Grade of IIS Group 'A' and appointment of recommended officers in the grade	US/DS or Dir /JS/Secretary	Minister
5.	Termination of probation of Junior Grade officers of IIS Group 'A' (Direct Recruits accepting the recommendations of DPC).	US/DS or Dir /JS/Secretary	Minister
6.	Transfer of officers of IIS Group 'A'	US/DS or Dir / JS / Secretary	Minister (on the recommendation of CSB)
7.	Forwarding of proposal for convening of DPC for promotion to Senior Grade of IIS Group 'A' from Junior Grade of IIS Group 'A'	SO/US/DS or Dir	JS
8.	Accepting the recommendations of DPC for promotion to Senior Grade of IIS Group 'A' and appointment of recommended officers in the grade	US/DS or Dir/JS /Secretary	Minister
9.	Forwarding of proposal for convening of DPC for promotion to JAG/NFSG of IIS Group 'A' from Senior Grade/JAG of IIS Group 'A'.	SO/US/DS or Dir	JS
10.	Accepting the recommendations of DPC for promotion to JAG/NFSG of IIS Group 'A' and appointment of recommended officers in the grade	US/DS or Dir/JS /Secretary	Minister
11.	Forwarding of proposal for convening of DPC for promotion to SAG and above of IIS Group 'A' from the respective feeder grades	SO/US/DS or Dir	JS
12.	Accepting the recommendations of DPC for promotion to SAG & above of IIS Group 'A' and appointment of recommended officers in the grade	US/DS or Dir/JS /Secretary /Minister	ACC

13.	Extension /re-employment of officers of IIS Group 'A'	US/DS or Dir /JS/Secretary /Minister	ACC
14.	Accepting the resignation/voluntary retirement of any officer of IIS Group 'A'	US/DS or Dir/JS /Secretary	Minister
15.	Grant of permission for commercial employment of retired officers of IIS Group 'A'	US/DS or Dir/ JS/Secretary	Minister
16.	Grant of extension of joining time to officers recruited to Junior Grade of IIS Group 'A' through Civil Services Examination conducted by UPSC	SO/US/DS or Dir	JS
17.	Training matters of direct recruit officers of Junior Grade of IIS Group 'A' & their Media attachment	SO/US/DS or Dir	JS
18.	Grant of advance increment to probationers of Junior Grade of IIS Group 'A'	SO/US/DS or Dir	JS
19.	Forwarding the applications of officers of the level of Senior Grade & above of IIS Group 'A', in response to open advertisement or for appointment on deputation basis including Central Staffing Scheme	US/DS or Dir/JS	Secretary(upto JAG Level) & Minister (SAG & above)
20.	Reliever of officers in case of selection against Sl. No.22 above	SO/US/DS or Dir	JS
21.	Forwarding applications of Junior Grade officers of IIS Group 'A' in response to open advertisement or for appointment on deputation basis in ex-cadre posts	SO/US/DS or Dir	JS
22.	Grant of leave to Pr.DG / Other Media Heads	US/DS or Dir /JS	Minister for Pr.DG/ Secretary for other Media Heads
22-A	Change of name of IIS Group 'A' officers	US/DS or Dir/JS	Secretary
23.	All matters relating to IIS Group 'A' Rules 1987	US/DS or Dir/JS / Secretary	Minister
24.	Policy matters pertaining to IIS Group 'A'	US/DS or Dir/JS / Secretary	Minister
25.	Cadre Review of IIS Group 'A'	US/DS or Dir/JS /Secretary	Minister
26.	Permission under Conduct Rules /NoC	US/DS or Dir/JS	Secretary (SAG & above)/JS
27.	Court cases	US/DS or Dir/JS	Secretary (Contempt of Court Cases)/JS
28.	Study leave permission of IIS Group 'A'	US/DS or Dir/JS / Secretary	Minister
	<u>GROUP 'B'</u>		

1.	Forwarding of proposal to UPSC for direct recruitment to Senior & Junior Grades of IIS Group 'B'	SO/US/DS or Dir	JS
2.	Appointment of officers in the Senior & Junior Grade of IIS Group 'B' by direct recruitment	SO/US/DS or Dir	JS
3.	Extension of joining time of direct recruits	SO/US/DS or Dir	JS
4.	Promotion of officers from Junior Grade of IIS Group 'B' to Senior Grade of IIS Group 'B'	SO/US/DS or Dir	JS
5.	Termination of probation period of direct recruit officers of Senior & Junior Grades of IIS Group 'B'	SO/US/DS or Dir	JS
6.	Transfer of officers of Senior & Junior Grades of IIS Group 'B'	SO/US/DS or Dir	JS(As per the recommendation of CSB)
7.	Amendment of Recruitment Rules of IIS Group 'B'	US/DS or Dir/JS/Secretary	Minister
8.	Acceptance of resignation	SO/US/DS or Dir	JS
9.	Deputation outside the cadre	SO/US/DS or Dir	JS
10.	Change of name of Senior & Junior Grade Officers	SO/US/DS or Dir	JS
11.	Court cases	SO/US/DS or Dir	JS
12.	Court cases ending in contempt	US/DS or Dir./JS	Secretary
13.	Forwarding of applications of Senior & Junior Grade of IIS Group 'B' officers in response to open advertisement	SO/US/DS or Dir	JS
14.	Study leave permission of IIS Group 'B'	SO/US/DS or Dir	JS
	<u>GENERAL MATTERS</u>		
1.	Information, if any to be collected from the Ministry/ Department	SO/US	DS or Director
2.	Periodical returns and other routine works	SO/US	DS or Director
3.	Matters regarding annual property return of IIS officers	SO/US	DS or Director
4.	Parliament Question (Starred Question)	US/DS or Dir./JS/Secretary	Minister
4-A.	Parliament Question (Unstarred)	US/DS or Dir./JS/Secretary	Minister
5.	VIP references	US/DS or Dir./JS	Minister
6.	Payment of Fee Bill to Govt. Counsel	SO/US/DS or Dir	HoD
7.	RTI	SO	US
7-A.	RTI(appeal)	SO	DS or Dir
8.	Grievances	SO/US/DS or Dir	JS

PRESS SECTION

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Policy matters concerning News Agencies	SO/US/DS or Dir./ JS /Secy	Minister
2.	Parliamentary matters	SO/US/DS or Dir./ JS	Minister
3.	VIP References	SO/US/DS or Dir./ JS	Minister
4.	Laying of report of PCI	SO/US/DS or Dir./ JS	Minister
5.	Cases of Re-employment	SO/US/DS or Dir./ JS	Minister
6.	Amendment of Press Council Act	SO/US/DS or Dir./ JS/Secy.	Minister
7.	Ad-hoc Appointments	SO/US/DS or Dir./ JS	Secretary
8.	Framing/amendment of Rules under Statue for a) Heads of Deptt. b) Group 'A' and 'B' posts c) Group 'C' and 'D' posts	SO/US/DS or Dir./JS/AS/Secy. SO/US/DS or Dir./ JS/AS SO/US/DS or Dir.	Minister Secretary JS
9.	Recommendation of Press Commission	SO/US/DS or Dir./ JS	Secy/Minister
10.	Framing of Regulations in r/o Employees of PCI	SO/US/DS or Dir./ JS	Secy/Minister
11.	Material for Annual Report	SO/US/DS or Dir.	JS
12.	Policy matter in r/o PIB/PCI	SO/US/DS or Dir.	JS
13.	Matters concerning Grant-in-aid/Assistance to News Papers & News Agencies	SO/US/DS or Dir.	JS
14.	Continuance of Temporary Posts	SO/US/DS or Dir./ JS	Financial Advisor
15.	Conversion of temporary posts into permanent posts	SO/US/DS or Dir./ JS	Financial Advisor
16.	Budget Estimates/Revised Estimates in r/o PCI	SO/US/DS or Dir.	JS
17.	Budget Estimates/Revised Estimates in r/o PIB	SO/US/DS or Dir.	JS
18.	Implementation of Plan Schemes	SO/US/DS or Dir.	JS
19.	Clarification on Service matters	SO/US/DS or Dir.	JS
20.	Cases of approval of syndication agreements and approval for remittance of Foreign Exchange to newspapers and news agencies	SO/US/DS or Dir.	JS
21.	Reference of Grant-in-aid in r/o PCI	SO/US/DS or Dir.	JS
22.	General matters in r/o PCI	SO/US	DS or Dir.
23.	Foreign investment proposals in	SO/US/DS or	Secretary

	r/o Print Media/Advertising Sector (received through Foreign Investment Promotion Board) (FIPB)	Dir./ JS/AS	
24.	Grants of "No Objection Certificate" for:- a) Foreign Direct Investment in Indian entities publishing newspapers and periodicals dealing with news and current affairs including publication of facsimile editions of foreign newspapers. b) i) Publication of Indian editions of foreign technical/ scientific/ specialty magazines/ journals/ periodicals ii) Foreign investment in Indian entities publishing scientific/ technical/ specialty magazines / journals/ periodicals.	SO/US/DS or Dir./ JS	Additional Secretary
25.	Grant of approval for i) Publication of Indian editions of technical/ scientific/ specialty magazines/ journals/ periodicals ii) Publication of Indian magazines/journals/periodicals under the technical/scientific/specialty category. iii) Publication of facsimile editions of foreign newspapers.	SO/US/DS or Dir./ JS	Additional Secretary
26.	Cases of grant from Journalists Welfare Funds: (i) Put up before the Committee (ii) Decided by the Committee (iii) Release of grant under Journalists Welfare Funds	SO/US/DS or Dir. SO/US/DS or Dir. / JS SO/US/DS or Dir. / JS	JS Secretary Secretary

MEDIA UNIT CELL

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Policy matters concerning DAVP, RNI & Photo Division	SO/US/DS or Dir/JS/Secretary	Minister
2.	Parliamentary matters	SO/US/DS or Dir/JS	Minister
3.	VIP references	SO/US/DS or Dir/JS	Minister
4.	Recruitment Rules - Framing of /Amendments to - Head of Deptt. - Group A and Group B posts - Group C posts	SO/US/DS or Dir./ JS/ AS/ Secretary SO/US/DS or Dir/JS/AS SO/US/DS or Dir	Minister Secretary JS
5.	Appointment, promotion, Termination of Probation and Confirmation of - Group A Officers of DAVP, RNI & Photo Division - Group B Officers of RNI & Photo Division - Group C Officers of Photo Division	SO/US/DS or Dir/JS/AS/Secy SO/US/DS or Dir/JS/AS SO/US	Minister Secretary DS or Dir/JS
6.	Cases of Re-employment	SO/US/DS or Dir./ JS/AS /Secy	Minister
7.	Amendment of PRB Act	SO/US/DS or Dir./ JS/AS/Secretary	Minister
8.	Adhoc appointments	SO/US/DS or Dir./ JS/AS	Secretary
9.	Hiring of Office/ Residential accommodation News Cases including revision or renewal of lease cases	SO/US/DS or Dir./JS	Financial Advisor
10.	On account advance	SO/US/DS or Dir./JS	Financial Advisor
11.	Material for Annual Report	SO/US/DS or Dir	JS
12.	a) Continuance of Posts b) Creation of Posts	SO/US/DS or Dir/JS SO/US/DS or Dir./ JS/ Financial	Financial Advisor Minister*

		Advisor/Secretary	
13.	Conversion of temporary Posts into permanent posts	SO/US/DS or Dir/JS	Financial Advisor*
14.	B.E./R.E in r/o DAVP/RNI/Photo Division	SO/US/DS or Dir.	JS
15.	Implementation of :- (i) Plan Scheme of DAVP, RNI and Photo Division (ii) Expenditure Sanctions of DAVP, RNI and Photo Division	SO/US/DS or Dir/JS SO/US/DS or Dir/JS	Financial Advisor/Secretary/Minister Financial Advisor
16.	Clarification on service matters	SO/US	DS/Dir.
17.	Cases of pay fixation	SO/US	DS/Dir.
18.	Issue of appointment Orders/Sanctions	SO	US
19.	General matters in r/o DAVP/RNI/Photo Division	SO/US	DS/Dir.
20.	Addressing officers of the Ministry, Media Units and other Departments for collection of data, factual information etc.	SO	SO
21.	O&M and other returns	SO	SO

Note : * At present due to ban, all proposals for creation of posts require approval of M/o Finance.

IP&MC SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1.	Appointment of Registrar & Director-General IIMC	<i>US→DS/Dir→JS→Secy</i>	Minister
2.	All Policy matters related to IIMC & DFP	<i>US→DS/Dir→JS→Secy</i>	Minister
3.	Re-employment cases	<i>SO→DS/Dir→JS→Secy</i>	Minister
4.	Deputation Abroad of officials a) Upto JS level b) Other Officers	<i>US→DS/Dir→JS→Secy</i> <i>US→DS/Dir→JS→Secy</i>	Minister Committee headed by Cabinet Sectt.
5.	CEP Matters formulation of first ever CEPs, Renewals including alterations/modifications	<i>SO→DS/Dir</i>	JS
6.	Protocol/Agreements/MoUs in Information/Mass Media	<i>US→DS/Dir→JS→Secy</i>	Minister
7.	Composition of Media Crew to accompany VVIPs**	DELETED	
8.	Information Minister's Conference (SIMCON)	<i>US→DS/Dir→JS→Secy</i>	Minister
9.	Consultative Committee Meeting	<i>SO→US→DS</i> or <i>Dir→JS→Secy</i>	Minister
10.	a) Five Year Plan/Annual Plan b) SFC proposals c) BE & RE related matters	<i>US→DS/Dir→JS</i> <i>US→DS/Dir→JS→Secy</i> <i>SO→DS/Dir→JS</i>	Secretary Minister FA
11.	Implementation of Plan Schemes	<i>SO→DS/Dir</i>	JS
12.	Creation of Posts	<i>US→DS/Dir→JS→Secy</i>	Minister of Finance
13.	Continuation of Posts	<i>SO→DS/Dir→JS</i>	FA
14.	Clarification on Service Matters	<i>SO→DS/Dir</i>	JS
15.	Litigation Cases	<i>US→DS or Dir</i>	JS
16.	Material for Annual Report/Outcome Budget	<i>SO→DS/Dir</i>	JS
17.	Correspondence with UNESCO and other International Bodies	<i>US→DS/Dir→JS</i>	Secretary
18.	Meeting of SAARC Information Ministries	<i>US→DS/Dir→JS</i>	Secretary
19.	Release of Grant-in-Aid to IIMC	<i>SO→DS/Dir</i>	JS
20.	Miscellaneous Parliamentary matters pertain to other wings of M/o I&B	<i>SO→DS/Dir</i>	JS
21.	Grievance Petitions	<i>SO→DS/Dir</i>	JS
22.	RTI matters	<i>SO→US/Dir</i>	<i>US/CPIO DS or Dir/ Appellate Authority</i>
23.	Miscellaneous references	<i>SO</i>	<i>US</i>
24.	VIP References	<i>SO→DS/Dir→JS</i>	Minister
25.	Framing/amendment of Recruitment Rules under Statue for;		

a) Head of Department	<i>US→DS/Dir→JS→Secy</i>	Minister
b) Group 'A' and 'B' posts	<i>SO→DS or Dir→JS</i>	Secretary
c) Group 'C' and 'D' posts	<i>SO→DS or Dir</i>	JS

** As per the approval of Competent Authority, "Issuance of financial sanction in r/o payment of Daily Allowance (DA) for the deputed Official Crew for the coverage of the visits of Hon'ble Prime Minister and Vice President of India abroad" will be processed by MUC Section hence forth.

POLICY PLANNING CELL

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Parliament Questions: (a) Starred Question (b) Unstarred Question	SO/US/OSD(C)/JS/AS/ Secy/HMSIB SO/US/OSD(C)/JS/AS/ Secy/HMSIB	HMIB HMIB
2.	VIP references	SO/US/OSD(C)/JS/AS/ Secy	HMSIB/ HMIB
3.	Preparation of Annual Report	SO/US/OSD(C)/JS/AS/ Secy	HMSIB
4.	Monthly summary to Cabinet Secretariat	SO/US/OSD(C)/JS/AS	Secretary
5.	Publicity matters relating to LWE affected areas/new 15 point programme	SO/US/OSD(C)	JS(P&A)
6.	All publicity matters	SO/US/OSD(C)	JS(P&A)
7.	Policy relating to publicity matters	SO/US/OSD(C)/JS	Secretary/HMIB
8.	Periodical reports & returns	SO/US	OSD(C)
9.	Matters relating to redressal of grievances by way of assistance to grievance officers.	SO/US/ OSD(C)	Joint Secretary
10.	Coordination matters relating to implementation of LIMBS	SO/US	DS(A)

F(S) DESK

<i>Sl.No.</i>	<i>Class of Cases</i>	<i>Channel of submission</i>	<i>Level of Final Disposal</i>
1.	All Financial proposals	DO/DS or Dir./JS	Financial Advisor
2.	All Policy matters	DO/DS or Dir./JS/ Secretary	Minister
3.	VIP references	DO/DS or Dir./JS	Minister
4.	Plan Schemes	DO/DS or Dir./JS/ Financial Advisor	Secy/Minister
5.	Budget proposals	DO/DS or Dir./JS	Financial Advisor
6.	BE/RE proposal	DO/DS or Dir./JS	Financial Advisor
7.	Annual Reports	DO/DS or Dir./JS	Financial Advisor
8.	Parliament Questions	DO/DS or Dir./JS	Minister
9.	Appointment to Group 'A' posts	DO/DS or Dir./JS	Minister
10.	Conversion of temporary posts into permanent ones	DO/DS or Dir./JS	Financial Advisor
11.	(a) Continuance of posts (b) Creation of posts	DO/DS or Dir./JS DO/DS or Dir./JS/ Financial Advisor/ Secretary	Financial Advisor Minister*
12.	Up-gradation of posts	DO/DS or Dir./JS	Financial Advisor
13.	Opening of new offices	DO/DS or Dir./JS/Financial Advisor/ Secretary	Minister
14.	Re-employment/extension in service	DO/DS or Dir./JS/Financial Advisor/ Secretary	Minister
15.	Compassionate appointment	DO/DS or Dir./JS	Secretary
16.	Permission for air-journey by non-entitled officials	DO/DS or Dir./JS/ Financial Advisor	Secretary
17.	Framing/amending Recruitment Rules for posts of (i) Heads of Department (ii) Group 'A' & 'B' (iii) Group 'C' & 'D'	DO/DS or Dir./JS/ Secretary DO/DS or Dir./JS DO/DS or Dir.	Minister Secretary JS
18.	Revision of pay scale	DO/DS or Dir./JS/ Financial Advisor	Secretary (upto Group 'B' posts) and Minister (for

			Group 'A' posts)
19.	D.P.C	DO/DS or Dir.	Joint Secretary
20.	De-reservation	DO/DS or Dir.	JS/Secretary
21.	Matters seeking clarification on interpretation of rules/orders etc.	DO/DS or Dir.	JS
22.	Permission for acceptance of foreign hospitalities requests for	DO/DS or Dir.	JS/Secretary
23.	Issue of orders/sanctions	DO/DS or Dir.	DO/DS or Dir.
24.	Organisation of programmes by S&DD (Sound and Light Programme)	DO/DS or Dir./JS	Financial Advisor
25.	Hiring of office/residential accommodation(News cases including revision of rent cases)	DO/DS or Dir./JS	Financial Advisor
26.	Court cases	DO/DS or Dir.	JS/Secretary
27.	Proposal for Bhartendu Harishchandra Awards to eminent writers	DO/DS or Dir./JS	Minister
28.	Proposal for printing of biographies of eminent personalities	DO/DS or Dir./JS	Minister

Note : Approval of concerned administrative Ministry/Department will be obtained wherever required.

* At present due to ban, all proposals for creation of posts require approval of M/o Finance.

ADMN.I SECTION

S. No.	Class of Cases	Channel Submission	of	Level of Final Disposal
01.	All matters relating to Pension cases of staff of Main Secretariat (i)Preparation and processing of pension papers of staff of Main Secretariat through 'Bhavishya' portal; (ii)Introduction of 'Bhavishya' to Media units and monitoring (iii)Monitoring and disposal of pension grievances through 'CPGRAMS' portal (iv)Monitoring and uploading of write ups from pensioners on 'ANUBHAV' portal	SO SO, US, DS/Dir. SO, US, DS/Dir. SO, US		US JS(P&A) JS(P&A) DS/Dir.
02.	Protocol arrangements in connection with the visits of Minister(s), Secretary and foreign VIPs.	Protocol Officer/SO		DS or Dir.
03.	Matters relating to hospitality in the Main Sectt. (i) Cases where prescribed ceiling under hospitality rules exceeds for lunch and dinner; (ii) Other cases viz. serving of tea etc in Deptt. meetings, Canteen Bills within the permissible limit; (iii) Serving of tea etc. in Deptt. meetings, Canteen Bills, etc. exceeding the permissible limits	SO, US, DS/Dir. SO, US SO, US, DS/Dir.		Secretary with concurrence of AS&FA. DS/Dir. (HoD) JS(P&A)
04	All matters relating to nominations for training abroad	SO, US, DS/Dir., JS, Secretary		HMIB
05	All service matters of MTS (i) Leave orders, release of increments etc. (ii) Recruitment/pay fixation/posting/transfer/seniority lists/confirmation and discipline matters/nomination for pension, dcr gratuity. (iii) Framing of Recruitment Rules and amendment thereto. (iv) Preparation of Roster(s)	SO, US SO, US, DS/Dir. SO, US		SO DS/Dir. JS(P&A) DS/Dir.
06	Collection of vacancies of ex-cadre posts of Min. of I&B and reporting to SSC online.	SO, US		DS/Dir.
07	Matters relating to General and Assembly Elections	SO, US		DS/Dir.
08	Sponsoring of officials of the Ministry to various training programmes in			

	<p>India</p> <p>(i) Non-Gaz. Staff/Gaz. Staff below the rank of US</p> <p>(ii)(a) Gaz. Staff of the rank of US and above</p> <p>(b) JS/AS</p> <p>(c) Secretary</p>	<p>SO</p> <p>SO,US,DS/Dir.</p> <p>SO,US,DS/Dir., JS(P&A)</p> <p>SO,US,DS/Dir., JS(P&A), Secretary</p>	<p>US</p> <p>JS(P&A)</p> <p>Secretary</p> <p>HMIB</p>
09	<p>All Matters relating to SCs/STs/OBCs/Ex-servicemen</p> <p>(i) Collection and compilation of data from all Media Units for Annual Report regarding representation of SC/ST/OBC in Govt. Services, for uploading on 'rrcps' portal of DoP&T;</p> <p>(ii) Collection and compilation of data from all Media Units for PM's New 15 point prog. Annual Report on recruitment of minorities;</p> <p>(iii) Collection and compilation of data from all Media Units for reg. representation of OBCs in Govt. Service;</p> <p>(iv) Half Monthly reports regarding representation and recruitment of Ex-Servicemen in the Central Public Sector Undertakings;</p> <p>(v) Grievances/complaints received from persons reg. harassment towards SC/ST/OBC officials;</p> <p>(vi) Circulation/action on various reports from SC/ST/OBC Commission(s);</p> <p>(vii) Appointment and coordination with Liaison Officers of SC, ST, OBC;</p> <p>(viii) Verification of authenticity of caste certificates, periodical reports reg.</p>	<p>SO,US</p> <p>SO,US</p> <p>SO,US</p> <p>SO,US</p> <p>SO,US</p> <p>SO,US</p> <p>SO,US</p> <p>SO,US</p>	<p>DS/Dir.</p> <p>DS/Dir.</p> <p>DS/Dir.</p> <p>DS/Dir.</p> <p>DS/Dir.</p> <p>DS/Dir.</p> <p>DS/Dir.</p> <p>DS/Dir.</p>
10	Purchase of Newspapers, reference books and magazines etc.	SO, US	DS/Dir.
11	Payment of entertainment bills in respect of Ministers/Officers of the Ministry	SO, US	DS/Dir.
12	Misc. matters relating to Independence Day and Republic Day Celebrations	SO	US
13	Parliament Questions relating to the subject matters dealt with in Admn.I	SO, US, DS/Dir., JS(P&A), Secretary	HMIB
14	RTI Matters relating to the subject matters dealt with in Admn.I	SO	US
15	VIP references on the subject matters dealt with in Admn.I	SO, US	DS/Dir.
16	Deployment of staff for duty on	SO	US

	holidays and after office hours for parliament work etc.		
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ADMN. II/IV SECTION

Sl. No.	Class of Cases	Channel of Submission	Level of Final Disposal	
1.	Appointments/ Relieving:-			
	(a)	Officers appointed under Central Staffing Scheme, Senior Economic Adviser, Economic Adviser, etc.	SO(A)/US(A)/ DS(A) or Dir(A)/JS(A)/ Secretary	Minister
	(b)	Officers of the level of Under Secretary (Group 'A') and above and Dir(OL), DD(OL), AD (OL), etc.	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
	(c)	All Group ' B' (Gazetted) and (Non- Gazetted) officers, SHT including all Gazetted and Non-Gazetted isolated posts, etc.	SO/US(A)/DS(A) or Dir(A).	JS(A)
	(d)	All Group 'C' posts including isolated posts, etc.	SO/US(A)	DS(A) or Dir(A)
	(e)	Compassionate Appointment in LDC Grade	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
	(f)	Formal staff in O/o HMIB/HMSIB	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
2.	Promotions through DPC:-			
	(a)	All Group 'B' (Gazetted) & (Non-Gazetted) posts	SO/US(A)/DS(A) or Dir(A)	JS(A)
	Note:- DS/Dir.(A) is the Chairman of the DPC which recommends the promotion & the recommendations are required to be approved by the next superior officer.			
	(b)	All Group 'C' posts	SO/US(A)	DS(A) or Dir(A)
Note : US(A) is chairman of the DPC which recommends the promotion. The recommendations are to be approved by the next superior officer.				
3.	Resignation:-			
	(a)	All Group 'A' Officers	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
	(b)	All Group 'B' (Gazetted) officers including all Gazetted isolated posts	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
	(c)	All Group 'B' (Non-Gazetted) Officers including all non-gazetted isolated posts	SO/US(A)/DS(A) or Dir(A)/ JS(A)	Secretary
	Note : Since appointments and promotions to the Assistant Grade require approval of JS(A) vide 1(c) & 2 (b) above, resignations will also be approved by JS(A).			
(d)	All Group 'C'	SO/US(A)	DS(A) or Dir(A)	
4.	Voluntary Retirements:-			
	(a)	All Group 'A' Officers and all Group 'B' (Gazetted) Officers	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
	(b)	All Group B' (Non Gazetted)	SO/US(A)/DS(A) or Dir(A)	JS(A)

	Officers		
(c)	All Group 'C' posts	SO/US(A)	DS(A) or Dir(A)
5.	Transfer/Posting:-		
(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
(b)	DS or Director and equivalent	SO/US(A)/DS(A) or Dir(A)/ JS(A)	Secretary
(c)	US and Equivalent	SO/US(A)/DS(A) or Dir(A)	JS(A)
(d)	SO and equivalent	SO/US(A)	DS(A) or Dir(A)
(e)	All Group 'B' (Non- Gazetted) officers and all Group 'C' posts	SO(A)	US(A)
6.	Leave Matters:-		
(I)	All other kinds of Leave (except Study Leave) on the recommendations of Controlling Officers and admissibility of such leave		
(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
(b)	Dir and equivalent	SO/US(A)/DS(A) or Dir(A)/ JS(A)	Secretary
(c)	US and equivalent	SO/US(A)/DS(A) or Dir(A)	Director/DS(A)
(d)	Group 'B' (Gaz.) + (Non Gaz.)	SO(A)	US(A)
(e)	All Group 'C' staff	SO(A)	US(A)
(II)	Study Leave		
(a)	For all Group 'A'	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
(b)	For all Group 'B' (Gazetted and Non Gazetted) officers	SO/US(A)/DS(A) or Dir(A)	JS(A)
(c)	Group 'C' posts	SO/US(A)	Director/DS(A)
7.	Completion of Probation period and confirmation:-		
(a)	All Group 'B' (Non-Gazetted) officers	SO/US(A)/DS(A) or Dir.(A)	DS(A) or Dir(A)
	Note : Dir.(A)/DS(A) is the Chairman of the DPC which recommends completion of the probation period and confirmation. Recommendations of the DPC are to be approved by JS(A)		
(b)	All Group 'C' posts	SO/US(A)	Dir.(A)/DS(A)
	Note : US(A) is Chairman of the DPC and its recommendations are to be approved by the next superior officer		
8.	Finalisation of Seniority List:-		
(a)	Group 'C' posts	SO/US(A)/DS(A) or Dir(A)	JS(A)
	DOPT is now maintaining seniority list on centralised basis of Group A' and B employees of CSS and CSSS		
9.	Fixation of Pay:-		

	(a)	US and above	SO/US(A)	Dir/DS(A)
	(b)	Upto SO	SO(A)	US(A)
	(c)	Pay related cases which require DOPT's/ DOE's clarification /approval	SO/US(A)/DS(A) or Dir(A)	JS(A)
10.	Release of annual Increment:-			
	(a)	For all officials in Main Sectt. under administrative control of Admn.II/IV	SO(Admn.II/IV)	SO(AdmnII/IV)
	(b)	Release of increment withheld on account of typewriting tests of Assistants and LDCs	SO(Admn.IV)/US(A)	DS(A)/ Dir(A)
11.	Forwarding of application for Open Examination:-		SO	US(A)
12.	Deputation Cases:-			
	I.	Forwarding of applications:-		
	(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	Minister
	(b)	Dir/DS/US	SO/US(A)/DS(A) or Dir(A)/ JS(A)/Secretary	DoPT
	(c)	Group 'B' (Gaz + Non Gaz)	SO/US(A)/ DS(A) or Dir(A)	JS(A)
	(d)	All Group 'C' posts	SO(Admn.II/IV)/US(A)	Dir/DS(A)
	II.	Extension of tenure for deputation posts:-		
	(a)	Fourth Year	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
	(b)	Fifth Year	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	Minister
	III.	Cadre clearance for extension of tenure in ex-cadre posts:-		
	(a)	For SO/DO/PS	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
	(b)	For Asstts, UDCs & LDCs	SO/US(A)	JS(A)
13.	Permission/Prior Sanction/Approval under various provisions of Conduct Rules:-			
	(a)	Secretary	SO/US(A)/DS(A) or Dir(A) /JS(A) /Secretary	Minister
	(b)	AS and JS	SO/US(A)/DS(A) or Dir(A) /JS(A)	Secretary
	(c)	Dir/DS	SO/US(A)/DS(A) or Dir(A)	JS(A)
	(d)	US and Group 'B' (Gazetted) and (Non-Gazetted) and All Group 'C' posts	SO/US(A)	DS(A) or Dir(A)
14.	Identity Certificate for Passport:-		SO/US(A)	DS(A) or Dir(A)

15.	Applications for Transfer to other offices:-		
	(a)	Group 'B' (Gazetted & Non Gazetted)	SO/US(A)/DS(A) or Dir(A) JS(A)
	(b)	All Group 'C' posts	SO/US(A) Dir/DS(A)
16.	Retirement after Review under FR 56(j):-		
	(a)	For Group 'A' Officers and cases where President is Appointing Authority	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary Minister
	(b)	For Group 'B' (Gazetted) officers than those mentioned in item (a)	SO/US(A)/DS(A) or Dir(A)/JS(A) Secretary
	(c)	For Group 'B' (Non-Gazetted) officers other than those mentioned in item (a)	SO/US(A)/DS(A) or Dir(A) Dir/DS(A)
	(d)	For Group 'C' posts	SO/US(A) DS(A) or Dir(A)
		Note : The Review Committees in cases at (b) &(c) are to be headed by JS(A).	
17.*	Creation etc. of posts in Main Sectt. (Rule 11-14 of DFPR):-		
	I.	Creation:-	
	(a)	<u>Permanent posts</u> i) JS and above. ii) Group 'A' posts below JS level and Group 'B' posts iii) Group 'C' posts	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary FA/ Minister
	(b)	<u>Temporary posts</u> i) JS and above ii) Group 'A' posts below JS iii) Group B & C posts	
	II.	Continuation of temporary posts:-	
	(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/ JS(A)/FA/Secretary Minister
	(b)	Group 'A' posts below JS	SO/US(A)/DS(A) or Dir(A)/ JS(A)/FA Secretary
	(c)	Group B & C posts	SO/US(A)/DS(A) or Dir(A)/ JS(A)/FA Secretary
	III.	Conversion of temporary posts into permanent:-	
	(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/ JS(A) /FA/Secretary Minister
	(b)	Group 'A' posts below JS	SO/US(A)/DS(A) or Dir(A)/ JS(A)/FA Secretary
	(c)	Group 'B' & 'C' posts	SO/US(A)/DS(A) or Dir(A)/ JS(A)/FA Secretary

	IV.	Abolition of posts:-		
	(a)	<u>Permanent posts</u> i) Group 'A' posts below JS level and Group 'B' posts ii) Group 'C' posts	SO/US(A)/DS(A) Dir(A)/JS(A) /FA/Secretary	or Minister
	(b)	<u>Temporary posts</u> i) JS and above ii) Group 'A' posts below JS iii) Group 'B' & 'C' posts	SO/US(A)/DS(A) Dir(A)/JS(A) /FA/Secretary	or Minister
18.	Framing/amendment of Recruitment Rules:-			
	(a)	Heads of Department and Organised Services	SO/US(A)/DS(A) Dir(A)/JS(A) / Secretary	or Minister
	(b)	Posts in Group 'A' & 'B'	SO/US(A)/DS(A) Dir(A)/JS(A)	or Secretary
	(c)	Posts in Group 'C'	SO/US(A)/DS(A) or Dir(A)	JS(A)
19.	Awards:-			
	(a)	Bharat Ratna/Padma Awards	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	Minister
	(b)	Other Awards	SO/US(A)/DS(A) or Dir(A)	JS (A)

* For item No. 17, approval of IFD, M/o Finance and DOP&T to be obtained as required under Rules specially under Rule 11-14 of Delegation of Financial Power Rules (DFPR).

ADMN.III SECTION

<i>Sl.No.</i>	<i>Class of Cases</i>	<i>Channel of submission</i>	<i>Level of Final Disposal</i>
1.	Release of Grant-in-aid to Recreation Club	SO/US	HOD
2.	Appointment of Authorized Medical Attendant for Non-CGHS areas	SO/US	HOD
3.	Deptt. Council Meetings	SO/US/HOD/JS(A)/AS	Secretary
4.	Office Council Meetings	SO/US/HOD	Secretary
5.	Recognition of Service Association	SO/US/HOD/JS(A)/AS/Secretary	Minister
6.	Award of AMCs for FAX/RAX Machines/Elect./Manual Typewriter/Hot & cold arrangement, Photocopiers electronic duplicating machines and other office equipment, computer/printer/UPS	SO/US	HOD
7.	Release of funds under Plan/Non-Plan for construction of Soचना Bhavan	SO/US/HOD	JS
8.	Purchase of :furniture/fixtute of office equipment like Computers/Printers/UPS, Photocopier, Franking machine, fax machine, Elect. Duplicating Machine, Shedders KTS systems etc. bicycle, staff cars. Purchase of sundry items, stationary, printing material, officer stamps and expenditure related to laundry.	SO/US	HOD
9.	Postal/Telephone charges, issue of CGHS/Library cards	SO	SO
10.	Purchase & Supply of liveries	SO/US	HOD
11.	Freight & Demurrage	SO	Head of Office
12.	Identity Cards : (i) For officials entitled to Identity Card on A/C of their working in Security Zone (ii) For employees out of Security Zone (iii) For Non-official Pass (iv) Other VIPs like retired Secys. etc./Co-Executives (v) Pensioners I-Card those who retired from Main Sectt.	(i)SO (ii)SO/US/HOD (iii)SO/US (iv)SO/US/HOD/JS (v)SO/US	(i)Head of Office (ii) JS(A) (iii) HOD (iv)Secretary (v)US

13.	All general arrangements in connection with the proper maintenance of office, care taking arrangements, general cleanliness in Main Sectt.	SO/US	HOD
14.	Office accommodation and residential accommodation for officers & officials	SO/US	HOD
15.	General Staff Welfare	SO/US	HOD
16.	Hiring of the Contractual Staff(MTS)	SO/US/HOD/ JS(A)/IFD	Secretary
17.	Hiring of the vehicles	SO/US/HOD/ JS(A)/IFD	Secretary

OFFICIAL LANGUAGE UNIT

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1	Translation from English into Hindi and vice-versa.	AD (OL)/DD (OL)/DIRECTOR (OL)	Presently JD (OL)
2	Implementation of orders in regard to Progressive use of Hindi issued by the Department of Official Language (Ministry of Home Affairs) from time to time.	AD (OL)/DD (OL)/DIRECTOR (OL)	Presently JD(OL)
3	Co-ordination, security and follow-up action on quarterly progressive reports in regard to progressive use of Hindi received from the Media Units & Sections of the Ministry.	AD (OL)/DD (OL)/DIRECTOR (OL)	Presently JD(OL)
4	Circulation of various circulars and instructions in regard to progressive use of Hindi received from the Department of Official Language, Ministry of Home affairs, from time to time.	AD (OL)	AD (OL)
5	Collection, compilation and forwarding the information in regard to various matters connected with Hindi to the Deptt. of Official Language as asked for by them from time to time.	AD (OL)	AD (OL)
6	Hindi Advisory Committee and Official Language Implementation Committee of the Ministry.	AD (OL)/DD (OL)/DIRECTOR (OL)	HMIB/JS
7	Matters connected with the Central Hindi Committee, Parliamentary Committee on Official Language, Central Official Languages Implementation Committee. Official Language Implementation Committee of the Media Units and other Misc. Committee.	AD (OL)/DD (OL)/DIRECTOR (OL)	HMIB/JS
8	Annual assessment report for accelerating the spread and development of Hindi and its progressive use for various official languages.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
9	Maintenance of the roster of the staff of the Ministry for the purpose of training in Hindi typewriting and Hindi Stenography.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
10	Nomination of officials of the Ministry for training in Hindi, Hindi typewriting and Hindi Stenography and to ensure their attendance in the classes.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
11	Watch the progress regarding nomination of officials by the Media Units for training in Hindi, Hindi typewriting and Hindi Stenography.	AD (OL)/DD (OL)/DIRECTOR (OL)	Presently JD (OL)
12	Nomination of officials of the Ministry for intensive training in Hindi and watch the progress in this behalf in respect of Media Units.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
13	Result of Hindi examinations.	AD (OL)/DD	JS

		(OL)/DIRECTOR (OL)	
14	Parliament Questions/Assurances/VIP/MP/ PMO references, audit objections on the above subjects.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
15	Publication of Hindi Patrika.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
16	Organization of Hindi Workshops.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
17	Participation in Hindi Conference/ Workshops organized by various Media Units/NGO.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS

CASH SECTION

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Grant of GPF Advance/Withdrawal & Final Payment (a) For Gazetted (b) For Non-Gazetted	DDO/HOO DDO	HOD HOO
2.	Computer Advance	DDO/HOO	HOD
6.	House Building Advance	DDO/HOO	HOD
7.	L.T.C. Advance	DDO	HOO
8.	Leave Salary Advance	DDO	HOO
9.	Sanction of Children Education Allowance	DDO	HOO
10.	Reimbursement of conveyance hire	DDO	DDO
12.	TA Bills	DDO	HOO
13.	Reimbursement of Medical expenses	DDO/HOO	HOD
14.	Preparation of Pay bills/supply bills/contingent bills/TA/Air India bill/OTA/Medical bills etc.	DDO	DDO
15.	Preparation of Budget Estimate in r/o Main Sectt.	DDO/HOO/HOD	JS
16.	Advance of pay on transfer	DDO	HOO
17.	TA bill of Ministers	DDO/HOD	Minister concerned
18.	Pay Bill of Ministers	DDO	HOO
19.	Preparation of bills in r/o hospitality, Grant-in-aid publication, Rent and Taxes, construction of Sochna Bhawan including minor works	DDO	DDO
20.	Maintenance of GPF a/c. of all employees whose pay etc. are drawn by DDO	DDO	DDO
21.	Maintenance of GPF/CGEGIS on retirement/Death/Resignation etc. of all employees whose pay etc. are drawn by DDO	DDO/HOO DDO/HOO	HOD HOD
22.	Reconciliation of expenditure figures with both the P&AO(MS and P&AO (IRLA)	DDO	DDO
23.	Preparation of monthly expenditure statement and submission to B&A Section	DDO	HOO
24.	Preparation of consolidated income-tax returns	DDO	Salary circle Income-tax

			Officer
25.	Circulation of orders/guidelines received from other Deptt./Ministries on subject dealt with in Cash Section	DDO	DDO
26.	Advance in connection with natural calamities	DDO	DDO

Note : (i) DS or Dir. of Main Secretariat has been declared as Head of the Department (HOD) for the Main Sectt. Under Rule 3(F) of the DFPR, 1978

ii) US (Admn.) has been declared as the Head of Office (HOO) for the Main Sectt. under Rule 14 of the DFPR, 1978.

VIGILANCE SECTION

Vigilance cases are quasi-judicial which involve exercise of statutory powers by the concerned appointing/disciplinary authorities. The level of disposal of complaints, disciplinary, appeal/revision/review cases prescribed in CCS(CC&A) Rules,1965 and Vigilance manual are being followed by the Vigilance section.

BROADCASTING WING

BC-I SECTION

Sl. No	Nature of cases	Existing Channel of Submission and Level of disposal	Channel of Submission and Level of disposal
1.	Complaints/grievance petition against satellite T.V. channels on misleading advertisements-		
	(i) Obtaining CDs and Comments from EMMC	SO>US	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US>DS/Dir.	SO>US
2.	Report of EMMC about violation/gross violation by private TV Channels on misleading advertisements -	SO>US	SO
	(i) Obtaining CDs and comment from EMMC		
	(ii) Obtaining CDs and comments from TV channel	SO>US>DS/Dir.	SO>US
	(iii) Submission of observation of Ministry on the basis of CDs and comments received from EMMC/concerned channels.	SO>US>DS/Dir.	SO>US>DS/Dir.>JS
3.	Referring the complaints/grievance petition to ASCI on misleading advertisements.	(i)SO>US>DS/Dir.	SO>US>DS/Dir.
		(ii) SO>US>DS/Dir.>JS SO>US>DS/Dir.>JS S (For deciding course of action as to whether the matter is referred to ASCI in case the matter is serious.	ii) SO>US>DS/Dir.>JS (For deciding course of action as to whether the matter is referred to ASCI in case the matter is serious.
4.	Submission of cases for placing before IMC for its recommendations	SO>US>DS/Dir.>JS S>AS	SO>US>DS/Dir.>JS>AS
5.	Submission of agenda of IMC meetings for approval	SO>US>DS/Dir.>JS S	SO>US>DS/Dir.>JS
6.	Approval of minutes of IMC meetings	SO>US>DS/Dir.>JS S>AS	SO>US>DS/Dir.>JS>AS
7.	Issuance of SCN/Advisory/Warning/Directive/ Order to TV Channels	SO>US>DS/Dir.>JS S>AS>Secy. (Secretary may refer the file to Minister if the matter so warrants.	Being re-worded and the items being segregated (Referred to below).

8.	VIP Reference		
	(i) Obtaining CDs and comments from EMMC	SO>US	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US>DS/Dir.	SO>US
	(iii) Final reply	SO>US>DS/Dir.>JS>AS>Secy>Hon'ble Minister	SO>US>DS/Dir.>JS>AS>Secy>Hon'ble Minister
9.	RTI Application		
	(i) Information to be provided for original RTI Application	SO>US (CPIO)	SO>US (CPIO)
	(ii) Information to be provided after Appeal	SO>US>DS/Dir>JS	SO>US (CPIO)>DS/Dir.
10.	Policy Matters (Except requiring legislation)	SO>US>DS/Dir.>JS>AS>Secy.	SO>US>DS/Dir.>JS>AS>Secy.
11.	Parliament Question		SO>US>DS/Dir.>JS
	(i) Furnishing inputs/comments within broadcasting.	SO>US>DS/Dir.	
	(ii) Sending inputs/comments/material to other wings of Ministry/other Ministries	SO>US>DS/Dir.>JS	SO>US>DS/Dir.>JS
12.	Sending reply to the complainant in cases where the action has already been taken.	SO>US>DS/Dir.	SO>US
13.	Complaint/grievance petition against private FM Radio Channels		
	(i) Obtaining CDs and comments from BECIL or the FM Radio channels concerned.	SO>US	SO>US
	(ii) Placing the matter before IMC for its consideration/recommendations	SO>US>DS/Dir.>JS>AS	SO>US>DS/Dir.>JS>AS
	(iii) Issuance of SCN/Advisory/Warning/Directive/Order	SO>US>DS/Dir.>JS>AS>Secy. (Secretary may refer the file to Minister if the matter so warrants)	Being re-worded and the items being segregated. (Referred to below)
	Note : Secretary may refer the matters to Hon'ble Minister as per his/her discretion or if the matter so warrants.		
	Fresh items		
14	In case of complaints of routine, non-specific nature wherein no	Fresh	SO>US>Dir>JS

	violation of Programme or Advertising Code is found, such cases are closed & if felt necessary, complainants/petitioners are also informed.		
15	In respect of specific cases of violation of Programme & Advertising Codes: If there is a prima facie violation, then the complaint is referred to the ASCI to process. Then the matter is decided accordingly.	Fresh	SO>US>Dir>JS
16	Keeping in view sensitivity or urgency of the case, complaint against advertisement is not sent to ASCI and the Ministry itself initiates action against the channel.	Fresh	SO>US>Dir>JS>AS>Secy.
17	The matters pertaining to TV content, FM content or other related matters are placed before the IMC for its consideration/recommendations.	Fresh	SO>US>Dir>JS>AS
18	Issuance of advisory/directory/warning to TV channels	Fresh	SO>US>Dir>JS>AS>Secy.
19	Issuance of orders to TV channels for running apology scrolls, submitting undertakings, etc.	Fresh	SO>US>Dir>JS>AS>Secy.
20	Acceptance or non-acceptance of decision/comments furnished by self-regulatory body(ASCI) on the complaints.	Fresh	SO>US>Dir>JS
21	Issuance of SCN to FM radio stations for advertisement violation	Fresh	SO>US>Dir>JS
22	Issuance of advisory/directory/warning to FM radio stations	Fresh	SO>US>Dir>JS>AS>Secy.
23	Referring the cases of violation recommended by Scrutiny Committee to ASCI	Fresh	SO>US>Dir>JS
24	Comments on Cabinet Notes/Matters	Fresh	SO>US>Dir>JS>AS>Secy.
25	Inter-Ministerial Monitoring Committee (IMMC) meeting on misleading advertisement.	Fresh	SO>US>Dir>JS>AS.
26	World Intellectual Property Organization (WIPO)- Standing Committed on Copyright and Related Right (SCCR) meeting.	Fresh	SO>US>Dir>JS>AS>Secy.

27	Regional Comprehensive Economic Cooperation (RECP) meeting.	Fresh	SO>US>Dir>JS>AS
28	Providing Inputs for various MOU between India and Other Countries	Fresh	SO>US>Dir>JS
29	Administrative/ Financial work of Electronic Media Monitoring Center (EMMC)	Fresh	SO>US>Dir>JS>AS>Secy.
30	Preparing material for examination of Demands for Grants.	Fresh	SO>US>Dir>JS>AS>Secy.
31	Preparing materials for Standing Committee of Parliament.	Fresh	SO>US>Dir>JS>AS>Secy.
32	Obtaining approval of IFD/ Secretary for Outsourcing Services Viz Housekeeping, Security and Hiring of Pvt. Vehicle for EMMC as per GFR 2017.	Fresh	SO>US>Dir>JS>AS>Secy.

BC-II SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1	Parliament Question (Starred)	SO/US/Dir/JS/AS/Secy	HMIB
2	Parliament Question (Un-starred)	SO/US/Dir/JS/AS/Secy	MOS(I&B)
3	All matters related to Parliament Assurance, Standing Committee, Consultative Committee etc.)	SO/US/Dir/AS/Secy	MOS(I&B)
4	Calling for comments relating to Parliament questions etc.	SO/US	Director/JS
5	Scrutiny Committee matters/SCN	SO/US/Dir	JS
6	Warning/Advisory/ Order etc. relating to IMC matters	SO/US/Dir/JS/AS	Secretary
7	Para-wise comments relating to Court case in respect of content telecast on Private TV channel	SO/US/Dir	JS/AS
8	Counter Affidavit relating to Court case in respect of content telecast on Private TV channel	SO/US/Dir/JS	AS/Secy
9	Calling for comments in respect of court case	SO	US/Dir
10	Matter related to constitution of State/ District Level Monitoring Committee regarding Broadcasting Content on Pvt. Satellite TV channels including FM channels and CRS	SO/US/Dir/JS	AS/Secy

BC-III SECTION

Sl. No.	Nature of cases	Channel of Submission and Level of final disposal
1.	Complaints/grievance petition against satellite T.V. channels-	
	(i) Obtaining CDs and Comments from EMMC	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US
2.	Report of EMMC about violation/gross violation by private TV Channels-	
	(i) Obtaining CDs and comment from EMMC	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US
	(iii) Submission of observation of Ministry on the basis of CDs and comments received from EMMC/concerned channels.	SO>US>DS/Dir.>JS
3.	Referring the complaints/grievance petition to IBF (BCCC)s, NBA (NBSA) and ASCI	(i)SO>US>DS/Dir.
		ii) SO>US>DS/Dir.>JS (For deciding course of action as to whether the matter is referred to IBF/NBA/ASCI in case the matter is serious.
4.	Submission of cases for placing before IMC for its recommendations	SO>US>DS/Dir.>JS>AS
5.	Submission of agenda of IMC meetings for approval	SO>US>DS/Dir.>JS
6.	Approval of minutes of IMC meetings	SO>US>DS/Dir.>JS>AS
7.	Issuance of SCN/Advisory/Warning/Directive/Order to TV Channels	Being re-worded and the items being segregated (Referred to below).
8.	VIP Reference	
	(i) Obtaining CDs and comments from EMMC	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US
	(iii) Final reply	SO>US>DS/Dir.>JS>AS >Secy>Hon'ble Minister
9.	RTI Application	

	(i) Information to be provided for original RTI Application	SO>US (CPIO)
	(ii) Information to be provided after Appeal	SO>US (CPIO)>DS/Dir.
10.	Policy Matters (Except requiring legislation)	SO>US>DS/Dir.>JS>AS>Secy.
11.	Parliament Question	SO>US>DS/Dir.>JS
	(i) Furnishing inputs/comments within broadcasting.	
	(ii) Sending inputs/comments/material to other wings of Ministry/other Ministries	SO>US>DS/Dir.>JS
12.	Sending reply to the complainant in cases where the action has already been taken.	SO>US
13.	Complaint/grievance petition against private FM Radio Channels	
	(i) Obtaining CDs and comments from BECIL or the FM Radio channels concerned.	SO>US
	(ii) Placing the matter before IMC for its consideration/recommendations	SO>US>DS/Dir.>JS>AS
	(iii) Issuance of SCN/Advisory/Warning/Directive/Order	Being re-worded and the items being segregated. (Referred to below)
	Fresh items	
14	In case of complaints of routine, non-specific nature wherein no violation of Programme or Advertising Code is found, such cases are closed & if felt necessary, complainants/petitioners are also informed.	SO>US>Dir>JS
15	In respect of specific cases of violation of Programme & Advertising Codes:	SO>US>Dir>JS
	i) If there is a prima facie violation, then the complaint is referred to the self-regulating agencies i.e.NBA or BCCC if the channel, in question, happens to be their Member.	
	ii) If the channel is not Member of NBA or BCCC, then the Ministry initiates action against the channel; and SCN is issued to the channels (whether member or not).	SO>US>Dir.>JS
	iii) In some cases of violation or otherwise, the matter is disposed of without issuing any SCN to the channel.	SO>US>Dir>JS
	iv) Regardless of the fact that the channel is member of NBA/NBSA or IBF/BCCC, the Ministry initiates action against the channel, keeping in view sensitivity/urgency of the case.	SO>US>Dir>JS>AS>Secy.

17	Keeping in view sensitivity or urgency of the case, complaint against advertisement is not sent to ASCI and the Ministry itself initiates action against the channel.	SO>US>Dir>JS>AS>Sec y.
18	The matters pertaining to TV content, FM content or other related matters are placed before the IMC for its consideration/recommendations.	SO>US>Dir>JS>AS
19	Issuance of advisory/directory/warning to TV channels	SO>US>Dir>JS>AS>Sec y.
20	Issuance of orders to TV channels for running apology scrolls, submitting undertakings, etc.	SO>US>Dir>JS>AS>Sec y.
21	Issuance of orders for taking the channels off air	SO>US>Dir>JS>AS>Sec y.>MIB
22	Acceptance or non-acceptance of decision/comments furnished by self-regulatory bodies i.e. NBA, BCCC & ASCI on the complaints.	SO>US>Dir>JS
23	Issuance of SCN to FM radio stations for content violation	SO>US>Dir>JS
24	Issuance of advisory/directory/warning to FM radio stations	SO>US>Dir>JS>AS>Sec y.
25	Issuance of orders for taking the FM radio stations off air	SO>US>Dir>JS>AS>Sec y.>MIB
26	Referring the cases of violation recommended by Scrutiny Committee to NBA/BCCC if the channels happen to be their member channels.	SO>US>Dir>JS
27	Referring the cases of violation recommended by Scrutiny Committee to ASCI	SO>US>Dir>JS
28	Referring the cases of violation recommended by Scrutiny Committee to NCPCR, NCW, etc.	SO>US>Dir>JS
29	Interaction with stakeholders on TRP related issues and holding of meetings with BARC on this subject.	SO>US>Dir>JS>AS>Sec y.
30	Comments on Cabinet Notes/Matters	SO>US>Dir>JS>AS>Sec y.

BP&L SECTION

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	Cable Television Networks (Regulation) Act, 1995 and Rules framed thereunder .. The Sports Broadcasting Signals (Mandatory sharing with Prasar Bharati) Act, 2007 and Rules framed thereunder.	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
2.	Grant of License to DTH operators, permission to HITS operators and registration to TRP agency.	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
3.	Final decision on TRAI recommendations including formulations / amendment of various policies.	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
4.	MP/VIP reference	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
5.	Parliament questions/ Assurances/ Standing/ Consultative committee references /Implementation of PAC recommendations/ Audit Paras on the subjects contained	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
6.	Court cases	SO/US/DS or DIR/JS(B)	Addl. Secretary
7.	Grievance relating to DTH/HITS/TRP/IPTV Services	SO/US/DS or DIR	JS(B)
8.	(a) RTI application (b) RTI Appeal	a) SO (b) SO/US(CPIO)	a) US(CPIO) (b) DS or Dir (Appellate Authority)

*Note - Minister includes MOS as per existing delegations from time to time.

TV(INSAT) SECTION

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1	Permission to uplink New Channel	SO/US/DIR./JS/AS/Secy/HMSIB/HMIB	HMIB
2	Permission to downlink New Channel	SO/US/DIR./JS/AS/Secy/HMSIB/HMIB	HMIB
3	Lok Sabha/Rajya Sabha Questions	SO/US/DIR./JS/AS/Secy/HMSIB/HMIB	HMIB
4	MP/VIP References	SO/US/DIR./JS/AS/Secy/HMSIB/HMIB	HMIB
5	Grant of permission to operate Teleport in India	SO/US/DIR./JS/AS/Secy	Secretary
6	Mergers/Demergers proposal from TV Channels/Companies	SO/US/DIR./JS/AS/Secy	Secretary
7	Change in SHP/Ownership.	SO/US/DIR./JS/AS/Secy	Secretary
8	Matters relating to Wireless Planning & Coordination Committee (WPCC)	SO/US/DIR./JS/AS	AS
9	Renewal of Permission for TV Channels	SO/US/DIR./JS/AS	AS
10	Forex proposals	SO/US/DIR./JS/AS	AS
11	Cancellation of Permission	SO/US/DIR./JS/AS	AS
12	Matters relating to INSAT Coordination Committee (ICC)	SO/US/DIR./JS	JS (B)
13	Cabinet notes initiated by the Ministry of I & B	SO/US/DIR./JS	JS (B)
14	Comments on Cabinet Notes from other departments	SO/US/DIR./JS	JS (B)
15	Show Cause Notice to TV Channels for violation of Policy Guidelines	SO/US/DIR./JS	JS (B)
16	FIPB proposal	SO/US/DIR./JS	JS (B)
17	Permission for Change of Teleport	SO/US/DIR./JS	JS (B)
18	Permission for Appointment of Directors.	SO/US/DIR./JS	JS (B)
19	Permission for Change of Name/ Address of the Company/ Resignation of Director.	SO/US/DIR./JS	JS (B)
20	Permission for Change of Name, Logo, Mode of transmission and Language of TV Channel	SO/US/DIR./JS	JS (B)
21	Permission for Change of Category of TV channel.	SO/US/DIR./JS	JS (B)
22	Permission for Dual Illumination of TV channel	SO/US/DIR	JS (B)

23	Temporary Uplinking	SO/US/DIR	Director (BC)
24	Permission for Change of Satellite	SO/US/DIR	Director (BC)
25	Permission for Hiring of DSNG Vans.	SO/US/DIR.	Director (BC)

DAS SECTION

S. No	Class of Cases	Channel of submission	Level of Final Disposal
1.	Registration to Multi System Operators	SO/US/DS/JS(B)	AS
2.	Court cases, relating to Cable TV Digitization.	SO/US/DS/JS(B)	AS
3.	FIPB in respect of various TV Distribution Platform.	SO/US/DS/JS(B)/AS	Secy.
4.	MP/VIP References/ Parliament Questions/ Assurances/ Standing Consultative Committee references/ Implementation of Das recommendations	SO/US/DS/JS(B)/AS/Secy	Minister
5.	Complaints/Grievance petition received against Cable Operators etc.	SO/US	DS
6.	RTI Application	SO	US
7.	Financial inputs sent to B&A/PC Cell.	SO/US/DS	JS
8.	PMO references in respect of Cable TV Digitization.	SO/US/DS/JS(B)/AS	Secy

NEW MEDIA CELL

S. No	Class of Cases	Channel of submission	Level of Final Disposal
1.	RCE/EFC of Sub Scheme 'Social Media Platform'	SO/US/ADG(NMW)	JS(B)
2.	Approval of annual budget for implementation of Social Media Platform and signing of MoA with BECIL and extension thereof, if required	SO/US/ADG/JS(B)/AS&FA	Secretary
3.	Administrative matters of New Media Wing beyond their delegated powers	SO/US/JS(B)	Secretary
4.	Financial matters of New Media Wing beyond their delegated powers	SO/US/JS(B)/ AS&FA	Secretary
5.	Budget Estimates, Revised Estimates and Final Grant in respect of NMW and sub-scheme Social Media Platform	SO/US/ADG	JS(B)
6.	Performance Budget	SO/US/ADG	JS(B)
7.	Release of fund to BECIL	SO/US/ADG/JS(B)	AS&FA
8.	Implementation of recommendations of Project Monitoring Committee	SO/US/ADG/JS(B)	Secretary
9.	Proposal relating to Social Media Publicity such as Talkathon, Facebook Live, IFFI coverage etc.	AD(NMW)/US(NMC)/ADG(NMW)	JS(B)/Secretary
10.	Redressal of grievances	SO/US/ADG	JS(B)
11.	RTI matters	SO/AD(NMW)	US
12.	Annual Plan and Annual Reports in respect of New Media Cell	SO/US/ADG	JS(B)
13.	Hiring of vehicle for New Media Cell	SO/US/SDG/JS(B)/AS&FA	Secretary
14.	Reports on performance of New Media Cell	SO/US/ADG	JS(B)
15.	Miscellaneous report and returns	SO/AD(NMW)	US

BC-IV SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1.	MP/VIP/PMO references	SO/DS/JS/AS/Secy.	MSIB/MIB
2.	Parliament Questions/Assurances/Calling Attention Notice etc.	US/DS/JS/AS/Secy.	MSIB/MIB
3.	Processing of proposals for acquisition/production of software for DD/AIR	US/DS/JS/AS/Secy.	MSIB/MIB
4.	Foreign deputation cases of DD/AIR and Prasar Bharati officials relating to AIBD, ABU and Sports coverage.	SO/US/DS/JS/AS/Secy.	MSIB/MIB
5.	Co-production agreements (MoUs) with other countries relating to DD/AIR programmes.	SO/US/DS/JS/AS/Secy	MSIB/MIB or Secretary (as the case may be)
6.	Matters relating to DD Kashir, DD Urdu, DD-NE (including Inter-Ministerial Committee for Kashir Channel)	SO/US/DS/JS/AS	Secretary
7.	Co-ordination/policy matters relating to programmes of AIR and Doordarshan	SO/US/DS/JS/AS	Secretary
8.	Standing Committee on IT/Consultative Committee references/Implementation of PAC recommendation/Court Cases/Audit paras on the subject contained herein.	SO/US/DS/JS/AS	Secretary
9.	Matters relating to Asia-Pacific Institute for Broadcasting(AIBD)/Asia Pacific Broadcasting Union(ABU)/Annual subscription/Training Fund for AIBD	SO/US/DS/JS/AS	Secretary
10.	Grievance Petitions	SO/US/DS	JS(B)
11.	Routine request regarding sponsored/commissioned/royalty programmes including documentaries, telefilms, feature films for Doordarshan	SO/US	DS
12.	Forwarding of request for coverage of various functions/publicity matter	SO	US
13.	Processing of routine matters/proposals received from public on programme matter of Doordarshan/AIR	SO	US
14.	Forwarding of complaints regarding programme matters of Doordarshan as received from the members of public/organizations	SO	US
15.	RTI applications and appeals	SO	US(BC-IV/CPIO, DS(BC-IV)/Appellat Authority
16.	Forwarding of petitions received	Assistant Section	SO

	from PMO/President's Sectt/Vice President's Sectt.	Officer	
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B (FIN.) SECTION

S.No.	Class of cases	Channel of submission	Level of final disposal
1.	Proposal for finalization of Budget Estimate (BE) and Revised Estimate (RE) Plan & Non Plan.	SO/US/DS/JS/AS	Secretary
2.	Release of Grants-in-aid Non-Plan to Prasar Bharati:	SO/ US / DS /JS	Secretary*
3.	Release of Grants-in-aid Plan to Prasar Bharati.	SO/ US / DS /JS	Secretary*
4.	Laying of Annual Report of Prasar Bharati in both the Houses of Parliament.	SO/ US / DS /JS / AS / Secretary	MSIB
5.	Laying of Annual Audited Accounts of Prasar Bharati in both the Houses of Parliament.	SO/ US / DS /JS / AS / Secretary	MSIB
6.	Outcome, output Budget from Prasar Bharati	SO/US/DS/JS/AS	Secretary
7.	Preparing material for examination of Demands for Grants	SO/US/DS/JS	AS
8.	Preparing materials for oral evidence for Standing Committee of Parliament and reply to the questionnaire received from Standing Committee.	SO/US/DS/JS/AS	Secretary
9.	Reply to the supplementary questionnaire received from Standing Committee	SO/US/DS/JS/AS	Secretary
10.	Issues related to Common Wealth Game 2010	SO/US/DS/JS/AS/ Secretary	HMIB
11.	Pay role audit/check audit of Prasar Bharati.	SO/US/DS/AS/ Secretary	Minister
12.	Implementation of Expenditure Management Commission's recommendation on Autonomous Bodies	SO/US/ DS/JS or AS	Secretary
13.	Preparation of Cabinet Note for continuation of Plan & Non-Plan Grant in-aid to Prasar Bharati	DS/AS/ Secretary	Minister
14.	Proposal for supplementary Demands for Grants	SO/US/ DS	JS or AS
15.	Matters relating to Vehicle condemnation of Prasar Bharati.	SO/ US / DS /JS	Secretary*/M oF
16.	Parliament unstarred questions and assurances related to above cited work mentioned above.	SO/ US / DS /JS / AS	MSIB
17.	Parliament starred questions	SO/ US / DS /JS /AS Secretary	Minister
18.	RTI and other miscellaneous work.	SO/US	DS
19.	MoU with Prasar Bharati on Financial Matters	SO/US/DS/JS/AS	Secretary

*In consultation with AS&FA

B(D) SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1.	Installation of AIR/DDN Stations.	SO/US/DS or DIR/JS(B)	AS(B)
2.	Plan Schemes (Hardware) - viz. Formulation/review etc.	SO/US/DS or DIR / JS(B) / AS(B)	As per delegated power for approval.
3.	Special packages for expansion of AIR/DD network in specific regions.	SO/US/DS or DIR/JS(B) / AS(B)	Secretary
4.	Determination of land requirement /acquisition of site.	SO/US/DS or DIR / JS(B)/ AS(B)/Secretary	Minister
5.	Security of installations of AIR/DDN and liaison with MHA.	SO/US/DS or DIR/ JS(B)/ AS(B)	Secretary
6.	Approval of development projects of AIR/DD including those for upgradation, replacement and modernization.	SO/US/DS or DIR/JS(B) / AS(B)	As per MoF guidelines.
7.	Monitoring of performance of Prasar Bharati including plan schemes and individual projects.	SO/US/DS or DIR / JS(B)	AS(B)/Secretary
8.	BECIL.	SO/US/DS or DIR / JS(B)/ AS(B)/Secretary	Minister
9.	Deputation of officials abroad for inspection of equipment ordered, for attending seminars/conferences for training in broadcasting technologies.	SO/US/DS or DIR / JS(B) / AS(B)	As per MoF guidelines.
10.	Media strategy (Hardware).	SO/US/DS or DIR/JS(B) /AS(B)/Secretary	As per MoF guidelines.
11.	Research & Development matters.	SO/US/DS or DIR/JS(B)/ AS(B)	Secretary
12.	Technical Assistance to foreign countries regarding broadcasting facilities.	SO/US/DS or DIR/JS(B)/ AS(B)/Secretary	Minister
13.	Revision of Radio Regulations consequent upon decision of ITU.	SO/US/DS or DIR/ JS(B) / AS(B)	Secretary
14.	Preparation of EFC/FIB memo for various hardware schemes.	SO/US/DS or DIR/ JS(B) / AS(B)	As per MoF guidelines.
15.	Parliament Starred questions /Assurances /MPs /VIPs	SO/US/DS or DIR/JS(B) /AS(B)/Secretary	Minister
	Parliament Unstarred questions.	SO/US/DS or DIR/JS(B) / AS(B)	MOSIB
16.	Audit Paras/Court Cases.	SO/US/DS or DIR	JS(B)
17.	Standing Committee.	SO/US/DS or DIR/JS(B) /AS(B)	Secretary
18.	Consultative Committee References.	SO/US/DS or DIR/JS(B) /AS(B)/Secretary	Minister
19.	PAC recommendations on the subjects mentioned above.	SO/US/DS or DIR/JS(B) /AS(B)	Secretary
20.	Allocation/earmarking of frequency in respect of AIR/DDN.	SO/US/DS or DIR	JS(B)

BA-E SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1	Framing of Recruitment rules & amendments of post in Prasar Bharati-Group 'A' (Deemed deputation posts)	SO/US/DS or DIR/JS(B)/AS	Minister
2	Recruitment rules of post in Prasar Bharati - Group 'B' (Deemed deputation posts)	SO/US/DS or DIR/JS(B)/AS	Secretary
3	Recruitment rules of post in Prasar Bharati - Group 'C' (Deemed deputation posts)	SO/US/DS or DIR	JS (B)
4	Promotion to various Group 'A' posts	SO/US/DS or DIR/JS(B)/AS	Minister
5	Ad-hoc appointments in Prasar Bharati for Group 'A' posts	SO/US/DS or DIR/JS(B)/AS	Minister
6	Representations on service matters	SO/US/DS or DIR	JS (B)
7	Cases relating to pension	SO/US	DS
8	References received from MLAs/MPs/VIPs/PMO	SO/US/DS or DIR/JS(B)/	Minister
9	Court cases for vetting	SO/US/DS or DIR	JS (B)
10	Affidavit for deleting name of Secretary, I&B from the list of Respondents.	SO/US	DS/DIR
11	Parliament Questions and Assurances	SO/US/DS or DIR/JS(B)/AS	Minister
12	Preparation of briefs for consultative committee	SO/US/DS or DIR	JS (B)
13	Legal fee to Govt. Counsels	SO/US	DS/DIR
14	Deputation of Group 'A' posts i). Forwarding of application ii). Cadre clearance for proceeding on Deputation iii). Extension of tenure for Deputation: a). Normal period (up-to 3 years) b). 4 th Year c). 5 th Year	SO/US/DS or DIR SO/US/DS or DIR/JS (B)/AS/ Secretary SO/US/DS or DIR DIR/JS(B) DIR/JS(B)	JS (B) Minister Secretary Secretary Minister
15	General references to DOP&T / Law/Finance/ Deptt. of pension etc. on establishment matters / court matters	SO/US/DS or DIR	JS (B)
16	Creation / abolition of posts	SO/US/DS or DIR JS(B)/AS/ Secretary	Minister
17	Training	SO/US/DS or DIR/JS(B)/AS	Secretary
18	Action Taken Notes on the recommendations of Parliamentary Standing Committee and other Parliamentary Committees	SO/US/DS or DIR/JS(B)/AS	Secretary
19	Implementation of SIU recommendations	SO/US/DS or DIR/JS(B)/AS/ Secretary	Minister

BA-P SECTION

Sl. No.	Class of Cases	Channel of submission	Level of final disposal
1	Promotion to various Group A posts	US/DS/JS/AS/ Secretary	Minister
2	Appointment of Members of Prasar Bharati Board.	SO/DS/JS/AS/ Secretary	Minister
3	Parliament Questions and Assurances	US/DS/JS/AS/ Secretary	Minister
4	Approval of Service Conditions of Prasar Bharati Employees/ Member of Board	US/DS/JS/AS/ Secretary	Minister
5	Approval of Recruitment Rules/Regulations of posts in Prasar Bharati- Group 'A' service i.e. IBPS/ PBPS.	US/DS/JS/AS/ Secretary	Minister
6	Revival of vacant posts which have been considered as deemed abolished after one year.	US/DS/JS/AS/ Secretary	Minister
7	References received from MPs/VIPs	SO/DS/JS/AS/ Secretary	Minister
8	Filing of affidavit in Contempt Cases	US/DS/JS/AS	Secretary
9	Approval of Recruitment Rules/ Regulations of posts in Prasar Bharati- Group 'B' and Group 'A' officers other than IBPS/PBPS.	US/DS/JS/AS	Secretary
10	Files to be referred to DoPT for advice.	US/DS/JS/AS	Secretary
11	Action Taken Notes (ATN) for Consultative Committee/Standing Committee/ other Parliamentary Committees to be sent to Lok Sabha/ Rajya Sabha Secretariat	US/DS/JS/AS	Secretary
12	Inter-Ministerial consultation for framing/amendment of Recruitment Rules/Regulations of posts in Prasar Bharati (all categories)	SO/US/DS	JS
13	Consultation regarding Parliament Questions, Assurances, Parliamentary Committees, VIP ref.	SO/US/DS	JS
14	Approval of Recruitment Rules/ Regulation of posts in Prasar Bharati- Group C&D	SO/US/DS	JS
15	Inter-Ministerial consultation for framing of service Conditions of Prasar Bharati Employees/ Members of Board	SO/US/DS	JS
16	Processing the DPC proposals for promotion and ad-hoc promotions of various posts of Prasar Bharati and Inter-Ministerial consultations with UPSC, M/o Finance etc.	SO/US/DS	JS
17	Court Cases for vetting	SO/US/DS	JS
18	Approval of para-wise comments/ Affidavit and Counter Affidavit and filing of Appeals	SO/US/DS	JS

19	Affidavit for deleting the name of Secretary (I&B) from the list of Respondents.	SO/ US	DS
20	Preparation of briefs/Action Taken Notes (ATN) for Consultative Committee/Standing Committee/ other Parliamentary Committees to be sent within the Ministry	SO/US/DS	JS
21	Forwarding of applications/ cadre clearance	SO/US/DS	JS
22	General references to Department of Pension/Ministry of Law/ Ministry of Finance etc. on establishment matters	SO/US/DS	JS
23	Processing of advices sought by PB on personnel matters	SO/US/DS	JS
24	Representations/Grievances of services matters where Ministry is concerned	SO/US/DS	JS
25	Cases relating to Pension	SO/US	DS
26	Disposal of Appeals under RTI	SO	DS (Appellate Authority)
27	Updation of web-sites	SO/US	DS
28	Representation/Grievances where Ministry is not concerned	SO	US
29	Disposal of applications under RTI.	SO	US (CPIO)

COMMUNITY RADIO STATION CELL

S.NO	Class of Cases	Channel of submission	Level of final disposal (Existing)	Level of final Disposal (Proposed)
1.	Scrutiny and putting up of applications for grant of permission for setting up Community Radio Stations to Educational institutions/NGOs/SAUs/KVKs/ ICAR institutions & Public trusts etc. and seeking clarification/ remaining documents.	Asstt. /US (CRS)	DD(CRS)	US(CRS)
2.	Approval for forwarding the applications for clearance to MHA, MHRD, MOD, ICAR & WPC etc. for comments/clearances	Asstt. /US (CRS)	DD(CRS)	US(CRS)
3.	Correspondence with institutions/organizations and above agencies.	Asstt. /US (CRS)	DD(CRS)	US(CRS)
4.	Permission for issue of letter of intent after approval by IMC	Asstt./US(CRS) /Director	Director	Director
5.	Approval for signing Grant Permission Agreement (GOPA)	Asstt./US(CRS)	DD(CRS)	US(CRS)
6.	Disposal of Unstarred Parliament Questions both Lok Sabha & Rajya Sabha	Asstt. /us(CRS)/Director or/JS(B)/AS/ Secretary	HMOSIB	HMIB
7.	Approval of Supplementary for Starred Question	Asstt. /US(CRS) Director/JS(B)/ AS/Secretary	HMIB	No Change
8.	Disposal of VIP/MP reference	Asstt. /US(CRS)/ Director/JS(B)	HMOSIB	NO Change
9.	Disposal of PMO reference	Asstt. /US(CRS)/ Director/JS(B)	JS(B)	JS(B)
10.	Approval/disposal of RTI applications	Asstt.US(CRS)	DD(CRS)	CPIO/US(CRS) AA/Dir(CRS)
11.	Approval of Status report/Data base for Monitoring and putting up on the Website.	Asstt.US(CRS)	Director	Director
12.	Approval of Cabinet Note etc.	Asstt. /US(CRS)/Director/JS(B)/AS/ Secretary	HMIB	No change
13.	Approval for dates, location & agency for Regional/State level/National level consultations/workshops & Capacity building workshops for creating awareness about CRS-IEC activities.	Asstt. /US(CRS) Director/JS(B)/ AS	Secretary (I&B)	No change
14.	Approval for organizing the	Asstt./US(CRS)	JS(B)	No change

	consultations & correspondence with various agencies	Director		
15.	Matters relating to content violation	Asstt./US(CRS)/ Director	JS(B)	No change
16.	Violation of terms & conditions of the agreement and consideration of general complaints.	Asstt./US(CRS)/ Director	JS(B)	No change
17.	Revocation of permission in case of violation of GOPA.	Asstt./US(CRS) Director/JS(B)/ AS	Secretary (I&B)	No change
18.	Approval of organizing Inter Ministerial Committee Meetings	Asstt./US(CRS) Director/JS(B)/ AS	Secretary (I&B)	No change
19.	Approval for financial assistance to operational Stations	Asstt./APD(PMU) /US/DIR/JS	Secretary (I&B)	JS

FM CELL

S. No	Subject of Cases	Channel of Submission	Level of Disposal
1	Initiation of Cabinet notes on private FM matters	DD/DS/JS(B)/AS/Secretary	Minister
2	Framing of terms and conditions for License, Issue of tenders, Evaluation, Selection of Licensees, Grant of Permission to the Company	DD/DS/JS(B)/AS/Secretary	Minister
3	Matters relating to changes in shareholding pattern resulting in change in ownership	SO/DD/DS/JS(B)/AS/Secretary	Minister
4	MP/VIP/PMO references on the subject contained herein (excepting matters involving policy issue. Policy issue files to be routed through Secretary)	SO/DD/DS/JS(B)/AS/Secretary	Minister
5	Parliament Question & Answers/Assurances/Standing Committee reference/ recommendations of PAC/ Audit paras/objections.	SO/DD/DS/JS(B)/AS/Secretary	Minister
6	Extending/Seeking time for fulfilling Assurances.	SO/DD/DS/JS(B)/AS/Secretary	Minister
7	Revocation of permission of defaulting Permission holders.	SO/DD/DS/JS(B)/AS	Secretary
8	Finalization of process of awarding FM Licences, including approval of standard draft of GOPA	DD/DS/JS(B)/AS	Secretary
9	Changes in license agreement	DD/DS/JS(B)/AS	Secretary
10	Permission for setting up of interim facility for broadcasting, pending completion of CTI by BECIL.	SO/DD/DS/JS(B)/AS	Secretary
11	Selection of E-auctioneer for conduct of e-auction of FM Radio channels.	SO/DD/DS/JS(B)/AS	Secretary
12	Financial Matters related to FM i) Encashment of Bank Guarantees ii) Suspension of permission of defaulting permission holders. iii) Implementation of Project for setting up towers for co-location facilities. iv) Payments such as refund of advance reserve license fees, earnest money deposited etc. v) Issue of Show Cause Notice to the defaulting companies vi) Scrutiny of Annual Account of Permission Holders to determine annualfee.	SO/DD/DS SO/DD/DS/JS(B) SO/DD/DS SO/DD/DS SO/DD/DS SO/DD	JS(B) A.S. JS(B) JS(B) JS(B) DS
13	Permission/approval of foreign investment in FM Radio sector.	SO/DD/DS/JS(B)	A.S.
14	a) Matters relating to changes in shareholding pattern without change in ownership b) Change in names of Board of Directors / Permission holder companies.	SO/DD/DS/JS(B) SO/DD/DS	A.S. JS (B)

15	Court cases–Filing/vetting WP, Application, Rejoinder, parawise comments/Counter Affidavit etc. in TDSAT/High court/ Supreme Court: a) Implementation of judgement b) Filing of appeals against the judgment of TDSAT & High Court/Supreme Court. c) Sanction of Advocate fee	SO/DD/DS/JS(B) SO/DD/DS/JS(B) SO/DD/DS	A.S. A.S. JS(B)
16	Comments on Cabinet Note related to other Sections/Departments.	SO/DD/DS	JS(B)
17	Matters relating to IGNOU (Excluding policy matters)	SO/DD/DS	JS(B)
18	Inter-Ministerial consultation and communications	SO/DD/DS	JS(B)
19	Approval of use of Prasar Bharati infrastructure by FM operators and coordination with AIR/DD Resource Centre and setting of CTI.	SO/DD/DS	JS(B)
20	Permission for News and current Affairs on Private FM Radio channels.	SO/DD/DS	JS (B)
21	Draft Audit/Draft Paras of CAG	SO/DD/DS	JS(B)
22	References sent to M/o Law	SO/DD/DS	JS(B)
23	Staff matters related to FM Cell	SO/DD/DS	JS(B)
24	Approval of Channel identity	SO/DD/DS	JS(B)
25	Signing of GOPA (Grant of Permission Agreement) with LOI holders after compliance of terms and conditions thereof.	SO/DD	DS
26	Monitoring of FM Channels - quarterly returns.	SO/DD	DS
27	a) To provide information regarding FM related matters to Coordination/Finance Wing/BPL section viz. quarterly performance reports of BECIL, or from other Ministries based on existing/available information. b) To provide information at 26(a) not based on existing/available information	SO/DD SO/DD/DS	DS JS(B)
28	Inspection of Pvt. Radio Stations, to ensure adherence to License conditions and action for violations detected/reported. Report on operationalization of FM private stations.	SO/DD	DS
29	a) Matters related to Right to Information Act, 2005 in r/o FM Cell. b) Appeals filed against reply furnished by CPIO	SO SO/DD	DD DS
30	Receipt of dues from private FM licensees and depositing with Pay & Accounts Office.	SO/DD	DS
31	Processing and acceptance of Bank Guarantee.	SO/DD	DS

32	Return of old / expired Bank Guarantees to companies.	SO/DD	DS
33	Miscellaneous matters.	SO/DD	DS
34	Correspondence and examination of requests of licensees on various matters except policy issues.	SO/DD	DS

FILMS WING**F(F) DESK**

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	Dada Saheb Phalke Award	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
2	Lifetime Achievement/Outstanding Achievement Award during IFFI	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
3	Constitution of Indian Panorama/National Film awards/ Asian competition juries	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
4	National Film Awards Regulations	DO/DS or DIR/JS(Films)/AS	Secretary
5	Indian Panorama Regulations	DO/DS or DIR/JS(Films)/AS	Secretary
6	IFFI Regulations	DO/DS or DIR/JS(Films)/AS	Secretary
7	Staff assistance from Ministry of I&B/Media Units to Directorate of Film Festivals during IFFI	DO/DS or DIR	JS(Films)
8	Approval of Annual Cultural Exchange Programme	DO/DS or DIR	JS(Films)
9	Proposals regarding organization of film festivals in India and abroad	DO/DS or DIR	JS(Films)
10	Five Year Plan/Annual Plan	DO/DS or DIR/JS(Films)/AS	Secretary
11	RE/BE proposals	DO/DS or DIR/JS(Films)/AS	Secretary
12	Sanction of expenditure for NFA/ Panorama/CEP and other schemes (such as IFFI/PFF)	DO/DS or DIR	JS(Films)
13	Release of Grants-in-aid to CFSI	DO/DS or DIR	JS(Films)
14	Authentication of sanctions issued in the name of the President except when the DO is the Drawing and Disbursing Officer or when the amount drawn is to be handled personally by the officer	DO/DS or DIR	DO/DS or DIR
15	Addressing officers of the Ministry, Media Units and other Department for collection of data, factual information	DO	DO
16	Taking and communication decisions in cases where the	DO	DO

	principles are clear or where the Ministry of Finance or other Ministries/Departments have concurred in the course of action proposed		
17	Organization of film shows for Members of Parliament during Parliament session	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
18	Parliament Questions a) Starred b) Unstarred	DO/DS or DIR/JS(Films)/AS/Secretary DO/DS or DIR/JS(Films)/AS/Secretary	Minister Minister
19	Constitution of Advisory Panel on films of DFF	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
20	Deputation abroad	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
21	Audit Objections	DO/DS or DIR/JS(Films)/AS/Secretary	JS(Films)
22	Court cases	DO/DS or DIR/JS(Films)/AS/Secretary	JS(Films)
23	Laying of Annual report of CFSI in the Parliament	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
24	Matters relating to Sirifort Auditorium	DO/DS or DIR/JS(Films)/AS/Secretary	Secy./Minister
25	VIP references	DO/DS or DIR/JS(Films)/AS/Secretary	JS(Films)/AS/Secy./Minister
26	Standing Committee Matters	DO/DS or DIR/JS(Films)/AS	Secretary
27	Annual Action Plan	DO/DS or DIR/JS(Films)/AS/Secretary	JS(Films)
28	Preparation of material for Annual Report of Ministry of I&B.	DO/DS or DIR/JS/AS/Secretary	Secy.

F(TI) DESK

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1.	Court cases- Vetting of affidavits etc.	DO/US-DS/DIR/JS/AS	M/o Law
2.	Court cases- Implementation of Judgments	DO/US-DS/DIR/JS/AS	Secretary (in consultation with Nodal ministries)
3.	Reconstitution of society of FTII/SRFTI	DO/US-DS/DIR/JS/AS/ Secy.	Minister
4.	Appointment of Director of FTII/SRFTI	DO/US-DS/DIR/JS/AS/ Secy.	Minister
5.	Finalization of terms and conditions of appointment of Director, SRFTI/FTII	DO/US-DS/DIR/JS/AS	Secretary
6.	Deputation proposals of Director, SRFTI/FTII	DO/US-DS/DIR/JS/AS/ Secy.	Minister
7.	Political Clearance for visit of Faculty and students of FTII/SRFTI – reference to MEA	DO/US-DS-DIR	JS/AS
8.	Release of Grants-in-aid	DO/US-DS/DIR/JS/AS/FA	Secretary
9.	Budget allocation	DO/US-DS/DIR/JS/AS/FA	Secretary
10.	Plan Formulation	DO/US-DS/DIR/JS/AS/FA	Secretary
11.	Laying of Annual Report/ Annual Accounts in the Parliament	DO-US/DS/DIR/JS/ AS/ Secy.	Minister
12.	Parliament Questions	DO/US-DS/DIR/JS/ AS/ Secy.	Minister
13.	General Parliamentary matters including feedback for Parliament	DO/US-DS/DIR	JS/AS
14.	Audit Report of SRFTI/FTII	DO/US-DS/DIR	JS/AS
15.	Administrative matters relating to setting up of Film Institute at Itanagar	DO/US-DS/DIR/JS/AS	Secretary
16.	Financial matters relating to setting up of Film Institute at Itanagar	DO/US-DS/DIR/JS/AS/FA	Secretary

F(A) DESK

Sr. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1	All policy matters	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
2	Parliament questions/ bills / resolutions / laying of papers etc.	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
3	VIP reference	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
4	Production of films for theatrical release	DO / US / DS or DIR / JS (Films) / AS / Secretary	Secretary
5	Production of News magazines on subjects desired by Ministry	DO / US / DS or DIR / JS (Films) / AS / Secretary	Secretary
6	Donation or purchase of documentary films from various organisations etc. including constitutions of Documentary Film Purchase Committee	DO / US / DS or DIR / JS (Films) / AS / Secretary	Secretary
7	Production of non-theatrical release films on expenditure being met by Films Division	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
8	Commercial / Non-commercial distribution of films in India - Private Cinemas - Rentals	DO / US / DS or DIR	JS (Films) / AS (F)
9	Supply of filmic material (Prints, Stock Shots etc.) in India	DO / US / DS or DIR	JS (Films) / AS (F)
10	Supply of film materials in foreign countries	DO / US / DS or DIR	JS (Films) / AS (F)
11	Commercial and non-commercial distribution of films, news magazines in foreign countries	DO / US / DS or DIR	JS (Films) / AS (F)
12	Production of non-theatrical release films on payment basis by sponsors	DO / US / DS or DIR	JS (Films) / AS (F)
13	Loan and Screening of Films Division's films	DO / US / DS or DIR	JS (Films) / AS (F)
14	Booking of Films Division Auditorium, New Delhi	DO / US	DS or DIR(Films)
15	Screening of films etc. as required by Ministries / Departments and their attached subordinate offices	DO / US / DS or DIR	JS (Films) / AS (F)
16	Matters seeking clarification / interpretation of rules / orders	DO / US / DS or DIR	JS (Films) / AS (F)
17	Plan Scheme	DO / US / DS or DIR / JS (Films) / AS	Financial Advisor
18	Budget Proposals	DO / US / DS or DIR / JS (Films) / AS	Financial Advisor

19	Annual Report	DO / US / DS or DIR	JS (Films) / AS (F)
20	Deputation abroad	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
21	Permission for acceptance of foreign hospitalities - request for	DO / US / DS or DIR	JS (Films) / AS (F)
22	Appointment to Group A posts	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
23	Creation / continuance of posts	DO / US / DS or DIR / JS (Films) / AS	Financial Advisor
24	Upgradation of posts	DO / US / DS or DIR / JS (Films) / AS	Financial Advisor
25	Conversion of temporary posts into permanent posts	DO / US / DS or DIR / JS (Films) / AS	Financial Advisor
26	Opening of new offices	DO / US / DS or DIR / JS (Films) / AS / Financial Advisor / Secretary	Minister
27	Re-employment / extension service	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
28	Compassionate appointment	DO / US / DS or DIR	JS (Films) / AS (F)
29	Framing / amending Recruitment Rules a) Group A b) Group B c) Group C	DO / US / DS or DIR / JS (Films) / AS / Secretary DO / US / DS or DIR / JS (Films) / AS DO / US / DS or DIR	Minister Secretary JS (Films) / AS (F)
30	Revision of pay scales	DO / US / DS or DIR / JS (Films) / Financial Advisor / Secretary	Secretary (other than Gr. A Posts) & Minister (for Gr. A posts)
31	Departmental Promotion Committee	DO / US / DS or DIR	JS (Films) / AS (F)
32	De-reservation	DO / US / DS or DIR	JS (Films) / AS (F)
33	Certificate for the purpose of exempting import of films for festivals organised by various organisations from payment of customs	DO / US / DS or DIR / JS (Films) / AS / Secretary	Secretary

F(C) DESK

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	Appointment of Group 'A' posts in CBFC, NFAI & FCAT (Secretary, FCAT)	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
2	BE/RE proposals - CBFC, NFAI & FCAT	DO or US/DS or DIR/ JS(Films) /AS/FA	Secretary
3	5 Year Plan/ Annual Plan	DO or US/DS or DIR/ JS(Films) /AS/FA	Secretary
4	Sanctions for expenditure	DO or US/DS or DIR/ JS(Films) /AS	DS or DIR(Fin) /Financial Advisor
5	Amendments of Cinematograph (Certification) Rules	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
6	Amendments of Cinematograph Act, 1952	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
7	Exemptions from the provision of Cinematograph Act, 1952 and the Rules made thereunder	DO/DS or DIR	JS(Films)
8	Complaints and references received from CBFC against films	DO/DS or DIR	JS(Films)
9	Appointments of Chairman and Members of the CBFC/ Film Certification Appellate Tribunal	DO/DS or DIR/ JS(Films)/AS/Secretary	Minister
10	Appointments of Members of Advisory Panels	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
11	Addressing officers of the CBFC and other departments for collection of data/factual information	DO or US	DO or US
12	Communicating decisions in cases where the principles are clear or where the other departments of Government have concurred in the course of action proposed	DO or US	DS or DIR or JS(Films)
13	Parliament Questions a) Unstarred b) Starred	DO or US/DS or DIR/ JS(Films) or AS DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
14	Parliament Assurances	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
15	Creation/ Continuation of Group 'A' posts	DO or US/DS or DIR/JS(Films) /AS/FA	Secretary
16	National Film Heritage Mission (NFHM)	DO or US/DS or DIR/JS(Films) /AS	Secretary
17	Major Policy matters	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
18	CPGRAMS	DO or US/DS or DIR/ JS(Films)	JS(Films)

F(I) DESK

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	Policy of files relating to Film Industry (Import Policy/Optical Disc/ Venture Capital etc.	DO/DS DIR/JS(Films)/AS/ Secretary	or Minister
2	Visa Manual changes	DO/DS DIR/JS(Films)/AS/ Secretary	or Minister
3	Plan Scheme files	DO/DS DIR/JS(Films)/AS/ Financial Advisor	or Secretary
4	FIPB cases	DO/DS DIR/JS(Films)/AS	or Secretary
5	Project Import	DO/DS DIR/JS(Films)/AS	or Secretary
6	Organization of Film Bazaar	DO/DS DIR/JS(Films)/AS/ Financial Advisor	or Secretary
7	Clearance of Scripts for shooting in India by foreigners/co-productions	DO/DS or DIR	JS(Films)
8	Refusal of permission to shoot in India	DO/DS DIR/JS(Films)/AS/ Secretary	or Minister
9	Honorarium to Script clearance members	DO/DS DIR/JS(Films)	or Financial Advisor
10	Budget proposals relating to Film Industry	DO/DS DIR/JS(Films)/AS/ Secretary	or Minister
11	Grant in aid to FFSI	DO/DS DIR/JS(Films)	or Financial Advisor
12	EPCG cases	DO/DS or DIR	JS(Films)
13	Certificate for the purpose of exempting import of films for festivals organized by various organizations from payment of customs	DO/DS DIR/JS(Films)/AS	or Secretary
14	Parliament matters a) Starred questions b) Unstarred questions c) Private Members Bills	DO/DS DIR/JS(Films)/AS/ Secretary DO/DS DIR/JS(Films)/AS DO/DS DIR/JS(Films)/AS/ Secretary	or Minister or Minister or Minister
15	Deputation abroad	DO/DS DIR/JS(Films)/AS/ Financial Advisor/Secy.	or Minister
16	Audit objections	DO/DS or DIR	JS(Films)
17	Court cases	DO/DS or DIR	JS(Films)
18	VIP reference/PMO reference	DO/DS DIR/JS(Films)/AS/ Secretary	or Minister
19	Standing Committee Matters	DO/DS	or Secretary

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
		DIR/JS(Films)/AS	
20	Annual Action Plan/ Performance Budget	DO/DS or DIR/JS(Films)/AS	Secretary
21	Preparation of Material for Annual report	DO/DS or DIR	JS(Films)
22	Export Promotion Forum	DO/DS or DIR/JS(Films)/AS	Secretary
23	Key Advisory Group on Films	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
24	Matters relating cine workers welfare fund	DO/DS or DIR	JS(Films)
25	DGFT reference	DO/DS or DIR	JS(Films)
26	Authentication of sanctions issued in the name of President	DO	DS or DIR
27	Release of Grants-in-aid to FFSI/Other organizations	DO/DS or DIR/JS(Films)	Financial Advisor
28	Addressing officers of the Ministry, Media Units and other Departments for collection of data, information etc.	DO	DO
29	Taking and communicating decision in cases where the principles are clear or where the Ministry of Finance etc have concurred in the course of action proposed.	DO	DO

F(PSU) DEKS

S. No	Class of Cases	Channel of submission	Level of Final Disposal
1.	Reconstitution of board of Directors of NFDC	ASO/US-DS/Dir/ JS(Films/ AS - Secretary	Minister
2.	Appointment of Chairman, NFDC	ASO/US-DS/Dir/ JS(Films/ AS - Secretary	Minister
3.	Appointment of Director (Finance), NFDC	ASO/US-DS/Dir/ JS(Films/ AS - Secretary	Minister
4.	Signing of MoU as per DPE guidelines	ASO/US-DS/Dir/ JS(Films/ AS - Secretary	Secretary
5.	Signing of MoU for plans scheme "Production of Films in various India Languages"	ASO/US-DS/Dir/ JS(Films/ AS	Secretary
6.	Laying of MoU as per DPE guidelines of NFDC in Parliament	ASO/US-DS/Dir	Minister
7.	Laying of Annual Report of NFDC in Parliament	ASO/US-DS/Dir	Minister
8.	Release of Funds to NFDC	ASO/US-DS/Dir/ JS(Films/ AS - Financial Adviser	Financial Adviser
9.	Laying of Annual Report/Annual Accounts in the Parliament	ASO/US-DS/Dir/ JS(Films/ AS - Secretary	Minister
10.	Parliament Questions	ASO/US-DS/Dir/ JS(Films/ AS - Secretary	Minister
11.	General Parliamentary matters including feedbacks for Parliament	ASO/US-DS/Dir	JS/AS(Films)

ECONOMIC WING**PLAN COORDINATION CELL**

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Finalization of Annual Plan	SO/DD/JS(EW)	Secretary
2.	Mid-term appraisals of Annual Plan	SO/DD/ JS(EW)	Secretary
3.	Finalisation of RE of Schemes	SO/DD/ JS(EW)	Secretary
4.	Submission of various kinds of information regarding Schemes to NITI Aayog	SO/DD/ JS(EW)	JS(EW)
5.	Conveying of approval/decision of allocation	SO/DD/ JS(EW)	Secretary
6.	Monitoring of progress of Schemes	SO/DD/ JS(EW)	JS(EW)
7.	Evaluation of Schemes	SO/DD/ JS(EW)	Secretary
8.	Finalization and monitoring of internal and extra budgetary resources of AIR and Doordarshan and other PSUs for Schemes under M/o I&B	SO/DD/ JS(EW)	JS(EW)
9.	Matters relating to RTI w.r.t. to BE and Annual Plan and Plan Scheme Policy related Studies Seminar Evaluation of Main Sectt. (excluding Prasar Bharati).	SO/DD/ JS(EW)	JS(EW)
10.	Matters relating to Finance Commission	SO/DD/ JS(EW)	JS(EW)
11.	Economic Survey	SO/DD/ JS(EW)	Secretary
12.	Submission of various kind of information regarding Schemes to M/o Finance through B&A Section	SO/DD/ JS(EW)	JS(EW)
13.	Parliament Question	SO/DD	JS(EW)
14.	Standing Committee on IT - Examination of Demand of Grants - Plan Schemes	SO/DD/ JS(EW)	JS(EW)
15.	Matters relating to Non Lapsable fund for North Eastern Region Component in Annual Plans	SO/DD/ JS(EW)	JS(EW)
16.	Coordination of Special Component Plan (Schedules Castes Sub Plan (SCSP)/Tribal Sub Plan (TSP) in Annual Plans	SO/DD/ JS(EW)	JS(EW)
17.	Uploading of Approved Annual Plans on the website of the Ministry through PMS/NIC	SO/DD/ JS(EW)	JS(EW)
18.	Finalisation of RE of Plan Scheme Policy related Studies, Seminars, Evaluation (excluding Prasar Bharati) (Main Sectt.)	SO/DD/ JS(EW)	JS(EW)

19.	VIP References w.r.t. BE, and Annual Plan, Five Years and Plan Scheme Policy related Studies, Seminars, Evaluation (excluding Prasar Bharati) (Main Sectt.)	SO/DD/ JS(EW)/ Secretary	Minister
20.	Matters relating to SFC/EFC of Plan Schemes of other Wings of the Ministry	SO/DD/ JS(EW)	JS(EW)
21.	Matters regarding Plan Schemes to be sent to PPC for Annual Report of the Ministry	SO/DD/ JS(EW)	JS(EW)
22.	Examination of SFC/EFC Memos/Notes received from other Ministries/Departments	SO/DD/ JS(EW)	JS(EW)
23.	Recording, Reviewing and Weeding Out of files.	SO/DD	JS(EW)
24.	Updation/Monthly Progress Report on Policy initiatives in the Budget Speech pertaining to the Ministry and submission to Min. of Finance	SO/DD/ JS(EW)	JS(EW)
25.	Review of Autonomous bodies of Films Wing viz. SRFTI, FTII, CFSI	SO/DD/ JS(EW)	JS(EW)
26.	Parliament questions i) Unstarred ii) Starred	i) SO/DD/ JS (EW)/Secy. ii) SO/DD/ JS(EW)/Secy.	Minister Minister

PERFORMANCE MANAGEMENT SECTION

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1.	Cabinet Notes being received from various Ministries for suggestions & comments	SO/DD/ JS(EW)/SECY	Minister
2.	e-samiksha Portal updation: i) Monthly ii) Weekly	i) SO/DD ii) SO/DD/JS(EW)	JS(EW)
3.	Issue relating to Cyber Security & Hacking etc.	SO/DD/ JS(EW)	JS(EW)
4.	Furnishing of material for Annual Report of Ministry	SO/DD	JS(EW)
5.	Preparation of Annual Plan for O&M inspection of Sections/Desks in the Ministry and attached/subordinate offices of this Ministry.	SO/DD/ JS(EW)	JS(EW)
6.	Allocation of disputed receipts	SO/DD	JS(EW)
7.	Coordination with DAR&PG on various matters	SO/DD/ JS(EW)	JS(EW)
8.	Review/formulation of Record Retention Schedule of substantive functions	SO/DD	JS(EW)
9.	Review of Channel of Submission	SO/DD/ JS(EW)	JS(EW)
10.	Review of periodical reports/returns	SO/DD	JS(EW)
11.	Inspection of Departmental Record Room of main secretariat by NAI	SO/DD	JS(EW)
12.	Parliament questions i) Unstarred ii) Starred	i) SO/DD/JS(EW)/SECY ii) SO/DD/JS(EW)/SECY	Minister Minister
13.	MP/VIP references	SO/DD/JS(EW)/Secretary	Minister
14.	PMO references	SO/DD/ JS(EW)	JS(EW)
15.	Circulation of general instructions received from DAR&PG	SO/DD	JS(EW)
16.	Launching of Special drives for Recording, Review and Weeding out of files	SO/DD	JS(EW)
17.	Monthly statement of files Recorded, Reviewed and Weeded out	SO/DD	JS(EW)
18.	Monthly statement showing disposal of VIP/MP and PMO references and files	SO/DD/ JS(EW)	JS(EW)
19.	Submission of quarterly report to Hindi Section	SO	DD

20.	Inter Media Publicity Coordination Committee - Nomination of Chairperson/Dy. Chairperson	SO/DD/ JS(EW)	JS(EW)
21.	Coordination and updation of status on Actions Points of Bezbaruah Committee Report	SO/DD/ JS(EW)	JS(EW)
22.	Business Service Price Index	SO/DD/ JS(EW)	JS(EW)
23.	Justice(Retd.) J.S. Verma Committee Report	SO/DD/ JS(EW)	JS(EW)

RIGHT TO INFORMATION CELL (RTI CELL)

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1	Receiving of application & acknowledgement of application under RTI, Act 2005	SO	SO
2	Receipt of application fee and fee for the material supplied by the Ministry	SO	SO
3	Forwarding of application to PIO/APIO	SO	DD
4	Sending of reply to the applicant	SO/DD/(CPIO)	CPIO
5	Transfer of application of applicant	SO/DD(CPIO)	CPIO
6	Rejection order for non-supplying of Information to the applicant	SO/DD/(CPIO)	JS(EW)/Appellate Authority
7	Monthly report on the implementation of RTI Act, 2005	SO/DD/ JS(EW)	JS(EW)
8.	Policy matters of RTI including submission of data for preparation of Annual Report of CIC	SO/DD/ JS(EW)	JS(EW)

PARLIAMENT CELL

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Notices of Parliament Questions/ Short Notice Questions/Calling Attention Notices, etc.	S.O./US/DS	JS(EW).
2.	Preparation and checking of sets of approved replies to Parliament Questions, Furnishing of requisite number of copies of the replies to respective Parliament Secretariat.	S.O.	S.O.
3.	Co-ordination/compilation and furnishing of information/replies in respect of Parliament Questions/ assurances pertaining to other Ministries/Deptts.	S.O./US/DS	JS(EW)
4.	Co-ordination and compilation of material for inclusion in President's address to Both the Houses of parliament	S.O./US/DS/ JS(EW)/Secretary	Minister
5.	Co-ordination/Compilation and furnishing of Legislative proposals pertaining to this Ministry to M/O Parliamentary Affairs	S.O./US/DS/ JS(EW)	Secretary
6.	Co-ordination/Compilation and furnishing of Brief on Issues, pertaining to this Ministry, likely to be raised during each Session of Parliament, to PMO	S.O./US/DS/ JS(EW)	Secretary
7.	Co-ordination/Compilation of work relating to fulfillment of Assurances given in Lok Sabha and Rajya Sabha by this Ministry	SO/US/DS	JS(EW)
8.	Co-ordination/Compilation of work relating to Matters pertaining to this Ministry raised under Rule 377 in Lok Sabha and by way of Spl. Mentions in Rajya Sabha,	SO/US/DS	JS(EW)
9.	Co-ordination of work relating to Joint Committee on Office of Profit, Committee on Subordination Legislation , etc.	SO/US/DS/ JS(EW).	A.S.
10.	To examine the reports of the Committee on Subordinate Legislation, etc. presented in Lok Sabha and Rajya Sabha, to initiate action wherever found necessary	SO/US	DS
11.	Coordination of work relating to Study Visit of the Standing Committee on Information Technology and other Parliamentary Committees	SO/US	DS
12.	Following work relating to holding of the meeting of Consultative Committee: i) Fixation of date/time/venue and subject matter of discussion in the meeting ii) Coordination work relating to Background note on the subject, preparation of Minutes of the last meeting, etc.	SO/US/DS/ JS(EW) Secretary SO/US	Minister DS

	<p>iii) Action Taken Report on the minutes of the last meeting.</p> <p>iv) Approval and issue of Notice of the Meeting to all participants in the Ministry/Media Units</p> <p>v) Circulation of Agenda papers (Background Note, Minutes of the last Meeting, Action Taken Report thereon, etc.) amongst the Hon'ble Members of the Committee, through Ministry of Parliamentary Affairs, in time.</p> <p>vi) Obtaining approval of the competent authority through Integrated Finance Division of the Ministry for serving of Tea./Coffee , refreshment/Lunch to all participants during the meeting</p>	<p>SO/US/DS/ JS(EW)</p> <p>SO/US/DS/ JS(EW)</p> <p>SO/US</p> <p>SO/US/DS/AS&FA</p>	<p>Secretary</p> <p>Secretary</p> <p>DS</p> <p>Secretary</p>
13.	Furnishing of Quarterly Report on Subordinate Legislation issued by the Ministry to Legislative Deptt., Mini. of Law and Justice	SO/US	DS
14.	Arrangement of Passes, Car Park Labels in respect of the Officers of the Ministry and Media Units for entry into Parliament House, as and when required, during each Session of Parliament	SO/US	DS

FINANCE & BUDGET WING

FIN-I/FIN-III SECTIONS

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	EFC/SFC	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor/ Secretary	Minister (I&B)/M/o Finance
2	Creation of posts a) Prasar Bharati i) Gr. 'B','C','D' ii) Gr. 'A' b) Other Media Units	i) a) SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor i) b) SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor b) SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor	Secretary Minister of Finance Minister of Finance
3	Continuation of posts of Prasar Bharati and other Media Units along with Main Secretariat	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
4	Conversion of temporary posts into permanent posts of a) Prasar Bharati and b) Other Media Unit along with Main Secretariat	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor SO(Fin)/US(Fin)/DS or DIR(Fin)	M/o Finance Financial Advisor
5	a) Hiring of Pvt. Accommodation for media units in relaxation of rules b) Continued hiring of office accommodation i) Prasar Bharati ii) Other Media Unit including Main Secretariat	SO(Fin)/US(Fin)/DS or DIR(Fin) SO(Fin)/US(Fin) SO(Fin)/US(Fin)	Financial Advisor Prasar Bharati DS or DIR(Fin)
6	Matters relating to budget/ processing of budget proposals Prasar Bharati	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
7	Deputation abroad including training a) Upto the level of JS(B) and equivalent b) Officers in the rank of AS and above	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor/ Secretary SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor/ Secretary/ Minister	Minister M/o Finance

8	Expenditure sanction of approved scheme a) Media Units other than Prasar Bharati b) Prasar Bharati	SO(Fin)/US(Fin) SO(Fin)/US(Fin)	DS or DIR(Fin) Prasar Bharati
9	Cases of hospitality	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor (cases involving relaxation will be referred to M/o Finance through Financial Advisor)
10	On Account Advance a) Up to Rs. 5 Lakhs b) Beyond Rs. 5 Lakhs	SO(Fin)/US(Fin) SO(Fin)/US(Fin)/DS or DIR(Fin)	DS or DIR(Fin) Financial Advisor
11	Vetting of draft sanctions	SO(Fin)	US(Fin)
12	Further delegation of powers (DFPRs etc.)	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor	M/o Finance
13	Seeking relaxation of rules recommending cases	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
14	Purchase proposals including TECC recommendations	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
15	AIR travel (Domestic) a) Media Units and Main Sectt. other than Prasar Bharati b) Prasar Bharati	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor	Secretary Prasar Bharati
16	Condemnation of stores	SO(Fin)/US(Fin)/DS or DIR(Fin)	HOD/Financial Advisor who has been delegated powers to purchase the stores to be condemned
17	Reference to M/o Finance	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor

18	Sanction of expenditure for civil works a) Rs.1 crore and below b) Above Rs. 1 crore	SO(Fin)/US(Fin) SO(Fin)/US(Fin)/DS or DIR(Fin)	DS or DIR(Fin) / Financial Advisor /Secry. Financial Advisor/Secretary/SFC or EFC
19	Submission of various periodical reports/returns to O&M section, Admn.II/IV sections etc.	SO(Fin)	US(Fin)
20	Authorization of foreign exchange release a) Prasar Bharati b) Other Media Units i) Upto Rs. 10 Lakhs ii) Above Rs. 10 Lakhs	SO(Fin)/US(Fin)/DS or DIR(Fin) SO(Fin)/US(Fin) SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor DS or DIR(Fin) Financial Advisor
21	Write off of losses a) Upto Rs. 20 Lakhs for losses of stores not due to theft, fraud or negligence b) Rs. 2 Lakhs for other cases	SO(Fin)/US(Fin)/DS or DIR(Fin) SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
22	Condemnation of vehicles a) Media Units and Main Secretariat other than Prasar Bharati b) Prasar Bharati i) Normal condemnation ii) Premature condemnation	SO(Fin)/US(Fin)/DS or DIR(Fin) ----- SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor Prasar Bharati Financial Advisor
23	Release of grant-in-aid	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
24	Vetting/finalization of replies to Audit/CAG/PAC paras	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor

FINANCE II SECTION

S. No.	Nature/Class of Cases	Channel of Submission	Level of Final Disposal
1	EFC/SFC Proposals		
	Cost upto Rs. 100 Cr.	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B)
	Cost > Rs. 100 Cr. & upto Rs. 500 Cr.	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	HMIB
	Cost > Rs. 500 Cr. & upto Rs. 1000 Cr.	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	HMIB and Finance Minister
	Cost > Rs. 1000 Cr.	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)/HMIB	Cabinet/Committee of the Cabinet concerned with the subject
2	Creation of Posts		
	Gr. 'A' 'B' and 'C' posts	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	M/o Finance
3	Continuation of Posts		
	Continuation of all temporary posts of media units and Main Secretariat	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	M/o Finance
4	Conversion of Posts		
	Conversion of temporary posts into permanent posts of media units and Main Secretariat	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	M/o Finance
5	Hiring of Pvt. Accommodation for Media Units		
	Continued hiring of office accommodation including relaxation of Rules	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B)
6	Deputation abroad including training		
	Upto the level of Director and equivalent	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B)
	Officers in the rank of JS & equivalent	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	HMIB
	Officers in the rank of AS & above	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)/HMIB	M/o Finance (SCoS)
7	Expenditure sanction of approved schemes	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser
8	Cases of Hospitality	SO(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser (Cases involving relaxation will be referred to M/o Finance)
9	On Account Advance		
	(I) Upto the prescribed limit	SO (Fin)/DS(Fin) or Dir (Fin)	Financial Adviser

	(II) Beyond the prescribed limit	SO (Fin)/DS(Fin) or Dir (Fin)/ Financial Adviser	Secretary (I&B)
10	Further delegation of powers (DFPRs, etc.)	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B) (Cases involving relaxation will be referred to M/o Finance)
11	Seeking relaxation of financial rules	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser (Cases seeking relaxation beyond the powers of FA will be referred to M/o Finance)
12	Purchase proposals within the prescribed limit including TECC recommendations	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser
13	Air Travel (Domestic)	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B)
14	Condemnation of Stores	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser/HoD who has been delegated powers to purchase the stores to be condemned
15	Reference to M/o Finance	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser
Sanction of expenditure for Indents, Contracts including Purchases			
16	Upto Rs. 20 Crore for open/limited tender contracts	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B) (Cases involving beyond the powers of Secretary will be referred to HMIB)
	Upto Rs. 5 Crore for negotiable or single tender or proprietary contracts		
	Upto Rs. 2 Crore for agreements/contracts for technical collaboration and consultancy services		
17	Submission of various periodical reports/returns to O&M section, Admn.II/IV Sections etc.	SO(Fin)	US (Fin)
Write off Losses			
18	Upto Rs. 20 lakhs for losses not due to theft, fraud or negligence and Rs. 2 lakh for other cases	SO(Fin)/US(Fin)/Financial Adviser	Secretary (I&B)
Condemnation of vehicles			
19	Normal Condemnation of vehicles	SO(Fin)/US(Fin)/Financial Adviser	Secretary (I&B)
	Premature condemnation of vehicles	SO(Fin)/US(Fin)/Financial Adviser	M/o Finance
20	Release of Grant-in-Aid	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser

B&A SECTION

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1.	Review of expenditure	SO/US/DS or DIR/CCA	Fin. Advisor
2.	Supplementary demands for grants	SO/US/DS or DIR/CCA	Fin. Advisor
3.	Opening of new heads of accounts	SO/US/DS or DIR/CCA	Fin. Advisor
4.	Mid-term review of budgetary requirements	SO/US/DS or DIR/CCA	Fin. Advisor
5.	Final grant to all Media Units	SO/US/DS or DIR/CCA	Fin. Advisor
6.	Fixation of revised estimates/budget estimates for all Media Units	SO/US/DS or DIR/CCA	Fin. Advisor
7.	Advance(s) from Contingency Fund of India	SO/US/DS or DIR/CCA	Fin. Advisor
8.	Examination of Appropriation Accounts	SO/US/DS or DIR/CCA	Fin. Advisor
9.	Submission of material to Standing Committee on Information Technology	SO/US/DS or DIR/CCA	Fin. Advisor
10.	Estimated strength and provision therefor- submission of statement to budget division/other statements connected with budget	SO/US/DS or DIR/CCA	Fin. Advisor
11.	Printing of Detailed Demands for Grants	SO/US/DS or DIR/CCA	Fin. Advisor
12.	To watch the settlement of Audit objections/inspection reports	SO/US/DS or DIR	CCA
13.	To watch the settlement of draft Audit Paras	SO/US/DS or DIR	CCA
14.	C&AG reports/PAC/Estimates committee	SO/US/DS or DIR /CCA/ Fin. Advisor	Secretary
15.	Issuance of statement of accepted estimates	SO/US/DS or DIR/CCA	Fin. Advisor
16.	Distribution of Funds of Media Units for Advances to Govt. Servants	SO/US	DS/DIR
17.	Re-appropriation Order	SO/US/DS or DIR/CCA	Fin. Advisor
18.	Parliament questions	SO/US/DS or DIR /CCA/ Financial Advisor/Secy.	Minister
19.	Monthly/quarterly returns	SO	US

LAST