# MINISTRY OF INFORMATION AND BROADCASTING

## Information Under Section 4(1) (b) of RTI Act 2005

(Information Manual)

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## ANNEXURE

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CHAPTER-1
INTRODUCTION

Right To Information is an Act to provide for freedom to every citizen to secure access to Information under the control of public authorities, consistent with Public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected therewith or incidental thereto.

THE RIGHT TO INFORMATION Bill was passed by the Parliament on 13th May, 2005. The Bill got the Presidential accent on 15th June to become the Right to Information, Act, 2005. It is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

Informed citizenry and transparency of information are vital to the functioning of Democracy. The Act provides for a system of accountability of the Government towards those who are governed and would benefit in increasing transparency and containing corruption.

The actual practice of the Act is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information; But the need is to harmonize these conflicting interest while preserving the paramount of the democratic ideal.

In an effort to bring about transparency and accountability and to transform the Right of Information Act into an act that empowers the people, the Ministry of Information and Broadcasting has made an attempt to provide certain information to citizens to empower them to exercise their Right to Information. The Ministry in its effort to decentralize information has made all Media Units, Public Sector Enterprises and Autonomous Bodies responsible for dissemination of Information. These organizations will have their separate set up for public to gain information on issues pertaining to the unit.

Right to information means the right to information accessible under this Act, which is held by or under the control of any public authority and includes the right to—

1. Inspection of work, documents, records;
2. Taking notes, extracts or certified copies of documents or records
3. Taking certified samples of material;
4. Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

The Ministry of Information & Broadcasting, through means of communication and media consisting of radio, television, films, the press, publications, advertising and traditional mode of dance and drama plays a important role in helping the people to have access to free flow of information. It also caters to the dissemination of knowledge and entertainment to all
sections of society, striking a careful balance between public interest and commercial needs, in its delivery of services.

This Ministry is responsible for international co-operation in the field of mass media, films and broadcasting and interacts with its foreign counterparts on behalf of Government of India. The mandate of the Ministry of Information & Broadcasting is:

1. News Services through All India Radio (AIR) and Doordarshan (DD) for the people
2. Development of broadcasting and television.
3. Import and export of films.
5. Organization of film festivals.
6. Advertisement and visual publicity on behalf of the Government of India.
7. Handling of press relations to present the policies of Government of India and to get feedback on the Govt. policies.
8. Administration of the Press and Registration of Books Act, 1867 in respect of newspapers.
9. Dissemination of information about India within and outside the country through publications on matters of national importance.
10. Research, Reference and Training to assist the media units of the Ministry to meet their responsibilities.
11. Use of interpersonal communication and traditional folk art forms for information/publicity campaigns on public interest issues.
12. International co-operation in the field of information & mass media.
13. Sanctioning of films for public exhibition
14. Administration of Cinematograph Act, 1952

For facilitating the supply of Information to the citizen the Ministry of Information and Broadcasting has setup a facilitation counter at Shastri Bhawan, New Delhi. Any other Information can be sought from the Counter.

In case the Information is not available in the manual as well as at the counter, the said information can be sought under the Right to Information Act by applying in the prescribed format. The format along with the prescribed fees may be deposited at the counter. The receipt will then be forwarded to the concerned Central Public Information officer / Assistant Public Information officer and a date for receiving the Information would be given to the applicant.

In case the Information cannot be made available, the cause for not making available such Information would be given to the applicant in the prescribed period. If unsatisfied with the reply the applicant can seek redressal of his grievance from the appellate authority designated in the Ministry

FEES:
An applicant, along with his application is required to pay a sum of Rs. 10/- as application fee in cash or by way of demand draft/banker's cheque/Indian Postal Order payable to the Section officer (Cash) of the Ministry of Information and Broadcasting Ministry. The applicant may also have to pay additional fee, as prescribed by the Right to Information(Regulation of Fee and Cost) Rules 2005 for supply of information as given below:-
(a) rupees two (Rs. 2/-) for each page (in A-4 or A-3 size paper) created or copied;
(b) actual charge or cost price of a copy in larger size paper
(c) actual cost or price for samples or models;
(d) for inspection of records, no fee for the first hour; and a fee of rupees five (Rs. 5/-) for each subsequent hour(or fraction thereof);
(e) for information provided in diskette or floppy rupees fifty (Rs. 50/-) per diskette or floppy; and
(f) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

If the applicant belongs to „Below Poverty Line (BPL)‘ category, he/she is not required to pay any fee. However, he/she should submit a proof in support of his/her claim to belong to the below poverty line.
CHAPTER-II

PARTICULARS OF ORGANIZATIONS, FUNCTIONS AND DUTIES

FUNCTIONS
The main functions of the Ministry of Information & Broadcasting are:

1. To create environment and set up policy framework for healthy development of various mass media in the country;
2. To keep the people informed about Government’s policies and programmes through the mass media;
3. To educate and motivate the people to greater participative involvement in the various developmental activities and programmes of the Government;
4. To liaise with State Governments and their Organizations in the field of information and publicity; and
5. To serve as a constant link between the Government and the Press and act as a clearing house of official information and authentic data pertaining to the Union Government’s plans and programmes.

The Ministry is vested with the responsibility of formulating policy guidelines for efficient dissemination of news and views by the media units. Although media units enjoy functional autonomy, the Ministry co-ordinates, assists, supervise and monitors the activities of the various units under its administrative control for efficient operations. The various media units use different programme formats keeping in view the needs of the target audience.

ORGANIZATION: The Ministry of Information and Broadcasting is divided into three major divisions on the basis of nature of work being carried out by it. The various functions being carried by the Ministry may be categorized into following

I. BROADCASTING POLICY AND ADMINISTRATION
1. Cable Television Networks (Regulation) Act, 1995 and the Rules framed there under and complaint against cable operators, etc.
2. Conditional Access System (CAS) and other related issues.
3. Special Groups constituted for Technology.
4. Convergence Law including convergence matters related to Information Technology, Telecommunication and any new/miscellaneous work relating to convergence.
7. Digital Audio Broadcast.
8. F.I.P.B. proposals relating to the above.
10. Broadcasting Policy – for carriage as well as content.

II. PRASAR BHARTI ADMINISTRATION

1. Direction and administration of All India Radio and Doordarshan for ensuring fulfillment of their primary objective to inform, educate and entertain the people of India.
2. All matters relating to the Indian Broadcasting (Programme) Service and the Indian Broadcasting (Engineering) Service.
3. All matters relating to appointment and service conditions of Chairman and other Members of the Prasar Bharati Board.

III. EXPANSION OF NETWORK

1. Providing funds and giving directions to Prasar Bharati for expansion, modernization and upgradation of All India Radio and Doordarshan network throughout the Union including operation and maintenance of existing studios, transmitters, etc.
3. Implementation of special programmes/schemes for improving of AIR and Doordarshan services in border and special category areas.
4. All business connected with All India Radio embracing news service in the home programmes, programmes for the foreign countries and Indians overseas, radio journals, research in the field of broadcasting engineering, monitoring of foreign broadcasts, programme exchange and transcription services, supply of community receiving sets to State Governments under the community listening scheme, etc.
5. Development of radio broadcasting through the Union, installation and maintenance of Radio Stations and Transmitters and operation of broadcasting services.
6. All business connected with Doordarshan concerning production, selection, import, export and telecast of television programmes including news, tele-feature films, etc.
7. Exchange including cultural exchange of television programmes.
8. Commercial advertisements and sponsored programmes on Doordarshan.
9. Development of television throughout the Union, including installation, maintenance and operation of television programme Production Centres and Transmitters, and operation of television services.
10. Promotion of production of television programmes outside Doordarshan.
IV. FILMS

1. Legislation under entry 60 of the Union List, viz. ‗Sanctioning of Cinematograph films for exhibition.


3. Import of feature and short films for theatrical and non-theatrical viewing.

4. Policy to augment film export.

5. Import of unexposed cinematograph films and various types of equipment required by the film industry. All matters relating to film industry, including developmental and promotional activities thereto.

6. Promotion of good cinema by institution of State awards for films produced in India.

7. Promotion of good cinema through assistance by National Film Development Corporation Limited (NFDC).

8. Production and distribution of documentaries and newsreels and other films land film strips for internal and external publicity.

9. Organization of Biennial Mumbai International Film Festival for Documentary, Short and Animation Films.

10. Grant-in-aid to the Children Films Society of India, Film and Television Institute of India, Pune and Satyajit Ray Film and Television Institute, Kolkata.

11. Preservation of films and filmic materials including all activities of the National Films Archives of India.

12. Organization of International Film Festival in India and participation of India in International Film Festival abroad.


15. Permission for shooting feature films in India by foreign nationals/entities.

16. Sanctioning of films for public exhibition by Central Board of Film Certification (CBFC)

V. ADVERTISING AND VISUAL PUBLICITY

1. Production and release of all display advertisements of the Government of India through the media of press, posters, folders, calendars, blotters, leaflets, hoardings,
cinema slides, etc. and also release of classified advertisements on behalf of the Government of India.

VI. PRESS

1. Presentation and interpretation of the policies and activities of the Government of India through the medium of the press.


3. Foreign Investment in Print Media (excluding printing/publication of books).

4. Publicity to and for the Armed Forces.


6. Administration of the Press and Registration of Books Act, 1867 (25 of 1867) relating to Newspapers.

7. Allocation of Newsprint to Newspapers.

VII. PUBLICATIONS

1. Production sale and distribution of popular pamphlets, books and journals on matters of national importance for internal as well as external publicity, with a view to imparting to the general public at home and abroad upto date and correct information about India.

VIII. RESEARCH AND REFERENCE

1. To assist the Media Units of the Ministry of Information and Broadcasting (Soochna Aur Prasaran Mantralaya) in collection, compilation and preparation of material involving research into published works, etc.

2. Building up of a compendium of knowledge on important subjects and to prepare guidance and background notes on current and other topics for the use of the Media Units of the Ministry.

IX. PUBLICITY FOR THE POLICIES AND PROGRAMMES OF GOVERNMENT OF INDIA

X. FINANCIAL ASSISTANCE TO DISTINGUISHED MUSICIANS, OF BOTH VOCAL AND INSTRUMENTAL, DANCERS AND DRAMATISTS WHO HAVE CONTRIBUTED SUBSTANTIALLY TO THE SUCCESS OF ALL INDIA RADIO AND OTHER UNITS OF THE MINISTRY OR THEIR SURVIVORS IN INDIGENT CIRCUMSTANCES.
XI. ALL MATTERS RELATING TO THE ASIA-PACIFIC BROADCASTING UNION, COMMONWEALTH BROADCASTING ASSOCIATION AND THE NON-ALIGNED NEWS AGENCY POOL.

XII. CADRE MANAGEMENT OF THE INDIA INFORMATION SERVICE (GROUPS ‚A‘ & ‚B‘).

XIII. ATTACHED AND SUBORDINATE ORGANISATIONS
(a) Press Information Bureau. [http://www.pib.nic.in/](http://www.pib.nic.in/)
(b) Directorate of Advertising and Visual Publicity. [www.davp.nic.in](http://www.davp.nic.in)
(c) Publications Division. [http://publicationsdivision.nic.in](http://publicationsdivision.nic.in)
(d) Office of the Registrar of Newspapers for India. [http://rni.nic.in/](http://rni.nic.in/)
(e) Central Board of Film Certification. [http://cbfc.nic.in](http://cbfc.nic.in/)
(f) Films Division. [http://fd.nic.in/](http://fd.nic.in/)
(g) Directorate of Film Festival. [http://dff.nic.in/](http://dff.nic.in/)
(h) National Film Archives of India [http://www.nfaipune.nic.in/](http://www.nfaipune.nic.in/)
(i) Directorate of Field Publicity [http://dfp.nic.in](http://dfp.nic.in)
(j) Song and Drama Division. [http://sdd.nic.in](http://sdd.nic.in)
(k) Research, Reference and Training Division. [http://rrtd.nic.in](http://rrtd.nic.in)
(l) Photo Division [http://photodivision.gov.in](http://photodivision.gov.in)
(m) Electronic Media Monitoring Cell(EMMC) [www.emmc.nic.in](http://www.emmc.nic.in)

XIV. AUTONOMOUS ORGANISATIONS
(a) Prasar Bharati
   (1) All India Radio - [http://allindiaradio.org](http://allindiaradio.org)
   (2) Doordarshan - [http://www.ddindia.com/](http://www.ddindia.com/)
(b) Film and Television Institute of India, Pune- http://www.ftiindia.com
(c) Satyajit Ray Film and Television Institute, Kolkata- http://www.srfti.gov.in
(d) Children Film Society of India - [http://www.cfsindia.org/](http://www.cfsindia.org/)
(e) Indian Institute of Mass Communication- [http://iimc.nic.in](http://iimc.nic.in)
(f) Press Council of India- [http://presscouncil.nic.in/](http://presscouncil.nic.in/)
(g) Film Certification Appellate Tribunal (http://mib.nic.in/fcat/default.html)

XV. PUBLIC SECTOR UNDERTAKING
2. Broadcast Engineers Consultants (India) Limited- [www.becil.com](http://www.becil.com)

Organization Set-up
(Main Secretariat of Ministry of Information and Broadcasting)

The Ministry is divided into the Information Wing, the Broadcasting Wing, the Film Wing, the Administrative, Integrated Finance Wing and the Economic Wing.

The Organization Chart of the Ministry of Information & Broadcasting attached as Annexure-III.

The various sections of the Ministry of Information and Broadcasting include:

1. Information Wing
   a. IIS Section
b. Press Section  
c. Media Unit Cell (MUC)  
d. Information Policy and Media Coordination (IP&MC)  
e. News Pool Cell (NPC)  
f. Policy Planning Cell (PPC)  
g. Information Facilitation Centre (IFC)  
h. F (S) Desk  

2. **Administration Wing**  
a. Administration-I (Admin-I)  
b. Administration-II (Admin II)  
c. Administration-III (Admin III)  
d. Administration- IV (Admin IV)  
e. Hindi Unit  
f. Parliament cell  
g. Vigilance  
h. Cash  

3. **Broadcasting Wing**  
a. Broadcasting Content-I (BC-I)  
b. Broadcasting Content-II (BC-II)  
c. Broadcasting Content-III (BC-III)  
d. Broadcasting Content-IV (BC-IV)  
e. Broadcasting Development (B (D))  
f. Broadcasting Finance (B (F))  
g. Broadcasting Policy and Legislation (BP&L)  
h. FM cell  
i. TV (INSAT)  
j. CRS Section  
k. Broadcasting Administration- Programming (BA-(P))  
l. Broadcasting Administration- Engineering (BA-(E))  

4. **Film Wing**  
a. Film PSU/GATS Desk – F(PSU)  
b. Film Festivals - F(F) desk  
c. Film Certification - F(C) desk  
d. Film Industry - F(I) desk.  
e. Film and Television Institute –F(FTI) desk  
f. Film Administration - F(A) desk.  

5. **Finance Wing**  
a. Finance I & III Section  
b. Finance II Section  
c. B&A Section  

6. **Economic Wing**  
a. P C Cell  
b. PMS Section (earlier O&M cum IWS Unit)
Section-wise allocation of work in the Main Secretariat of Information and Broadcasting

INFORMATION WING

IIS SECTION

1. All matters relating to General Service conditions, appointments, postings, transfers, promotions, and retirements etc. of all Grades of IIS Group ‘A’.

2. All matters relating to General Service Conditions, appointments (through direct recruitment/promotion/deputation), postings, transfers, promotion, retirement etc. of officers in the Junior and Senior Grades of IIS Group ‘B’.


6. Induction of posts and officers into IIS Group ‘A’ and Group ‘B’.

7. Periodical reports and returns.

8. Budget proposals, Plan Schemes, Training proposals and all administrative matters relating to Research, Reference and Training Division.

9. Any residual item relating to IIS Group ‘A’ & ‘B’ and RR&TD not included in the above distribution.


11. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.

12. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.

13. Parliament Questions/Assurances, Court Cases, VIP/MP/PMO references, audit objections on the above subjects.

PRESS SECTION

1. Acts, Rules, Ordinances etc. relating to Press.

3. Freedom and growth of Press

4. Associations of Journalists, Newspapers, Journalists and other Press Bodies—References from.

5. Complaints against newspapers, periodicals etc.

6. Approval of syndication agreements to newspapers and news agencies


8. Matters relating to recommendations of Press Commission.

9. Press Information Bureau (all Administrative and Financial matters and recruitment related matters in respect of all categories of ex-cadre posts).

10. Grant of ‘No Objection Certificate’ for:-

   (a) Foreign Investment in Indian entities publishing newspapers and periodicals dealing with news and current affairs including publication of facsimile editions of foreign newspapers

   (b) Publication of Indian editions of foreign technical/scientific/speciality magazines/journals/periodicals

11. All Disciplinary cases not having a vigilance angle in respect of above categories of Officers /Staff.

12. Review of cases under RF 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.

13. Parliament Questions/Assurances, Court Cases, VIP/MP/PMO references, audit

14. objections/Standing/Consultative Committee references/implementation of PAC recommendations on the above subjects.

15. Grants from Journalists Welfare Fund

MEDIA UNIT CELL

1. Policy matters relating to government advertisements to newspapers. Formulation of guidelines for empanelment of audio/video producers with DAVP.

2. Policy matters relating to Newsprint Allocation.

3. Financial matters relating to DAVP, RNI and Photo Division, beyond delegated powers.
4. Establishment and Administrative matters relating to three media units viz., DAVP, RNI and Photo Division

5. Processing of representatives from various newspaper publishers/organizations relating to issues concerning DAVP and RNI.

6. Attending to general complaints, objections from the Public in respect of the Government’s Advertisement Policy and Newsprint Allocation Policy.

7. Administration of PRB Act, 1867 relating to publication of newspapers.

8. Matters relating to Estimates Committee/ Consultative Committee etc. relating to DAVP, RNI and Photo Division.

9. All Disciplinary cases not having a vigilance angle in respect of Officers/ Staff belonging to Non-Organized Cadres working in Media Units controlled by the section.

10. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.

11. All Parliament matters, MP/VIP references, Standing/Consultative Committee references/implementation of PAC recommendations/Court cases/audit objections/RTI applications etc. on the subjects mentioned herein.

**NEWS POOL CELL**

1. Matters relating to the Non-aligned News Agencies Pool.

2. Operation of INDIA NEWS POOL DESK.

3. Deputation of Indian delegations to the meeting of the General Conference Coordination Committee and Monitoring Group.

4. Re-imbursement/Advance payment to the Press Trust of India for operation of INDIA NEWS POOL DESK.

5. Correspondence with UNI, Samachar Bharati and Hindustan Samachar on Pool matters.

6. Setting up of new National News Agencies and strengthening existing ones in Non-aligned countries.

7. Bilateral agreements between news agencies of Non-aligned countries.


11. Regional, sub-regional organizations of news agencies.
12. Inter-Ministerial Group of News Pool.

13. Coordination with the Ministry of External Affairs and the Ministry of Communication on Pool matters.


15. Visits of Pool partners and communication experts to India.

16. New World Information and Communication Order.

17. Coordination with BONAC and other Non-aligned information bodies like the Inter-Governmental Council etc.

18. All matters relating to International programme for Development of communication (IDPC).

19. All matters relating to information and communication sector of INC for cooperation with UNESCO.

20. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.

**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 finalisation & monitoring of implementation of information Agreement and Radio/TV Protocol with various countries.

5. Matters relating to Indo – US Joint Media Committee and other Joint Commission.


7. Visit of Indian delegation abroad in connection with above matters.

8. Finalisation of Official Media Crew-advance and accompanying the visit of President/ Vice-President/ Prime Minister abroad.

9. Nomination of I&B representatives on various bodies/agencies like NOS, IGNOU, Sahitya Academi, etc.

10. Holding of State Information Minister’s Conference (SIMCON) and related matters.

11. Non-aligned Information ministers’ Conference and related matters (NAM-COMINAC).


15. Matters related to Official Website of Ministry of I&B.

16. All Disciplinary cases not having a vigilance angle in respect of Officers/Staff belonging to non-organised cadre working in the Media Unit(s) controlled by the section.

17. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.

18. Parliament Questions/ Assurances, Court cases, VIP/MPs references/PMO references, audit objections on the above subjects.

**POLICY PLANNING CELL**


3. Feedback and monitoring of Multi media publicity campaign.

4. Follow up on PM's review regarding performance of Ministry of I&B.

5. Media Advisory Committee and other matters relating thereto.

6. Monthly Report to the Cabinet Secretary.

7. Monthly Summary to the Cabinet.

8. Evolving strategy for publicity for various Ministries/Departments of Government of India and follow up action.

9. Birth Centenary Celebrations of various national leaders.

10. Formulation of innovative proposal to improve implementation of approved policies.

11. Multi Media Publicity relating to insurgent states like Jammu & Kashmir, Punjab and Assam etc.

12. Miscellaneous Multi Media Coverage/ Publicity.

13. Matters relating to redressal of grievances by way of assistance to Grievances Officers.
14. Policy matters of RTI including submission of data for preparation of Annual Report of CIC

15. Annual Reports of Ministry of I&B

16. Parliament Questions/ Assurances/VIP/MP/PMO references, audit objections, Court cases on the above subjects.

INFORMATION AND FACILITATION CENTRE - IFC

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 set up of Public Grievance Redress Machinery of the organization; and

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.

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 FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
5. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.
ADMINISTRATION WING

ADMINISTRATION I SECTION

1. All matters relating to pension in the Main Sectt.
2. Protocol arrangements in connection with the visits of the foreign VIPs.
3. Matters relating to the Hospitality in the Main Sectt.
4. All matters relating to nomination for training abroad.
5. All matters regarding Class IV Staff (Service Books, seniority lists, confirmation, postings/transfers, discipline etc.).
7. Sponsoring of officials of the Ministry to various training programme conducted by ISTM, Institute of Public Admn. Lal Bahadur Shastri National Academy of Admn., Defence Services Staff College and Executive Development and Management Development programme sponsored by the DP&AR.
8. All matters relating to Schedule Castes and Schedule Tribes (preparation and coordination of special returns relating to the representation of SC/ST and minority communities. Co-ordination of General orders relating to SC/ST; Representation of SC/ST persons regarding their service matters etc.)
9. Purchase of newspapers, reference books and magazines etc.
10. Payment of entertainment bills in respect of Minister and officials of the Ministry.
12. Record Room of the Main Sectt.
13. All Disciplinary cases not having vigilance angle in respect of class IV staff.
14. Review of cases under FR 56(J) in respect of Staff belonging to Non-Organised Cadre controlled by the Section.
15. Parliament Questions/Accurances, Court Cases, VIP/MP/PMO references, audit objections on the above subjects.

ADMINISTRATION II SECTION

1. Matters relating to all gazetted officers (Section Officers of the CSS, officers belonging to Central Staffing Scheme etc.) of the Ministry.
2. Matters relating to officers of the CSSS of the Ministry.

4. Matters relating to Staff Car Drivers, Dispatch Riders and Record Clerk.

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 officers in the Main Sectt.

11. Issue of office orders on office discipline.

12. Issue of Memos to the latecomers after checking by Punctuality Officers.

13. Employment return in regard to Census of Central Govt.

14. Miscellaneous information to be furnished to IBM/MOS/Dy. Minister.

15. 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.

16. Recommendations relating to President’s Police Medal for Officers working in the Ministry on the occasion of Independence Day.

17. Award of Ashoka Chakra, Kirti Chakra, Shram Ratna, Shram Bhushan, Shram Vir etc. on the occasion of Independence Day.


19. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.

20. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres controlled by the section.

21. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.
ADMINISTRATION III SECTION

1. All general arrangements in connection with proper maintenance of office.
2. Procurement and distribution of stationary articles etc.
3. Purchase and maintenance of office bicycles, typewriters etc.
4. Office accommodation and residential accommodation for officers/out of turn allotment of residential accommodation
5. Purchase and maintenance of office furniture and fixtures.
6. Installation, shifting and payment of bills of telephones/ fax.
7. Hot and Cold weather arrangements.
8. Maintenance of three wheelers (Scooters) and staff cars.
9. General Staff Welfare measures.
11. Discretionary Grant of Minister of I&B.
12. Issue of Identity Cards.
13. Central Govt. Health Scheme (CGHS)
14. Issue of Library Cards, NOC etc.
16. Caretaking Work
17. General Cleanliness in Main Sectt.
18. Upkeep of Working environment.
19. Purchase and maintenance of Duplicating/calculating/Photostat/Accounting Machines etc./ Other Office equipments/ electrical appliances.
20. Purchase and supply of sundry items.
23. Cases of hired buildings like 4, Tolstoy Marg, New Delhi etc.
24. Purchase and distribution of liveries items.
25. Purchase and maintenance of computer and its accessories (Hardware and Software)
27. Distribution of Diaries & Wall calendars.
28. All Parliament matters, MP/VIP reference, Standing/Consultative Committee references/implementation of PAC recommendations/Court cases/Audit Objections etc. on the subject mentioned herein.

**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, CSS and CSCS in the Cadre of the Ministry.
3. Cadre management of the following services of the Ministry: -
   a) Assistant Grade of Central Secretariat Services.
   b) Upper Division and Lower Division Grades of Central Secretariat Clerical Service.
      All matters pertaining to appointments, fixation of Seniority, transfers, promotions, resignations and retirements etc.
4. Appointment and other related matters of Grade IV (Sr. Translators) and Grade V (Jr. Translators) of Central Secretariat Official Language Service, in the Main Sectt. All Establishment matters relating to _Group _C_ posts/staff of Departmental Canteen, M/o I&B.
5. Selection and appointment and other related matters in respect of the following posts:
   a. Research Assistant in the IWS Unit in the Main Sectt.; DG:AIR and DG:DD.
   b) Research Assistants in the PP Cell of the Main Sectt..
   c) Accountants in the Main Sectt.
   d) Junior Hindi Translators in the Main Sectt., on adhoc deputation basis.
   e) Welfare Inspector and Technical Assistant in the Main Sectt.
   f) Care-taken in the Main Sectt.
   g) Cashier in the Main Secretariat.
7. a) Completion and maintenance of Annual Confidential Reports of all Officers in the Asstts. Grade of CSS, and CSCS Cadre of the Ministry.
   b) Completion of Annual Confidential Reports of officers holding the posts mentioned in the Item 4 and 5 above, in the Main Sectt.
8. Compilation and onward transmission of periodical reports and returns on establishment matters, prescribed by D/o Personnel & Training, M/o Home Affairs, Cab. Sectt. UPSC (except those on SC, ST, OBC, Minorities etc)

9. Circulation of transfer requests of LDCs, UDCs and Asstts. Of this Ministry among all media units and other Ministries and Deptts.

10. Matters relating to redressal of grievances by way of assistance to Grievances officers.

11. Work relating to implementation of recommendations of Expenditure Reforms Commission (ERC).

12. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/ Staff.

13. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres controlled by the section.

14. Parliament Questions/ Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.

**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.


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.


15. Publication of Hindi Patrika

16. Organization Hindi Work Shops

17. Participation in Hindi Conference/Work Shops organized by various Media Units/NGO.

**PARLIAMENT CELL**

1. Co-ordination of Lok Sahba/ Rajya Sabha Questions, Short Notice Questions/CallingAttention Notices etc. in respect of the Ministry of Information and Broadcasting. Preparation of Pads for IBM/MOS/Deputy Minister/Secretary and other Senior Officers.

2. Co-ordination/compilation of replies pertaining to the questions/assurances of other Ministries/Departments of the Government of India and their transmission to the Departments concerned.

3. Co-ordination of material for inclusion in the Presidens's address to the two Houses of Parliament.

4. Co-ordination of Legislative Business of the M/o I&B.

5. Co-ordination of work relating to the fulfillment of assurances given in the Lok Sabha/Rajya Sabha. To review the position of pending assurances from time to time and its circulation amongst officers/sections concerned. Maintenance of Assurances Registers prescribed for the purpose.

6. Work relating to „Joint Committee on Office of Profit‘, Committee on Subordinate Legislation.

7. To examine the reports of the Committee on Subordinate Legislation presented to Lok Sabha/Rajya Sabha and to initiate action wherever found necessary.
8. Meetings of the Consultative Committee of MPs attached to the M/o I&B-
Preparation of agenda, action taken report, briefs on the agenda items and their circulation to
Members of the Committee, Media Units/Officers/Sections in the Ministry.

9. To visit Lok Sabha/Rajya Sabha Sectts/Ministry of Parliamentary Affairs in
connection with parliamentary work and to keep a liaison-to attend Lok Sabha/Rajya Sabha
sittings and to inform IBM/MOS/Dy. Minister and other Senior Officers about the important
developments in Parliament.

10. Work relating to Ministry’s Annual Report-its co-ordination, printing and distribution
to Lok Sabha/Rajya Sabha and other agencies concerned.

11. To attend Lok Sabha/Rajya Sabha in connection with discussions of budget in
Parliament/Cut motions etc. introduction/discussion of bills in Parliament.

**CASH SECTION**

1. All receipts and payments pertaining to Main Sectt.

2. Preparation of salary bills and supplementary bills in respect of Group _Al, _B’, _C’
and _D’ 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
IBM/MSIB/DMIB.


9. Preparation of all types of bills pertaining to Contingent expenditure, Hospitality,
Grain-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 _B’ (Gazetted and Non-Gazetted), Group _C’
and _D’ 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 in respect of Main Sectt. of the
Ministry, maintenance of monthly expenditure control register, reconciliation of expenditure
with PAOs (M.S.) and IRLA. 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-imbursement of Medical Claims.

17. Sanction and payment of Children Education Allowance and Re-imbursement.

18. Preparation of monthly bills relating to Departmental Canteen.

19. Monthly re-conciliation of short term/long term advances with PAO (Main Sectt.)


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.


27. Parliament Questions/Assurances, Court cases/VIP/MP/PMO references, audit objections on the above subjects.

**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. Schedule regarding appointing authority/disciplinary authority and appellate authority.


7. Appeals/Revision/Review Petitions/Numerials submitted to the President.
8. Court Cases arising out of Disciplinary cases.


10. Parliament Questions/ Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects

**BROADCASTING WING**

**BROADCASTING CONTENT (I)-(BC-I)**

1. All matters (proposals/complaints) regarding telecast of feature films and film based programmes on Doordarshan and their rate structure.

2. Proposals for sponsored/commissioned programmes of Doordarshan.

3. Proposals relating to royalty programmes including documentaries, telefilms, feature, docu-series and their rate structure.

4. Processing of routine matters/proposals received from public on programmes matters of Doordarshan.

5. Co-production/Cultural Exchange relating to DD programmes.

6. Matters relating to Prasar Bharati Board meetings.

7. MP/VIP/PMO references, Parliament Questions/Assurances etc. Court cases, audit objections on the above subjects.

8. Coverage of events/functions.

9. Matters relating to Fixed Point Charts of DD Channels.


11. All DD Channels (excluding DD-World) and matters related to satellite channels of Doordarshan – DD Kashir, DD-Urdu, DD-North East etc.


13. Special audience programmes and special campaign and anniversaries.


15. Doordarshan National Awards.


17. DD Commercial service including C&AG Paras and Parliament Questions thereon.


**BROADCASTING CONTENT (II)-(BC-II)**

1. All Parliament matters including Standing Committee, Consultative Committee, Committee on Petitions, PAC relating to Content telecast on Pvt. Television Channels.

2. All Court cases relating to violation of Content Code (Programme & Advertising Codes) prescribed under the Cable TV Networks(Regulation) Act, 1995 and rules framed thereunder.


5. MP/VIP/PMO references and Parliament Questions/Assurances relating to content on Private TV Channels.

6. FIPB matters relating to TV content.


**Broadcasting Content –III (BC-III) Section**

1. All matters relating to content regulation – content telecast by Private TV Channels.

2. Complaints against TV channels regarding violation of Programme/Advertising Code prescribed under the Cable Television Networks (Regulation) Act, 1995 and rules framed thereunder.

3. Matters related to Inter-ministerial Committee constituted by Ministry of I&B to take cognizance suo-motu or to look into specific complaints against violation of Programme and Advertising Code.

4. MP/VIP/PMO references.

5. Court Cases filed by Private TV channels against Orders passed by Ministry of I&B for telecast of content in violation of Programme/Advertising Code.

**BROADCASTING CONTENT-IV**

1. Matters relating to EMMC.
2. Media Strategy (content) of AIR/DD.

3. Monitoring Publicity in J&K/NE/Borders areas of AIR (Content).

4. All matters relating to Asia-Pacific Institute for Broadcasting Development/ABU & other Broadcasting Organizations including deputation of officials of M/o I&B and Prasar Bharati in AIBD sponsored Training/Seminars etc.

5. Reports of PAC and Estimates Committee etc. Audit Paras and Audit objections relating to AIR, Reports of Comptroller and Auditor General of India.

6. AIR’s subscription of News Agencies.

7. Matters relating to External Affairs Services Division of AIR.


10. Election Broadcast Scheme for recognized National/State level political parties.

11. Matters relating to Cultural Exchange Programme about broadcast media.


13. Deputation and delegations abroad of Programme Officers of AIR/DD.


15. Policy matters relating to programme on AIR/DD.

16. Matters relating to National Commission for minority on AIR/DD

17. Court cases regarding programmes of Prasar Bharati (AIR).

18. Broadcasting related matters of WIPO, Copyright etc.

19. FIPB proposals concerning Prasar Bharati (AIR).

Broadcasting(Finance) -B(Fin.) Section


2. Examination of various proposals relating to Grants-in-aid/Loan/equity including RE proposals and Supplementary Grants.
3. Accounting format for Prasar Bharati/MOU with Prasar Bharati.


5. Board Minutes.

6. Monitoring performance of Prasar Bharati (Financial matters.)


9. MP/VIP/PMO references, Parliament Questions/Assurances, Standing Consultative Committee references, implementation of PAC recommendations, Court cases, audit objections on the subjects mentioned herein.

**BROADCASTING (DEVELOPMENT)-B(D)Section**

1. Installation of AIR/DD stations.

2. Plan Schemes (Hardware) – viz. Formulation/ Review etc.

3. Special Packages – viz. determination of land requirement/acquisition of site/Declaration of CE(Civil) as sponsoring authority for procurement of land/site.

4. Security of Installations of AIR/DD/

5. Sanctioning of development projects of AIR/DD.

6. Monitoring of performance of Prasar Bharati including plan schemes and individual projects.

7. BECIL.

8. Deputation of officials for inspection etc.

9. Media strategy (Hardware)


11. Revision of Radio Regulations consequent upon decision of World Administration Conference for Space Telecommunications.


13. Requests for conversion of Auxiliary Centres to Programme Originating Centres.

15. Preparation of EFC/FIB for various schemes.

16. Parliament Questions/Assurances/MP/VIP/PMO references, audit objections, court cases, standing committee references on the subjects mentioned above.

17. Matters raised under Rule 377 in the Lok Sabha/ Special mentioned in Rajya Sabha/matters raised during Zero hour in parliament.

Note: The examples given under the subject heads are indicative and not exhaustive.

**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 DD.

3. Framing/amendment of Recruitment Rules/Service regulations of the categories mentioned above.

4. All matters relating to CCW.

5. Staff Associations of IB(E)S, Subordinate Engineering Services: all cadres exclusive to DDN: All cadre of CCW.

6. Staffing norms, continuation and creation of Posts.

7. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.

8. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.

9. 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 (Prog.)**


2. Prasar Bharati Review Committee.

3. All personal matters and cadre management of Indian Broadcasting (Programme) Service and Subordinate Programme Service.

4. All personnel matters of non-technical staff of AIR and DD viz. Audience research Staff, Administrative Staff, Group —D‖ staff.
5. All personal matters of Staff Artists of AIR; including Announcers, Newsreader-cum-Translators, Instrumentalists, Musicians, Music Composers, Translator-cum-Announcers (Indian language, and foreign language), Supervisors (Foreign Language) and Translator-cum-Announcers (Foreign Nationals).

6. Framing/amendment of the Recruitment Rules and Regulations of the categories mentioned above.

7. Administrative matters of AIR’s part time correspondents.

8. Staff Association of AIR/DD. (This excludes Staff Association of Employees employed in DD)

9. All policy matters relating to administrative procedures.

10. Recruitment, appointment and confirmation of Group ‚A‘ posts in AIR other than engineering cadre.

11. All Disciplinary cases not having a vigilance angle in respect of above categories of Officers/Staff.

12. Court cases, Parliament Questions, Assurances/Standing Committee references/Audit objections MP/VIP references and Departmental Council meetings on items pertaining to the subjects mentioned herein.

Note: The examples mentioned under each subject are merely illustrative and not exhaustive.

**BROADCASTING POLICY & LEGISLATION (BP&L)**

1. Examination of the recommendations on Broadcasting and Cable Services submitted by Telecom Regulatory Authority of India (TRAI) and follow up action thereon.

2. Special Groups constituted for Technology.

3. Cable Television Networks (Regulation) Act, 1995 and Rules framed thereunder and complaints against Cable operators etc.

4. Digital Television Broadcasts

5. FIPB proposal


7. Digital Audio Broadcast.


9. Broadband and Internet penetration- related matters.
10. MP/VIP/PMO references, Parliament Questions/ Assurances, Standing Consultative Committee references, implementation of PAC recommendations, Court cases, audit objections on the subjects mentioned herein.

**TV(INSAT)**

1. Uplinking of entertainment TV channels from India
2. Uplinking of news & current affairs TV channels from India
3. Setting up of teleports in India
4. Uplinking facility to News Agencies for newsgathering & its further distribution
5. Temporary uplinking permission
6. Permission for use of SNG/DSNG
7. Turnaround of TV channels for implementing HITS
8. Release of foreign exchange for hiring of transponder and uplinking from abroad
9. Comments in respect of EPCG proposals (nexus approval), received from DGFT
10. Comments in respect of proposals for import of items under Restricted List, received from DGFT
11. Matters relating to Spectrum Pricing
12. Matters relating to INSAT Coordination Committee (ICC)
13. Matters relating to Deptt. of Space (DOS)
14. Cabinet Notes initiated by Ministry of I&B relating to uplinking, downlinking and allied matters
15. Comments on Cabinet Notes from other Ministries relating to uplinking, downlinking and allied matters
16. Matters relating to India Meteorological Deptt. (IMD)
17. Comments in respect of FIPB proposals
18. Matters relating to Wireless Planning & Coordination Committee (WPCC)
19. Matters relating to Multi-point Multi-channel Distribution System (MMDS)
20. Provision of private cable connections to the senior officers in the Ministry of I&B
21. Provision of TV sets, VCR, etc. to the senior officers in the Ministry of I&B
22. Parliament Questions/ Assurances, MP/VIP References, Standing/Consultative Committee References, implementation of PAC recommendations, Court Cases, Audit Objections, etc. on the subjects mentioned therein.
23. Downlinking of TV channels in India.

**Community Radio Station Section (CRS)**

1. Scrutiny and putting up of applications for grant of permission to educational institutions/NGOs/KVK/ICAR Institutions & Public Trusts.
2. Forwarding the applications for clearance to MHA, MHRD, MOD and ICAR.
3. Forwarding the application for availability of frequency to WPC.
4. Correspondence with institutions/organizations and above agencies.
5. Issue of letter of Intent.
7. Disposal of Parliament questions both Lok Sabha & Rajya Sabha.
10. Disposal of RTI applications.
11. Preparation of Status report/Data base for Monitoring and putting up on the Website.
12. Preparation of Proposals and Cabinet note etc.
13. Preparation of backgrounds note, multimedia presentation and minutes of meeting pertaining to community radio for joint consultative committee of MPs.
14. Convening of Screening Committee Meeting and preparation of minutes etc.
15. Convening of Monthly Inter-Ministerial Committee meeting & preparation & and circulation of minutes etc.
16. Holding of Regional/State level/Nation consultations/workshops & capacity building workshops for creating awareness about Community Radio under 11th Plan scheme IEC activities.
17. Preparation of lectures/briefs for workshops/meetings.
18. Any other work related to Community Radio assigned by higher officers.

**FM Cell**

1. Framing of terms and conditions for License, issue of tenders, evaluation of bids, selection of Licenses.
2. Initiation of Cabinet notes on private FM matters
3. Inter-Ministerial consultation and communications.
4. Monitoring of channel/station identity & changes thereof.
5. Monitoring of content broadcast to ensure that it is as per terms & conditions of License Agreement.

6. Correspondence and examination of requests of licensees on various matters.

7. Permission for temporary networking.

8. Approval for use of Prasar Bharati infrastructure and Coordination with AIR Resource Center.

9. Inspection of private radio stations to ensure adherence to License condition and action for violation deducted/reported.

10. Phase-III preparatory work. All matters relating to Phase-III.

11. Parliament Questions/ Assurances/ Standing Committee references/ recommendations of PAC/Audit objections MP/VIP/PMO references on the subject contained herein.


15. Payments such as refund of advance reserve license fees, earnest money deposited etc.

16. Monitoring to License fee and related issues.

17. To provide information pertaining to private FM related matters asked for by Coordination Wing, Cash Section, B&A, PC Cell, Budget or by other Ministries.

18. Court cases pertaining to FM radio related issues.

19. RTI related information pertaining to FM Cell.

20. Implementation of Project for setting up towers for co-location facilities.


22. Hindi Report & Record Management

23. Administrative Matters pertaining to staff of the Cell.

**FILM WING**

**F (PSU) Desk**

1. All 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. Parliament Questions/Assurances, court cases, VIP/MP/PMO reference, audit objections on the above subjects

**F(F) Desk**

1. National Film Awards

2. All matters relating to Directorate of Film Festivals including National/International Film Festivals, Film Weeks, etc. All matters relating to budget proposals of DFF, including Grants-in-Aid to NGOs for organizing Film Festivals.

3. Film shows for MPs.

4. All Disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.

5. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.

6. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.

**F(FTI) DESK**

1. All matters relating to FTII.

2. All matters relating to SRFTI, Kolkata.


5. All Disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.

6. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.

7. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.

**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 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. Review of cases under FR 56(J) in respect of Officers and Staff belonging to 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.

**F(C) Desk**

1. All matters relating to Central Board of Film Certification/F.C.A.T.


3. Co-ordination work of Film Wing.

4. All disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.

5. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.

6. All the matters relating to NFAI, Pune

7. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.

**F(I) Desk**

1. All matters relating to Film Industry, Film Organizations, Film Society 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


9. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subject.

**FINANCE WING**

**Finance I Section & III**

Finance I Section deals with budgetary controls relating to the following Organisations under the Ministry of Information and Broadcasting:-

1. Prasar Bharati
2. Children’s Film Society
3. Film & Television Institute of India, Pune
4. Satyajit Ray Film & Television Institute, Kolkata
5. Indian Institute of Mass Communication
6. Press Council of India

Budgetary work as detailed below in respect of the above organisations are dealt within the Finance-I Section.

3. Preparation of material for Standing Committee on Information Technology regarding budgetary aspects of Prasar Bharati.
4. Fixation of pay in individual cases involving relaxation of rules.
5. Coordination of budget work.
6. Work relating to vetting of budgetary figures on Annual Report/ Performance Budget.
7. Scrutiny and concurrence of Plan schemes/projects to be approved by SFC & EFC, arranging meetings of Expenditure Finance Committee under Secretary (Expenditure) for consideration and approval of projects/ schemes after processing and examining the EFC memoranda.
8. Scrutiny and examination of schemes of SFC chaired by CEO, PB/ Secretary (I&B).
9. Vetting of audit Paras forwarded by Broadcasting/Film/Information Wing in respect of above organisations.
10. Court cases related to pay scales for the employees of above organisations requiring the concurrence of Ministry of Finance and having financial implication.

11. Scrutiny and financial concurrence of the following cases related to above organisations.
   (i) Interpretation of all financial rules and rules relating to conditions of service of employees of the above mentioned organisations including those requiring consultation with the C&AG.
   (ii) Creation of temporary posts.
   (iii) Continuation of all temporary posts.
   (iv) Conservation 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 instruction 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 of prescribed; revision of pay scales of existing posts.
   (ix) Creation of new cadre of services with relation to the above organisations.
   (x) Special pay not already prescribed by rules or order.
   (xi) Proposals for delegation of powers.
   (xii) Processing of cases of delegation/deputation abroad of employees of the above organisations 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 organisations.
   (xiv) Budget proposals of the above organisations including supplementary demands for grants, reappropriation orders, surrender of funds, drawal of advance from the Contingency Fund of India etc.
   (xv) Revision of pay scales and fees to Staff of in the above organisations.
   (xvi) Processing and examining proposals of above organisations for sanction of expenditure on hospitality beyond the competence of the HODs.
   (xvii) Condemnation/replacement of vehicles.
   (xviii) Financial concurrence for the procurement of equipment beyond the delegated powers.
   (xix) All cases which are required to be sent to the Ministry of Finance for approval.

12. Proposals failing under Demand No. 59 in respect of all Broadcasting matters like AIBD, CMS, FM etc.

**FINANCE II SECTION**

Financial advice and expenditure sanctions relating to

1. DAVP
2. Photo Division
3. Films Division
4. Registrar of Newspapers for India
5. Directorate of Field Publicity
6. Publications Division
7. Research, Reference & Training Division
8. National Film Archive of India
9. Central Board of Film Certification
10. Song & Drama Division
11. News Pool
12. National Film Development Corporation
13. Film Institutions.
14. Federation of Film Societies of India and Film Societies.
15. Directorate of Film Festivals.
16. Proposals relating to the Main Sectt. under demand No. 59 (Except for proposals falling under this Demand in respect of Broadcasting matters like AIBD, CMS, FM etc.)
17. Processing of deputation proposals relating to above.
18. Creation/ abolition of posts in the above Organizations.

**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.
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.
9. Advance(s) from Contingency Fund of India.
10. Outcome Budget – Compilation and publication of.
11. Maintenance of expenditure figures.
12. Follow up action on the Economy Instructions of Ministry of Finance.
13. Follow up action on the Reports of Public Accounts Committee and Committee on Public Undertakings.
15. Parliament Questions/Assurances/VIP references etc. on the above subjects.
16. Examination of Appropriation Accounts.
17. Vote on Accounts Proposal.
18. Estimated Strength of Establishment / submission of other Budget Statement to M/o Finance relating to Printing of Expenditure Budget Vol. II.

**ECONOMIC WING**

**Plan Coordination Cell (PC Cell)**

1. All matters relating to Five Year Plan, Annual Plan, Mid Term Appraisal of the Plan schemes, Internal & Extra Budgetary Resources of PSUs, Monitoring of the Plan schemes and Evaluation of the schemes.
2. Research Advisory Committee (RAC).
4. Matters relating to Finance Commission, Gender Budgeting, RTI with respect to Plan
6. Examination of SFC/EFC Memos/Notes received from other Ministries/Department

**Performance Management Section (Earlier O&M cum IWS Unit)**

1. Cabinet Notes being received from various other Ministries for comments, suggestions etc.
2. Computerization including development of website, maintenance, updating and development and up gradation of Intranet and LAN facilities
3. Issues relating to cyber security and hacking etc.
4. Work relating to Inter Media Publicity Coordination Committee.
5. Inspection of Departmental Record Room of Main Sectt. by NAI
6. Parliament Questions relating to above work
7. MP/VIP references relating to above work
8. PMO references relating to above work
9. RTI references relating to above work
11. Revision of list of subjects allotted to different Sections/Desks/Cells and Units
12. Allocation of disputed receipts
13. Furnishing of Annual Report on O&M activities to DAR&PG
14. Review/Formulation of Record Retention Schedule of substantive functions
15. Review of Channel of Submission
16. Review of periodical reports/returns
17. Parliament Questions relating to O&M work
18. MP/VIP references relating to O&M work
19. PMO references relating to O&M work
20. O&M inspection of attached and subordinate offices all over India
21. Circulation of general circulars received from DAR&PG relating to O&M matters
22. Launching of Special Drive for Recording/Reviewing and Weeding out of files
23. Monthly statement of Numerical abstracts
24. Monthly statement of files Recorded, Reviewed and Weeded out
25. Monthly statement on MP/VIP/PMO references and Pending Files which is submitted to Secretary (I&B) by 10th of every month
26. Submission of quarterly report to Hindi Section
27. Forms design and control and Standardization of forms of communication
28. Matters relating to Results-Framework Document (RFD)
CHAPTER -III
Powers and Duties

The power and duties of officers and employees are as contained in the Central Secretariat Manual of Office Procedure issued by the Department of Personnel and Administrative Reforms of the Government of India.

The Transaction of Business Rules seeks to define the authority, responsibility and obligations of each department in the matter of disposal of business allotted to it. While providing that the business allotted to a department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify:

(a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its committees for prior approval; and
(b) the circumstances in which the department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

Department –

(1) A department is responsible for formulation of policies of the government in relation to business allocated to it and also for the execution and review of those policies.

(2) For the efficient disposal of business allotted to it, a department is divided into wings, divisions, branches and sections.

(3) A department is normally headed by a Secretary to the Government of India who acts as the administrative head of the department and principal adviser of the Minister on all matters of policy and administration within the department.

(4) The work in a department is normally divided into wings with a Special Secretary/Additional Secretary/Joint Secretary in charge of each wing. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his wing subject, to the overall responsibility of the Secretary for the administration of the department as a whole.

(5) A wing normally comprises a number of divisions each functioning under the charge of an officer of the level of Director/Joint Director/Deputy Secretary. A division may have several branches each under the charge of an Under Secretary or equivalent officer.

(6) A section is generally the lowest organizational unit in a department with a well-defined area of work. It normally consists of assistants and clerks supervised by a Section Officer. Initial handling of cases (including noting and drafting) is generally done by, assistants and clerks who are also known as the dealing hands.

(7) While the above represents the commonly adopted pattern of organization of a department, there are certain variations, the most notable among them being the desk officer system. In this system the work of a department at the lowest level is organized into distinct functional desks each manned by two desk functionaries of appropriate
ranks e.g. Under Secretary or Section Officer. Each desk functionary handles the cases himself and is provided adequate stenographic and clerical assistance.

Functions of various levels of functionaries:

(a) Secretary – A Secretary to the Government of India is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry/Department, and his responsibility is complete and undivided.

(b) Special Secretary/Additional Secretary/Joint Secretary – When the volume of work in a Ministry exceeds the manageable charge of a Secretary one or more wings may be established with Special Secretary/Additional Secretary/Joint Secretary, incharge of each wing. Such a functionary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject, to the general responsibility of the Secretary for the administration of the wing as a whole.

(c) Director/Deputy Secretary – Director /Deputy Secretary is an officer who acts on behalf of the Secretary. He holds charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming up to him on his own. He should use his discretion in taking orders of the Joint Secretary/Secretary on more important cases, either orally or by submission of papers.

(d) Under Secretary – An Under Secretary is in charge of the Branch in a Ministry consisting of two or more Sections and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

(e) Section Officer -

A. General Duties –

(i) Distribution of work among the staff as evenly as possible;
(ii) Training, helping and advising the staff;
(iii) Management and co-ordination of the work;
(iv) Maintenance of order and discipline in the section;
(v) Maintenance of a list of residential addresses of the Staff.

B. Responsibilities relating to Dak –

(i) to go through the receipts;
(ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
(iii) to keep a watch on any hold-up in the movement of dak; and
(iv) to scrutinize the section diary once a week to know that it is being properly maintained.
C. **Responsibilities relating to issue of draft** –

(i) to see that all corrections have been made in the draft before it is marked for issue;

(ii) to indicate whether a clean copy of the draft is necessary;

(iii) to indicate the number of spare copies required;

(iv) to check whether all enclosures are attached;

(v) to indicate priority marking;

(vi) to indicate mode of despatch.

D. **Responsibility of efficient and expeditious disposal of work and checks on delays** –

(i) to keep a note of important receipts with a view to watching the progress of action;

(ii) to ensure timely submission of arrear and other returns;

(iii) to undertake inspection of Assistants’ table to ensure that no paper of file has been overlooked;

(iv) to ensure that cases are not held up at any stage;

(v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

E. **Independent disposal of cases** –

He should take independently action of the following types –

(i) issuing reminders;

(ii) obtaining or supplying factual information of a non-classified nature;

(iii) any other action which a Section Officer is authorized to take independently.

F. **Duties in respect of recording and indexing** –

(i) to approve the recording of files and their classification;

(ii) to review the recorded file before destruction;

(iii) to order and supervise periodic weeding of unwanted spare copies;

(iv) ensuring proper maintenance of registers required to be maintained in the section;

(v) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;

(vi) Ensuring neatness and tidiness in the Section;

(vii) Dealing with important and complicated cases himself;

(viii) Ensuring strict compliance with Departmental Security Instructions.
(f) **Assistant/Upper Division Clerk** – He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :-

(i) to see whether all facts open to check have been correctly stated;

(ii) to point out any mistakes or incorrect statement of the facts;

(iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;

(iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;

(v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

(g) **Private Secretary/Personal Assistant/Stenographer** – He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

(i) taking dictation in shorthand and its transcription in the best manner possible;

(ii) fixing up of appointments and if necessary canceling them;

(iii) screening the telephone calls and the visitors in a tactful manner;

(iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;

(v) maintaining, in proper order, the papers required to be retained by the Officer;

(vi) keeping a note of the movement of files, seen by his officer and other officers, if necessary;

(vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;

(viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;

(ix) generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

(h) **Lower Division Clerk** – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other
statements, supervision of correction of reference books and submission of routine and simple drafts etc.

FINANCIAL POWERS:


Financial powers regarding Budgetary allocation: The powers of Budgetary allocation upto Rs. One Crore has been delegated to the Secretary of The ministry in consultation with the AS&FA of the Ministry. Any allocation beyond this needs approval from the Ministry of Finance/ Expenditure Secretary.

Other Financial powers:

The powers of the Head of Department in the Ministry of Information and Broadcasting has been delegated to the Director (Administration) who acts as HOD in matters of Financial matters as per the Delegation of Financial Powers Rules.(DFPR’s)

The power of Head of office for all Financial and Administrative matters rests with Under Secreatry Administration.

The Powers of Drawing and Disbursing officers has been delegated to the Section Officer – Cash, SO(Cash). as per the DFPR .

There is no delegation of financial powers to any other officer in the Ministry as per the DFPR’s.

The financial powers of the Government, which have not been delegated to a subordinate authority, shall vest in the Finance Ministry.
CHAPTER-IV
Accountability and Decision Making

The Ministry has a strict system of decision-making and accountability. An officer above the level of Section Officer normally takes action on a case in accordance with the departmental instructions issued by the IWSU prescribing the level of final disposal and channel of submission for each category of cases.

*Departmental instructions are also maintained in electronic form in a computerized environment*

The instructions on level of disposal and channel of submission are regularly reviewed *keeping the number of levels at which a case is examined to the minimum by delegating powers to lower formations.*

A Desk Officer submits cases direct to a Deputy Secretary or Director who in turn will submits it to the Joint Secretary/Additional Secretary.

A case normally will pass through only one of the following levels before it is submitted to the Minister;

- Additional Secretary
- Special Secretary
- Secretary

A Joint Secretary can submit cases directly to Secretary/Minister and not necessarily through the Additional Secretary.

Wherever level jumping is done in respect of any category of cases, each such case on its return, pass through all the levels jumped over who in suitable cases could resubmit the cases for reconsideration.

The level of final disposal of cases is as follows:

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

| F(PSU) Desk |
|-------------|------------------|------------------|
| 1.          | Reconstitution of Directors of NFDC | DO/DS or JS(Films)/AS/Secretary |
|             | Board of Directors of NFDC | DIR/Minister |
| 2.          | Appointment of Chairman, NFDC | DO/DS or JS(Films)/AS/Secretary |
|             | Appointment of Managing director, NFDC | DIR/Minister |
| 3.          | Appointment of Director (Finance), NFDC | DO/DS or JS(Films)/AS/Secretary |
|             | Signing of MOU | DO/DS or DIR/JS(Films)/Secretary |
| 5.          | Approval of audited financial accounts of NFDC | DO/DS or DIR/JS(Films)/Secretary |
| 6.          | Laying of Annual Report of NFDC in Parliament | DO/DS or DIR/JS(Films)/Secretary |

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<th>Channel of Submission</th>
<th>Level of Final Disposal</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>Policy of files relating to Film Industry (Import Policy/Optical Disc/Venture Capital etc.)</td>
<td>DO/DIR/JS/AS/Secretary</td>
<td>IBM</td>
</tr>
<tr>
<td>2</td>
<td>Visa Manual changes</td>
<td>DO/DIR/JS/AS/Secretary</td>
<td>IBM</td>
</tr>
<tr>
<td>3</td>
<td>Plan Scheme files</td>
<td>DO/DIR/JS/AS/AS&amp;FA</td>
<td>Secretary</td>
</tr>
<tr>
<td>4</td>
<td>FIPB cases</td>
<td>DO/DIR/JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>5</td>
<td>Project Import</td>
<td>DO/DIR/JS/AS</td>
<td>Secretary</td>
</tr>
<tr>
<td>6</td>
<td>Organization of Film Bazaar</td>
<td>DO/DIR/JS/AS/AS&amp;FA</td>
<td>Secretary</td>
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<td>7</td>
<td>Clearance of Scripts for shooting in India by foreigners/co-productions</td>
<td>DO/DIR</td>
<td>JS</td>
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<tr>
<td>8</td>
<td>Refusal of permission to shoot in India</td>
<td>DO/DIR/JS/AS/Secretary</td>
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<td>9</td>
<td>Honorarium to Script clearance members</td>
<td>DO/DIR/JS</td>
<td>AS&amp;FA</td>
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<td>10</td>
<td>Budget proposals relating to Film Industry</td>
<td>DO/DIR/JS/AS/Secretary</td>
<td>IBM</td>
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<td>11</td>
<td>Certificate for the purpose of exempting import of films for festivals organized by various organizations from payment of customs</td>
<td>DO/DIR/JS/AS</td>
<td>Secretary</td>
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<tr>
<td>12</td>
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<td>DO/DIR/JS/AS/Secretary</td>
<td>IBM</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>b) Unstarred questions</td>
<td>DO/DIR/JS/AS/Secretary</td>
<td>IBM</td>
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<td></td>
<td>c) Private Members Bills</td>
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<td>13</td>
<td>Deputation abroad</td>
<td>DO/DIR/JS/AS/AS&amp;FASecy</td>
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<td>JS</td>
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<td>Court cases</td>
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<td>JS</td>
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<td>16</td>
<td>VIP referencee/PMO reference</td>
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<td>17</td>
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<td>JS</td>
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<td>20</td>
<td>Export Promotion Forum</td>
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<td>21</td>
<td>Key Advisory Group on Films</td>
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<td>22</td>
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<td>11</td>
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F(C) DESK

1. Appointment of Group ‘A’ posts in CBFC
2. BE/RE proposals
3. 5 Year Plan/ Annual Plan
4. Sanctions for expenditure
5. Amendments of Cinematograph (Certification) Rules
6. Amendments of Cinematograph Act, 1952
7. Exemptions from the provision of Cinematograph Act, 1952 and the Rules made thereunder
8. Complaints and references received from CBFC against films
9. Appointments of Chairman and Members of the CBFC/ Film Certification Appellate Tribunal
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<td></td>
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<td></td>
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**F(A) DESK**

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<tr>
<td></td>
<td>a) Starred</td>
<td>DO/DS or DIR/JS(Films)/AS</td>
<td></td>
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<tr>
<td></td>
<td>b) Unstarred</td>
<td>DO/DS or DIR/JS(Films)/AS</td>
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<td>3</td>
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<td>DO/DS or DIR/JS(Films)/AS</td>
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<td>7</td>
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