

DUTIES OF THE SENIOR OFFICERS IN THE MINISTRY

Additional Secretary

- (a) All files of JS (B) shall be submitted to Secretary (I&B) through Additional Secretary;
- (b) All Vigilance Files shall be submitted to HMSIB / Secretary (I&B) through Additional Secretary; and,
- (c) further, following types of cases of all the Wings shall be disposed off at the level of Additional Secretary:-
 - (i) Renewal of licenses for teleports;
 - (ii) Renewals of permission for uplinking and downlinking;
 - (iii) Extension of time period for operationalisation of TV Channels;
 - (iv) FOREX release for hiring of transponders and uplinking charges;
 - (v) Cancellation/termination of uplinking /downlinking / teleport permissions;
 - (vi) Approval of affidavits to be filed in respect of CAT/Court cases;
 - (vii) Grant of honorarium in respect of Ministry's staff;
 - (viii) Chairing of meetings under MACP scheme;
 - (ix) Co-ordination/approval of Parliament questions/assurances of other Ministries;

Additional Secretary & Financial Adviser

All matters related to Finance, Budget and Accounts of this Ministry.

Allocation of Works of Joint Secretary (Economic Wing)

- The Joint Secretary (Economic Wing) is the head of the Economic Wing. The work of Joint Secretary (Economic Wing) relates to advising and guiding the officers of Economic Wing in performing their assigned tasks which comprise of Planning Coordination(PC) Cell, Performance Management Section(PMS), Information Facilitation Centre(IFC)/RTI Cell He has also been entrusted the additional charge of heading the Parliament Wing/Unit of this Ministry. The detailed list of works of Economic Wing (Section-Wise) are :

(i) Plan Coordination Cell – Works relating to 12th Five Year Plan, Annual Plan,(BE & RE), appraisal of Annual Plan, Monitoring & Evaluation of Schemes, works relating to Standing Committee Meeting on Demand for Grants on Information Technology, framing reply to Parliament Questions pertaining to Annual Plan/12th Five Year Plan, matters relating to North Eastern Region & correspondence with DoNER, Compilation of Progress Report on Schemes & submission to NITI Aayog, Compilation of information/inputs received from various Divisions & Updation/Preparation of information on Economic Survey Report sent to Ministry of Finance, replying to RTI applications with respect to BE & RE of Annual Plan, framing draft reply to VIP/PMO References & Submission of Monthly Progress Reports including Expenditure Statements on Plan Schemes to DoNER, Updation/Monthly Progress Report on Policy initiatives in the Budget Speech 2014-15 & 2015-16, Output-Outcome Budget, EFC/SFC Memos of other Ministries, collecting information on Senior Citizen Welfare Fund Scheme of Ministry of Social Justice & Empowerment , preparation of draft letters/correspondence with MOSPI & Ministry of labour on various subject matters, framing draft replies to VIP/PMO References/Parliament Questions, framing draft replies on RTI applications, assistance in Preparation of Quarterly Progress Reports of Works on Hindi and forwarding them to Hindi Division, preparation of Weekly Receipts from e-office portal and compliance reports on Weekly Random Receipts sent to O/o Secretary, M/o I&B.

(ii) Performance Management Section(PMS) – Co-ordination with various Divisions seeking inputs/comments on Cabinet Notes received from various other Ministries and sent to other Ministries by incorporating the comments thereof in the Cabinet Notes, Monthly & Weekly Updation of information/inputs received from Wings/Divisions on Action Points on e-Samiksha online portal, Complying to Parliament Assurance on Sectoral Innovation Council, framing draft material on Parliament Questions, coordination for implementation of e-office in the Ministry, coordination of works of digitization of records, Monthly Report on eOffice & Action Plan on eOffice sent to DARPG, replying to RTI applications, upkeep & maintenance of Record Room, furnishing inputs on preparation of Annual Report, preparation of O&M Manual, coordination/updation of status on Action Points of Bezbaruah Committee Report on North East, coordination works

on updation of list of nomination of Chairperson/Deputy Chairperson of Inter Media Publicity Coordination Committee.

(iii) Information Facilitation Counter(IFC)/RTI Cell - Coordination with regards to receiving, acknowledging & forwarding the RTI application to the concerned authorities/officers in the Ministry & providing information on the status & disposal of RTI applications, submission of Monthly & Quarterly Reports, Transfer of RTI applications to other relevant public authorities on subject matters dealt by those authorities, attending to Parliament Questions relating to RTI matters, replying to RTI applications & DD(EW) functioning as CPIO for IFC/RTI Cell, PC & PMS of the Ministry.

- Nodal Officer of the Ministry of I&B in respect of SDGs constituted by NITI Aayog.
- Attending High-Level Meetings and representing the Ministry in various High-Level Committees/Forums and Meetings of other Ministries.
- Official Language Matters

Joint Secretary (Films)

All policy, financial, Plan Schemes and administrative matters relating to NFDC, CBFC, CFSI, National Films Archives of India (NFAI), FTII, SRFTI, Films Division, Directorate of Films Festivals including National-International Films Festivals, Film Industry, Films Certification Appellate Tribunal(FCAT);

Matters relating to Cinematograph Act and rules framed thereunder;

Matters related to video piracy, copyright, intellectual property rights, FIPB, Project import proposal, audio-visual co-production agreements with various countries;

Participation in film markets /film bazaar, permission to foreign film makers to shoot feature film in India;

Setting up of National Centre for Excellence for Animation, Gaming & Visual effects;

Matters concerning General Agreement on Trade in Services and International Treaties concerned with this Ministry.

Joint Secretary (Policy & Administration)

Cadre management of IIS,

Matters related to Media Units,

Policies relating to Print Media,

Administration,

All matters relating to Broadcasting Content Regulations of private electronic channels, matters relating to Electronic Media Monitoring Centre, licensing of private T.V. channels and New Media Cell.

All matters relating to digitization of cable T.V., Broadcasting Policy & Legislation (programme code and advertisement code) excluding matters of Prasar Bharati.

Joint Secretary (Broadcasting)

All matters relating to Broadcasting Administration of engineering and programme wings of Prasar Bharati, Matters relating to Community Radio, Broadcasting Development and Finance, all matters relating to FM Radio, Matters relating to Broadcasting Content of Prasar Bharati and all other matters of Prasar Bharati.

Sr. Economic Adviser/Economic Adviser

Consolidation of Media Units, Consolidation of schemes and periodic evolution of performance indicators in terms of impact & expenditure, Outlining strategy papers and vision documents for key initiatives of the MIB across the Information, Broadcasting & Films Sectors.

Regularity check of PDF version of newspaper by DAVP as per Modules Stroke Mechanism designed by NIC, Monitoring of circulation verification of newspapers through RNI, Evaluation performance of Inter-Media Publicity Coordination Committee (IMPCC) across states to ascertain the impact of Govt. policies and programs, Monitoring of CPGRAM portal.

All files related to Sectoral Group of Secretaries(SGOSs) on Transport and communications. Coordination of Parliament matters. Matters related to Website and Dashboard