



सत्यमेव जयते

INTERNAL DELEGATION OF POWERS / CHANNEL OF SUBMISSION

JUNE 2025

**PERFORMANCE MANAGEMENT SECTION
MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA**

GOVERNMENT OF INDIA

MINISTRY OF INFORMATION AND BROADCASTING

INTERNAL DELEGATION OF POWERS/ CHANNEL OF SUBMISSION

INTERNAL DELEGATION OF POWERS/ CHANNEL OF SUBMISSION FOR FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY VARIOUS DIVISIONS OF THE MAIN SECRETARIAT OF MINISTRY OF INFORMATION AND BROADCASTING

COMPILED BY PERFORMANCE MANAGEMENT SECTION

INDEX

Sl.No.	Contents	PageNo.
1	Channel of submission and the level of disposal of cases in respect of <u>common items of work</u> handled by all Divisions— ANNEXURE-I	3-6
2	Channel of submission and the level off disposal of cases in respect of items of work handled by specific sections ANNEXURE-II	7-54
	Information Wing	7-25
	Indian Information Service Section (IIS)	7-9
	Press Section	9-10
	Digital Media Division	10-11
	Media Unit Cell-I (MUC-I)	11-12
	Information Policy & Media Coordination Section (IP&MC)	12-13
	Policy and Planning Cell (PPC)	13
	Media Unit Cell-II (MUC-II)	13-14
	New Media Cell (NMC)	14-15
	Broadcasting Content-I Section (BC-I)	15
	Broadcasting Content-I Section (BC-II)	16
	Broadcasting Content-I Section (BC-III)	16
	Admn-I	17-19
	Admn-II & IV	19-21
	Admn-III	22-23
	Cash	23-24
	Vigilance Section	24-25
	Central Registry Unit (CRU)	25
	Broadcasting Wing	26-37
	Broadcasting Policy and Legislation (BP&L)	26-27
	TV-Insat Section (TV-I)	28-29
	Digital Adressable System Section (DAS)	29
	Broadcasting Content – IV Section (BC-IV)	29-30
	Broadcasting Finance (B. Fin)	30-31
	Braodcasting Development [B(D)]	31-32
	Braodcasting Administration – Engineering Section (BA-E)	32
	Braodcasting Administration – Programme Section (BA-P)	33-34
	Community Radio Station Cell (CRS)	34-35
	FM Cell.	35-37
	Films Wing	38-43
	Films Festivals Desk {F(F)}	38-39
	Films (Film & Television Institute) Desk {F(FTI)}	39-40
	Films(Administration) Desk {F(A)}	40-42
	Films (Certification) Desk {F(C)}	42
	Films (Industry) Desk {F(I)}	42-432
	Film (Public Sector Undertaking) Desk {F(PSU)}	43
	Economic Wing	44-50
	Plan Coordination Cell (PC)	44-45
	Performance Management Section (PMS)	45-46
	Right to Information Cell (RTI)	46
	Parliament Cell	46-48
	Official Language Unit (OL)	48-49
	Centralised Public Grievance Redress and Monitoring System Section (CPGRAM)	49-50

	Finance and Budget Wing	50-54
	Finance I & III Section (Fin.-I/III)	50-52
	Finance – II Section (Fin.-II)	52-53
	Budget & Accounts Section (B&A)	53-54

COMMON ITEMS OF WORK					
CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF COMMON ITEMS OF WORK HANDLED BY ALL SECTIONS.					
Sl No.	Types of Cases	Initiating the proposal/ Firstlevel	Second level	Third level	Final Disposal
1.	2.	3.	4.	5.	6.
1.	Parliamentary Matters				
	(i) Replies to Starred Questions	US/ DS/Dir.	JS	Secretary	HMIB/HMSIB
	(ii) Replies to Unstarred Questions	US/ DS/Dir.	JS	Secretary	HMIB/HMSIB
	(iii) Calling Attention Motions	US/ DS/Dir.	JS	Secretary	HMIB/HMSIB
	(iv) Parliament Assurances (fulfillment/extenstion of time/ request for dropping the Assurance)	US/ DS/Dir.	JS	Secretary	HMSIB
	(v) Final replies to recommendations of Parliamentary Committees including submission of material to standing committee on IT and to consultative committee.	US/ DS/Dir.	JS	Secretary	HMSIB
	(vi) Laying of Annual Reports/ Rules/ Regulations etc. and Authentication of Papers	US/ DS/Dir.	JS	Secretary	HMSIB
	(vii) Final replies to matters raised under Rule 377 in Lok Sabha and Special Mention Made in RajyaSabha.	US/ DS/Dir.	JS	Secretary	HMSIB
	(viii) Action taken note on the Recommendations of Parliamentary Committees.	SO/US	DS/Dir.	JS	Secretary
	(ix) Furnishing of replies to Questionnaires and other references received from Parliamentary Committees.	SO/US	DS/Dir.	JS	Secretary
	(x) Furnishing of facts of Question to Lok Sabha / Rajya Sabha Secretariat.	ASO/SO	US	DS/Dir.	JS
2.	Notes for Cabinet or Committees of Cabinet				
	(i) Note for Cabinet on matters concerning the Ministry.	US/ DS/Dir.	JS	Secretary	HMIB/HMSIB
	(ii) Final Note for Committees of Cabinet on matters concerning the Ministry.	US/ DS/Dir.	JS	Secretary	HMIB/HMSIB

	(iii)Comments on Note for Cabinet Committee of Cabinet received from other Ministries / Departments.				
	(a) Notes relating to either question of policy or matter concerning the work of the Ministry	US/ DS/Dir.	JS	Secretary	HMIB/HMSIB
	(b)All other notes	ASO/SO	US	DS/Dir.	JS/ Secretary

3.	Notes for Committee of Secretaries				
	(i)Notes on the matter concerning the Ministry.	SO/US	DS/Dir.	JS	Secretary /HMIB/HMSIB
	(ii) Notes received from other Ministries for comments				
	(a) Matters involving major policy Or important issues.	SO/US	DS/Dir.	JS	Secretary /HMIB/HMSIB
	(b) All other notes.	ASO/SO	US	DS/Dir.	JS
4.	Cases before CAT /High Court / Supreme Court				
	(i) Decision on contesting writ petitions or filing appeals/revision petitions.				
	(a)Appointments made with ACC's approval, as also all other appointments made to Group 'A' posts.	SO/US	DS/Dir.	JS	Secretary
	(b)All other appointments / Cases.	ASO/SO	US	DS/Dir.	JS
	(ii)Preparation of para-wise comments And finalization of a counter affidavit in cases				
	(a) In which the Ministry is a respondent and where the issues raised are covered by existing Rules / orders / policy decisions.	ASO/SO	US	DS/Dir	JS
	(b) Where the issues raised have major policy implications.	SO/US	DS/Dir	JS	Secretary/ HMSIB
	(iii) Contempt petitions against Secretary / Minister.	SO/US	DS/Dir.	JS	Secretary
	(iv)Furnishing of comments of writ petitions which the Ministry is a Performa respondent:	ASO/SO	US	DS/Dir	JS
	(a) Where the issues raised are based on settled policy or clear precedent of any discretion.	ASO/SO	US	DS/Dir	JS

	(b)Where the issues raised have Major policy implications	SO/US	DS/Dir.	JS	Secretary
	(v) Payment of Fee Bill to Govt. Counsel	SO	US	DS/Dir	HoD
5.	Replies to letters/ representations Received by HMIB/HMSIB from MPs and other VIPs.	SO/US	DS/Dir.	JS	HMIB/HMSIB
6.	Formulation of budget proposals, Annual Plan proposals, Annual Action Plan etc. [except Budget Division]	ASO/SO	US	DS/Dir.	JS
7.	Furnishing material for inclusion in the monthly summary for Cabinet/ D.O. letters to Cabinet Secretary relating to significant events, President's Address to Parliament, Finance Minister's budget speech, Annual Report of the Ministry, Induction note etc.	ASO/SO	US	DS/Dir.	JS

8.	Furnishing of monthly statement of pending Assurances /letters from MPs /references received from PMO/ implementation of decisions of Cabinet/ cases pending over a month/ Quarterly progress report about the use of Hindi.	ASO	SO	US	DS/Dir.
9.	All Notes/ References to PMO	DS/Dir.	JS/AS	Secretary	HMIB/HMSIB
10.	Extension of the period of Deputation to ex –cadre posts beyond the initial 5 years:				
	(i)For the 6 year	US	DS/Dir.	JS/AS	Secretary
	(ii)Forthe7year th	US	DS/Dir.	JS/AS	HMIB/HMSIB
11.	All disciplinary/vigilance matters pertaining to officers upto the level of JS (where HMIB is the Appointing/ Disciplinary Authority on behalf of the President of India)	The level of disposal of complaints, disciplinary, appeal/ revision / review cases prescribed in CCS (CC&A) Rules, 1965 or as provided in the Statutory provisions.			
12.	Material for Annual Report of Ministry to be compiled by PPC section	ASO/SO	US	DS/Dir.	JS
13.	Framing/ Amendment of Recruitment Rules (In consultation with DOPT & UPSC)				
	(i) Group C (DOPT's consultation not required, if it follows model RR/ Guidelines)	ASO/SO	US	DS/Dir.	JS
	(ii) Group A & B	US	DS/Dir.	JS/AS	Secretary
	(iii) Framing/ Amendment for the post of Heads of Departments or services rules for organized services	ASO/SO	US	DS/Dir.	HMIB
14.	Creation of Post (Regular/ Supernumerary)/ Upgradation of Post				
	L-14 & above	US/DS/Dir	JS	Secretary	Cabinet after approval of HMIB with consultation of DOE.

	Below L-14	US/DS/Dir	JS	Secretary	DOE after approval of HMIB
15.	Revival of Post	US/DS/Dir	JS	Secretary	DOE
16.	Continuance of Temporary Posts				
	Above L-12	US/DS/Dir	JS	Secretary	DOE
	Upto L-12	US	DS/Dir.	JS/AS	Secretary in consultation with FA
17.	Conversion of temporary posts into permanent posts				
	Above L-12	US/DS/Dir	JS	Secretary	DOE
	Upto L-12	US	DS/Dir.	JS/AS	Secretary in consultation with FA
18.	Transfer of Post	US/DS/Dir	JS	Secretary	DOE
19.	Complaints/Public Grievances	ASO/SO	US	DS/Dir	JS
20.	Appeals on grievances	ASO/SO	US	DS/Dir	Sr. EA/Nodal officer
21.	RTI application	ASO	SO		CPIO/US
22.	RTI appeals	ASO	SO		FAA/DS or Dir

Note: ASO/SO/US as the case may be, will assist initiating officer in putting up the file.

INFORMATION WING					
CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE INFORMATION WING					
S. No	Type of cases	Initiating the proposal /First level	Second level	Third level	Final Disposal
1	2	3	4	5	6
IIS SECTION					
1.	Forwarding of proposal to UPSC for direct recruitment to Junior Grade of IIS Group 'A'	SO	US	DS or Dir	JS/ AS
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/ AS
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	SO/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	SO/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).	SO/US/DS or Dir	JS	Secretary	Minister
6.	Transfer of officers of IIS Group 'A'	SO/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/ AS
8.	Accepting the recommendations of DPC for promotion to Senior Grade of IIS Group 'A' and appointment of recommended officers in the grade	SO/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/ AS
10.	Accepting the recommendations of DPC for promotion to JAG/NFSG of IIS Group 'A' and appointment of recommended officers in the grade	SO/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/ AS
12.	Accepting the recommendations of DPC for promotion to SAG & above of IIS Group 'A' and appointment of recommended officers in the grade	SO/US/DS or Dir/ JS	Secretary	Minister	ACC

13.	Extension /re-employment of officers of IIS Group 'A'	SO/US/DS or Dir/ JS	Secretary	Minister	ACC
14.	Accepting the resignation/voluntary retirement of any officer of IIS Group 'A'	SO/US/ DS or Dir	JS	Secretary	Minister
15.	Grant of permission for commercial employment of retired officers of IIS Group 'A'	SO/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/ AS
17.	Training matters of direct recruit officers of Junior Grade of IIS Group 'A' & their Media attachment	SO	US	DS or Dir	JS/ AS
18.	Grant of advance increment to probationers of Junior Grade of IIS Group 'A'	SO	US	DS or Dir	JS/ AS
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	SO/US	DS or Dir	JS	Secretary (up to JAG Level) & Minister (SAG & above)
20.	Matters relating to IIS Group A Rules, 1987; Policy matters of IIS Group A; Cadre Review of IIS Group A	US/ DS/Dir	JS	Secretary	HMIB
21.	Reliever of officers in case of selection against Sl. No.19 above	SO	US	DS or Dir	JS/ AS
22.	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/ AS
22-A	Grant of leave to Pr. DG / Other Media Heads	SO/US	DS or Dir	JS	Minister for Pr. DG / Secretary for other Media Heads
23.	Change of name of IIS Group 'A' officers	SO/US	DS or Dir	JS	Secretary
24.	All matters relating to IIS Group 'A' Rules 1987	SO/US/DS or Dir	JS	Secretary	Minister
25.	Policy matters pertaining to IIS Group 'A'	SO/US/DS or Dir	JS	Secretary	Minister
26.	Cadre Review of IIS Group 'A'	SO/US/DS or Dir	JS	Secretary	Minister
27.	Permission under Conduct Rules /NoC	SO/US	DS or Dir	JS	Secretary (For SAG & above)
28.	Court cases	SO/US	DS or Dir	JS	Secretary (For Contempt of Court Cases)
Group-B					
1.	Forwarding of proposal to UPSC for direct recruitment to Senior & Junior Grades of IIS Group 'B'	SO	US	DS or Dir	JS/ AS
2.	Appointment of officers in the Senior & Junior Grade of IIS Group 'B' by direct recruitment	SO	US	DS or Dir	JS/ AS

3.	Extension of joining time of direct recruits	SO	US	DS or Dir	JS/ AS
4.	Promotion of officers from Junior Grade of IIS Group 'B' to Senior Grade of IIS Group 'B'	SO	US	DS or Dir	JS/ AS
5.	Termination of probation period of direct recruit officers of Senior & Junior Grades of IIS Group 'B'	SO	US	DS or Dir	JS/ AS
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'	SO/US/DS or Dir	JS	Secretary	Minister
8.	Acceptance of resignation	SO	US	DS or Dir	JS/ AS
9.	Deputation outside the cadre	SO	US	DS or Dir	JS/ AS
10.	Change of name of Senior & Junior Grade Officers	SO	US	DS or Dir	JS/ AS
11.	Court cases	SO	US	DS or Dir	JS/ AS
12.	Court cases ending in contempt	SO/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/ AS
14.	Study leave permission of IIS Group 'B'	SO	US	DS or Dir	JS/ AS
General Matters					
15.	Information, if any to be collected from the Ministry/ Department	SO	US	--	DS or Director
16.	Periodical returns and other routine works	SO	US	--	DS or Dir.
17.	Matters regarding annual property return of IIS officers	SO	US	--	DS or Dir.
18.	Payment of Fee Bill to Govt. Counsel.	SO	US	DS or Dir	HoD
PRESS SECTION					
1.	Policy matters concerning News Agencies	US/ DS/Dir	JS	Secretary	HMIB
2.	Recommendation of Press Commission	SO/ US	DS/Dir	JS	Secretary/ HMIB
3.	Policy matter in r/o PIB	SO/ US	DS/Dir	JS	Secretary/ HMIB
4.	Budget Estimates/ Revised Estimates in r/o PIB	ASO/SO	US	DS/Dir.	JS
5.	Implementation of Plan Schemes	ASO/SO	US	DS/Dir.	JS
6.	Clarification on Service matters	ASO/SO	US	DS/Dir.	JS

7.	Foreign investment proposals in r/o Print Media/Advertising Sector (received through Foreign Investment Promotion Board) (FIPB) [FIPB has been abolished vide ministry of Finance O.M. No. 01/01/FC/2017-FIPB dated 05.06.2017.]	SO/ US	DS/Dir	JS	Secretary
8.	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/Dir	JS	Secretary
9.	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/Dir	JS	Secretary
10.	Cases of grant from Journalists Welfare Funds:	ASO/SO	US	DS/Dir.	JS
	(i) Put up before the Committee	SO/ US	DS/Dir	JS	Secretary
	(ii) Decided by the committee and release of funds	SO/ US	DS/Dir	JS	Secretary
DIGITAL MEDIA DIVISION					
1.	Legislation and policy matters relating to Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021 in relation to content of digital news publishers and OTT platforms.	US/ DS/Dir	JS	Secretary	HMIB

2.	FDI matters in respect of entities involved in uploading and streaming of news and current affairs through digital media	US/ DS/Dir	JS	Secretary	HMIB
3.	Registration of Self-Regulating Bodies (as defined in Rule 12 of the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021) with respect to News and OTT platforms	US/ DS/Dir	JS	Secretary	HMIB
4.	Material in respect of DM Division for monthly D.O. Letter from Secretary(I&B) on significant events during the month.	ASO/SO	US	DS/Dir.	JS
5.	Processing of request/ appeals for placing IDC under IT Rules, 2021	ASO/SO	US	DS/Dir.	JS
MUC-I section					
1.	Policy matters concerning PRGI & PCI	US/ DS/Dir	JS	Secretary	HMIB
2.	Recruitment Rules –Framing of / Amendments to (in respect of PRGI)				
	Group A and Group B posts	SO/ US	DS/Dir	JS	Secretary
	Group C posts	ASO/SO	US	DS/Dir.	JS
3.	Cases of Re-employment (in respect of PRGI) In case of Group C post	ASO/SO	US	DS/Dir.	JS
4.	Press and Registration of Periodicals Act, 2023	US/ DS/Dir	JS	Secretary	HMIB
5.	Adhoc appointments(in respect of PRGI)	SO/ US	DS/Dir	JS	Secretary
6.	Hiring of Office/ Residential accommodation/ Lease Cases including revision or renewal of lease Cases in respect of PRGI.	ASO/SO	US	DS/Dir.	JS
7.	On account advance (in respect of PRGI)	ASO/SO	US	DS/Dir.	JS
8.	Material for Annual report in respect of PRGI & PCI.	ASO/SO	US	DS/Dir.	JS
9.	Laying of report of PCI	US/ DS/Dir	JS	Secretary	HMIB
10.	Press Council Act	US/ DS/Dir	JS	Secretary	HMIB
11.	Reference of Grant-in-aid in r/o PCI	ASO/SO	US	DS/Dir.	JS

12.	General matters in r/o PCI	ASO	SO	US	DS or Dir
13.	Policy matter in r/o PCI	SO/ US	DS/Dir	JS	Secretary/ HMIB
14.	Budget Estimates/ Revised Estimates in r/o PCI	ASO/SO	US	DS/Dir.	JS

15.	B.E./R.E in r/o PRGI	ASO/SO	US	DS/Dir.	JS
16.	Implementation of :-				
	Plan Scheme of PRGI	SO/ US	DS/Dir	JS	HMIB / Secretary
	Expenditure Sanctions of PRGI	ASO/SO	US	DS/Dir.	JS (In consultation with IFD)
17.	Clarification on service matters in respect of PRGI	ASO	SO	US	DS or Dir.
18.	Cases of pay fixation in respect of PRGI	ASO	SO	US	DS or Dir.
19.	Issue of appointment Orders/Sanctions in respect of PRGI	ASO	SO	-	US
20.	General matters in respect of CBC and PRGI	ASO	SO	US	DS or Dir.
21.	Addressing officers of the Ministry, Media Units and other Departments for collection of data, factual information etc.	ASO	-	-	SO
22.	O&M and other returns	ASO	-	-	SO

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

IP&MC Section					
1.	Appointment of Vice Chancellor, IIMC	SO/US/DS	JS	Secretary	HMIB
2.	Constitution of IIMC Society, Executive Council	SO/US/DS	JS	Secretary	HMIB
3.	Foreign Deputation	SO/US	DS	JS	Secretary/ HMIB
4.	Participation of Publications Division in International Book Fairs	SO/US/ DS	JS	Secretary	HMIB
5.	Policy matters related to IIMC & DPD	SO/US	DS	JS	Secretary/ HMIB

6.	Laying of Annual Report of IIMC on Table of Both Houses of Parliament	SO/US/ DS	JS	Secretary	HMSIB
7.	Cultural Exchange Programme (CEP) Matters	SO	US	DS	JS/ Secretary
8.	Release of Grant-in-Aid to IIMC	SO/US	DS	JS	Secretary
9.	Correspondence with UNESCO and other International Bodies	SO/ US	DS	-	JS/ Secretary
10.	Routine reminders and seeking information from DPD and IIMC	ASO	SO	-	US/DS
POLICY AND PLANNING CELL (PPC)					
1.	Preparation of Annual Report	US/ DS/Dir	JS	Secretary	HMSIB/HMI B
2.	Monthly DO to Cabinet Secretary	ASO/SO	US/DS/Dir	JS	Secretary
3.	Publicity matters	ASO/SO	US/ DS/Dir.	-	JS
4.	Media Plan for GoI Campaigns/Programmes/Events	ASO/ SO	US/DS/Dir	JS	Secretary
5.	Status Notes/ Action taken reports	ASO/SO	US/ DS/Dir.	-	JS
6.	Senior Officer's Meeting	ASO/ SO	US/DS/Dir	JS	Secretary
7.	Monitoring and Reporting on Portals (PRAGATI, PMRef, LIMBS, FIF, SAP)	ASO/SO	US/ DS/Dir.	JS	Secretary
MUC-II SECTION					
1.	All Financial proposals	ASO/SO	US	DS/Dir.	JS
2.	Plan Schemes	SO/ US	DS/Dir	JS	Secretary/H MIB
3.	Budget proposals	ASO/SO	US	DS/Dir.	JS
4.	BE/RE proposal	ASO/SO	US	DS/Dir.	JS
5.	Appointment to Group 'A' posts	US/ DS/Dir	JS	Secretary	HMIB
6.	Opening of new offices	US/ DS/Dir	JS	Secretary	HMIB

7.	Re-employment/extension in service	US/ DS/Dir	JS	Secretary	HMIB
8.	Compassionate appointment	SO/ US	DS/Dir	JS	Secretary
9.	Permission for air-journey by non-entitled officials	SO/ US	DS/Dir	JS	Secretary
10.	Revision of pay scale	SO/ US	DS/Dir	JS	Secretary (upto Group 'B' posts) and HMIB (for Group 'A' Posts)
11.	D.P.C	ASO/SO	US	DS/Dir.	JS
12.	De-reservation	ASO/SO	US	DS/Dir.	JS/ Secretary
13.	Matters seeking clarification on interpretation of rules/orders etc.	ASO/SO	US	DS/Dir.	JS
14.	Permission for acceptance of foreign hospitalities requests for	ASO/SO	US	DS/Dir.	JS/ Secretary
15.	Issue of orders/sanctions	ASO	SO	US	DS/ Dir.
16.	Hiring of office/residential accommodation(News cases including revision of rent cases)	ASO/SO	US	DS/Dir.	JS
17.	Policy matters concerning CBC	US/ DS/Dir	JS	Secretary	HMIB
18.	Material for Annual report in respect of CBC.	ASO/SO	US	DS/Dir.	JS
New Media Cell					
1.	RCE/EFC of Sub Scheme 'SocialMedia Platform'	ASO/SO	US	DS/Dir.	JS
2.	Approval of annual budget for implementation of Social Media Platform and signing of MoA with BECIL and extension thereof, if required	SO/ US	DS/Dir	JS	Secretary
3.	Administrative matters of New Media Wing beyond their delegated powers	SO/ US	DS/Dir	JS	Secretary
4.	Financial matters of New Media Wing beyond their delegated powers	SO/ US	DS/Dir	JS	Secretary
5.	Budget Estimates, Revised Estimates and Final Grant in respect of NMW and sub-scheme	ASO/SO	US	DS/Dir.	JS

	Social Media Platform				
6.	Performance Budget	ASO/SO	US	DS/Dir.	JS
7.	Release of fund	SO/ US	DS/Dir	JS	Secretary
8.	Implementation of recommendations of Project Monitoring Committee	SO/ US	DS/Dir	JS	Secretary
9.	Proposal relating to Social Media Publicity such as Talkathon, Facebook Live, IFFI coverage etc.	ASO/SO	US	DS/Dir.	JS/ Secretary
10.	Annual Plan and Annual Reports in respect of New Media Cell	ASO/SO	US	DS/Dir.	JS
11.	Hiring of vehicle for New MediaCell	SO/ US	DS/Dir	JS	Secretary
12.	Reports on performance of NewMedia Cell	ASO/SO	US	DS/Dir.	JS
13.	Miscellaneous report and returns	ASO	SO	-	US
BC-I SECTION					
1.	Referring disposal of public complaints/grievance petitions	ASO/SO	US	DS/Dir.	JS
2.	Submission of cases for placing before Inter Departmental Committee (IDC)	ASO/SO	US	DS/Dir.	JS
3.	Issuance of Show Cause Notice to TV Channels	ASO/SO	US	DS/Dir.	JS
4.	Approval of minutes of IDC meetings	ASO/SO	US	DS/Dir.	JS
5.	Penalty / Orders to TV channels	SO/ US	DS/Dir	JS	Secretary/ HMIB
6.	Policy Matters	SO/ US	DS/Dir	JS	Secretary/ HMIB
7.	Miscellaneous Matters	ASO/SO	US	DS/Dir.	JS
	(i) Comments on Cabinet Notes/Matters				
	(ii) Providing inputs to various matter to other Sections				
	(iii) Preparing materials for examination of Demands for Grants				
	(iv) Preparing materials for Standing Committee of Parliament				
8.	Administrative/Financial work of Electronic Media Monitoring Centre (EMMC).	ASO/SO/ US	DS/Dir	JS	Secretary/ HMIB

BC-II SECTION					
1.	Scrutiny committee matter/SCN	ASO/SO	US	DS/Dir.	JS
2.	All matter related to Parliament Assurance, Standing Committee, Consultative Committee etc.)	US/ DS/Dir	JS	Secretary	MOS(I&B)
3.	Penalty order to Private Satellite TV channels.	SO/ US	DS/Dir	JS	Secretary / HMIB
4.	Para-wise comments relating to Court Case / Court Matters.	ASO/SO	US	DS/Dir.	JS
5.	Counter Affidavit relating to court case in respect of content telecast on private TV channel.	ASO/SO	US	DS/Dir.	JS
6.	Calling for comments in respect of court case.	ASO	SO	US	DS/Dir
7.	Matter related to constitution of State/District Level Monitoring Committee.	SO/ US	DS/Dir	JS	Secretary
8.	Court Matter requiring approval	US/ DS/Dir	JS	Secretary	MOS(I&B)
BC-III					
1.	Referring/Disposal of public complaints/ grievance petitions	ASO/SO	US	DS/Dir.	JS
2.	Submission of cases for placing before Inter-Departmental Committee (IDC)	ASO/SO	US	DS/Dir.	JS
3.	Approval of minutes of IDC meetings	ASO/SO/US	DS/Dir.	JS	AS
4.	Penalty orders to Private Satellite TV channels	SO/ US	DS/Dir	JS	Secretary/HM IB
5.	Policy Matters (Except requiring legislation)	SO/ US	DS/Dir	JS	Secretary
6.	Parliament Questions - Furnishing inputs to other Sections/Ministries	ASO/SO	US	DS/Dir.	JS
7.	Obtaining comments from EMMC on content in Radio/TV	ASO	SO	-	US
8.	Comments on Cabinet Notes/Matters	ASO/SO	US	DS/Dir.	JS

ADMINISTRATION-I SECTION					
1.	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;	ASO	US	-	US
	(ii)Introduction of 'Bhavishya' To Media units and monitoring	ASO/SO	US	DS/Dir.	JS
	(iii)Monitoring and disposal of pension grievances through 'CPGRAMS' portal	ASO/SO	US	DS/Dir.	JS
	(iv) Monitoring and uploading of write ups from pensioners on 'ANUBHAV' portal	ASO	SO	US	DS/ Dir.
2.	Protocol arrangements in connection with the visits of Minister(s), Secretary and foreign VIPs.	ASO	SO	US	DS/ Dir.
3.	Matters relating to hospitality in the Main Sectt.				
	(i) Cases where prescribed ceiling under hospitality rules exceeds for lunch and dinner;	SO/ US	DS/Dir	JS	Secretary
	(ii) Other cases viz. serving of tea etc in Deptt. meetings, Canteen Bills within the permissible limit;	ASO	SO	US	DS/ Dir.
	(iii) Serving of tea etc. in Deptt. meetings, Canteen Bills, etc.exceeding the permissible limits	ASO/SO	US	DS/Dir.	JS
4.	All matters relating to nominations for training abroad	SO/ US	DS/Dir	JS	Secretary / HMIB
5.	All service matters of MTS				
	(i) Leave orders, release of increments etc.	ASO	-	-	SO
	(ii) Recruitment/pay fixation/posting/transfer/seniority lists/confirmation and discipline matters/nomination for pension, DCR gratuity.	ASO	SO	US	DS/ Dir.
	(iii) Preparation of Roster(s)	ASO	SO	US	DS/ Dir.

6.	Collection of vacancies of ex-cadre posts of Min. of I&B and reporting to SSC online.	ASO	SO	US	DS/ Dir.
7.	Matters relating to General and Assembly Elections	ASO	SO	US	DS/ Dir.
8.	Sponsoring of officials of the Ministry to various training programmes in India				
	(i) Non-Gaz. Staff/Gaz. Staff below the rank of US	ASO	SO	-	US
	(ii) (a) Gaz. Staff of the rank of US and above	ASO/SO	US	DS/Dir.	JS
	(b) JS/AS	SO/ US	DS/Dir	JS	Secretary
	(C) Secretary	US/ DS/Dir	JS	Secretary	HMIB
9.	All Matters relating to SCs/STs/OBCs/Ex-servicemen				
	(ii) 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;	ASO	SO	US	DS/ Dir.
	(ii) Collection and compilation of data from all Media Units for PM's New 15 point prog. Annual Report on recruitment of minorities;	ASO	SO	US	DS/ Dir.
	(iii) Collection and compilation of data from all Media Units for reg. representation of OBCs in Govt.Service;	ASO	SO	US	DS/ Dir.
	(iv) Half Monthly reports regarding representation and recruitment of Ex-Servicemen in the Central Public Sector Undertakings;	ASO	SO	US	DS/ Dir.
	(v) Grievances/complaints received from persons reg. harassment towards SC/ST/OBC officials;	ASO	SO	US	DS/ Dir.
	(vi) Circulation/action on various reports from SC/ ST/ OBC Commission(s);	ASO	SO	US	DS/ Dir.
	(vii) Appointment and coordination with Liaison Officers of SC, ST, OBC;	ASO	SO	US	DS/ Dir.
	(viii) Verification of authenticity of caste certificates, periodical reports reg.	ASO	SO	US	DS/ Dir.

10.	Purchase of Newspapers, reference books and magazines etc.	ASO	SO	US	DS/ Dir.
11.	Payment of entertainment bills in respect of Ministers/Officers of the Ministry	ASO	SO	US	DS/ Dir.
12.	Misc. matters relating to Independence Day and Republic Day Celebrations	ASO	SO	US	DS/ Dir.
13.	Deployment of staff for duty on holidays and after office hours for parliament work etc.	ASO	SO	-	US
14.	Mission Karmayogi	ASO/SO	US	DS/Dir.	JS
ADMINISTRATION- II/IV SECTION					
1.	Appointments/ Relieving:-				
	(I) Officers appointed under Central Staffing Scheme, Senior Economic Adviser, Economic Adviser, etc.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(II) Officers of the level of Under Secretary (Group 'A') and above and Dir(OL), DD(OL), AD (OL), etc	SO/ US	DS/Dir	JS	Secretary
	(III) All Group ' B' (Gazetted) and (Non-Gazetted) officers, SHT including all Gazetted and Non- Gazetted isolated posts, etc.	ASO/SO	US	DS/Dir.	JS
	(IV) All Group 'C' posts including isolated posts, etc.	ASO	SO	US	DS/ Dir.
	(V) Compassionate Appointment in LDC Grade	SO/ US	DS/Dir	JS	Secretary
	(VI) Formal staff in O/o HMIB/HMSIB	SO/ US	DS/Dir	JS	Secretary
2.	Promotions through DPC:-				
	(I) All Group 'B' (Gazetted) & (Non-Gazetted) posts	ASO/SO	US	DS/Dir.	JS
	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.				
	(II) All Group 'C' posts	ASO	SO	US	DS/ Dir.
	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:-				
	(i) All Group 'A' Officers	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) All Group 'B' (Gazetted) officers including all Gazetted isolated posts	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(iii) All Group 'B' (Non- Gazetted) Officers including all non-gazetted	SO/ US	DS/Dir	JS	Secretary

	isolated posts				
	(iv) All Group 'C'	ASO	SO	US	DS/ Dir.
4.	Voluntary Retirements:-				
	(i) All Group 'A' Officers and all Group 'B' (Gazetted) Officers	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) All Group B' (Non Gazetted)	ASO/SO	US	DS/Dir.	JS
	(iii) All Group 'C' posts	ASO	SO	US	DS/ Dir.
5.	Transfer/Posting:-				
	(i) JS and above	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) DS or Director and equivalent	SO/ US	DS/Dir	JS	Secretary
	(iii) US and Equivalent	ASO/SO	US	DS/Dir.	JS
	(iv) SO and equivalent	ASO	SO	US	DS/ Dir.
	(v) All Group 'B' (Non- Gazetted) officers and all Group 'C' posts	ASO	SO	-	US
6.	Leave Matters:-				
	(a) All other kinds of Leave (except Study Leave) on the recommendations of Controlling Officers and admissibility of such leave				
	(i) JS and above	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) Dir and equivalent	SO/ US	DS/Dir	JS	Secretary
	(iii) US and equivalent	ASO	SO	US	DS/ Dir.
	(iv) Group 'B' (Gaz.) + (Non Gaz.)	ASO	SO	-	US
	(v) All Group 'C' staff	ASO	SO	-	US
	(b) Study Leave				
	(i) For all Group 'A'	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) For all Group 'B' (Gazetted and Non Gazetted) officers	ASO/SO	US	DS/Dir.	JS
	(iii) Group 'C' posts	ASO	SO	US	DS/ Dir.
7.	Completion of Probation period and confirmation:-				
	(i) All Group 'B' (Non-Gazetted) officers				JS
	Note : Dir./DS 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				
	(ii) All Group 'C' posts	ASO	SO	US	DS/ Dir.
	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:-				
	(i) Group 'C' posts	ASO/SO	US	DS/Dir.	JS
	DOPT is now maintaining seniority list on centralised basis of Group A' and B employees of CSS and CSSS				
9.	Fixation of Pay:-				
	(ii) US and above	ASO	SO	US	DS/ Dir.
	(iii) Upto SO	ASO	SO	US	DS/ Dir.
	(iii) Pay related cases which require DOPT's/ DOE's clarification /approval	ASO/SO	US	DS/Dir.	JS
10.	Release of annual Increment:-				

	(i) For all officials in Main Sectt. under administrative control of Admn.II/IV	ASO	-	-	SO (Admn.II/IV)
	(ii) Release of increment withheld on account of Typewriting test of Assistants and LDCs	ASO	SO	US	DS/ Dir.
11.	Forwarding of application for Open Examination:-	ASO	SO	-	US
12.	Deputation Cases:-				
	(a) Forwarding of applications:-				
	(i) JS and above	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) Dir/DS/US	US/ DS/Dir	JS	Secretary	DoPT
	(iii) Group 'B' (Gaz + Non Gaz)	ASO/SO	US	DS/Dir.	JS
	(iv) All Group 'C' posts	ASO	SO	US	DS/ Dir.
	(b) Extension of tenure for deputation posts:-				
	(i) 6 th Year	SO/ US	DS/Dir	JS	Secretary
	(ii) 7 th Year	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(c) Cadre clearance for extension of tenure in ex-cadre posts:-				
	(i) For SO/DO/PS	SO/ US	DS/Dir	JS	Secretary
	(ii) For Asstts, UDCs & LDCs	ASO/SO	US	DS/Dir.	JS
13.	Permission/Prior Sanction/Approval under various provisions of Conduct Rules:-				
	(i) Secretary	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) AS and JS	SO/ US	DS/Dir	JS	Secretary
	(iii) Dir/DS	ASO/SO	US	DS/Dir.	JS
	(iv) US and Group 'B' (Gazetted) and (Non-Gazetted) and All Group 'C' posts	ASO	SO	US	DS/ Dir.
14.	Identity Certificate for Passport:-	ASO	SO	US	DS/ Dir.
15.	Applications for Transfer to other offices:-				
	(i) Group 'B' (Gazetted & Non Gazetted)	ASO/SO	US	DS/Dir.	JS
	(ii) All Group 'C' posts	ASO	SO	US	DS/ Dir.
16.	Retirement after Review under FR 56(j):-				
	(i) For Group 'A' Officers and cases where President is Appointing Authority	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) For Group 'B' (Gazetted) officers than those mentioned in item (a)	SO/ US	DS/Dir	JS	Secretary
	(iii) For Group 'B' (Non-Gazetted) officers other than those mentioned in item (a)	ASO	SO	US	DS/ Dir.
	(iv) For Group 'C' posts	ASO	SO	US	DS/ Dir.
	Note: The Review Committees in cases at (ii) & (iii) are to be headed by JS.				
17.	Awards:-				
	(i) Bharat Ratna/Padma Awards	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
	(ii) Other Awards	ASO/SO	US	DS/Dir.	JS

ADMN.III SECTION					
1.	Release of Grant-in-aid to Recreation Club	ASO	SO	US	HOD
2.	Appointment of Authorized Medical Attendant for Non-CGHS areas	ASO	SO	US	HOD
3.	Deptt. Council Meetings	SO/ US	DS/Dir/HOD	JS	Secretary
4.	Office Council Meetings	SO/ US	DS/Dir/HOD	JS	Secretary
5.	Recognition of Service Association	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
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	ASO	SO	US	HOD
7.	Release of funds under Plan/Non-Plan for construction of Soochna Bhavan	ASO/SO	US	DS/Dir/HoD	JS
8.	Purchase of furniture/fixture 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.	ASO	SO	US	HOD
9.	Postal/Telephone charges, issue of CGHS/ Library cards	ASO	SO	-	US
10.	Purchase & Supply of liveries	ASO	SO	US	HOD
11.	Freight & Demurrage	ASO	SO	-	Head of Office
12.	All general arrangements in connection with the proper maintenance of office, care taking arrangements, general cleanliness in Main Sectt.	ASO	SO	US	HOD
13.	Office accommodation and residential accommodation for officers & officials	ASO	SO	US	HOD
14.	General Staff Welfare	ASO	SO	US	HOD
15.	Hiring of the Contractual Staff(MTS, HKS & DEOs)	ASO/SO/ US	DS/Dir/HOD	JS	Secretary
16.	Hiring of the Contractual drivers and contractual canteen staff (Halwai & canteen attendant)	ASO/SO/US	DS/Dir/HOD	JS	IFD/ Secretary
17.	Hiring of the vehicles (upto fleet strength)	ASO	SO	US	HoD
18.	Identity Cards :				
	(i) For officials entitled to Identity Card on A/C of their working in Security Zone	ASO	SO	-	Head of office
	(ii) For employees out of Security Zone	ASO/SO	US	DS/Dir/HOD	JS

	(for no-entitled officials)				
	(iii) For Non-official Pass	ASO	SO	US	HOD
	(iv) Other VIPs like retired Secys. etc./Co-Executives	ASO/SO	US	DS/Dir/HOD	JS
	(v) Pensioners I-Card those who retired from Main Sectt.	ASO	SO	-	US
CASH SECTION					
1.	Pay Bill of Ministers	ASO	DDO	-	US (cash)
2.	TA bill of Ministers	ASO	DDO/ SO (cash)	HOO	HOD
3.	Preparation of Pay and Allowances bills/ supplementary bills/LTC Leave Encasement/Honorarium/DA Arrears /Medical Bills/ LTC/DTE/FTE/CEA, etc. of all employees whose pay etc. are drawn by DDO.	ASO	-	-	DDO
4.	Preparation of bills pertaining to Gratuity, commutation, etc. on account of retirement on superannuation /death, etc. of all employees whose pay etc. are drawn by DDO.	ASO	-	-	DDO
5.	Preparation of bills pertaining to contingent expenditure including GeM.	ASO	-	-	DDO
6.	Preparation of bills in r/o professional fees, hospitality, Grant-in-aid, publication, Rent and Taxes, minor works etc.	ASO	-	-	DDO
7.	Grant of GPF Advance				
	(i) For cases covered in the D/o PPW's OM dated 07.03.2017.	ASO	DDO/ SO (cash)	-	HOO
	(ii) For cases not covered in the D/o PPW's OM dated 07.03.2017.	ASO	DDO/ SO (cash)	HOO	HOD
8.	Grant of GPF Withdrawal and Final Payment	ASO	DDO/ SO (cash)	HOO	HOD
9.	Maintenance of GPF Account of all employees whose pay etc. are drawn by DDO	ASO	-	-	DDO
10.	Sanction and preparation of GPF/Leave Encasement/CGEGIS Payments on retirement on Superannuation/Death/ Resignation etc. of allemployees whose pay etc. are drawn by DDO	ASO	DDO/ SO (cash)	HOO	HOD
11.	Computer Advance	ASO	DDO/ SO (cash)	HOO	HOD
12.	House Building Advance	ASO	DDO/ SO (cash)	HOO	HOD
13.	L.T.C./TA Advance	ASO	DDO/ SO (cash)	HOO	HOO
14.	Final Settlement of LTC claims.	ASO	DDO/ SO (cash)	HOO	HOD

15.	Sanction for payment of Air travel bills/ Debit claims (DTE/FTE), etc.	ASO	DDO/ SO (cash)	US (cash)	HOD
16.	Sanction of Children Education Allowance	ASO	DDO/ SO (cash)	US (cash)	HOD
17.	Reimbursement of conveyance hire charges	ASO	DDO/ SO (cash)	-	HOO
18.	Settlement of TA Bills	ASO	DDO/ SO (cash)	US (cash)	HOD
19.	Medical Advances	ASO	DDO/ SO (cash)	US (cash)	HOD
20.	Reimbursement of Medical expenses				
	(I) Upto Rs. 5 Lakhs	ASO	DDO/ SO (cash)	US (cash)	HOD
	(II) Above Rs. 5 Lakhs	DDO/ SO (cash)/ US(Cash)	HOD	JS	AS&FA
21.	Grant of Permission for unlisted investigations/treatments/cashless treatment, etc.	ASO	DDO/ SO (cash)	US (cash)	HOD
22.	Medical cases referred to MoH&FW	ASO	DDO/ SO (cash)	US (cash)	HOD
23.	Preparation of Budget Estimate in r/o Establishment Expenditure of Main Sectt.	DDO/ SO (cash)	HOO	HOD	JS
24.	Preparation and furnishing of quarterly expenditure statements in respect of Main Sectt. regarding Manpower Management Information system, to Ministry of Finance.	ASO	DDO/ SO (cash)	US (cash)	HOD
25.	Audit Objection relating to Cash Section.	DDO/ SO (cash)	US(Cash)	HOD	JS
26.	Transfer of funds from the Head of Accounts "Salaries" of Main Sectt. to PAO (IRLA) for payment of salaries to IIS Probationers.	DDO/ SO (cash)	US(Cash)	HOD	JS
27.	Appointment of DDO	ASO	DDO/ SO (cash)	HOO	HOD
28.	Circulation of orders/guidelines received from other Deptt./Ministries on subject dealt with in Cash Section	ASO	DDO/ SO (cash)	US (cash)	HOD
29.	Reconciliation of expenditure figures with both the P&AO(MS)	ASO	-	-	DDO
VIGILANCE SECTION					
1.	Issue of vigilance clearance upto the level of Director.	SO	-	-	US
2.	Issue of vigilance clearance for Joint Secretary level.	SO	US	DS	CVO
3.	Issue of vigilance clearance for AS/ Secretary level.	SO/US	DS	CVO	Secretary

4.	Inputs on various matters requested by other sections of the Ministry.	SO	US	DS	CVO
5.	Forwarding of complaints to respective Media Units.	SO	US	DS	CVO
6.	Complaints, including under PIDPI resolution.	SO	US	DS	CVO
7.	Reference from the Lokpal of India and the CVC	SO/US	DS	CVO	Secretary
8.	Appointment of CVO/ VOs in Media Units.	SO/US	DS	CVO	Secretary
9.	Disposal of Disciplinary cases including seeking First Stage Advice (FSA) and Second Stage Advice (SSA) of the CVC and advice of the UPSC therein. (Where HMIB is the Appointing/Disciplinary Authority on behalf of the President) Sanction for Preliminary Enquiry u/s 17-A of the Prevention of Corruption Act/ Sanction of prosecution u/s 19 of the Prevention of Corruption Act.				
	(a) Upto level of Joint Secretary	US/ DS/ Dir	CVO	Secretary	HMSIB
	(b) Above the level of Joint Secretary	US/ DS/ Dir	CVO	Secretary	HMIB (through HMSIB)
10.	Seeking advice of DoP&T in disciplinary matters.	SO	US	DS	CVO
11.	Seeking advice of M/o Law in disciplinary matter.	SO	US	DS	CVO
12.	Vigilance Awareness Week related main matters.	SO/US	DS	CVO	Secretary
13.	War- Book related matters	SO/ US	DS/Dir	CVO	Secretary
Central Registry Unit (CRU)					
1.	Receipt, identification, digitization and distribution of daks to various Wings/ Divisions/ Sections etc.	ASO	SO	-	US
2.	All matters relating to issuing letters to other Departments/ Ministries and Internal distribution of daks	ASO	SO	-	US

BROADCASTING WING					
CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE BROADCASTING WING					
S.No.	Type of cases	Initiating the proposal / First level	Second level	Third level	Final Disposal
1	2	3	4	5	6
BP&L					
1.	Grant of License to DTH operators, permission to HITS operators and registration to TRP agency.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
2.	Cancellation of DTH license/HITS permission/ registration of TRP agency. Penalty to DTH operators/HITS operators/TRP agency for violations of policy guidelines.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
3.	Final decision on TRAI recommendations	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
4.	Reference to TRAI for their recommendation on broadcasting sector.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
5.	Matters related to Transfer/Merger/Demerger etc. of DTH/HITS/TRP Companies.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
6.	Approval of Counter Affidavit/ Short Affidavit in respect of Court Cases and filing of court case(s) by MIB.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
7.	FDI proposal(s) in DTH/ HITS Segment.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
8.	Preparing Note for the Cabinet in respect of DTH/ HITS/ TRP/ IPTV services.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
9.	Issues of notification under Section 8 (1) of the Cable Television Networks (Regulation) Act, 1995 for mandatory carrying of DD Channels/Parliamentary channels by DPOs.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
10.	Declaration/Notifying Games as Sporting Events of National Importance under "The Sports Broadcasting Signals (Mandatory Sharing with Prasar Bharati) Act, 2007 and Rules framed there under".	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
11.	Approval for name change/ address change of DTH/HITS/TRP Company.	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB

12.	Parliamentary Standing Committee/ Consultative Committee references.	SO/ US	DS/Dir	JS	Secretary
13.	Various NOCs to DTH/HITS for change of Satellite Clearances, change of Transponders, raising of funds, etc.	SO/ US	DS/Dir	JS	Secretary
14.	Implementation of PAC Recommendations / Audit paras on the subject contained.	SO/ US	DS/Dir	JS	Secretary
15.	Matters related to Accessibility Standards for Persons with Disabilities.	SO/ US	DS/Dir	JS	Secretary
16.	Issue of Show Cause Notice in respect of DTH /HITS/TRP companies.	SO/ US	DS/Dir	JS	Secretary
17.	Issue of Demand Notice to DTH Companies towards outstanding license fee or other dues.	ASO/SO	US	DS/Dir.	JS
18.	Seeking advice of M/o Law and Justice on various issues	ASO/SO	US	DS/Dir.	JS
19.	Furnishing reply (ies) to Audit Para(s) received from Audit Party.	ASO/SO	US	DS/Dir.	JS
20.	Convey of Security Clearance received from MHA in respect of Board of Directors/Key Executives in DTH/HITS/TRP Companies	ASO/SO	US	DS/Dir.	JS
21.	Assessment of Accounts of DTH Licensee, Net worth of Companies, Shareholding pattern of Companies and other issues etc. from empanelled Chartered Accountants (CA).	ASO/SO	US	DS/Dir.	JS
22.	Furnishing comments to coordination Section of the Ministry on the Draft Cabinet Note (DCN)/EFC/SFC Proposals, etc. of other Ministries/ Departments.	ASO/SO	US	DS/Dir.	JS
23.	Furnishing comments to Coordination Section of the Ministry on E-samiksha points.	ASO/SO	US	DS/Dir.	JS
24.	Submission of material/inputs for inclusion in the annual report of MIB.	ASO/SO	US	DS/Dir.	JS
25.	Quarterly Report/ Brief on issues/ Government Legislative Proposals to be sent to Parliament Section of this Ministry.	ASO/SO	US	DS/Dir.	JS
26.	Self Declaration by IPTV operators.	ASO/SO	US	DS/Dir.	JS
27.	Grievance relating to DTH/ HITS/ TRP/IPTV Services.	ASO	SO	US	DS or DIR
28.	Sending quarterly Hindi Reports to Hindi Section	ASO	US	-	US

TV (INSAT) SECTION					
1.	Grant of permission for a new channel (both News and non-news)/ teleport/ News Agency of an existing company or to a new company under uplinking and downlinking guidelines in India.	US/ DS/Dir	JS	Secretary	HMIB
2.	FDI Proposals	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
3.	Cancellation of Permission	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
4.	Permission for Change of Name, Logo of TV Channel	US/ DS/Dir	JS	Secretary	HMOSIB/ HMIB
5.	Transfer of channel/ teleport due to merger/ amalgamation/ demerger	SO/ US	DS/Dir	JS	Secretary
6.	Renewal of 10 Years' permission period for Television Channels and Teleports.	SO/ US	DS/Dir	JS	Secretary
7.	Intimation by company/conveying decision of MHA regarding Change in SHP/Ownership.	SO/ US	DS/Dir	JS	Secretary
8.	Permission for Appointment of Directors	SO/ US	DS/Dir	JS	Secretary
9.	Penalty/ Warning to Broadcasters/ Teleport Operators for violation of Policy Guidelines	SO/ US	DS/Dir	JS	Secretary
10.	Permission for Change of Category of TV channel (News and non-news)	SO/ US	DS/Dir	JS	Secretary
11.	Surrender of TV Channels	SO/ US	DS/Dir	JS	Secretary
12.	Grant of Permission to Purchase/ Hiring of DSNG Vans.	ASO/SO	US	DS/Dir.	JS/ AS
13.	Forex proposals	ASO/SO	US	DS/Dir.	JS/ AS
14.	Show Cause Notice to TV Channel for violation of Policy Guidelines	ASO/SO	US	DS/Dir.	JS/ AS
15.	Permission for Change of Satellite/ teleport	ASO/SO	US	DS/Dir.	JS/ AS
16.	Intimation for resignation of Directors.	ASO/SO	US	DS/Dir.	JS/ AS
17.	Mode of transmission and Language of TV Channel	ASO/SO	US	DS/Dir.	JS
18.	Permission for Dual Illumination of TV channel	ASO/SO	US	DS/Dir.	JS

19.	Temporary Uplinking Permission	ASO/SO	US	DS/Dir.	JS
20.	Return of PBG after fulfillment of rollout obligations	ASO	SO	US	DS/ Dir.
21.	Intimation for changes of Name/Address of Company.	ASO	SO	US	DS/ Dir.
22.	Other Miscellaneous communications with stakeholders, viz. MHA, DOS etc.	ASO	SO	US	DS/ Dir.
DAS Section					
1.	Registration to Multi System Operators	ASO/SO	US	DS/Dir.	JS
2.	Cancellation/surrender of MSO Registration	ASO/SO	US	DS/Dir.	JS
3.	Complaints/Grievance petition received against Cable Operators etc.	ASO/SO	US	DS/Dir.	JS
4.	Inputs on various matters requested by other sections of the Ministry	ASO/SO	US	DS/Dir.	JS
5.	Reminder letters which are already approved by JS(B)	ASO	SO	US	DS/ Dir.
6.	FDI in MSO segment.	US/ DS/Dir	JS	Secretary	HMIB
7.	Draft Cabinet Note related to CTN Act Amendment (MSO related)	US/ DS/Dir	JS	Secretary	HMIB
8.	TRAI Recommendations made only and specifically in respect of MSOs.	US/ DS/Dir	JS	Secretary	HMIB
BC-IV SECTION					
1.	Processing of proposals for acquisition/production of software for DD/AIR	SO/US	DS/Dir.	JS	Secretary
2.	Foreign deputation cases of DD/AIR And Prasar Bharati officials relating to AIBD, ABU and Sports coverage.	ASO/SO	US	DS/Dir.	JS
3.	Co-production agreements (MoUs) with other countries relating to DD/AIR programmes.	SO/ US	DS/Dir	JS	Secretary/ HMSIB/ HMIB (As the case may be)
4.	Co-ordination/policy matters relating to programmes of AIR and Doordarshan	SO/ US	DS/Dir	JS	Secretary

5.	Standing Committee on IT/Consultative Committee references/Implementation of PAC recommendation/Court Cases/Audit paras on the subject contained herein.	ASO/SO	US	DS/Dir.	JS
6.	Matters relating to Asia-Pacific Institute for Broadcasting(AIBD)/Asia Pacific Broadcasting Union(ABU)/Annual subscription/Training Fund for AIBD	ASO/SO	US	DS/Dir.	JS
7.	Routine request regarding sponsored/commissioned/ royalty programmes including documentaries, telefilms, feature films for Doordarshan	ASO	SO	US	DS/ Dir.
8.	Forwarding of request for coverage of various functions/publicity matter	ASO	SO	-	US
9.	Processing of routine matters/proposals received from public on programme matter of Doordarshan/AIR	ASO	SO	-	US
10.	Forwarding of complaints regarding programme matters of Doordarshan as received from the members of public/organizations	ASO	SO	-	US
11.	Forwarding of petitions received from PMO/President's Sectt./Vice President's Sectt.	ASO	-	-	SO
B (Fin.) SECTION					
1.	Proposal for finalization of Budget Estimate (BE) and Revised Estimate (RE) Plan & Non Plan.	SO/ US	DS/Dir	JS	Secretary
2.	Release of Grants-in-aid Non-Plan to Prasar Bharati:	ASO/SO	US	DS/Dir.	JS
3.	Release of Grants-in-aid Plan to Prasar Bharati.	ASO/SO	US	DS/Dir.	JS
4.	Laying of Annual Report of PrasarBharati in both the Houses of Parliament.	US/ DS/Dir	JS	Secretary	HMSIB
5.	Laying of Annual Audited Accounts of Prasar Bharati in both the Houses of Parliament.	US/ DS/Dir	JS	Secretary	HMSIB
6.	Preparing material for examination of Demands for Grants	ASO/SO	US	DS/Dir.	JS
7.	Preparing materials for oral evidence for Standing Committee of Parliament and reply to the questionnaire received from Standing Committee.	SO/ US	DS/Dir	JS	Secretary
8.	Reply to the supplementary Questionnaire received from Standing Committee	SO/ US	DS/Dir	JS	Secretary

9.	Pay role audit/check audit of Prasar Bharati.	SO/ US	DS/Dir	JS	Secretary
10.	Implementation of Expenditure Management Commission's recommendation on Autonomous Bodies	SO/ US	DS/Dir	JS	Secretary
11.	Preparation of Cabinet Note for continuation of Plan & Non-Plan Grant in-aid to Prasar Bharati	US/ DS/Dir	JS	Secretary	HMIB
12.	Proposal for supplementary Demands for Grants	ASO/SO	US	DS/Dir.	JS
13.	MoU with Prasar Bharati on Financial Matters	SO/ US	DS/Dir	JS	Secretary
B(D) SECTION					
1.	Installation of AIR/DDN Stations.	SO/ US	DS/Dir	JS	Secretary
2.	Security of installations of AIR/DDN and liaison with MHA.	SO/ US	DS/Dir	JS	Secretary
3.	Monitoring of performance of Prasar Bharati including plan schemes and individual projects.	SO/ US	DS/Dir	JS	Secretary
4.	Deputation of officials abroad for inspection of equipment ordered, for attending seminars/conferences for training in broadcasting technologies.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
5.	Media strategy (Hardware).	SO/ US	DS/Dir	JS	Secretary
6.	Research & Development matters.	SO/ US	DS/Dir	JS	Secretary
7.	Technical Assistance to foreign countries regarding broadcasting facilities.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
8.	Revision of Radio Regulations consequent upon decision of ITU.	SO/ US	DS/Dir	JS	Secretary
9.	Preparation of EFC/FIB memo for BIND schemes.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
10.	Audit Paras	ASO/SO	US	DS/Dir.	JS
11.	Standing Committee.	SO/ US	DS/Dir	JS	Secretary
12.	Consultative Committee References.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
13.	Allocation/earmarking of frequency in respect of AIR/DDN.	ASO/SO	US	DS/Dir.	JS

14.	Permanent transfer of Prasar Bharati land to other Ministries/ Departments/ PSUs etc.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
15.	Preparation of Cabinet Note for permanent transfer of Prasar Bharati land to other Ministries/ Departments/ PSUs etc	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
BA-E SECTION					
1.	Framing of Recruitment rules & amendments of post in Prasar Bharati-Group 'A' (Deemed deputation posts)	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
2.	Recruitment rules of post in Prasar Bharati – Group 'B' (Deemed deputation posts)	SO/ US	DS/Dir	JS	Secretary
3.	Recruitment rules of post in Prasar Bharati – Group 'C' (Deemed deputation posts)	ASO/SO	US	DS/Dir.	JS
4.	Promotion to various Group 'A' posts	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
5.	Ad-hoc appointments in Prasar Bharati for Group 'A' posts	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
6.	Representations on service matters	ASO/SO	US	DS/Dir.	JS
7.	Cases relating to pension	ASO	SO	US	DS or Dir.
8.	Court cases for vetting	ASO/SO	US	DS/Dir.	JS
9.	Affidavit for deleting name of Secretary, I&B from the list of Respondents.	ASO	SO	US	DS or DIR
10.	Preparation of briefs for consultative committee	ASO/SO	US	DS/Dir.	JS
11.	Legal fee to Govt. Counsels	ASO	SO	US	DS or DIR
12.	Deputation of Group 'A' posts				
	i). Forwarding of application	ASO/SO	US	DS/Dir.	JS
	ii). Cadre clearance for proceeding on Deputation	US/ DS/Dir	JS	Secretary	HMSIB/HMIB
	iii). Extension of tenure for Deputation:				
	a). Normal period (up-to 3 years)	SO/ US	DS/Dir	JS	Secretary
	b). 4 th Year	SO/ US	DS/Dir	JS	Secretary
	c). 5 th & 7 th Year	US/ DS/Dir	JS	Secretary	HMSIB/HMIB
13.	General references to DOP&T/ Law/ Finance/ Deptt. of pension etc. on establishment matters / court matters	ASO/SO	US	DS/Dir.	JS
14.	Training	ASO/SO	US	DS/Dir.	JS
15.	Action Taken Notes on the recommendations of Parliamentary Standing Committee and other Parliamentary Committees	SO/ US	DS/Dir	JS	Secretary
16.	Implementation of SIU recommendations	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB

BA-P SECTION					
1.	Promotion to various Group A posts	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
2.	Appointment of Members of Prasar Bharati Board.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
3.	Approval of Service Conditions of Prasar Bharati Employees/ Member of Board	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
4.	Approval of Recruitment Rules/Regulations of posts in Prasar Bharati- Group 'A' service i.e. IBPS/ PBPS.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
5.	Revival of vacant posts which have been considered as deemed abolished after one year.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
6.	Filing of affidavit in Contempt Cases	SO/ US	DS/Dir	JS	Secretary
7.	Approval of Recruitment Rules/ Regulations of posts in Prasar Bharati- Group 'B' and Group 'A' officers other than IBPS/ PBPS.	SO/ US	DS/Dir	JS	Secretary
8.	Files to be referred to DoPT/DoE for advice.	SO/ US	DS/Dir	JS	Secretary
9.	Action Taken Notes (ATN) for Consultative Committee/Standing Committee/ other Parliamentary Committees to be sent to Lok Sabha/ Rajya Sabha Secretariat	SO/ US	DS/Dir	JS	Secretary
10.	Consultation regarding Parliamentary Questions, Assurances, Parliamentary Committes, VIP ref.	ASO/SO	US	DS/Dir.	JS
11.	Inter-Ministerial consultation for framing/amendment of Recruitment Rules/Regulations of posts in Prasar Bharati (all categories)	ASO/SO	US	DS/Dir.	JS
12.	Inter-Ministerial consultation for framing of service Conditions of Prasar Bharati Employees/ Members of Board	ASO/SO	US	DS/Dir.	JS
13.	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.	ASO/SO	US	DS/Dir.	JS
14.	Court Cases for vetting	ASO/SO	US	DS/Dir.	JS
15.	Approval of para-wise comments/ Affidavit and Counter Affidavit and filing of Appeals	ASO/SO	US	DS/Dir.	JS
16.	Affidavit for deleting the name of Secretary (I&B) from the list of Respondents.	ASO	SO	US	DS/Dir.

17.	Preparation of briefs/Action Taken Notes (ATN) for Consultative Committee/Standing Committee/ other Parliamentary Committees to be sent within the Ministry	ASO/SO	US	-	DS/Dir.
18.	Forwarding of applications/ cadre clearance	ASO/SO	US	DS/Dir.	JS
19.	General references to Department of Pension/Ministry of Law/ Ministry of Finance etc. on establishment matters	ASO/SO	US	DS/Dir.	JS
20.	Processing of advices sought by PB on personnel matters	ASO/SO	US	DS/Dir.	JS
21.	Representations/Grievances of services matters where Ministry is concerned	ASO/SO	US	-	DS/Dir.
22.	Cases relating to Pension	ASO	SO	US	DS/Dir.
23.	Representation/ Grievances where Ministry is not concerned	ASO	SO	-	US
Community Radio Station (CRS) Cell					
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.	ASO	SO	US	DS/ Dir.
2.	Approval for forwarding the applications for clearance etc MHA, MHRD, MOD, ICAR & WPC etc. for comments/clearances	ASO	SO	US	DS/ Dir.
3.	Correspondence with institutions/organizations and above agencies.	ASO	SO	US	DS/ Dir.
4.	Permission for issue of letter of intent after approval by IMC	ASO	SO	US	DS/ Dir.
5.	Approval of Supplementary for Starred Question	US/DS/AD/Dir.	JS	Secretary	HMSIB/ HMIB
6.	Approval for signing Grant Permission Agreement(GOPA)	ASO	SO	US	DS/ Dir.
7.	Approval of Supplementary for Starred Question	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
8.	Approval of Status report/Data base for Monitoring and putting up on the Website.	ASO	SO	US	DS/ Dir.
9.	Approval of Cabinet Note etc.	US/ DS/Dir	JS	Secretary	HMSIB /HMIB

10.	Approval for dates, location & Agency for Regional/State level/National level Consultations / workshops & Capacity building workshops for creating awareness about CRS-IEC activities.	ASO/SO	US	DS/ AD/Dir.	JS
11.	Approval for organizing the consultations & correspondence with various agencies	ASO	SO	US	DS/AD/ Dir.
12.	Matters relating to content violation	ASO/SO	US	DS/Dir.	JS
13.	Violation of terms & conditions of the agreement and consideration of general complaints.	ASO	SO	US	DS/AD/ Dir.
14.	Revocation of permission in case of violation of GOPA.	ASO/SO	US	DS/AD/Dir.	JS
15.	Approval of organizing Inter Ministerial Committee Meetings	SO/ US	DS/Dir	JS	Secretary
16.	PAC recommendations with respect to BECIL.	SO/ US	DS/Dir	JS	Secretary
17.	Selection for the post of Board Level member on the Board of BECIL (CMD/ Director (O&M)/ Non-Official Director/ Govt. Nominee Director)	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
18.	Laying of Annual Report on the Table of Parliament with respect to BECIL.	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
19.	Signing of MoU between Ministry and BECIL	US/ DS/Dir	JS	Secretary	HMSIB/ HMIB
20.	Other Miscellaneous BECIL related matters.	ASO/SO	US	DS/Dir.	JS
FM Cell					
1.	Cabinet Notes relating to amendment/changes in statutes, guidelines and policies requiring approval of the Ministry	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
2.	Framing of terms and conditions for License, Issue of tenders, Evaluation, Selection of Licensees, Grant of Permission to the Company	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
3.	Matters relating to changes in shareholding pattern resulting in change in ownership	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
4.	Revocation of permission of defaulting Permission holders.	SO/ US	DS/Dir	JS	Secretary
5.	Finalization of process for awarding FM Licences, including approval of standard draft of GOPA	SO/ US	DS/Dir	JS	Secretary

6.	Changes in license agreement	SO/ US	DS/Dir	JS	Secretary
7.	Selection of e-Auctioneer for conduct of e-auction of FM radio channels.	SO/ US	DS/Dir	JS	Secretary
8.	Permission for setting up of interim facility for broadcasting, pending completion of CTI by BECIL	SO/ US	DS/Dir	JS	Secretary
9.	Permission/approval of foreign investment in FM Radio sector.	SO/ US	DS/Dir	JS	Secretary
10.	Matters relating to changes in shareholding pattern without change in ownership	SO/ US	DS/Dir	JS	Secretary
11.	Payments, such as, refund of advance license fees, earnest money deposited etc.	SO/ US	DS/Dir	JS	Secretary
12.	Appointment/Change of Board of Directors of Permission holding companies.	ASO/SO	US	DS/Dir.	JS
13.	Comments on Cabinet Note related to other Sections/Departments.	ASO/SO	US	DS/Dir.	JS
14.	Matters relating to IGNOU (Excluding policy matters)	ASO/SO	US	DS/Dir.	JS
15.	Inter-Ministerial consultation and communications	ASO/SO	US	DS/Dir.	JS
16.	Approval of use of Prasar Bharati infrastructure by FM operators and coordination with AIR/DD Resource Centre and setting up of CTI.	ASO/SO	US	DS/Dir.	JS
17.	Draft Audit/Draft Paras of CAG	ASO/SO	US	DS/Dir.	JS
18.	Encashment of Bank Guarantees	ASO/SO	US	DS/Dir.	JS
19.	Suspension of permission of defaulting permission holders	ASO/SO	US	DS/Dir.	JS
20.	Implementation of Project for setting up towers for co-location facilities	ASO/SO	US	DS/Dir.	JS
21.	Agreement with BECIL for collection of rentals from Broadcasters for using MIB towers.	ASO/SO	US	DS/Dir.	JS
22.	Permission for news & current affairs on Private FM Radio channels.	ASO/SO	US	DS/Dir.	JS
23.	References sent to M/o Law	ASO/SO	US	DS/Dir.	JS
24.	Inspection of Pvt. Radio Stations, to ensure adherence to License conditions and action for violations detected/reported. Report on operationalization of FM private stations.	ASO/SO	US	DS/Dir.	JS

25.	(a) To provide information at 30(b) not based on existing/available information	ASO/SO	US	DS/Dir.	JS
	(b) To provide information pertaining to FM related matters asked by Coordination/Finance Wing/BPL section or from other Ministries based on existing/ available information.	ASO	SO	US	DS/ Dir.
26.	Payments to e-auctioneer, IEMs, Advocates and CAs	ASO	SO	US	DS/ Dir.
27.	Issue of Show Cause Notice to the defaulting companies	ASO	SO	US	DS/ Dir.
28.	Staff matters related to FM Cell	ASO	SO	US	DS/ Dir.
29.	Approval of Channel identity	ASO	SO	US	DS/ Dir.
30.	Signing of GOPA (Grant of Permission Agreement) with LOI holder after compliance of terms and conditions thereof.	ASO	SO	US	DS/ Dir.
31.	Correspondence and examination of requests of licensees on various matters except policy issues.	ASO	SO	US	DS/ Dir.
32.	Miscellaneous Matters	ASO	SO	US	DS/ Dir.
33.	Collection of tower rentals for MIB towers through BECIL.	ASO	SO	-	US
34.	Scrutiny of Annual Account of Permission Holders to determine annual license fee.	ASO	SO	-	US
35.	Receipt of dues from private FM licensees and calculation of dues.	ASO	SO	-	U.S.
36.	Monitoring of FM Channels - quarterly returns.	ASO	SO	-	U.S.
37.	Processing and acceptance of Bank Guarantees	ASO	SO	-	US
38.	Return of old/expired Bank Guarantees to companies.	ASO	SO	-	US

FILMS WING					
CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE FILMS WING					
S.No.	Type of cases	Initiating the proposal / First level	Second level	Third level	Final Disposal
1	2	3	4	5	6
F(F) Desk					
1.	Dada Saheb Phalke Award	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
2.	Lifetime Achievement/Outstanding Achievement Award during IFFI	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
3.	Constitution of Indian Panorama/ National Film awards/ Asian competition juries	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
4.	National Regulations	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
5.	Indian Panorama Regulations	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
6.	IFFI Regulations	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
7.	Deputation abroad	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
8.	Audit Objections	ASO/SO	US	DS/Dir.	JS
9.	Matters relating to Sirifort Auditorium	ASO/SO	US	DS/Dir.	JS
10.	Standing Committee Matters	SO/ US	DS/Dir	JS	Secretary
11.	Preparation of Material of Annual Report of Ministry of I&B.	SO/ US	DS/Dir	JS	Secretary
12.	Staff assistance from Ministry of I&B/ Media Units to Directorate of Film Festivals during IFFI	ASO/SO	US	DS/Dir.	JS
13.	Proposals regarding organization of film festivals in India and abroad	ASO/SO	US	DS/Dir.	JS
14.	Five Year Plan/Annual Plan	SO/ US	DS/Dir	JS	Secretary

15.	RE/BE proposals	SO/ US	DS/Dir	JS	Secretary
16.	Sanction of expenditure forNFA/ Panorama/ CEP and other schemes (such as IFFI/PFF)	SO/US	DS/Dir	JS	Secretary
17.	Release of Grants-in-aid to CFSI	ASO/SO	US	DS/Dir.	JS
18.	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	ASO	SO	US	DS/ Dir.
19.	Addressing officers of the Ministry, Media Units and other Department for collection of data, factual information	ASO	-	-	SO
20.	Taking and communication decisions in cases where the principles are clear or where the Ministry of Finance or other Ministries/Departments have concurred in the course of action proposed	ASO	-	-	SO
F(FTI) Desk					
1.	Court cases- Vetting of affidavits etc.	US/DS	JS	Secretary	M/o Law
2.	Court cases- Implementation of Judgments	SO/US	DS/Dir.	JS	Secretary (in consultation with Nodal ministries)
3.	Appointment of Chancellor/ Vice Chancellor	US/DS/Dir.	JS	Secretary	HMSIB /HMIB
4.	Approval of MOA of FTII and SRFTI	US/DS/Dir.	JS	Secretary	HMSIB /HMIB
5.	Formation of Society, Executive Council and Finance Committee	US/DS/Dir.	JS	Secretary	HMSIB /HMIB
6.	Reconstitution of society of FTII/SRFTI	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
7.	Appointment of Director of FTII/SRFTI	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
8.	Foreign deputation proposal of SRFTI/FTII	SO/ US	DS/Dir	JS	Secretary

9.	Political Clearance for visit of Faculty and students of FTII/SRFTI – reference to MEA	ASO/SO	US	DS/Dir.	JS/AS
10.	Release of Grants-in-aid	SO/ US	DS/Dir	JS	Secretary
11.	Budget allocation	SO/ US	DS/Dir	JS	Secretary
12.	VIP References	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
13.	Laying of Annual Report/ Annual Accounts in the Parliament	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
14.	Parliament Questions	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
15.	General Parliamentary matters including feedback for Parliament	ASO/SO	US	DS/Dir.	JS/AS
16.	Audit Report of SRFTI/FTII	ASO/SO	US	DS/Dir.	JS/AS
17.	Administrative matters relating to FTII, SRFTI and FTI, Arunachal Pradesh	SO/ US	DS/Dir	JS	Secretary
18.	Financial matters relating to setting up of Film Institute at Itanagar	SO/ US	DS/Dir	JS	Secretary
19.	Creation of Post	US/DS	JS	Secretary	Ministry of Finance
20.	Formation of Society, Executive Council and Finance Committee	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
F(A) Desk					
1.	All policy matters	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
2.	Bills / resolutions / laying of papers etc (CFSI).	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
3.	Production of films for theatrical release	SO/ US	DS/Dir	JS	Secretary
4.	Donation or purchase of documentary films from various organisations etc. including constitutions of Documentary Film Purchase Committee	SO/ US	DS/Dir	JS	Secretary
5.	Production of non-theatrical release films on expenditure being met by Films Division	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
6.	Commercial / Non- commercial distribution of films in India – Private Cinemas - Rentals	ASO/SO	US	DS/Dir.	JS

7.	Supply of filmic material (Prints, Stock Shots etc.) in India	ASO/SO	US	DS/Dir.	JS
8.	Supply of film materials in foreign countries	ASO/SO	US	DS/Dir.	JS
9.	Commercial and non-commercial distribution of films, news magazines in foreign countries	ASO/SO	US	DS/Dir.	JS
10.	Production of non-theatrical release films on payment basis by sponsors	ASO/SO	US	DS/Dir.	JS
11.	Loan and Screening of Films Division's films	ASO/SO	US	DS/Dir.	JS
12.	Booking of Films Division Auditorium, New Delhi	ASO	SO	US	DS/Dir.
13.	Screening of films etc. as required by Ministries / Departments and their attached subordinate offices	ASO/SO	US	DS/Dir.	JS
14.	Matters seeking clarification / interpretation of rules / orders	ASO/SO	US	DS/Dir.	JS
15.	Plan Scheme	ASO/SO	US	DS/Dir.	JS
16.	Budget Proposals	ASO/SO	US	DS/Dir.	JS
17.	Annual Report	ASO/SO	US	DS/Dir.	JS
18.	Deputation abroad	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
19.	Permission for acceptance of foreign hospitalities – request for	ASO/SO	US	DS/Dir.	JS
20.	Appointment to Group A Posts	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
21.	Opening of new offices	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
22.	Re-employment / extension service	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
23.	Compassionate appointment	ASO/SO	US	DS/Dir.	JS
24.	Revision of pay scales	SO/ US	DS/Dir	JS	Secretary (other than Gr. A posts) & HMSIB/ HMIB (For Gr. A posts)
25.	Departmental Promotion Committee	ASO/SO	US	DS/Dir.	JS
26.	De-reservation	ASO/SO	US	DS/Dir.	JS

27.	Certificate for the purpose of exempting import of films for festivals organised by various organisations from payment of customs	SO/ US	DS/Dir	JS	Secretary
F(C) Desk					
1.	Appointment of Group 'A' posts in CBFC, NFAI	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
2.	BE/RE proposals - CBFC,NFAI	SO/ US	DS/Dir	JS	Secretary
3.	Five Year Plan/Annual Plan	SO/ US	DS/Dir	JS	Secretary
4.	Sanctions for expenditure	ASO/SO	US	DS/Dir.	JS
5.	Amendments of Cinematograph (Certification) Rules	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
6.	Amendments of Cinematograph Act, 1952	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
7.	Exemptions from the provision of Cinematograph Act, 1952 and the Rules made thereunder	ASO/SO	US	DS/Dir.	JS
8.	Complaints and references received from CBFC against films	ASO/SO	US	DS/Dir.	JS
9.	Appointments of Chairman and Members of the CBFC	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
10.	Appointments of Members of Advisory Panels	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
11.	Addressing officers of the CBFC and other departments for collection of data/factual information	ASO	SO	-	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	ASO/SO	US	DS/Dir.	JS
13.	National Film Heritage Mission (NFHM)	SO/ US	DS/Dir	JS	Secretary
14.	Major Policy matters	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
F(I) Desk					
1.	Policy of files relating to Film Industry (Audio-Visual Coproduction Agreement).	US/ DS/Dir	JS	Secretary	HMSIB /HMIB

2.	Visa Manual changes	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
3.	FDI proposals related to Films	SO/ US	DS/Dir	JS	Secretary
4.	Organization of Film Bazaar	SO/ US	DS/Dir	JS	Secretary
5.	Deputation abroad	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
6.	Approval of Annual Cultural Exchange Programme	ASO/SO	US	DS/Dir.	JS
F(PSU) Desk					
1.	Reconstitution of board of Directors of NFDC	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
2.	Appointment of Chairman, NFDC	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
3.	Appointment of Director (Finance), NFDC	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
4.	Signing of MoU as per DPE guidelines	SO/ US	DS/Dir	JS	Secretary
5.	Signing of MoU for plans scheme "Production of Films in various India Languages"	SO/ US	DS/Dir	JS	Secretary
6.	Laying of MoU as per DPE guidelines of NFDC in Parliament	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
7.	Laying of Annual Report of NFDC in Parliament	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
8.	Release of Funds to NFDC	ASO/SO	US	DS/Dir.	JS
9.	Laying of Annual Report/Annual Accounts in the Parliament	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
10.	General Parliamentary matters including feedbacks for Parliament	ASO/SO	US	DS/Dir.	JS

ECONOMIC WING					
CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE ECONOMIC WING					
S.No.	Type of cases	Initiating the proposal / First level	Second level	Third level	Final Disposal
1	2	3	4	5	6
PLAN COORDINATION CELL					
1.	Preparation and Compilation of Output-Outcome Monitoring Framework (OOMF) of Central Sector Schemes with Annual & Quarterly Targets and Progress	DD or US or DS	_____	EA/Sr. EA	Secretary
2.	Coordination with Ministry of DoNER in respect to allocation and expenditure under 10% GBS of NER component of Ministry of I&B.	SO	DD or US or DS	_____	EA/Sr. EA
3.	Submission of various kinds of Information regarding Schemes to NITI Aayog	SO	DD or US or DS	_____	EA/Sr. EA
4.	Conveying of approval/decision of allocation	SO	DD or US or DS	Sr. EA	Secretary
5.	Monitoring of progress of Schemes	SO	DD or US or DS	_____ -	EA/Sr. EA
6.	Evaluation of Schemes	DD or US or DS	_____	Sr. EA	Secretary
7.	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 or US or DS	_____	EA/Sr. EA
8.	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 or US	_____	EA/Sr. EA
9.	Matters relating to Finance Commission	SO	DD or US	_____	EA/Sr. EA
10.	Economic Survey	DD or US		EA/Sr. EA	Secretary
11.	Submission of various kind of information regarding Schemes to M/o Finance through B&A Section	SO	DD or US	_____	EA/Sr. EA
12.	Standing Committee on IT – Examination of Demand of Grants– Plan Schemes	DD or US	_____	EA/Sr. EA	Secretary
13.	Matters relating to Non Lapsable fund For North Eastern Region Component in Annual Plans	SO	DD or US	_____	EA/Sr. EA

14.	Coordination of ongoing Capital Projects in respect of M/o I&B.	DD or US	_____	Sr. EA	Secretary
15.	Matters relating to Data & Strategy Unit in Ministry of Information & Broadcasting for ensuring Data Governance Quality.	DD or US	_____	_____	EA/Sr. EA
16.	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 or US	EA/Sr. EA	HMSIB /HMIB
17.	Matters relating to SFC/EFC of Plan Schemes of other Wings of the Ministry	SO	DD or US or DS	_____	Sr. EA
18.	Matters regarding Plan Schemes to be Sent to PPC for Annual Report of the Ministry	SO	DD or US	_____	EA/Sr. EA
19.	Examination of SFC/EFC Memos/ Notes Received from other Ministries/ Departments	DD or US	_____	EA/Sr.EA	Secretary
20.	Coordination of Budget Paras/ Announcements in respect of M/o I&B.	DD or US or DS	_____	EA/Sr. EA	Secretary
21.	Review of Autonomous bodies of Films Wing viz. SRFTI, FTII, CFSI	DD or US	DS	_____	EA/Sr. EA
22.	Performance Dashboard of M/o I&B	DD or US	DS	_____	EA/Sr. EA
23.	Outlining vision document for key initiatives of the Ministry	DD or US or DS	_____	EA/Sr. EA	Secretary
24.	Monitoring of Website	US	DS	_____	EA/Sr. EA
PERFORMANCE MANAGEMENT SECTION					
1.	Cabinet Notes being received from various Ministries for suggestions & comments	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
2.	e-samiksha Portal updation:				
	UID/ PIWS/ OBS	SO/ US	DS/Dir	JS	Secretary
	COS	ASO/SO	US	DS/Dir.	EA/Sr. EA
3.	Issue relating to Cyber Security & Hacking etc.	ASO/SO	US	DS/Dir.	EA/Sr. EA
4.	Coordination with DAR&PG on various matters	ASO/SO	US	DS/Dir.	EA/Sr. EA
5.	Review/formulation of Record Retention Schedule of substantive functions	ASO/SO	US	DS/Dir.	EA/Sr. EA
6.	Launching of Special drives for Recording, Review and Weeding out of files	ASO/SO	US	DS/Dir.	EA/Sr. EA

7.	Inspection of Departmental Record Room of main secretariat by NAI	ASO/SO	US	DS/Dir.	EA/Sr. EA
8.	Review of Channel of Submission/Induction Material	ASO/SO	US	DS/Dir.	EA/Sr. EA
9.	Circulation of general instructions received from DAR&PG	ASO/SO	US	DS/Dir.	EA/Sr. EA
10.	Implementation of e-office project	ASO/SO	US	DS/Dir.	EA/Sr. EA
11.	Disaster Management Plan	ASO/SO	US	DS/Dir.	EA/Sr. EA
12.	Hiring of Technical Manpower for NIC	SO/ US	DS/Dir	JS	Secretary
13.	SCDPM Portal monthly updation	ASO/SO	US	DS/Dir.	EA/Sr. EA
14.	Statement showing disposal of VIP/ MP and PMO references and files.	ASO/SO	US	DS/Dir.	EA/Sr. EA
15.	Allocation of disputed receipts	ASO/SO	US	DS/Dir.	EA/Sr. EA
RIGHT TO INFORMATION CELL					
1.	Forwarding of RTI applications & appeals to concerned CPIO/ AAs and other Public Authorities.	ASO	SO	US	DS/Dir.
2.	Receipt of application fee and fee for the material supplied by the Ministry	ASO	-	-	SO
3.	Periodic reports & returns	ASO	SO	US	DS/Dir.
4.	Monitoring of Quarterly returns of Media Units for Annual Report of Central Information Commission.	ASO	SO	US	DS/Dir.
5.	Uploading of Quarterly Reports on RTI application and appeals etc. on Central Information Commission's Website	ASO/SO	US	DS/Dir.	EA/Sr. EA
6.	Appointment/ Designation of CPIOs and Appellate Authorities in the Ministry.	ASO/SO	US	DS/Dir.	EA/Sr. EA
7.	Suo-moto disclosure of Information on the website of the Ministry under section 4(I)(b) of the RTI Act, 2005	ASO/SO	US	DS/Dir.	EA/Sr. EA
8.	Third Party Audit of the pro-active disclosure under section 4 of the RTI Act, 2005	ASO/SO	US	DS/Dir.	EA/Sr. EA
9.	Training/ Workshops organized by DoPT and Central Information Commission in r/o RTI matters.	ASO/SO	US	DS/Dir.	EA/Sr. EA
10.	Nomination of Nodal Officer and Transparency Officer in r/o RTI matters of the Ministry.	SO/ US	DS/Dir	JS	Secretary
PARLIAMENT CELL					
1.	Notices of Parliament Questions/ Short Notice Questions/Calling Attention Notices, etc.	ASO/SO	US	DS/Dir.	EA/Sr. EA

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.				SO
3.	Co-ordination/compilation and furnishing of information/ replies in respect of Parliament Questions / assurances pertaining to other Ministries/ Deptts.	ASO/SO	US	DS/Dir.	EA/Sr. EA
4.	Co-ordination/Compilation and furnishing of Legislative proposals pertaining to this Ministry to M/O Parliamentary Affairs	SO/ US	DS/Dir	JS	Secretary
5.	Co-ordination/Compilation and furnishing of Brief on Issues, pertaining to this Ministry, likely to be raised during each Session of Parliament, to PMO	SO/ US	DS/Dir	JS	Secretary
6.	Co-ordination/Compilation of work relating to fulfillment of Assurances given in Lok Sabha and Rajya Sabha by this Ministry	ASO/SO	US	DS/Dir.	EA/Sr. EA
7.	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,	ASO/SO	US	DS/Dir.	EA/Sr. EA
8.	Co-ordination of work relating to Joint Committee on Office of Profit, Committee on Subordination Legislation , etc.	ASO/SO	US	DS/Dir.	EA/Sr. EA
9.	To examine the reports of the Committee on Subordinate Legislation, etc. presented in Lok Sabha and Rajya Sabha, to initiate action wherever found necessary	ASO	SO	US	DS/Dir.
10.	Coordination of work relating to Study Visit of the Standing Committee on Information Technology and other Parliamentary Committees	ASO	SO	US	DS/Dir.
11.	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	US/ DS/Dir	JS	Secretary	HMSIB /HMIB
	(II) Coordination work relating to Background note on the subject, preparation of Minutes of the last meeting, etc.	ASO	SO	US	DS/Dir.

	(III) Action Taken Report on the minutes of the last meeting	SO/ US	DS/Dir	JS	Secretary
	(IV) Approval and issue of Notice of the Meeting to all participants in the Ministry/Media Units	SO/ US	DS/Dir	JS	Secretary (In consultation with IFD)
	(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	ASO	SO	US	DS/Dir.
	(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	SO/ US	DS/Dir	JS	Secretary
12.	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	ASO	SO	US	DS/Dir.
OFFICIAL LANGUAGE UNIT					
1.	Translation from English into Hindi and vice-versa.	AD	-	-	DD
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	DD	-	Sr. EA
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	DD	-	Sr. EA
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	DD	-	Sr. EA
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	DD	-	Sr. EA
6.	Hindi Advisory Committee and Official Language Implementation Committee of the Ministry.	AD/DD	Sr. EA	Secretary	HMIB

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	DD	Sr. EA	Secretary
8.	Annual assessment report for accelerating the spread and development of Hindi and its progressive use for various official languages.	AD	DD	-	Sr. EA
9.	Maintenance of the roster of the staff of the Ministry for the purpose of training in Hindi typewriting and Hindi Stenography.	AD	DD	-	Sr. EA
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	DD	-	Sr. EA
11.	Watch the progress regarding nomination of officials by the Media Units for training in Hindi, Hindi typewriting and Hindi Stenography.	AD	DD	-	Sr. EA
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	DD	-	Sr. EA
13.	Result of Hindi examinations.	AD	DD	-	Sr. EA
14.	Publication of Hindi Patrika.	AD	DD	-	Sr. EA
15.	Organization of Hindi Workshops.	AD	DD	-	Sr. EA
16.	Participation in Hindi Conference/ Workshops organized by various Media Units/NGO.	AD	DD	Sr. EA	Secretary

CPGRAM

1.	Grievances received from PMO/PRESC/DARPG/DOPPW/ Ministries / Citizens	Online	-	-	US
2.	RTI matters related to grievances	SO	-	-	US (CPIO)
		SO	US	DS/ Dir.	Sr. EA (Appellate Authority)
3.	Periodical returns	SO	-	-	US
4.	Review Meeting	SO	US	DS/ Dir.	Sr. EA

5.	Monitoring of CPGRAM Portal	SO	US	DS/ Dir.	Sr. EA
6.	Appeals	Online	-	-	Sr. EA

FINANCE AND BUDGET WING					
CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF VARIOUS ITEMS OF WORK HANDLED BY THE FINANCE AND BUDGET WING					
S.No.	Type of cases	Initiating the proposal / First level	Second level	Third level	Final Disposal
1	2	3	4	5	6
FIN-I/FIN-III SECTIONS					
1.	EFC/SFC proposals	SO	US	DS/ Dir.	Financial Adviser
2.	Creation of posts a) Prasar Bharati i) Gr. 'B','C','D' ii) Gr. 'A' b) Other Media Units	SO	US	DS/ Dir.	Ministry of Finance(DoE) through Financial Adviser
3.	Continuation of posts of Prasar Bharati and other Media Units	SO	US	DS/ Dir.	Ministry of Finance(DoE) through Financial Adviser
4.	Conversion of temporary posts into permanent posts of a) Prasar Bharati and b) Other Media Unit	SO	US	DS/ Dir.	Ministry of Finance(DoE) through Financial Adviser
5.	Hiring of Pvt. Accommodation for media units, continued hiring of office accommodation	SO	US	DS/ Dir.	Financial Adviser
6.	Deputation abroad including training a) Upto the level of JS and equivalent b) Officers in the rank of AS and above	SO	US	DS/ Dir.	Financial Adviser/ MoF (SCoS)
7.	Expenditure sanction of approved scheme of Media Units and Prasar Bharat	SO	US	DS/ Dir.	Financial Adviser
8.	Cases of hospitality	SO	US	DS/ Dir.	Financial Adviser (cases involving relaxation will be

					Referred to M/o Finance (DoE) through Financial Adviser
9.	On Account Advance	SO	US	DS/ Dir.	Financial Adviser
10.	Seeking relaxation of rules recommending cases involving huge expenditure	SO	US	DS/ Dir.	Ministry of Finance(DoE) through Financial Adviser
11.	Purchase proposals including TECC recommendations	SO	US	DS/ Dir.	Financial Adviser
12.	AIR travel (Domestic) a) Media Units and Prasar Bharati	SO	US	DS/ Dir.	Financial Adviser
13.	Condemnation of stores	SO	US	DS/ Dir.	Financial Adviser
14.	Reference to M/o Finance	SO	US	DS/ Dir.	Financial Adviser
15.	Sanction of expenditure for civil works	SO	US	DS/ Dir.	Financial Adviser
16.	Submission of various periodical reports/returns to O&M section, Admn. II/IV sections etc.	SO	US	-	DS/ Dir.
17.	Authorization of foreign exchange release a) Prasar Bharati b) Other Media Units	SO	US	DS/ Dir.	Financial Adviser
18.	Write off of losses Upto Rs. 20 Lakhs for losses of stores not due to theft, fraud or negligence, Rs. 2 Lakhs for other cases	SO	US	DS/ Dir.	Financial Adviser
19.	Condemnation of vehicles of Media Units other than Prasar Bharati				
	I. Normal condemnation	SO	US	DS/ Dir.	Financial Adviser
	II. Premature condemnation	SO	US	DS/ Dir.	Ministry of Finance (DoE) through Financial Adviser
	Condemnation of vehicles of Prasar Bharati				
	I. Normal condemnation	SO	US	DS/ Dir.	Financial Adviser

	II. Premature condemnation	SO	US	DS/ Dir.	Ministry of Finance (DoE) through Financial Adviser
20.	Release of grant-in-aid				Financial Adviser
21.	Vetting/finalization of replies to Audit/CAG/PAC paras				Financial Adviser
Note – It is apprised that financial Adviser is level of final disposal for financial concurrence thereafter final approving authority is Secretary/ HMIB as per relevant rules. In some cases, the level of final disposal is MoF (DoE), as indicated in the above table					
FINANCE II SECTION					
1.	EFC/SFC Proposals	SO	US	DS/ Dir.	FA
2.	Creation of Posts	SO	US	DS/ Dir.	Ministry of Finance (DoE) through FA
3.	Continuation of all temporary posts of media units and Main Secretariat	SO	US	DS/ Dir.	Ministry of Finance (DoE) through FA
4.	Conversion of temporary posts into permanent posts of media units and Main Secretariat	SO	US	DS/ Dir.	Ministry of Finance (DoE) through FA
5.	Hiring Continued hiring of Pvt. Accommodation For media units	SO	US	DS/ Dir.	FA
6.	Deputation abroad including training				
	Upto the level of Director and equivalent	SO SO	US US	DS/ Dir. DS/ Dir.	FA
	Officers in the rank of JS & equivalent				
	Officers in the rank of AS & above	SO	US	DS/ Dir.	MoF (SCoS) through Financial Adviser
7.	Expenditure sanction of approved schemes	SO	US	DS/ Dir.	FA
8.	Cases of Hospitality	SO	US	DS/ Dir.	FA (Cases involving relaxation will be referred to M/o Finance)
9.	On Account Advance	SO	US	DS/ Dir.	FA

10.	Further delegation of powers (DFPRs, etc.)	SO	US	DS/ Dir.	FA
11.	Seeking relaxation of financial rules	SO	US	DS/ Dir.	Ministry of Finance (DoE) through FA
12.	Purchase proposals	SO	US	DS/ Dir.	FA
13.	Air Travel (Domestic)	SO	US	DS/ Dir.	FA
14.	Condemnation of Stores	SO	US	DS/ Dir.	FA
15.	Reference to M/oFinance	SO	US	DS/ Dir.	FA
16.	Sanction of expenditure for indents, Contracts including Purchases	SO	US	DS/ Dir.	FA
17.	Submission of various periodical reports/returns to O&M section, Admn.II/IVSections etc.	SO	US	-	DS/ Dir.
18.	Write off Losses - Upto Rs. 20 lakhs for losses not due to theft, fraud or negligence and Rs. 2 lakh for other cases	SO	US	DS/ Dir.	FA
19.	Condemnation of vehicles				
	Normal Condemnation of vehicles	SO	US	DS/ Dir.	FA
	Premature condemnation of vehicles	SO	US	DS/ Dir.	Ministry of Finance (DoE) through FA
20.	Release of Grant-in-Aid	SO	US	DS/ Dir.	FA
B&A SECTION					
1.	Review of expenditure	SO/US	DS/Dir.	CCA	FA
2.	Supplementary demands for grants	SO/US/ DS/Dir.	CCA	FA	Secretary
3.	Opening of new heads of accounts	SO/US	DS/Dir.	CCA	FA
4.	Mid-term review of budgetary requirements	SO/US	DS/Dir.	CCA	FA
5.	Final grant to all Media Units	SO/US/ DS/Dir.	CCA	FA	Secretary
6.	Fixation of revised estimates/budget estimates for all Media Units	SO/US/ DS/Dir.	CCA	FA	Secretary
7.	Advance(s) from Contingency Fund of India	SO/US/ DS/Dir.	CCA	FA	Secretary
8.	Examination of Appropriation Accounts	SO/US	DS/Dir.	CCA	FA
9.	Submission of material to Standing Committee on Information Technology	SO/US	DS/Dir.	CCA	FA
10.	Estimated strength and provision therefor- submission of statement to budget division/other	SO/US/ DS/Dir.	CCA	FA	Secretary

	statements connected with budget				
11.	Printing of Detailed Demands for Grants	SO/US/DS/Dir.	CCA	FA	Secretary
12.	To watch the settlement of Audit objections/inspection reports	SO	US	DS/ Dir.	CCA
13.	To watch the settlement of draft Audit Paras	SO	US	DS/ Dir.	CCA
14.	C&AG reports/PAC/Estimates committee	US/ DS/Dir.	CCA	FA	Secretary
15.	Issuance of statement of accepted estimates	SO/US	DS/Dir.	CCA	FA
16.	Distribution of Funds of Media Units for Advances to Govt. Servants	SO	US	DS/ Dir.	CCA
17.	Re-appropriation Order	US/ DS/Dir.	CCA	FA	Secretary
18.	Monthly/quarterly returns	ASO	US		US
