

File No. R-11013/1/2021-RTI
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
(RTI CELL)

Shastri Bhawan, New Delhi
Dated: 20th October 2021

OFFICE ORDER

SUBJECT: APPOINTMENT OF CPIO AND APPELLATE AUTHORITY - REGARDING

In pursuance of Section 5(1) and 19(1) of the Right to Information Act 2005 and in supersession of all previous orders on the above mentioned subject the following Officers of the Ministry of Information and Broadcasting are hereby designated as the Central Public Information Officer (CPIO) and Appellate Authority with immediate effect:-

S. No.	Name/Designation/Address/ Tel No. of CPIO	Subject Matters	Name/Designation/Address/ Tel. No. of Appellate Authority
1	Shri Praveen Kujur, Under Secretary (Finance-II) Room No. 544-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23384896 Email: praveen.kujur@nic.in	Subject matters pertaining to Finance-II Section	Shri Kamlesh Kumar Sinha, Dy. Secy. (Finance), Room No. 554, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23074017 Email: kk.sinha22@gov.in
2	Shri Kishore Srivastava, Under Secretary (Fin-I & III)&(B&A) Room No. 134-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23386746 Email: srivastava.k@nic.in	Subject matters pertaining to Finance-I & III Sections**	
		Subject matters pertaining to B&A Section	Shri Sanjay Kumar, Deputy Secretary (B&A) Room No. 709, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23385587 Email: s.kumar25@nic.in
3	Shri Surendra Kumar, Under Secretary (B-D & B.Fin.), Room No. 542B, A Wing Shastri Bhawan, New Delhi-110001 Tel No. 23074326 Email: surendra.26@gov.in	Subject matters pertaining to BD & B-Fin Sections	Ms. Padmaja Vashishtha, Dy. Secretary [B(D) & B (Fin.)], Room No.556, A Wing, Shastri Bhawan, New Delhi-110001 Tel No.23388340 Email: padmja.v@gov.in

4	<p>Ms. Sujata Mattu, Assistant Director(OL), Room No.116-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel: 23073056 Email: sujatamattu.mnre@gov.in</p>	<p>Subject matter pertaining to Hindi Cell</p>	<p>Shri Satish Kumar Gupta, Deputy Director(OL), Room No.116-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel: 23073056 Email: gupta.satishkr@nic.in</p>
5	<p>Ms. Mala Chakraborty, Under Secretary (MUC-I), Room No. 748, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23384853 Email: mala.chakraborty@nic.in</p>	<p>Subject matters pertaining to MUC-I Section</p>	
6	<p>Shri Harkesh Kumar, Section Officer (IIS), Room No. 747, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23381941 Email: soiis.inb@nic.in</p>	<p>Subject matters pertaining to IIS Section and O/o HMIB & HMSIB</p>	<p>Sh. Pankaj Kumar Salodia, Director(IIS) & (IP), ** Room No. 755, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23384786 Email: diriismoib@gov.in</p>
7	<p>Shri Prem Chand, Under Secretary (MUC-II, Press, Digital media), Room No. 748, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23386199 Email: p.chand@nic.in</p>	<p>Subject matters pertaining to MUC-II Section**</p>	
		<p>Subject matters pertaining to Press Section</p>	
	<p>Subject matter pertaining to Digital/Online media</p>	<p>Shri Amarendra Singh, Deputy Secretary(Digital Media) Room No.760, A Wing Shastri Bhawan, New Delhi- 110001 Tel: 23381592 Email:amarendra.singh@nic.in</p>	

8	Shri Laxmi Kant Mandal, Under Secretary (Vig.), Room No. 748-A, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23388411 Email: vigilancemoib@gov.in	Subject matters pertaining to Vigilance Section	Ms. Sumitra Singh, Deputy Secretary (Vig. & Parl.), Room No. 129, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23386226 Email: singh.sumitra@gov.in
9	Shri. Shyam Sunder, Under Secretary (EW, Cash, Parliament Cell), Room No. 719, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23381109 Email: shyamsunder2@prasarbharti.gov.in	Subject matters pertaining to Parliament Cell	
		Subject matters pertaining to PMS & RTI Cell**	Shri Sanjeev Kumar, Deputy Secretary (EW), Room No. 132, A Wing, Shastri Bhawan, New Delhi- 110001 Tel No. 23389202 Email: sanjeev.kumar29@nic.in
		Subject matter pertaining to CPGRAMS**	Shri P.K. Abdul Kareem, Economic Adviser, Room No. 665, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23383374 Email: pka.kareem@nic.in
		Subject matter pertaining to Cash Section	Shri Rajendra Singh, Deputy Secretary (Admn., HoD, Cash) Room No.662, A Wing, Shastri Bhawan, New Delhi-110001 Tel No.23384484 Email: yrajendrasingh@gov.in
10	Shri Prasoon Kumar Jha, Under Secretary (Admn.& HoO), Room No. 544, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23384990 Email: prasoon.jha@nic.in	Subject matters pertaining to Admn-I, II, III, IV Sections and O/o Secretary (I&B)	
11	Shri Prateek Jain Assistant Director(EG8), Room No. 543-A, A Wing Shastri Bhawan, New Delhi-110001 Tel: 23383492 Email: prateekjain.89@gov.in	Subject matter pertaining to Empowered Group 8(EG8) on Information, Communication and Public Awareness constituted by Ministry of Home Affairs	Shri P.K. Abdul Kareem, Economic Adviser, Room No. 665, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23383492 Email: pka.kareem@nic.in

12	Shri M. Rajendran, Under Secretary (BC-IV), Room No. 131, A Wing Shastri Bhawan, New Delhi-110001 Tel No. 23386819 Email: rajendran.m@nic.in	Subject matters pertaining to BC-IV Section	Shri Manoj Kumar Nirbheek, Deputy Secretary (BA-E & BC- IV) Room No. 133, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23070935 Email: mk.nirbheek@nic.in
13	Shri Sanjay Dhar, Under Secretary (BA-E, BAP-II), Room No. 647-A, A Wing, Shastri Bhawan, New Delhi-110001, Tele No. 23384754 Email: sanjay.dhar65@nic.in	Subject matters pertaining to BA-E Section	
		Works pertaining to BAP-II Section*, **	Ms. Jyoti Mehta, Director (BAP), Room No.664, A Wing, Shastri Bhawan, New Delhi-110001 Tel No.23381246 Email: jyoti.mehta@nic.in
14	Shri Ranvir Singh, Under Secretary (BAP-I), Room No.124, A Wing, Shastri Bhawan, New Delhi-110001 Tel No.23383646 Email: ranvirsingh.rth@nic.in	Subject matters pertaining to BAP-I Section	
15	Shri Vijay Sachdeva, Under Secretary (DAS), Room No. 127, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23381478 Email: vijay.sachdeva67@nic.in	Matters relating to Digital Addressable System (DAS)	Shri Subhash Kumar, Deputy Secretary (DAS), Room No. 544-A, A Wing, Shastri Bhawan, New Delhi- 110001 Tel No. Email: subhash.kumar2011@gov.in
		Matters relating to PC Cell**	Shri Sanjeev Kumar, Deputy Secretary (EW), Room No. 132, A Wing, Shastri Bhawan, New Delhi- 110001 Tel No. 23389202 Email:sanjeev.kumar29@nic.in
16	Shri Siby Varghese, Under Secretary(FM), Room No.415-B, B Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23384547 Email: siby.varghese34@nic.in	Subject matters pertaining to FM Cell	Shri Yogendra Trihan, Addl. Director(FM), Room No. 123, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23386678 Email: y.trihan@nic.in

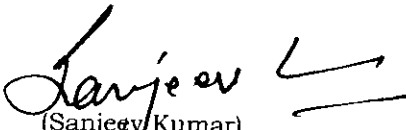
17	Shri Balbir Singh, Under Secretary(CRS), Room No. 544, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23386807 Email: balbirsingh.69@gov.in	Subject matters pertaining to CRS Cell**	Shri Gaurishanker Kesarwani, Addl. Director (CRS) Room No. 116, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23386547 Email: gs.kesarwani.pb@nic.in
		Subject matters pertaining to New Media Cell & New Media Wing	
18	Ms. Sonika Khattar, Under Secretary (BC-I,II&III), Room No. 547, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23387373 Email: s.khattar@nic.in	Subject matters pertaining to BC-I, II & III Sections	Shri Girish Chandra Aron, Director (BC), Room No. 761, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23386394 Email: gcaron.ofb@nic.in
19	Shri Vijay Kaushik, Under Secretary (INSAT), Room No. 652-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23073134 Email: vijay.kaushik@nic.in, usi.inb@nic.in	Subject matters pertaining to TV (INSAT)	
20	Shri S. Vijay Gopal, Under Secretary [F(I), F(C) & F(F)], Room No. 107-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23382487 Email: s.vijaygopal56@nic.in	Subject matters pertaining to F-I, F-C & F-F Desks	Ms. Dhanpreet Kaur, Director (Films-I)& Room No. 122-C, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23380570 Email: dhanpreet.kaur@nic.in
21	Shri Surajit Indu, Under Secretary {F(A), F(FTI) & F(PSU)}, Room No. 131, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23385221 Email: surajit.indu27@gov.in	Subject matters pertaining to F-A, FTI & F-PSU Desks	Shri Dhananjay Kumar Deputy Secretary (Films-II) Room No. 130, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23386673 Email:dhananjay.kr@nic.in
22	Shri. N. Sanatomba Singh, Under Secretary (PPC&IPMC), Room No. 748-B, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23389460 Email: ns.singh@nic.in	Subject matters pertaining to PPC and IPMC Section	Shri Chaitanya Prasad, Officer on Special Duty (Coord), Room No. 661, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23073316 Email: osd.inb@nic.in

23	Shri P.Nagarajan Under Secretary(BP&L), Room No.134, A Wing Shastri Bhawan, New Delhi-110001 Tel: 23386746 Email: usbplmoib@gov.in	Matter related to BP&L	Shri Gopal Sadhwani, Director(BP&L) Room No.663, A Wing Shastri Bhawan, New Delhi-110001 Tel: 23385016 Email: sadhwani.gopal@nic.in
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2. Consequent to the change in work allocation/ transfer/ posting of the officer, the new incumbent will be automatically designated the CPIO/AA of the work under him/her.

3. Also, in absence of any regular incumbent on account of any leave, training, other official duty, tour the link officer for that CPIO/AA will be automatically designated as the CPIO/AA for the work under the regular incumbent for that duration.

4. This issues with the approval of Competent Authority.


 (Sanjeev Kumar)
 Deputy Secretary (EW)
 Tele No.: 23389202

To:-

- 1) All Appellate Authorities
- 2) All CPIOs
- 3) All Sections/Desks, Main Secretariat, M/o I&B
- 4) PS to HMIB
- 5) PPS to Secretary
- 6) PPS to AS
- 7) All Media Heads
- 8) PPS to JS (P&A)/JS (Films)/JS(B)/EA
- 9) Joint Secretary-cum-Registrar, Central Information Commission, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066 - for kind information.
- 10) Technical Director, NIC, Ministry of Information & Broadcasting with the request to upload this order on the website of the Ministry.

*works pertaining to Presidential Reference in the matter of CEO Prasar Bharati/Framing of RRs of Prasar Bharati/Constitution of Recruitment Board in Prasar Bharati/Service conditions of employees of Prasar Bharati/Implementation of decisions of GoM on Prasar Bharati relating to Establishment matters/Matters pertaining to Prasar Bharati Board Members/Any other works assigned by Director (BAP)

**Additional charge

FINANCE I / III SECTION

Finance I Section deals with all Autonomous Bodies and Media Units under Min. of I&B namely Broadcasting Wing [Prasar Bharati (AIR & DDN.), EMMC], Film Wing [CFSI, FTIL, SRFTI] and Information Wing [IIMC, DAVP, DFP, PIB] in respect of the following cases:

1. Release of Grant-in-Aid and Loan
2. Monitoring of Expenditure
3. Fixation of pay in individual cases involving relaxation of rules
4. Scrutiny and concurrence of Plan Schemes/Projects of Broadcasting and Information Wings to be approved by SFC & EFC.
5. Scrutiny and examination of schemes of SFC chaired by Secretary(I&B).
6. Vetting of audit paras forwarded by Broadcasting Wing/Information Wing
7. Court cases related to pay scales for the employees
8. Scrutiny and financial concurrence of the following cases:
 - (i) Interpretation of all financial rules and rules relating to conditions of service including those requiring consultation with the C&AG;
 - (ii) Creation of temporary posts
 - (iii) Continuation of all temporary posts
 - (iv) Conversion of temporary posts into permanent ones
 - (v) Creation of supernumerary posts
 - (vi) Creation of leave/training/deputation reserve posts
 - (vii) Departure from or interpretation of any general instructions issued by the Estt. Division of Ministry of Finance in regard to (ii) to(vi) above.
 - (viii) Adoption of new scales of pay and other forms of remuneration or emoluments other than those approved or prescribed; revision of pay scales of existing posts;
 - (ix) Creation of new cadre of services with relation to the above organizations
 - (x) Special pay not already prescribed by rules or order

- (xi) Proposals for delegation of powers of the above organisations
 - (xii) Processing of cases of delegation/ deputation abroad of employees of the above organizations including those which require the approval of Screening Committee.
 - (xiii) Alteration in the rules of daily allowance prescribed for halts on deputation abroad including relaxation of ceilings for accommodation in respect of officials of these organizations
 - (xiv) Revision of pay scales and fees to staff of the above organizations
 - (xv) Processing and examining proposals of above organizations for sanction of expenditure on hospitality beyond the competence of the HoDs.
 - (xvi) Condemnation /replacement of vehicles.
 - (xvii) Financial concurrence for the procurement of equipment beyond the delegated powers of these organizations
 - (xviii) All cases which are required to be sent to the Ministry of Finance for approval in respect of above organisations.
9. Proposals falling under Demand No. 59 in respect of all Broadcasting matters like AIBD, CMS and FM etc.

FINANCE -II SECTION

- 1) Financial advice and expenditure sanctions relating to following Offices/Media Units
 - a) Photo Division
 - b) Films Division
 - c) Registrar of Newspapers for India
 - d) Publications Division
 - e) New Media Wing
 - f) National Film Archive of India
 - g) Central Board of Film Certification
 - h) Song & Drama Division
 - i) National Films Development Corporation.
 - j) Directorate of Film Festivals.
 - k) Film Certification Appellate Tribunal

- 2) Proposals relating to the Main Secretariat under demand No. 59 (Except for proposals falling under this Demand in respect of Broadcasting matters like AIBD, CMS, FM, etc.)

PLAN COORDINATION CELL (PC Cell)

1. Preparation /Coordination/finalization of Five Year Plans.
2. Mid Term Appraisal of Five Year Plans.
3. Preparation /Coordination/finalization of Annual Plan.
4. Mid Term Appraisal of Annual Plan.
5. Finalisation of Revised Estimates (RE) of Annual Plan.
6. Monitoring & Evaluation of Plan Schemes
7. Coordination of Parliament Questions pertaining to Annual Plan/Five Year Plans.
8. Implementation of Plan Scheme “Policy Related Studies, Seminar, Evaluation etc. for All Three Sectors including Media Units (excluding Prasar Bharati) (Main Sectt)”.
9. Coordination work pertaining to estimation of Internal & Extra Budgetary Resources (IEBR) of PSUs.
10. Coordination of Special Component Plan (Scheduled Castes Sub Plan (SCSP)/Tribal Sub Plan (TSP) in Annual Plans.
11. Matters relating to Non Lapsable Fund for North Eastern Region Component in Annual Plans.
12. Collection/Compilation of Half Yearly Progress Report (HYPR) on Plan Schemes for submission to the Planning Commission.
13. Coordination of Collection/Compilation of details on projects costing Rs. 150 crore and above for submission to the Ministry of Statistics & Programme Implementation.
14. Matters relating to RTI with respect to BE and RE of Annual Plan and Five Year Plans and Plan Scheme “Policy Related Studies, Seminar, Evaluation etc. for All Three Sectors Media Units (excluding Prasar Bharati) (Main Sectt)”.
15. Matters relating to Finance Commission/Gender Budgeting/Economic Survey.
16. Coordination of Formulation of Pre-Budget Proposals.
17. Examination of SFC/EFC Memos/Notes received from other Ministries/Department.
18. Submission of various periodical reports and returns.
19. Research Advisory Committee (RAC).

Secretary (I&B) by 10th of every month.

- 21 Submission of quarterly report to Hindi Section.
- 22 Parliament Questions relating to above work.
- 23 RTI references relating to above work.

PERFORMANCE MANAGEMENT CELL

- 1 Cabinet Notes received from various other Ministries for comments, suggestions etc .
- 2 Coordination and updation of points on e-Samiksha Portal of Cabinet Secretariat on Weekly basis.
- 3 Coordination and updation of points on e-Samiksha Portal of Cabinet Secretariat on Monthly basis
- 4 Implementation of Nation Data Sharing and Accessibility Policy in this Ministry.
- 5 Work relating to Sectoral Innovation Council.
- 6 Implementation of e-Office Project and digitization of records.
- 7 Nomination of Chairperson/Deputy Chairperson of all Inter Media Publicity Coordination Committees.
- 8 Upkeep and maintenance of Record Room. Annual Inspection of record Room by NAI.
- 9 Preparation of Annual Plan for O&M Inspection of Sections/Desks of Main Sectt.
- 10 Revision of list of subjects allotted to different Sections/Desks/Cells.
- 11 Allocation of disputed receipts.
- 12 Furnishing of Annual Report on O&M activities to DAR&PG.
- 13 Review/Formulation of Record Retention Schedule of substantive functions
- 14 Review of Channel of Submission.
- 15 O&M inspection of attached and subordinate offices all over India.
- 16 Circulation of general circulars received from DAR&PG relating to O&M matters.
- 17 Launching of Special Drive for Recording/Reviewing and Weeding out of files.
- 18 Preparation of Annual Results –Framework Documents (RFD) of the Ministry, Submission of Half yearly achievements and year end achievements to the Performance Division of the Cabinet Sectt. for review.
- 19 Monthly statement of files Recorded, Reviewed and Weeded out.
- 20 Monthly statement on MP/VIP/PMO references and Pending Files which is submitted to

BUDGET & ACCOUNTS SECTION

1. Scrutiny and finalization of Budget Estimates/Revised Estimates and Final Grants in respect of the Ministry including Media Units, autonomous bodies and Public Sector undertakings.
2. Scrutiny and finalization of budget relating to Loans and Advances.
3. Re-appropriation, Surrender and Savings in respect of the above items.
4. Compilation and printing of Detailed Demands for Grants.
5. Supplementary Grant proposals.
6. Preparation of Budget Briefs.
7. Parliamentary Standing Committee on Information Technology - Circulation of Reports relating to Examination of Detailed Demands for Grants and compilation of Action Taken Note for submission to Committee.
8. Opening of new Sub-Heads of expenditure.
9. Advance(s) from Contingency Fund of India.
10. Expenditure review
11. Follow up action on the Economy Instructions of Ministry of Finance.
12. Follow up action on the Reports of Public Accounts Committee and Committee on Public Undertakings.
13. Follow up action on the Report of Comptroller and Auditor General.
14. Parliament Questions/Assurances/VIP references etc. on the above subjects.
15. Examination of Appropriation Accounts.
16. Estimated Strength of Establishment / submission of other Budget Statement to M/o Finance relating to Printing of Expenditure Budget Vol. II.
17. Finance Minister's Budget Speech

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;
 - (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.
2. Protocol arrangements in connection with the visits of Minister(s), Secretary and foreign VIPs.
3. 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.
4. All matters relating to nominations for training abroad.
5. 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).
6. Collection of vacancies of ex-cadre post of Min. of I&B and reporting to SSC online.

7. Matters relating to General and Assembly Elections.
8. Sponsoring of officials of the Ministry to various training programmes in India :
 - (i) Non-Gaz. Staff/Gaz. Staff below the rank of US
 - (ii) (a) Gaz. Staff of the rank of US and above
 - (b) JS/AS
 - (c) Secretary
9. All Matters relating to SCs/STs/OBCs/Ex-servicemen
 - (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;
 - (ii) Collection and compilation of data from all Media Units for PM's New 15 point prog. Annual Report on recruitment of minorities;
 - (iii) Collection and compilation of data from all Media Units for reg. representation of OBCs in Govt. Service;
 - (iv) Half Monthly reports regarding representation and recruitment of Ex-Servicemen in the Central Public Sector Undertakings;
 - (v) Grievances/complaints received from persons reg. harassment towards SC/ST/OBC officials;
 - (vi) Circulation/action on various reports from SC/ST/OBC Commission(s)
 - (vii) Appointment and coordination with Liaison Officers of SC, ST, OBC;
 - (viii) Verification of authenticity of caste certificates, periodical reports reg.
10. Purchase of Newspapers, reference books and magazines etc.
11. Payment of entertainment bills in respect of Ministers/Officers of the Ministry.
12. Misc. matters relating to Independence Day and Republic Day Celebrations.
13. Parliament Questions/RTI Matters/VIP References, relating to the subject matters dealt with in Admn.I.
14. Deployment of staff for duty on holidays and after office hours for Parliament work etc

ADMINISTRATION III SECTION

1. All general arrangements in connection with proper maintenance of office.

2. Procurement and distribution of stationery/sundry articles etc.
3. Purchase and maintenance of office bicycles etc.
4. Office accommodation and residential accommodation of officers/out of turn allotment of residential accommodation.
5. Purchase and maintenance of office furniture and fixtures.
6. Installation, shifting and payment of telephone bills/fax. Uploading the telephone directory of this Ministry on the website.
7. Hot and cold weather arrangements.
8. Maintenance of three wheeler and staff cars.
9. General staff Welfare measures.
10. Departmental Council/Office Council/Recognition of service Association.
11. Discretionary grant of Minister of I&B.
12. Issue of I. Cards/Temporary I. Cards./Parking labels/library and forwarding of applications for new/renewal of CGHS Cards.
13. Grants in aid to various sports clubs and Recreation Clubs of Ministry of I&B (MS) and media Units.
14. No Objection Certificate/No Dues Certificate.
15. Housekeeping work and general cleanliness in Main Sectt of MIB.
16. Upkeep of working environment.
17. Purchase and maintenance of Duplo/ Calculator/ Photocopier/ Calculators and other office equipments/electrical appliances.
18. Contract for supplies.
19. Construction of Soochna Bhavan/allocation of space in Soochna Bhavan and Shastri Bhavan.
20. Preparation of Budget, RE, Final Grant, Annual Plan, Annual Report, Performance on items concerning subject of Section.
21. Cases of Hired buildings.
22. Purchasing and distribution of liveries items.
23. Purchase of Computers and its accessories (Hardware and Software.)
24. Matters relating to Departmental Security instructions.
25. Distribution of Diaries and Wall Calendars.
26. Parliament/MP/VIP references, Standing Consultative Committee references, implementation of PAC recommendations, Court Cases, Audit Paras etc. on the subjects.
27. Purchase, Condemnation, repair and maintenance of Staff Cars
28. Hiring of Taxies.
29. Display of Decorative potted plants and cut flowers.

30. Work related to Departmental Canteen.
31. Constitution of Internal Complaint Committee for Women.
32. Holding of farewell parties for retiring officers.
33. RTI matters on concerning subjects of Section.
34. Hiring of the Contractual Staff(MTS).

CASH SECTION

1. All receipts and payments pertaining to Main Sectt.
2. Preparation of salary bills and supplementary bills in respect of Group 'A' 'B' and 'C' staff of Main Sectt. including preparation and issue of LPCs in cases of Transfer.
3. Preparation of pay bill in respect of Minister(s).
4. Preparation of TA bill in respect of Officers and staff of Main Sectt. including scrutiny, sanction and payment of India Air Lines/ Air India/ Vayudut and other airlines bills.
5. Correspondence relating to obtaining credit facility with IAC and Air-India.
6. Sanction and preparation of LTC bills in respect of Officers and staff of Main Sectt.
7. Preparation of pay bill and TA bills, medical, LTC and other bills of HMIB/HMSIB/HDMIB.
8. Preparation of OTA bills in respect of Group 'B' and 'C' staff.
9. Preparation of all types of bills pertaining to Contingent expenditure, Hospitality, Grant-in-aid and Publication bills.
10. Sanction and preparation of all kinds of bills relating to Advances to govt. servants including GPF and GPF withdrawal.
11. Maintenance of GPF accounts of Group- 'A', Group-'B' (Gazetted and Non-Gazetted) and Group 'C' staff including correspondence relating to transfer out and in, and final payment cases of Death/Retirement Gratuity and completion of yearly accounts of GPF and issue of Pass Books.
12. Preparation of Budget Estimates/ Revised Estimates/Final Grants in respect of Main Sectt. of the Ministry, maintenance of monthly expenditure control register, reconciliation of expenditure with PAOs (M.S.). Also preparation of Nominal Rolls for B.E. and R.E.
13. Preparation of Budget Estimates etc. for Minister to be paid from Cabinet Affairs grant.
14. Sanction and preparation of final payment bills relating to CGEGIS and GPF.
15. Payment of leave salary/ leave encashment.

16. Sanction and preparation of bills for re-imburement of Medical Claims.
17. Sanction and payment of Children Education Allowance and Re-imburement.
18. Preparation of monthly bills relating to Departmental Canteen.
19. Monthly re-conciliation of short term/ long term advances with PAO (Main Sectt.)
20. Calculation of Income Tax in respect of Group 'A', 'B' and 'C' staff of Main Secretariat.
21. Scrutiny of conveyance hire charges claims of all the officers and staff of Main Sectt.
22. Calculation of Interest on long term/short term advances.
23. Audit objections relating to Main Sectt.
24. Payment of legal Fee Bills.
25. All payments and preparation of bills and budget in respect of FCAT.
26. Circulation of orders, guidelines on the above noted subjects.
27. Parliament Questions/ Assurances, Court cases/VIP/ MP/PMO references, audit objections on the above subjects.

PARLIAMENT CELL

1. Work relating to Co-ordination of Lok Sabha /Rajya Sabha Questions, Short Notice Questions/Calling Attention Notices, etc. in respect of the Ministry of Information and Broadcasting. Preparation of Pads for HMIB/MSIB/Secretary and other senior officers of the Ministry for briefing meeting, etc.
2. Co-ordination/compilation and furnishing of information/replies to the questions / assurances pertaining to other Ministries/Departments of the Government of India for attempting replies thereto / fulfilment of assurances given in their replies.
3. Co-ordination/compilation of material for inclusion in the President's address to the two Houses of Parliament when they assemble together before the Budget Session of Parliament.
4. Co-ordination/compilation and furnishing of brief on issues pertaining to the Ministry likely to be raised in the Parliament during each Session, to PMO.

5. Co-ordination/compilation and furnishing of Legislative Business of the Ministry to be taken up during the each Session of Parliament, to Ministry of Parliamentary Affairs.
6. Work relating to co-ordination /monitoring of timely fulfilment of assurances given in replies to Lok Sabha /Rajya Sabha Questions. Maintenance of Assurances Registers prescribed for the purpose. Circulation of the list of pending assurances from time to time with a view to expedite their fulfilment. Holding of meetings with a view to review the position of pending assurances.
7. Co-ordination/monitoring of timely furnishing of replies to matters of urgent public importance raised under Rule 377 in Lok Sabha and by way of Special Mentions in Rajya Sabha to the concerned Member of Parliament.
8. Work relating of Joint Committee on Office of Profit, Committee on Subordinate Legislation.
9. Work relating to Meeting of the Standing Committee of Information Technology, Committee on Papers to be Laid and other Parliamentary Committees on the topics pertaining to Ministry of I&B, to be held in Delhi as well as study tours outside Delhi
10. All work relating to holding of meeting of the Consultative Committee of MPs attached to the Ministry of I&B, in Delhi and outside Delhi anywhere in India.
11. To visit Lok Sabha /Rajya Sabha Secretariat, concerned branches of the Ministry of Parliamentary Affairs with a view to maintain good liaison and interaction in connection with Parliamentary work relating to the Ministry of I&B and apprise HMIB/MSIB/Secretary and other Sr. Officers of the Ministry about the important business in Parliament relating to this Ministry.
12. Laying of the Annual Report and Audited Accounts of the concerned Media Units/Organisations of the Ministry, Subordinate Legislations (Notifications, etc.) framed/issued under Central Acts by the Ministry, in both the Houses of Parliament.
13. Arrange entry passes/official gallery passes and car park labels for Sr. Officers of the Ministry during the Session period and for the meetings to be held in Parliament / Parliament House Annexe.

ADMINISTRATION – II SECTION

1. Matters relating to all gazetted officers of Central Secretariat Service (CSS) of the Ministry.
2. Matters relating to all officers of the CSSS of the Ministry.
3. Matters relating to All India Service, Indian Economic Service, Central Secretariat (Official Language) Service and Officers belonging to Central Staffing Scheme.
4. Matters relating to Staff Car Drivers, Dispatch Riders, Record Keeper and Sr. G.O.

5. Matters relating to Ministers' personal Staff.
6. Miscellaneous matters like Pay Commission's recommendations etc.
7. Recirculation of instructions and vacancy circulars received from other Ministries/Depts.
8. Instructions regarding appointment of physically handicapped persons.
9. All instructions received from the PM's Office and Cabinet Sectt.
10. Distribution of work among S.O. and above officers in the Main Sectt.
11. Miscellaneous information to be furnished to MIB/MOS(I&B).
12. Recommendations relating to Padma Awards and President's Fire Medals & Para Service Medals for Gallantry/Distinguished/Meritorious Services to be awarded on the occasion of Republic Day.
13. Recommendations relating to President's Police Medal for Officers working in the Ministry on the occasion of Independence Day.
14. Award of Ashoka Chakra, Kirti Chakra, Shram Ratna, Shram Bhushan, Shram Vir etc. on the occasion of Independence Day.
15. General instructions regarding CCS (CC&A) Rules, 1965.
16. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.
17. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres controlled by the section.
18. APAR matters in r/o above mentioned officers.
19. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.
20. Matters related to AIPR/ Lokpal.
21. Matters related to Right to Information.

22. Annual Report of Person with Disability (PWD).

23. ACC/AVMS report.

ADMINISTRATION- IV SECTION

1. Creation, continuation and abolition of posts in the Main Sectt.
2. Fixation of Authorised Permanent Strength/Sanctioned Strength of Group "B" of CSS and Group "C" of CSCS in the Cadre of the Ministry.
3. Cadre management and all matters pertaining to appointments, fixation of seniority, transfers, promotions, resignations, retirements etc. in respect of the following services/posts of the Ministry:
 - (a) Assistant Section Officer Grade of Central Secretariat Service.
 - (b) Sr. Secretariat Assistant and Junior Secretariat Assistant Grades of CSCS Cadre.
4. Appointment and other related matters of Grade IV (Sr. Hindi Translators) and Grade V (Jr. Hindi Translators) of Central Secretariat Official Language Service in the Main Sectt. All Establishment matters in respect of Departmental Canteen staff of Main Sectt.
5. Selection, appointment and other related matters in respect of the following posts of Main Sectt:
 - (a) Accountants
 - (b) Jr. Hindi Translators, on ad-hoc deputation basis
 - (c) Welfare Inspector
 - (d) Caretaker
 - (e) Cashier
6. Personal matters of Assistant Section Officers, Research Assistants, Sr. Secretariat Assistants, Junior Secretariat Assistants, Sr./Jr. Hindi Translators, Accountants, Welfare Inspector and Departmental Canteen Employees of the Main Sectt.
7.
 - (a) Completion and maintenance of Service Books/Annual Confidential Reports (ACRs)/ Annual Performance Appraisal Reports (APARs) of all officials in the Assistant Section Officer Grade of CSS, Sr. Secretariat Assistants and Junior Secretariat Assistants of CSCS Cadre of the Ministry.
 - (b) Completion and maintenance of Service Books/Annual Confidential Reports (ACRs)/ Annual Performance Appraisal Reports (APARs) of officials holding the posts mentioned in the item No. 4 & 5 above of the Main Sectt.

8. Compilation and onward transmission of periodical reports and returns on establishment matters, prescribed by DoP&T, MHA, Cabinet Sectt and UPSC (except those on SC, ST, OBC, Minorities etc.).
9. Circulation of transfer requests of Sr. Secretariat Assistants, Junior Secretariat Assistants and Assistant Section Officers of this Ministry amongst other Ministries and Departments.
10. Work relating to implementation of recommendations of Expenditure Reforms Commission (ERC).
11. All Disciplinary cases not having vigilance angle in respect of above categories of officials.
12. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organised Cadres controlled by the Section.
13. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections and RTI matters in respect of the subjects assigned to the Section.
14. Review matters of Consultants engaged and Data Entry Operators outsourced in the Main Sectt.
15. Compilation and maintenance of annual Immovable Property Returns (IPRs) in respect of Group "B" non-gazetted officers of CSS Cadre and other posts of the Main Secretariat dealt with by the Section.
16. Collection of data for use of DoP&T for development of Web-based software solution for cadre management in respect of CSS/CSCS officials of Main Sectt.
17. Updation of Citizen Charter of Main Sectt. of M/o I & B.
18. Monitoring of Biometric Attendance of the Main Sectt. of the Ministry.
19. Monitoring of e-leave in respect of Group "B" non-gazetted officers of CSS Cadre and other posts of the Main Secretariat dealt with by the Section.

OFFICIAL LANGUAGE UNIT (HINDI SECTION)

1. Translation from English into Hindi and vice-versa.
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.
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.
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.
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.
6. Hindi Advisory Committee and Official Language Implementation Committee of the Ministry.
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.
8. Annual assessment report for accelerating the spread and development of Hindi and its progressive use for various official languages.
9. Maintenance of the roster of the staff of the Ministry for the purpose of training in Hindi typewriting and Hindi Stenography.
10. Nomination of officials of the Ministry for training in Hindi, Hindi typewriting and Hindi Stenography and to ensure their attendance in the classes.
11. Watch the progress regarding nomination of officials by the Media Units for training in Hindi, Hindi typewriting and Hindi Stenography.
12. Nomination of officials of the Ministry for intensive training in Hindi and watch the progress in this behalf in respect of Media Units.
13. Result of Hindi examinations.
14. Parliament Questions/Assurances/VIP/MP/PMO references, audit objections on the above subjects.

15. Publication of Hindi Patrika.
16. Organization of Hindi Workshops.
17. Participation in Hindi Conference/Workshops organized by various Media Units/NGOs.

VIGILANCE SECTION

1. General instructions relating to Vigilance Work.
2. Co-ordination between CVC and Media Units on Vigilance Matters.
3. Liaison work between CBI and the Media Units.
4. Appointment of Ad-hoc disciplinary authority.
5. Disciplinary cases having a Vigilance angle in respect of Group 'A' Officers.(All cases of Group 'B' Officers shall be dealt in concerned Administrative Division.)
6. Appeals/Revision/Revision Petitions/Memorials submitted to the President related to cases dealt in Vigilance Section.
7. Court Cases arising out of cases of Vigilance Section.
8. War – Book Measures
9. RTI related matters on subject dealt in Vigilance Section.
10. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.

IIS SECTION

1. All matters relating to General Service conditions, appointments, postings, transfers, promotion, and retirements etc. of all Grades of Indian Information Service Group 'A'.
2. All matters relating to General Service Conditions, appointments, postings, transfers, promotion, retirement etc. of officers in the Junior and Senior Grades of Indian Information Service Group 'B'.
3. Maintenance of Physical and electronic ACR/APAR dossiers of IIS Group 'A' and Group 'B' Officers and SPARROW.
4. Cadre review of IIS Group 'A' and Group 'B' Services.
5. Recruitment Rules of IIS Group 'A' and Group 'B' Services.
6. Induction of posts and officers into IIS Group 'A' and Group 'B'.
7. Periodical reports and returns.
8. Budget proposals, Plan Schemes (i.e. Training for HRD excluding Prasar Bharati) and implementation of the Cadre Training Policy 2016 for the IIS Cadre.
9. Any residual item relating to IIS Group 'A' & 'B'.
10. All Disciplinary cases not having vigilance angle in respect of above categories of Officers.
11. Review of cases under FR 56(j)/FR 56(1)/Rule 48(1)(b) of CCS (Pension) Rules, 1972, in respect of Indian Information Service officers working in the Media Unit(s) under the Ministry.
12. Parliament Questions/Assurances, Court Cases, VIP/MP/PMO references.

PRESS SECTION

1. Print Media Policy related matters (Foreign investment, Indian editions of Foreign Publications, News Agencies etc.)
2. Foreign Direct Investment proposals in print media sector (including Proposals received through FIPB)
3. Policy and administrative matters in respect of Press Information Bureau and Press Council of India.
4. Administrative & Financial proposals of Press Information Bureau (PIB) beyond its delegated powers.
5. Matters relating to Central Press Accreditation Committee (CPAC) guidelines.
6. Release of Grant-in-aid to Press Council of India (PCI)
7. Framing / amendment of Recruitment Rules in respect of Press Information Bureau
8. Proposals of financial assistance to the journalists under Journalist Welfare Scheme (JWS)
9. Constitution of Screening Committee for allotment of Govt. accommodation to journalists under Press Pool
10. Laying of Annual report of PCI before Parliament
11. Five Year Plan and Annual Plan of Press Information Bureau
12. Budget matters(BE & RE)in r/o PIB and Press Council of India
13. 12th Five Year Plan Scheme 'Development Communication & Information Dissemination

- (DCID)'- approval and co-ordination
14. Conversion of Temporary Posts into Permanent Posts in respect of Press Information Bureau-Ex-cadre post only.
 15. Continuation of temporary posts in respect of Press Information Bureau-consultation with Integrated Finance Division (IFD).
 16. Cases of Re-employment in respect of Posts in Press Information Bureau.
 17. Framing of Regulations in respect of employees of Press Council of India.
 18. Grievance Petitions on the subject matters dealt with in the Section.
 19. Miscellaneous references received from various associations of Journalists etc.
 20. Parliament Question/ Special Mention/ Matter raised under Zero Hour on the subject matters dealt with in the Section.
 21. Parliamentary Committees matters/VIP/MP/PMO References on the subject matters dealt with in the Section.
 22. Court Cases on the subject matters dealt with in the Section
 23. RTI matters on the subject matters dealt with in the Section.
 24. Various Committees' Report/Recommendations
 25. Matters relating to Direct Benefit Transfer (DBT Mission) as DBT Cell of the Ministry located in Press Section.
 26. Matters regarding Parliamentary Proceedings (Protection of Publication) Act, 1977.

MEDIA UNIT CELL

Policy Matters

1. Policy matters relating to government advertisements to print media (newspapers and periodicals). Formulation of guidelines for empanelment of audio/video procedures with DAVP

2. Policy matters relating to empanelment and rate fixation of Private FM Radio Stations and Private C&S TV Channels with DAVP.
3. Policy matters relating to empanelment and rate fixation of Digital Cinemas with DAVP.
4. Policy matters relating to empanelment and rate fixation of Internet Websites, Social Media, Community radio.
5. Empanelment of multi-media creative agencies with DAVP.
6. Policy matters relating to content regulation of Government advertisements.
7. Preparation of SFC/EFC Memo and monitoring/evaluation of Plan schemes implemented by DAVP, RNI and Photo Division. Organisation of annual National Photography Awards under the Plan scheme of Photo Division.
8. Administration of Press and Registration of Books (PRB) Act, 1867 relating to publication of newspapers/periodicals, including circulation verification, on-spot verification.
9. Matters relating to Newsprint Allocation.
10. Matters relating to Estimates Committee / Consultative Committee/Standing Committee on IT, etc. relating to DAVP, RNI and Photo Division.
11. Examination of Cabinet Notes and miscellaneous policy issues of other Ministries / Departments from the angle of media units controlled by the Section
12. Guidelines for Verification of Titles
13. Guidelines for Circulation Verification

Financial Matters

14. Financial matters relating to DAVP, RNI and Photo Division, beyond delegated powers.
15. Matters relating to Budget Estimates / Revised Estimates of Plan and Non-Plan budget of DAVP, RNI and Photo Division.
16. 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

Establishment and Administrative Matters

17. Establishment and Administrative matters relating to three media units viz. DAVP, RNI and Photo Division.
18. All Disciplinary cases not having vigilance angle in respect of Officers / Staff belonging to Non-Organised Cadres working in Media Units controlled by the Section.

19. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organised Cadres working in Media Units controlled by the Section.

Other important miscellaneous works

20. All Parliament matters concerning DAVP, RNI and Photo Division.
21. RTI applications concerning DAVP, RNI and Photo Division.
22. MP/VIP references, implementation of PAC recommendations, Court cases, audit objections etc.
23. Processing of representations from various newspaper publishers / organisations relating to issues concerning DAVP and RNI.
24. Attending to general complaints, objections from the Public in respect of Government's Advertisement Policy and Newsprint Allocation Policy.

IP&MC SECTION

1. All matters relating to Directorate of Field Publicity (DFP).
2. All matters relating to Indian Institute of Mass Communication (IIMC).
3. Matters relating to Cultural Exchange Programmes (CEP) with various countries.
4. Matters relating to finalization and monitoring of implementation of information Agreement/MoU/Protocol with various countries.
5. Matters relating to Joint Committee/Joint Media Committee/Joint Commission.
6. Visit of foreign dignitaries in connection with above matters.
7. Visit of Indian delegation abroad in connection with above matters.
8. Media crew accompanying the visit of the President/Vice President/ Prime Minister abroad – Issuing sanction**. (Deleted)
9. Holding of State Information Ministers' Conference (SIMCON) and related matters.
10. Non-aligned Information Ministers' Conference and related matters (NAM- COMMINAC).
11. Matters relating to SAARC Information Ministers' Conference and related matters.
12. All matters relating to International Programme for the Development of Communication (IPDC)/UNESCO