

**DUTIES OF OFFICERS & EMPLOYEES IN
THE MINISTRY**

POLICY AND ADMINISTRATION WING

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.

Establishment and Administrative Matters

- 16.** Establishment and Administrative matters relating to three media units viz. DAVP, RNI and Photo Division.
- 17.** 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.
- 18.** 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

- 19.** All Parliament matters concerning DAVP, RNI and Photo Division.
- 20.** RTI applications concerning DAVP, RNI and Photo Division.
- 21.** MP/VIP references, implementation of PAC recommendations, Court cases, audit objections etc.
- 22.** Processing of representations from various newspaper publishers / organisations relating to issues concerning DAVP and RNI.
- 23.** 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

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

forth. Therefore, the same may be updated in the Section-wise work allocation of MUC.

POLICY PLANNING CELL

1. National Media Policy and related matters.
2. Matters relating to Publicity and Multi Media Campaign on the subjects of national importance viz. Health & Family Welfare, Women & Child Development, Eradication of Untouchables, Prohibition, national Integration & Communal Harmony, 15 Points Programme etc. and other important policies matters relating to various Ministries/ Departments.
3. Follow up on PM's review regarding performance of Ministry of I&B.
4. Monthly Report to the Cabinet Secretary.
5. Monthly Summary to the Cabinet.
6. Submission of regular reports on publicity in LWE affected areas
7. Submission of regular report on publicity in respect of new 15 point programme for welfare of minorities.
8. Coordination matters relating to implementation of recommendations of Administrative Reform Commission
9. Coordination matters relating to implementation of recommendations of Group of Secretaries/Committee of Secretaries.
10. Coverage and Publicity of Birth Centenary Celebrations of various national leaders.
11. Miscellaneous Multi Media Coverage/ Publicity, including feedback and monitoring thereof.
12. Coordination & Monitoring of redressal of grievances received in r/o Divisions/Media Units of the Ministry.
13. Annual Reports of Ministry of I&B
14. Coordination matters relating to implementation of Legal Information Management and Briefing System (LIMBS)
15. Parliament Questions/Assurances/VIP/MP/PMO references/RTI matters on the above subjects

F(S) DESK

1. All matters relating to Song & Drama Division.
2. All matters relating to Directorate of Publications Division.
3. All disciplinary cases not having a vigilance angle in respect of Officers/Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
4. Review of cases under FR56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
5. All Parliament matters, MP/VIP references, Standing /Consultative Committee references/implementation of PAC recommendations/ court cases/audit objections etc., on the subject mentioned therein.
6. Court case/ Contempt Petition in various Bench of Hon'ble/ CAT/High Court/ Supreme Court.

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- 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/Deptts.
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 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 Sochna Bhavan/allocation of space in Sochna 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).

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.

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. PreparationofBudgetEstimatesetc.forMinistertobepaidfromCabinetAffairs 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-imbusement of Medical Claims.
17. Sanction and payment of Children Education Allowance and Reimbursement.
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.

Official Language Unit

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/NGO.

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.

Digital Media Section

1. Matters related to content of digital news publishers and OTT platforms
2. Administration of Part III of the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021
3. FDI matters in respect of entities involved in uploading and streaming of news and current affairs through digital media
4. 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
5. Matters related to the Inter-Departmental Committee (as defined in Rule 14 of the Information Technology [Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021] for taking a decision on the cases brought before it by the Self-Regulating Bodies
6. Standing/Consultative Committee matters/Parliament Questions/ Assurances, Court cases, VIP /MP /PMO References, RTI applications on the related subjects
7. Monthly Report to the Cabinet Secretary
8. Agreements/MoUs with other countries in the field of digital media.
9. Complaints/Grievances petitions against the content shown by digital news publishers and OTT platforms

BROADCASTING-I WING

BROADCASTING CONTENT (I)-(BC-I)

1. Action on complaints /Grievance Petitions against violation of Programme Code and Advertising Code by private satellite TV channels and violation of GOPA/AIR Code by FM radio stations in so far as advertisement is concerned.
2. Procurement of reports/recordings of violation committed by private satellite TV channels from Electronic Media Monitoring Centre (EMMC) and examination thereof.
3. Referring the complaints/grievance petitions to self-regulatory body, Advertising Standard Council of India (ASCI) against alleged objectionable advertisements shown in violation of Rule 7 of the Advertising Code on private satellite TV channels for appropriate action.
4. Action on those complaints against TV channels which are not considered fit to be sent to ASCI.
5. Procurement of CD recordings from EMMC or TV channels themselves.
6. Procurement of CD recordings from BECIL in respect of content aired by FM radio stations.
7. Issuance of Show Cause Notices to TV channels.
8. Issuance of /Advisory/Directive/Warning to TV channels 9.Issuance of Advisory/Directive/Warning to FM radio stations
10. Preparation of agenda for the IMC meetings.
11. Submission of cases of alleged violation by private satellite TV channels and FM radio stations to Inter-Ministerial Committee (IMC) for its consideration/recommendations.
12. Provision of inputs for Parliament Questions/Assurances to other sections and Ministries.
13. Provision of inputs for Court Cases.
14. Reply to MP/VIP/PMO references.
15. Furnishing inputs on content-related issues to Parliament Committees and other various committees.
16. Provision of information under Right to Information Act, 1995 on content-related matters of private satellite TV channels and FM radio stations.
17. Policy Matters on the subjects being dealt in the section (Except those requiring legislation).
18. Furnishing comments on Cabinet Notes received from other Ministries/Sections.
19. Submission of various reports/returns.
20. Matters related to Scrutiny committee of EMMC, processed them and forwarded to ASCI for taking further action in the matter.
21. Matters related to Inter-Ministerial Monitoring Committee (IMMC) meeting on misleading advertisement.

22. Matter related to World Intellectual Property Organization (WIPO)- Standing Committed on Copyright and Related Right (SCCR) meeting is processed and put up for senior officers.
23. Regional Comprehensive Economic Cooperation (RECP) meeting.
24. Providing Inputs for various MOU between India and Other Countries.
25. Administrative/ Financial work of Electronic Media Monitoring Center (EMMC)
26. Preparing material for examination of Demands for Grants.
27. Preparing materials for Standing Committee of Parliament.
28. Obtaining approval of IFD/ Secretary for Outsourcing Services Viz Housekeeping, Security and Hiring of Pvt. Vehicle for EMMC as per GFR 2017.

BROADCASTING CONTENT (II) - (BC-II)

1. Court cases relating to violations of Programme and Advertising Codes by Private Satellite TV Channels.
2. Scrutiny Committee matters
3. All matters related to Parliament (Question, Assurance, Standing Committee, Consultative Committee etc.)

Broadcasting Content-III (BC-III) Section

1. Action on complaints /Grievance Petitions against violation of Programme Code and Advertising Code (only pertaining to Rule 7(2)(viii), Rule 7(10) and Rule 7(11) of the Advertising Code) by private satellite TV channels and violation of GOPA/AIR Code by FM radio stations in so far as content is concerned.
2. Procurement of reports/recordings of violation committed by private satellite TV channels from Electronic Media Monitoring Centre (EMMC) and examination thereof.
3. Referring the complaints/grievance petitions to self-regulatory bodies, viz. News Broadcasters Association (NBA)/News Broadcasting Standards Authority (NBSA) and Indian Broadcasting Foundation (IBF)/Broadcast Content Complaints Council (BCCC) against alleged objectionable content shown on private satellite TV channels for appropriate action.
4. Referring the complaints/grievance petitions to self-regulatory body, Advertising Standard Council of India (ASCI) against alleged objectionable advertisements shown in violation of Rule 7(2)(viii), Rule 7(10) and Rule 7(11) of the Advertising Code on private satellite TV channels for appropriate action.
5. Action on those complaints against TV channels which are not members of NBA and BCCC or on those cases which are not considered fit to be sent to NBA, BCCC or ASCI.
6. Procurement of CD recordings from EMMC or TV channels themselves.
7. Procurement of CD recordings from BECIL in respect of content aired by FM radio stations.
8. Issuance of Show Cause Notices to TV channels.
9. Issuance of /Advisory/Directive/Warning to TV channels
10. Issuance of orders for apology scrolls to TV channels
11. Issuance of orders for taking the channels off air.
12. Issuance of Show Cause Notices to FM radio stations.
13. Issuance of Advisory/Directive/Warning to FM radio stations
14. Issuance of orders for taking the FM radio stations off air.
15. Preparation of agenda for the IMC meetings.
16. Submission of cases of alleged violation by private satellite TV channels and FM radio stations to Inter-Ministerial Committee (IMC) for its consideration/recommendations.
17. Preparation of minutes of the IMC meetings
18. Provision of inputs for Parliament Questions/Assurances to other sections and Ministries.
19. Provision of inputs for Court Cases.
20. Reply to MP/VIP/PMO references.
21. Furnishing inputs on content-related issues to Parliament Committees and other various committees.

22. Provision of information under Right to Information Act, 1995 on content-related matters of private satellite TV channels and FM radio stations.
23. Matters relating to Television Rating Point (TRP).
24. Policy Matters on the subjects being dealt in the section (Except those requiring legislation).
25. Furnishing comments on Cabinet Notes received from other Ministries/Sections.
26. Submission of various reports/returns.

BROADCASTING POLICY& LEGISLATION (BP&L)

1. Examination of the recommendations on Broadcasting Services submitted by Telecom Regulatory Authority of India (TRAI) and follow up action thereon.
2. Formulation and implementation of Broadcasting Policies relating various broadcast carriage & content services.
3. Cable Television Networks (Regulation) Act,1995 and Rules framed thereunder
4. The Sports Broadcasting Signals (Mandatory sharing with Prasar Bharati) Act, 2007 and Rules framed thereunder.
5. Grant of License to private DTH operators under guidelines for obtaining licence for providing Direct-To-Home (DTH) Broadcasting Service in India (as mended upto 06.11.2007) and matter related to Director-To-Home Broadcast Service.
6. Grant of permission to HITS operators under guidelines for providing Headend-In-The-Sky (HITS) Broadcasting Service in India and matter relating to HITS Service.
7. Internet Protocol TV Service related matters as per IPTV Guidelines.
8. Registration of TRP agencies under Policy Guidelines for Television relating Agencies in India and related matters.
9. Matters relating to INSAT Coordination Committee (ICC).
10. Consultation with Wireless Planning and Coordination (WPC) and Department of Telecommunications(DoT), Department of Space(DOS), Ministry of Home Affairs(MHA), Department of Economic Affairs(DEA) etc. On broadcasting sector related issues.

TV (INSAT) SECTION

1. Uplinking/downlinking of private Satellite TV channels from India – Permissions and related issues
2. Setting up of teleports in India – permission & related issues
3. Uplinking facility to News Agencies for news gathering & its further distribution
4. Temporary uplinking permission
5. Permission for use of SNG/DSNG
6. Grant of permission of remittance of foreign exchange for hiring of transponder.
7. Cabinet Notes initiated by Ministry of I & B relating to uplinking, downlinking and allied matters
8. Comments on Cabinet Notes from other Ministries relating to uplinking, downlinking and allied matters
9. Comments in respect of FIPB proposals relating to UL/DL/ Teleports Operations
10. Matters relating to Wireless Planning & Coordination Committee (WPCC)/ NOCC
11. Downlinking of TV channels in India.

Digital Addressable System (DAS) Section

1. Registration to Multi System Operators
2. Court cases, relating to Cable TV Digitization.
3. FIPB in respect of various TV Distribution Platform.
4. MP/VIP References/Parliament Questions/Assurances/Standing Consultative Committee references/Implementation of Das recommendations
5. Complaints/Grievance petition received against Cable Operators etc.
6. RTI Application
7. Financial inputs sent to B&A/PC Cell.
8. PMO references in respect of Cable TV Digitization.

NEW MEDIA CELL

1. Matters relating to RCE/EFC of the sub scheme 'Social Media Platform'.
2. Matters relating to approval of annual budget for implementation of Sub-Scheme Social Media Platform and signing of MoA with BECIL and extension thereof, if required towards handling of Social Media Communication Hub and procurement of related equipments for the purpose.
3. Matters relating to Budget Estimates, Revised Estimates and Final Grant in respect of Social Media Platform.
4. Matters relating to release of funds to BECIL.
5. Matters relating to implementation of recommendations of Project Monitoring Committee.
6. Proposal relating to Social Media Publicity such as Talkathon, Facebook Live, IFFI coverage.
7. Matters relating to redressal of grievances.
8. Matters of RTI in respect of Social Media Communication Hub.
9. Matters relating to Annual Plans and Annual Reports in respect of New Media Cell.
10. Parliament Questions/Assurances/VIP/MP/PMO references, audit objections, etc. relating to Social Media Communication Hub.
11. Administrative/financial matters of New Delhi Wing beyond the power of HoD and requiring approval of Competent Authority in this Ministry.
12. Miscellaneous report and returns.

BROADCASTING -II WING

BROADCASTING CONTENT-IV (BC-IV)

S.No.	Subject
1.	All matters connected with All India Radio (content matters only) relating to Home Broadcast, External Service, Commercial Broadcasting Service, Music, upgradation of artists, Coverage/Publicity matter, Cultural Exchange programme between AIR and foreign Broadcasting Organizations, deputation proposal of programme officers of AIR and Doordarshan .
2.	All matters connected with Doordarshan (content matters only) relating to (proposals/complaints) telecast of feature films and films based programme and their rate structure, sponsored/commissioned programmes, royalty programmes including documentaries, telefilms, feature, document-series and their rate structure,
3.	Processing of routine matters/proposal received from public on programmes matters of Doordarshan, Co-production, Cultural Exchange relating to DD/SAVE programmes.
4.	Coverage of Sports events/functions by Doordarshan/AIR including sharing of Sports events with other sports channels.
5.	Audit para/C&AG Report/Implementation of PAC recommendation etc. on the content matter of DD and AIR.
6.	All Parliament matters, MP/VIP references, Parliament Questions etc. on the content matter of DD/AIR.
7.	Court cases on content matter of Doordarshan.
8.	Election Broadcast Scheme for recognized national/State level political parties.
9.	Foreign training proposal in respect of programme Officers of All India Radio/Doordarshan to Asia-Pacific Institute for Broadcasting Development (AIBD)/Asia-Pacific Broadcasting Union (ABU)/ Commonwealth Broadcasting Association (CBA) and Annual Subscription fee /Training Fund to AIBD.
10.	Standing Committee on IT/Consultative Committee references relating to content matter of DD/AIR.
11.	Grievance petition relating to content matter of AIR/Doordarshan
12.	RTI matters relating to content matter of AIR/Doordarshan

Broadcasting (Finance)- B (Fin.) Section

1. Proposal for finalization of Budget Estimate (BE) and Revised Estimate (RE) Plan & Non Plan.
2. Release of Grants-in-aid Non-Plan to Prasar Bharati.
3. Release of Grants-in-aid Plan to Prasar Bharati.
4. Laying of Annual Report of Prasar Bharati in both the Houses of Parliament.
5. Laying of Annual Audited Accounts of Prasar Bharati in both the Houses of Parliament.
6. Outcome, output Budget from Prasar Bharati
7. Preparing material for examination of Demands for Grants
8. Preparing materials for oral evidence for Standing Committee of Parliament
9. Reply to the questionnaire received from Standing Committee
10. Reply to the supplementary questionnaire received from Standing Committee
11. Issues related to Common Wealth Game 2010
12. Issues related to Financial problem/matters/ etc. of Prasar Bharati
13. Pay role audit/check audit of Prasar Bharati
14. Implementation of Expenditure Management Commission's recommendation on Autonomous Bodies
15. Preparation of Cabinet Note for continuation of Plan & Non-Plan Grant in-aid to Prasar Bharati
16. Proposal for supplementary Demands for Grants
17. Review of Expenditure of Prasar Bharati
18. Financial matters related to foreign Deputation of Prasar Bharati's employees
19. Issues related to Financial restructuring of Prasar Bharati
20. Matters relating to Vehicle condemnation of Prasar Bharati.
21. Parliament questions and assurances related to above cited work mentioned above.
22. RTI and other miscellaneous work.

BROADCASTING (DEVELOPMENT)- B(D) Section

1. Support to PB for development of Broadcasting Infrastructure of AIR/DD through Plan Schemes.
2. Support to PB for strengthening border area infrastructure and special focus on development of J&K and NE.
3. References regarding Security of installations of AIR/DDn and liaison with MHA.
4. Administrative matters of BECIL.
5. Appraisals to proposals for deputation of officials abroad for inspection of equipment ordered, for attending seminars/conferences for training in broadcasting technologies.
6. Facilitating allocation/earmarking of frequency in respect of AIR/DDN.
7. Parliament questions/Assurances/MPs/VIPs references, Audit Paras/ Court Cases/ Standing Committee/Consultative Committee References/ PAC Matters relating to the allotted items of works.

BROADCASTING ADMINISTRATION (ENGG.)- BA(E) Section

1. All matters relating to cadre management of Indian Broadcasting(Engineering) Services and Subordinate Engineering Services.
2. All Service matters relating to posts exclusive to DDn.
3. All matters relating to CCW.
4. Framing/amendment of Recruitment Rules/Service regulations of the categories mentioned above.
5. Staffing norms, continuation and creation of Posts.
6. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.
7. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organised Cadres working in Media Unit(s) controlled by the Section.
8. MP/VIP/PMO references/Parliament Questions/Assurances, Court Cases, Standing Committee References, audit objections on the subjects mentioned herein.

Note: The instances under each subject head are merely illustrative and not exhaustive.

BROADCASTING ADMINISTRATION (PROG.) – BA (P)

- 1) Matter related to amendment of Prasar Bharati (Broadcasting Corporation of India) Act, 1990.
- 2) Issues related to officers of IB(P)S cadre – DPCs, Review DPC, NFSG, NFU, Ad-hoc promotion cases etc.
- 3) Issues related to Group A services of posts exclusive to AIR – NRT Cadre, Announcers Cadre, Administration Cadre, Instrumentalists Cadre, Musicians, Music Composers, Translator-cum-Announcers cadre, Subordinate Stenographer cadre, Audience Research Unit.
- 4) Policy issues related to administrative matters of Prasar Bharati.
- 5) Appointment of Chairperson and other Members of Prasar Bharati Board.
- 6) Matters relating to salary & allowances of Chairman and other Members in Prasar Bharati and other entitlements.
- 7) Appointment of Director Generals of All India Radio and Doordarshan.
- 8) Notification of new Recruitment Regulations for posts in Prasar Bharati.
- 9) Amendment of existing Recruitment Rules for the categories of posts dealt in BA(P) Section.
- 10) Setting up of Prasar Bharati Recruitment Board.
- 11) Action on the Report of Expert Committee under chairmanship of Sh. Sam Pitroda.
- 12) Issues related to various Standing Committees of Parliament – viz. Standing Committee on IT on 'Demand for Grants, Committee on Subordinate Legislation, Standing Committee on Labour, Standing Committee on Information Technology regarding "Review of function of Prasar Bharati Organisation", Committee on Petition etc.
- 13) Matters related to various Rules/Regulations to be framed under Prasar Bharati (BCI) Act, 1990.
- 14) Foreign Deputation cases of Board level Officers of Prasar Bharati.
- 15) A large number of Court cases files in various Benches of CAT, High Courts and Supreme Court of India relating to work allocation of BAP.
- 16) Parliament Questions, Parliament Assurances, Questions raised under Rule 377, Zero Hours, Special mention etc, relating to work allocation of BAP.
- 17) A large number of Public Grievances (physical). Public Grievances (Online), PMO references, Presidential references etc. related to BAP.
- 18) RTI applications, Annual/Quarterly/Monthly reports & returns, Annual Report of MIB, RFD of MIB, related to BAP.
- 19) MPs/VIPs References, References received from various National Commissions viz. NCST, NCSC, NCBC, NHRC etc. related to BAP.
- 20) Monitoring of Rules/Regulations/RRs, Preparation of Presentations/ Notes etc. for Senior Officers meeting. related to BAP.

Community Radio Station (CRS)

1. Grant of permission to educational institutions/NGOs/KVK/ICAR Institutions & Public Trusts for setting up of CRS and related issues.
2. Convening monthly co-ordination meeting with concerned Ministries.
3. Convening Screening Committee Meetings
4. Convening Monthly Inter-Ministerial Committee meetings.
5. Holding Regional/State level/National consultations/workshops for creating awareness about Community Radio under 12th Plan scheme "Supporting Community Radio Movement in India".
6. Preparation of EFC/SFC Memo.
7. Provide financial assistance to CRS under 12th Plan Scheme.

FM CELL

- 1 Framing and implementation of Policy Guidelines for Expansion of FM Radio Broadcasting services through Private Agencies.
- 2 Implementation of FM Phase-III Policy.
- 3 Initiation of Cabinet notes on private FM Radio matters.
- 4 Framing of terms and conditions for issue of tenders, appointment of e-auctioneer, evaluation of bids and issuance of NIT.
- 5 Grant of Permission to Companies. Signing of Grant of Permission Agreement (GOPA) with LOI holders and monitoring of its implementation.
- 6 Changes in license agreement/GOPA.
- 7 Approval of Merger/Demerger, Disinvestment, Amalgamation of Companies.
- 8 Inter-Ministerial and inter-Departmental consultation and communication on Private FM Radio matters.
- 9 Permission for setting up of interim facility for broadcasting, pending completion of CTI by BECIL.
- 10 Monitoring of channel/station identity and change thereon.
- 11 Financial Matters related to FM Radio
 - i) Implementation of Project for setting up towers for co-location facilities.
 - ii) Encashment of Bank Guarantees
 - iii) Payments such as refund of advance reserve license fees, earnest money deposited etc.
 - iv) Scrutiny of Annual Account of Permission Holders to determine annual fee and depositing the license fee received from private FM broadcasters with P&AO.
 - v) Processing of Bank Guarantees received from Private FM Radio broadcasters and matters related thereto.
 - vi) Calculation of penal interest in case of delayed payments of license fee.
 - vii) Receipt of dues (late fees) from private FM license holders and depositing with P&AO.
- 12 Inspection of private FM Radio stations to ensure adherence to license conditions and action for violation etc.
- 13 Matters related to change in shareholding pattern, change in name of Board of Directors of permission holding companies.

- 14 Matters related to foreign investment in permission holder companies/FIPB proposals.
- 15 Issue of Show Cause Notice, warning, advisory etc. to the defaulting companies.
- 16 Penal action viz. Encashment of BGs, Suspension of broadcast, revocation of permission in respect of defaulting permission holders.
- 17 Comments on Cabinet Note related to other Sections/Departments.
- 18 Matters relating to IGNOU Gyanvani stations.
- 19 Approval of use of Prasar Bharati infrastructure and coordination with AIR/DD Resources and Broadcast Engineering Consultants India Ltd. (BECIL).
- 20 Selection of E-auctioneer and conduct of e-auction for expansion of FM Radio Broadcasting through private agencies.
- 21 Co-location of private FM channels.
- 22 Permission for News and current affairs on Private FM Radio channels.
- 23 Scrutiny of quarterly returns in respect of FM Channels as per Annexure-II of GOPA.
- 24 Correspondence and examination of requests of licensees on various matters.
- 25 To provide information pertaining to FM related matters to Coordination/Finance Wing/BPL section viz. quarterly performance reports of BECIL, or to other Ministries based on existing/available information.
 - b) To provide information at 23(a) not based on existing/available information
- 26 Parliament questions pertaining to private FM Radio and fulfilling assurances given to Parliament.
- 27 Standing Committee references, Consultative Committee, PAC recommendations, Audit objections pertaining to private FM Radio.
- 30 Court cases pertaining to private FM radio in TDSAT, High Courts, Supreme Court and International Arbitration under ICJ and all matters related thereto.
- 31 Processing of professional fee in respect of Law officers, ASG, CGSC, International Arbitrators, e-auctioneer and IEM etc.
- 32 Provide information pertaining to private FM Radio as sought by B&A Section, PC Cell, PPC, Cash etc.
- 33 PMO/MP/VIP references pertaining to private FM Radio.

- 34 Matters relating to RTI Act, 2005.
- 35 Quarterly and monthly reports and returns and record management.
- 36 Coordination with NIC in respect of material pertaining to FM cell and development of software for management of private FM radio.
- 37 Administrative matters pertaining to staff of FM Cell.
- 38 Other miscellaneous work pertaining to private FM radio.

FILMS WING

F (F) Desk

1. National Film Awards.
2. All matters relating to Directorate of Film Festivals including National/ International Film Festivals, Film Weeks, etc.
3. All matters relating to budget proposals of DFF, including Grants-in-Aid to NGOs for organizing Film Festivals.
4. All Disciplinary cases not having a vigilance angle in respect of Officers/ Staff of Directorate of Film Festivals.
5. Review of cases under FR 56 (J) in respect of Officers and Staff belonging to Non- Organized Cadres working in Directorate of Film Festivals.
6. Parliament Questions/Assurances, Court Cases VIP/MP/PMO references, audit objections on the above subjects.

FTI Desk

1. All administrative and financial matters relating to FTII, Pune.
2. All administrative and financial All matters relating to SRFTI, Kolkata.
3. To attend Parliament Questions, e-Samiksha, Parliament Assurances, Budget Matters, Cabinet Note, VIP Reference, PMO References, RTI Appeal, Court Cases and Study visits.
4. To review/prepare content of FTII and SRFTI for inclusion in the Ministry's Annual Report.
5. Setting up a temporary campus of Film & Television Institute in North East.
6. To Process setting up of Film & Television Institute in Itanagar, Arunachal Pradesh.

F(A) DESK

1. All matters pertaining to CFSI
2. All administrative and establishment matters relating to Films Division.
3. Annual Plan/Plan Schemes/Budget Proposals in respect of Films Division, including Audit/Inspection etc.
4. All matters relating to production, distribution of films/ documentaries/ news magazines through Films Division, CFSI and connected subjects.
5. Organization of Film Festival of short, documentary and animation films.
6. All disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.
7. Non- Organized Cadres working in Media Unit(s) controlled by the Desk.
8. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.
9. All matters pertaining to National Museum of Indian Cinema (NMIC).

F(C) Desk

1. All matters relating to Central Board of Film Certification(CBFC) Mumbai.
2. All matters relating to National Archives of India(NFAI), Pune.
3. All matters relating to Film Certification Appellate Tribunal(FCAT) New Delhi.
4. Cinematograph Act, 1952.
5. All disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.
6. Parliament Questions/Assurances, Court Cases, President Secretariat/ VIP/MP/PMO references and Audit Objections on the above subjects.

F(I) Desk

1. All matters relating to Film Industry, Film Organizations, Film Society etc.
2. Matters related to Video Piracy, Copyright, Intellectual Property Rights etc.
3. FIPB/Project Import Proposals.
4. Audio-visual Co-production Agreements with various countries.
5. Participation in Film Markets/Film Bazar
6. Permission to foreign film makers to shoot feature film in India
7. Exemption of Customs duties to temporary imported films/DVDs arriving for exhibition in various Film Festivals in India
8. Procedure for Setting up of National Centre for excellence for Animation, Gaming & Visual Effects.
9. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subject.

F (PSU) Desk

1. All administrative and financial matters relating to National Film Development Corporation
2. All matters concerning the General Agreement on Trade in Services and relating international treaties concerning this Ministry.
3. To attend Parliament Questions, e-Samiksha, Parliament Assurance, Budget matters, Cabinet Note, VIP Reference, PMO reference, RTI Appeal, Court Cases and Study visits.
4. To review/prepare content of NFDC for inclusion in the Ministry's Annual Report.
5. All the Draft Cabinet Note relating to Films Wing.

FINANCE WING

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, FTII, 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.
10. Concerned officers of the Section:

Finance -II Section

Offices/Media Units dealt in Finance-II Section.

1. Photo Division
2. Films Division
3. Registrar of Newspapers for India
4. Publications Division
5. New Media Wing
6. National Film Archive of India
7. Central Board of Film Certification
8. Song & Drama Division
9. National Films Development Corporation.
10. Directorate of Film Festivals.
11. Film Certification Appellate Tribunal
12. 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.)

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

ECONOMIC WING

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).

Performance Management Section

- 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 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.

RTI Cell

1. Information regarding services provided and programmes, schemes etc. supported by the organization and the relevant rules and procedures, through brochures, folders etc.
2. Facilitating the customers/client to obtain the services of the Organization optimally, timely, efficiently and in a transparent manner and providing forms etc. of public usage.
3. Information regarding the standards of quality of service, time norms, etc. evolved by the organization with reference to the services/schemes/functioning of the organization.
4. Information regarding hierarchical setup of Public Grievance Redress Machinery of the organization.
5. Receiving, acknowledging and forwarding the RTI applications/ grievances/ request/ form etc. (related to the services provided by the organization) to the concerned authority in the organization and providing information on their status/disposal.
6. Transfer of applications received under RTI Act, 2005 to the other relevant public authorities.
7. Receipt of application fee and fee for the material supplied by the Ministry to the applicant under RTI Act,2005.
8. Policy matters of RTI including submission of data for preparation of Annual Report of CIC

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.