



सत्यमेव जयते

MINISTRY OF INFORMATION & BROADCASTING

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ACT & CPIO Details

Salient Features of the Right to Information Act, 2005:-

(As per Department of Revenue)

The Act extends to the whole of India except Jammu & Kashmir.

It provides a very definite day for its commencement i.e. 120 days from enactment.

It shall apply to Public Authorities.

All citizens shall have the right to information, subject to provisions of the Act.

The Public Information Officers/Assistant Public Information Officers will be responsible to deal with the requests for information and also to assist persons seeking information.

Fee will be payable by the applicant depending on the nature of information sought.

Certain categories of information have been exempted from disclosure under Section 8 and 9 of the Act.

S.No.	Title	Details	Date
1.	List of CPIOs/Appellate Authorities in the Ministry of Information & Broadcasting		
2.	Annexures to the list of CPIOs/AAs		

3. Nomination of Transparency Officer for RTI matters in M/o I&B
4. Nomination of Nodal Officer for RTI matters in M/o I&B

Proactive Disclosure under Section 4(1)(b) of RTI Act, 2005

S.No.	Title
1.	The particulars of its organisation, functions and duties (Section 4(1) (b)(i) of RTI Act, 2005)
2.	The powers and duties of its officers and employees. (Section 4(1) (b)(ii) of RTI Act, 2005)
3.	Procedure followed in decision-making process including channels of supervision and accountability. (Section 4(1)(b)(iii) of RTI Act, 2005)
4.	The norms set by it for the discharge of its functions. (Section 4(1)(b)(iv) of RTI Act, 2005)
5.	Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging
6.	A directory of its officers and employees. (Section 4(1)(b)(ix) of RTI Act, 2005)
7.	Details of Multi Tasking Staff (as on 01.08.2018)
8.	Details of CSSS Officials (as on 01.08.2018)
9.	Such other information as may be prescribed (Section 4(1)(b)(xvii) of RTI Act, 2005)
10.	Incumbency position in Ministry of Information & Broadcasting
11.	The names, designations and other particulars of the Public Information Officers (Section 4(1)(b)(xvi) of RTI Act, 2005)

S.No.1 - The particulars of its organisation, functions and duties (Section 4(1) (b)(i) of RTI Act, 2005)

CHAPTER – IV

DESCRIPTION OF THE ORGNISATION WITH OBJECTIVES.

The main objectives of the Ministry of Information & Broadcasting are:

1. To create environment and set up policy framework for healthy development to 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.
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.
6. 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, supervises 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 six wings viz. Policy and Administration Wing, Broadcasting-I Wing, Broadcasting-II Wing, Film Wing, Finance Wing and Economic Wing on the basis of nature of work being carried out by it. The various functions being carried out by the Ministry may be categorized into the following:-

I. BROADCASTING POLICY AND LEGISLATION

- Administration of Broadcasting Policy and Legislation in the Country
- All matters relating to Television Broadcasting and Community Radio

- All matters relating to distribution of TV channels through various distribution platforms, namely Cable Television networks, Direct to Home (DTH), Headend in the sky (HITS), Mobile TV, Internet Protocol Television (IPTV), Teleports etc.
- Administration of all matters relating to regulation of broadcasting content on TV, Radio, including Community Radio.
- Implementation of Cable TV digitisation.

II. PRASAR BHARTI ADMINISTRATION

1. Administration of Prasar Bharat Act, 1990.
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.
4. All matters relating to cadre management of Group 'A' services in AIR and Doordarshan.

III. EXPANSION OF NETWORK

1. Providing funds 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.
2. Providing guidance to the Prasar Bharati on matters relating to Radio and Television broadcasting as per provisions of the Prasar Bharati Act, 1990 (25 of 1990).
3. Providing funds for special programmes/schemes for improving AIR and Doordarshan services in border and special category areas.
4. Development of television throughout the Union, including installation, maintenance and operation of television programme Production Centres and Transmitters, and operation of television services.
5. Promotion of production of television programmes outside Doordarshan.
6. Expansion of Private FM Radio.

IV. FILMS

1. Legislation under entry 60 of the Union List, viz. Sanctioning of Cinematograph Films for exhibition.
2. Administration of Cinematograph Act, 1952 (37 of 1952).

3. Import of feature and short films for the atrical 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 news reels and other films and 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 Festivals in India and participation of India in International Film Festivals abroad.
13. Organisation of Film Festivals under Cultural Exchange Programmes.
14. Films Society Movement.
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

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.
2. Advising Government on information problems relating to the Press, keeping Government informed of the main trends of public opinion as reflected in the Press and liaison between Government and the Press.
3. Foreign Investment in Print Media (excluding printing/publication of books).
4. Publicity to and for the Armed Forces.
5. General conduct of Government relations with the Press excluding the administration of section 95 and 96 of the Code of Criminal Procedure, 1973.
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

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. NEW MEDIA WING

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. ALL MATTERS RELATING TO THE ASIA-PACIFIC BROADCASTING UNION

XI. CADRE MANAGEMENT OF THE INDIAN INFORMATION SERVICE (GROUP 'A' & 'B')

XII. ATTACHED AND SUBORDINATE ORGANISATIONS

- 1) Press Information Bureau. <http://www.pib.nic.in/>
- 2) Directorate of Advertising and Visual Publicity. www.davp.nic.in
- 3) Publications Division. <http://publicationsdivision.nic.in>
- 4) Office of the Registrar of Newspapers for India. <http://rni.nic.in/>
- 5) Central Board of Film Certification. <http://cbfc.nic.in/>
- 6) Films Division. <http://fd.nic.in/>
- 7) Directorate of Film Festival. <http://dff.nic.in/>
- 8) National Film Archives of India <http://www.nfaipune.nic.in/>
- 9) Directorate of Field Publicity <http://dfp.nic.in>
- 10) Song and Drama Division. <http://sdd.nic.in>
- 11) New Media Wing
- 12) Photo Division <http://photodivision.gov.in>
- 13) Electronic Media Monitoring Centre (EMMC) www.emmc.nic.in

XIII. AUTONOMOUS ORGANISATIONS

1. Prasar Bharati
 - a. All India Radio- <http://allindiaradio.org>
 - b. Doordarshan - <http://www.ddindia.com/>
2. Film and Television Institute of India, Pune- <http://www.ftiindia.com>
3. Satyajit Ray Film and Television Institute, Kolkata- <http://www.srfti.gov.in>
4. Children Film Society of India- <http://www.cfsindia.org/>
5. Indian Institute of Mass Communication- <http://iimc.nic.in>

XIV. STATUTORY BODIES

1. Press Council of India- <http://presscouncil.nic.in/>
2. Film Certification Appellate Tribunal <http://mib.nic.in/fcat/default.html>

XV. PUBLIC SECTOR UNDERTAKING

1. National Film Development Corporation Limited- <http://nfdcindia.com/>
2. Broadcast Engineers Consultants (India) Limited- www.becil.com

S.No.2- The powers and duties of its officers and employees. (Section 4(1)
(b)(ii) of RTI Act, 2005)

CHAPTER – VII

A. DUTIES OF THE SENIOR OFFICERS IN THE MINISTRY

Additional Secretary

- (a) All files of JS (B-I) and JS (B-II) 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, PC & PMS of the Ministry.

- Nodal Officer of the Ministry of I&B in respect of DAVP Rate Committees, Committee on preparation of Economic Survey Reports of Ministry of Finance, member in the Board of Directors of BECIL a CPSE under the Ministry, member of the Committee constituted by NITI Aayog on SDGs, and in various other Committees.
- Attending High-Level Meetings and representing the Ministry in various High-Level Committees/Forums and Meetings of other Ministries.

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, RTI matters, administration, Parliament related matters and Official Language matters. 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

**B. 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 FR56(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.

IIS SECTION

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Sh. D.K. Chawla	Vacant	Sh. Vikram Sahay
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- 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.

PRESS SECTION

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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.

MEDIA UNIT CELL

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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.

IP&MC SECTION

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POLICYPLANNING 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

POLICYPLANNING CELL

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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.

F(S)DESK

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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

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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- II SECTION

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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 mattes on concerning subjects of Section.
34. Hiring of the Contractual Staff(MTS).

ADMINISTRATION- III Section

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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.

ADMINISTRATION- IV Section

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CASH SECTION

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

17. Sanction and payment of Children Education Allowance and 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.

CASH SECTION

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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.

Official Language Unit

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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.

VIGILANCE SECTION

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BROADCASTING-I WING

BROADCASTINGCONTENT (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.

BROADCASTINGCONTENT (I)-(BC-I)

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BROADCASTINGCONTENT (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.)

BROADCASTINGCONTENT (II)-(BC-II)

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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 Content-III (BC-III) Section

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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 amended upto 06.11.2007) and matter related to Director-To-Home Broadcast Service.
6. Grant of permission to 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.

BROADCASTING POLICY& LEGISLATION (BP&L)

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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.

TV (INSAT) SECTION

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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.

Digital Addressable System (DAS) Section

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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.

New Media Cell

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BROADCASTING -II WING

BROADCASTINGCONTENT-IV (BC-IV)

SNo. 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

BROADCASTINGCONTENT-IV (BC-IV)

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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 (Finance)-B(Fin.) Section

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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 (DEVELOPMENT)-B(D) Section

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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 (ENGG.)- BA(E) Section

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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.

BROADCASTING ADMINISTRATION (PROG.) – BA(P)

Vacant	Sh. Jitendra Kumar	Sh. Sanjay Kashyap	Sh. Ranvir Singh
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Section Officer (BAP-I)	Section Officer (BAP-II)	Under Secretary (BAP-II)	Under Secretary (BAP-I)
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Mrs. Harcharan Kaur

Smt. Anju Nigam

Deputy Secretary (BAP)

Joint Secretary (B-II)

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Room No. 657

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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.

Community Radio Station (CRS)

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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.

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S. R. Yadav Deputy Secretary (FM), Room No. 123, 'A' Wing, Tele 2338 6678 Intercom 279	Anju Nigam Joint Secretary (B), Room No. 657, 'A' Wing, Tele 2338 3857 Intercom 253

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 FR56(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.

F(F)Desk

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Shri G.C. Aron	Sh. Ashok Kumar R. Parmar
Dir.(Films-I)	Joint Secretary(Films)
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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.

FTI Desk

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vacant	Sh. Ashok Kumar R. Parmar
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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(A)DESK

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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(C)Desk

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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(I) Desk

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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.

F(PSU) Desk

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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 I / III SECTION

Shri Ranjan Kumar Section Officer Room No.:747, A wing, Tel. No.: 23073293 Intercom No.: 327	Shri A.K. Pandey Under Secretary Room No. 544A Tel.No.:23074896 Intercom No.: 228
Dr. Vincent Barla Dy. Secretary (Fin.) Room NO. 554 Tele: 23074017 Intercom: 244	Shri Ali Raza Rizvi Additional Secretary & Financial Adviser Room NO. 549 Tele: 23383775 Intercom: 255

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.)

Finance -II Section

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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

BUDGET & ACCOUNTS SECTION

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Sh. M.L. Wadhwani	Sh. Binod Kumar
Deputy Secretary	CCA
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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).

Plan Coordination Cell (PC Cell)

Vacant	Dr. Unmana Sarangi
Section Officer	Deputy Director(EW)
Room.No.650	Room No.748-A
Tele: 23386831	Tel: 23385586
Intercom:205	Intercom:231

Ms. Taruna Doliya	Shri Manoj Kumar Pingua
Deputy Director(EW)	Joint Secretary(EW)
Room.No.719	Room No.659
Tel: 23381109	Tele:23382597
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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.

Performance Management Section

Shri Deshraj Yadav	Dr. Unmana Sarangi
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Ms. Taruna Doliya	Shri Manoj Kumar Pingua
Deputy Director(EW)	Joint Secretary(EW)
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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

RTI Cell

Vacant	Dr. Unmana Sarangi
Section Officer	Deputy Director(EW)
Room No. Grd.Floor Gate No.1	Room No.748-A
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Intercom:158	Intercom:231

Shri Manoj Kumar Pingua	
Joint Secretary(EW)	
Room No.659	
Tele:23382597	
Intercom: 252	

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.

PARLIAMENT CELL

Sh. C.V. Ramesan	Shri M.L. Verma,
Section Officer	Under Secretary(Parl.)
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Sh. V.K. Paul	Shri Manoj Kumar Pingua
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S.No.3- Procedure followed in decision-making process including channels of supervision and accountability. (Section 4(1)(b)(iii) of

CHAPTER- IX

CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES

POLICY & ADMINISTRATION WING

IIS SECTION

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Forwarding of proposal to UPSC for direct recruitment to Junior Grade of IIS Group 'A'	SO/US/DS or Dir	JS
2.	Forwarding of proposal to UPSC for convening DPC for promotion to Junior Grade of IIS Group 'A' from Senior Grade of IIS Group 'B'	SO/US/DS or Dir	JS
3.	Appointment of officers in Junior Grade of IIS Group 'A' on the basis of the final results of Civil Services Examination conducted by UPSC	US/DS or Dir /JS/Secretary	Minister
4.	Accepting the recommendations of DPC for promotion to Junior Grade of IIS Group 'A' and appointment of recommended officers in the grade	US/DS or Dir /JS/Secretary	Minister
5.	Termination of probation of Junior Grade officers of IIS Group 'A' (Direct Recruits accepting the recommendations of DPC).	US/DS or Dir /JS/Secretary	Minister
6.	Transfer of officers of IIS Group 'A'	US/DS or Dir / JS / Secretary	Minister (on the recommendation of CSB)
7.	Forwarding of proposal for convening of DPC for promotion to Senior Grade of IIS Group 'A' from Junior Grade of IIS Group 'A'	SO/US/DS or Dir	JS
8.	Accepting the recommendations of DPC for promotion to Senior Grade of IIS Group 'A' and appointment of	US/DS or Dir/JS	Minister

	recommended officers in the grade	/Secretary	
9.	Forwarding of proposal for convening of DPC for promotion to JAG/NFSG of IIS Group 'A' from Senior Grade/JAG of IIS Group 'A'.	SO/US/DS or Dir	JS
10.	Accepting the recommendations of DPC for promotion to JAG/NFSG of IIS Group 'A' and appointment of recommended officers in the grade	US/DS or Dir/JS /Secretary	Minister
11.	Forwarding of proposal for convening of DPC for promotion to SAG and above of IIS Group 'A' from the respective feeder grades	SO/US/DS or Dir	JS
12.	Accepting the recommendations of DPC for promotion to SAG & above of IIS Group 'A' and appointment of recommended officers in the grade	US/DS or Dir/JS /Secretary /Minister	ACC
13.	Extension /re-employment of officers of IIS Group 'A'	US/DS or Dir /JS/Secretary /Minister	ACC
14.	Accepting the resignation/voluntary retirement of any officer of IIS Group 'A'	US/DS or Dir/JS /Secretary	Minister
15.	Grant of permission for commercial employment of retired officers of IIS Group 'A'	US/DS or Dir/ JS/Secretary	Minister
16.	Grant of extension of joining time to officers recruited to Junior Grade of IIS Group 'A' through Civil Services Examination conducted by UPSC	SO/US/DS or Dir	JS
17.	Training matters of direct recruit officers of Junior Grade of IIS Group 'A' & their Media attachment	SO/US/DS or Dir	JS
18.	Grant of advance increment to probationers of Junior Grade of IIS Group 'A'	SO/US/DS or Dir	JS
19.	Forwarding the applications of officers of the level of Senior Grade & above of IIS Group 'A', in response to	US/DS or Dir/JS	Secretary(upto JAG Level) & Minister (SAG &

	open advertisement or for appointment on deputation basis including Central Staffing Scheme		above)
20.	Reliever of officers in case of selection against Sl. No.22 above	SO/US/DS or Dir	JS
21.	Forwarding applications of Junior Grade officers of IIS Group 'A' in response to open advertisement or for appointment on deputation basis in ex-cadre posts	SO/US/DS or Dir	JS
22.	Grant of leave to Pr.DG / Other Media Heads	US/DS or Dir /JS	Minister for Pr.DG/ Secretary for other Media Heads
22-A	Change of name of IIS Group 'A' officers	US/DS or Dir/JS	Secretary
23.	All matters relating to IIS Group 'A' Rules 1987	US/DS or Dir/JS / Secretary	Minister
24.	Policy matters pertaining to IIS Group 'A'	US/DS or Dir/JS / Secretary	Minister
25.	Cadre Review of IIS Group 'A'	US/DS or Dir/JS /Secretary	Minister
26.	Permission under Conduct Rules /NoC	US/DS or Dir/JS	Secretary (SAG & above)/JS
27.	Court cases	US/DS or Dir/JS	Secretary (Contempt of Court Cases)/JS
28.	Study leave permission of IIS Group 'A'	US/DS or Dir/JS / Secretary	Minister
	<u>GROUP 'B'</u>		
1.	Forwarding of proposal to UPSC for direct recruitment to Senior & Junior Grades of IIS Group 'B'	SO/US/DS or Dir	JS

2.	Appointment of officers in the Senior & Junior Grade of IIS Group 'B' by direct recruitment	SO/US/DS or Dir	JS
3.	Extension of joining time of direct recruits	SO/US/DS or Dir	JS
4.	Promotion of officers from Junior Grade of IIS Group 'B' to Senior Grade of IIS Group 'B'	SO/US/DS or Dir	JS
5.	Termination of probation period of direct recruit officers of Senior & Junior Grades of IIS Group 'B'	SO/US/DS or Dir	JS
6.	Transfer of officers of Senior & Junior Grades of IIS Group 'B'	SO/US/DS or Dir	JS(As per the recommendation of CSB)
7.	Amendment of Recruitment Rules of IIS Group 'B'	US/DS or Dir/JS/Secretary	Minister
8.	Acceptance of resignation	SO/US/DS or Dir	JS
9.	Deputation outside the cadre	SO/US/DS or Dir	JS
10.	Change of name of Senior & Junior Grade Officers	SO/US/DS or Dir	JS
11.	Court cases	SO/US/DS or Dir	JS
12.	Court cases ending in contempt	US/DS or Dir./JS	Secretary
13.	Forwarding of applications of Senior & Junior Grade of IIS Group 'B' officers in response to open advertisement	SO/US/DS or Dir	JS
14.	Study leave permission of IIS Group 'B'	SO/US/DS or Dir	JS
	<u>GENERAL MATTERS</u>		
1.	Information, if any to be collected from the Ministry/ Department	SO/US	DS or Director
2.	Periodical returns and other routine works	SO/US	DS or Director

3.	Matters regarding annual property return of IIS officers	SO/US	DS or Director
4.	Parliament Question (Starred Question)	US/DS or Dir./JS/ Secretary	Minister
4-A.	Parliament Question (Unstarred)	US/DS or Dir./JS /Secretary	Minister
5.	VIP references	US/DS or Dir./JS	Minister
6.	Payment of Fee Bill to Govt. Counsel	SO/US/DS or Dir	HoD
7.	RTI	SO	US
7-A.	RTI(appeal)	SO	DS or Dir
8.	Grievances	SO/US/DS or Dir	JS

PRESS SECTION

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Policy matters concerning News Agencies	SO/US/DS or Dir/ JS /Secy	Minister
2.	Parliamentary matters	SO/US/DS or Dir/ JS	Minister
3.	VIP References	SO/US/DS or Dir/ JS	Minister
4.	Laying of report of PCI	SO/US/DS or Dir./ JS	Minister
5.	Cases of Re-employment	SO/US/DS or Dir./ JS	Minister
6.	Amendment of Press Council Act	SO/US/DS or Dir./ JS/Secy.	Minister
7.	Ad-hoc Appointments	SO/US/DS or Dir./ JS	Secretary
8.	Framing/amendment of Rules under Statue for a) Heads of Deptt. b) Group 'A' and 'B' posts c) Group 'C' and 'D' posts	SO/US/DS or Dir./JS/AS/Secy. SO/US/DS or Dir./ JS/AS SO/US/DS or Dir.	Minister Secretary JS
9.	Recommendation of Press Commission	SO/US/DS or Dir./ JS	Secy/Minister
10.	Framing of Regulations in r/o Employees of PCI	SO/US/DS or Dir./ JS	Secy/Minister
11.	Material for Annual Report	SO/US/DS or Dir.	JS
12.	Policy matter in r/o PIB/PCI	SO/US/DS or Dir.	JS

13.	Matters concerning Grant-in-aid/Assistance to News Papers & News Agencies	SO/US/DS or Dir.	JS
14.	Continuance of Temporary Posts	SO/US/DS or Dir./ JS	Financial Advisor
15.	Conversion of temporary posts into permanent posts	SO/US/DS or Dir./ JS	Financial Advisor
16.	Budget Estimates/Revised Estimates in r/o PCI	SO/US/DS or Dir.	JS
17.	Budget Estimates/Revised Estimates in r/o PIB	SO/US/DS or Dir.	JS
18.	Implementation of Plan Schemes	SO/US/DS or Dir.	JS
19.	Clarification on Service matters	SO/US/DS or Dir.	JS
20.	Cases of approval of syndication agreements and approval for remittance of Foreign Exchange to newspapers and news agencies	SO/US/DS or Dir.	JS
21.	Reference of Grant-in-aid in r/o PCI	SO/US/DS or Dir.	JS
22.	General matters in r/o PCI	SO/US	DS or Dir.
23.	Foreign investment proposals in r/o Print Media/Advertising Sector (received through Foreign Investment Promotion Board) (FIPB)	SO/US/DS or Dir./ JS/AS	Secretary
24.	Grants of "No Objection Certificate" for:- a) Foreign Direct Investment in Indian entities publishing newspapers and periodicals dealing with news and current affairs including publication of facsimile editions of foreign newspapers. b) i) Publication of Indian editions of foreign technical/ scientific/ specialty magazines/ journals/ periodicals ii) Foreign investment in Indian entities publishing scientific/ technical/ specialty magazines / journals/ periodicals.	SO/US/DS or Dir./ JS	Additional Secretary

25.	<p>Grant of approval for</p> <p>i) Publication of Indian editions of technical/ scientific/ specialty magazines/ journals/ periodicals</p> <p>ii) Publication of Indian magazines/journals/periodicals under the technical/scientific/ specialty category.</p> <p>iii) Publication of facsimile editions of foreign newspapers.</p>	SO/US/DS Dir./ JS	or Additional Secretary
26.	<p>Cases of grant from Journalists Welfare Funds:</p> <p>(i) Put up before the Committee</p> <p>(ii) Decided by the Committee</p> <p>(iii) Release of grant under Journalists Welfare Funds</p>	SO/US/DS or Dir.	JS Secretary Secretary

MEDIA UNIT CELL

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Policy matters concerning DAVP, RNI & Photo Division	SO/US/DS or Dir/ JS/Secretary	Minister
2.	Parliamentary matters	SO/US/DS or Dir/JS	Minister
3.	VIP references	SO/US/DS or Dir/JS	Minister
4.	Recruitment Rules – Framing of /Amendments to - Head of Deptt. - Group A and Group B posts - Group C posts	SO/US/DS or Dir./ JS/ AS/ Secretary SO/US/DS or Dir/JS/AS SO/US/DS or Dir	Minister Secretary JS
5.	Appointment, promotion, Termination of Probation and Confirmation of - Group A Officers of DAVP, RNI & Photo Division - Group B Officers of RNI & Photo Division - Group C Officers of Photo Division	SO/US/DS or Dir/ JS/AS/Secy SO/US/DS or Dir/ JS/AS SO/US	Minister Secretary DS or Dir/JS
6.	Cases of Re-employment	SO/US/DS or Dir./ JS/AS /Secy	Minister

7.	Amendment of PRB Act	SO/US/DS or Dir./ JS/AS/Secretary	Minister
8.	Adhoc appointments	SO/US/DS or Dir./ JS/AS	Secretary
9.	Hiring of Office/ Residential accommodation News Cases including revision or renewal of lease cases	SO/US/DS or Dir./JS	Financial Advisor
10.	On account advance	SO/US/DS or Dir./JS	Financial Advisor
11.	Material for Annual Report	SO/US/DS or Dir	JS
12.	a) Continuance of Posts b) Creation of Posts	SO/US/DS or Dir/JS SO/US/DS or Dir./ JS/ Financial Advisor/Secretar y	Financial Advisor Minister*
13.	Conversion of temporary Posts into permanent posts	SO/US/DS or Dir/JS	Financial Advisor*
14.	B.E./R.E in r/o DAVP/RNI/Photo Division	SO/US/DS or Dir.	JS
15.	Implementation of :- (i) Plan Scheme of DAVP, RNI and Photo Division (ii) Expenditure Sanctions of DAVP, RNI and Photo Division	SO/US/DS or Dir/JS SO/US/DS or Dir/JS	Financial Advisor/Secret ary /Minister Financial Advisor
16,	Clarification on service matters	SO/US	DS/Dir.
17.	Cases of pay fixation	SO/US	DS/Dir.
18.	Issue of appointment Orders/Sanctions	SO	US
19.	General matters in r/o DAVP/RNI/Photo Division	SO/US	DS/Dir.
20.	Addressing officers of the Ministry, Media Units and other Departments	SO	SO

	for collection of data, factual information etc.		
21.	O&M and other returns	SO	SO

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

IP&MCSECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1.	Appointment of Registrar & Director-General IIMC	US→DS/ Dir→JS→Secy	Minister
2.	All Policy matters related to IIMC & DFP	US→DS/ Dir→JS→Secy	Minister
3.	Re-employment cases	SO→ DS/Dir→JS→Secy	Minister
4.	Deputation Abroad of officials a) Upto JS level b) Other Officers	US→DS/ Dir→JS→Secy US→DS/Dir→JS→Secy	Minister Committee headed by Cabinet Sectt.
5.	CEP Matters formulation of first ever CEPs, Renewals including alterations/modifications	SO→DS/Dir	JS
6.	Protocol/Agreements/MoUs in Information/Mass Media	US→DS/Dir→JS→Secy	Minister
7.	Composition of Media Crew to accompany VVIPs**	DELETED	
8.	Information Minister's Conference (SIMCON)	US→DS/Dir→JS→Secy	Minister
9.	Consultative Committee Meeting	SO→US→DS or Dir→JS→Secy	Minister
10.	a) Five Year Plan/Annual Plan b) SFC proposals c) BE & RE related matters	US→DS/Dir→JS US→DS/Dir→JS→Secy SO→DS/Dir→JS	Secretary Minister FA
11.	Implementation of Plan Schemes	SO→DS/Dir	JS
12.	Creation of Posts	US→DS/Dir→JS→Secy	Minister of Finance
13.	Continuation of Posts	SO→DS/Dir→JS	FA
14.	Clarification on Service Matters	SO→DS/Dir	JS
15.	Litigation Cases	US→DS or Dir	JS
16.	Material for Annual Report/Outcome Budget	SO→DS/Dir	JS
17.	Correspondence with UNESCO and other International Bodies	US→DS/Dir→JS	Secretary
18.	Meeting of SAARC Information Ministries	US→DS/Dir→JS	Secretary
19.	Release of Grant-in-Aid to IIMC	SO→DS/ Dir	JS
20.	Miscellaneous Parliamentary matters pertain to other wings of M/o I&B	SO→DS/Dir	JS
21.	Grievance Petitions	SO→DS/Dir	JS
22.	RTI matters	SO→US/Dir	US/CPIO DS or Dir/

			<i>Appellate Authority</i>
23.	Miscellaneous references	SO	US
24.	VIP References	SO→DS/Dir→JS	Minister
25.	Framing/amendment of Recruitment Rules under Statue for;		
	a) Head of Department	US→DS/Dir→JS→Secy	Minister
	b) Group 'A' and 'B' posts	SO→DS or Dir→JS	Secretary
	c) Group 'C' and 'D' posts	SO→DS or Dir	JS

** 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.

POLICY PLANNING CELL

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Parliament Questions: (a) Starred Question (b) Unstarred Question	SO/US/OSD(C)/JS/AS/ Secy/HMSIB SO/US/OSD(C)/JS/AS/ Secy/HMSIB	HMIB HMIB
2.	VIP references	SO/US/OSD(C)/JS/AS/ Secy	HMSIB/ HMIB
3.	Preparation of Annual Report	SO/US/OSD(C)/JS/AS/ Secy	HMSIB
4.	Monthly summary to Cabinet Secretariat	SO/US/OSD(C)/JS/AS	Secretary
5.	Publicity matters relating to LWE affected areas/new 15 point programme	SO/US/OSD(C)	JS(P&A)
6.	All publicity matters	SO/US/OSD(C)	JS(P&A)
7.	Policy relating to publicity matters	SO/US/OSD(C)/JS	Secretary/HMIB

8.	Periodical reports & returns	SO/US	OSD(C)
9.	Matters relating to redressal of grievances by way of assistance to grievance officers.	SO/US/ OSD(C)	Joint Secretary
10.	Coordination matters relating to implementation of LIMBS	SO/US	DS(A)

F(S) DESK

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	All Financial proposals	DO/DS or Dir./ JS	Financial Advisor
2.	All Policy matters	DO/DS or Dir./ JS/ Secretary	Minister
3.	VIP references	DO/DS or Dir./ JS	Minister
4.	Plan Schemes	DO/DS or Dir./ JS/ Financial Advisor	Secy/Minister
5.	Budget proposals	DO/DS or Dir./ JS	Financial Advisor
6.	BE/RE proposal	DO/DS or Dir./ JS	Financial Advisor
7.	Annual Reports	DO/DS or Dir./ JS	Financial Advisor
8.	Parliament Questions	DO/DS or Dir./ JS	Minister
9.	Appointment to Group 'A' posts	DO/DS or Dir./ JS	Minister
10.	Conversion of temporary posts into permanent ones	DO/DS or Dir./ JS	Financial Advisor
11.	(a) Continuance of posts (b) Creation of posts	DO/DS or Dir./ JS DO/DS or Dir./ JS/ Financial Advisor/ Secretary	Financial Advisor Minister*
12.	Up-gradation of posts	DO/DS or Dir./ JS	Financial Advisor

		S	
13.	Opening of new offices	DO/DS or Dir./ JS/Financial Advisor/ Secretary	Minister
14.	Re-employment/extension in service	DO/DS or Dir./ JS/Financial Advisor/ Secretary	Minister
15.	Compassionate appointment	DO/DS or Dir./ JS	Secretary
16.	Permission for air-journey by non-entitled officials	DO/DS or Dir./ JS/ Financial Advisor	Secretary
17.	Framing/amending Recruitment Rules for posts of (i) Heads of Department (ii) Group 'A' & 'B' (iii) Group 'C' & 'D'	DO/DS or Dir/ JS/ Secretary DO/DS or Dir./JS DO/DS or Dir.	Minister Secretary JS
18.	Revision of pay scale	DO/DS or Dir./JS/ Financial Advisor	Secretary (upto Group 'B' posts) and Minister (for Group 'A' posts)
19.	D.P.C	DO/DS or Dir.	Joint Secretary
20.	De-reservation	DO/DS or Dir.	JS/Secretary
21.	Matters seeking clarification on interpretation of rules/orders etc.	DO/DS or Dir.	JS
22.	Permission for acceptance of foreign hospitalities requests for	DO/DS or Dir.	JS/Secretary
23.	Issue of orders/sanctions	DO/DS or Dir.	DO/DS or Dir.
24.	Organisation of programmes by S&DD (Sound and Light Programme)	DO/DS or Dir./JS	Financial Advisor
25.	Hiring of office/residential accommodation(News cases including revision of rent cases)	DO/DS or Dir./JS	Financial Advisor

26.	Court cases	DO/DS or Dir.	JS/Secretary
27.	Proposal for Bhartendu Harishchandra Awards to eminent writers	DO/DS or Dir./JS	Minister
28.	Proposal for printing of biographies of eminent personalities	DO/DS or Dir./JS	Minister

Note : Approval of concerned administrative Ministry/Department will be obtained wherever required.

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

ADMN.I SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
01.	<p>All matters relating to Pension cases of staff of Main Secretariat</p> <p>(i)Preparation and processing of pension papers of staff of Main Secretariat through 'Bhavishya' portal;</p> <p>(ii)Introduction of 'Bhavishya' to Media units and monitoring</p> <p>(iii)Monitoring and disposal of pension grievances through 'CPGRAMS' portal</p> <p>(iv)Monitoring and uploading of write ups from pensioners on 'ANUBHAV' portal</p>	<p>SO</p> <p>SO, US, DS/Dir.</p> <p>SO, US, DS/Dir.</p> <p>SO, US</p>	<p>US</p> <p>JS(P&A)</p> <p>JS(P&A)</p> <p>DS/Dir.</p>
02.	<p>Protocol arrangements in connection with the visits of Minister(s), Secretary and foreign VIPs.</p>	<p>Protocol Officer/SO</p>	<p>DS or Dir.</p>
03.	<p>Matters relating to hospitality in the Main Sectt.</p> <p>(i) Cases where prescribed ceiling under hospitality rules exceeds for lunch and dinner;</p> <p>(ii) Other cases viz. serving of tea etc in Deptt. meetings, Canteen Bills within the permissible limit;</p> <p>(iii) Serving of tea etc. in Deptt. meetings, Canteen Bills, etc.</p>	<p>SO, US, DS/Dir.</p> <p>SO, US</p>	<p>Secretary with concurrence of AS&FA.</p> <p>DS/Dir. (HoD)</p>

		SO,US	DS/Dir.
		SO,US	DS/Dir.
10	Purchase of Newspapers, reference books and magazines etc.	SO, US	DS/Dir.
11	Payment of entertainment bills in respect of Ministers/Officers of the Ministry	SO, US	DS/Dir.
12	Misc. matters relating to Independence Day and Republic Day Celebrations	SO	US
13	Parliament Questions relating to the subject matters dealt with in Admn.I	SO, US, DS/Dir., JS(P&A), Secretary	HMIB
14	RTI Matters relating to the subject matters dealt with in Admn.I	SO	US
15	VIP references on the subject matters dealt with in Admn.I	SO, US	DS/Dir.
16	Deployment of staff for duty on holidays and after office hours for parliament work etc.	SO	US

ADMN. II/IV SECTION

Sl. No.	Classof Cases	Channel of Submission	Level ofFinal Disposal
1.	Appointments/ Relieving:-		
	(a) Officers appointed under Central Staffing Scheme, Senior Economic Adviser, Economic Adviser, etc.	SO(A)/US(A)/ DS(A) or Dir(A)/JS(A)/ Secretary	Minister
	(b) Officers of the level of Under Secretary(Group 'A') and above and Dir(OL), DD(OL), AD (OL), etc.	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
	(c) AllGroup 'B' (Gazetted)and(Non-Gazetted)officers, SHTincluding all Gazetted andNon-Gazetted isolated posts, etc.	SO/US(A)/DS(A) or Dir(A).	JS(A)
	(d) All Group 'C' posts including isolated posts, etc.	SO/US(A)	DS(A) or Dir(A)
	(e) Compassionate Appointment in LDC Grade	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
	(f) Formal staff in O/o HMIB/HMSIB	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
2.	Promotions through DPC:-		
	(a) All Group 'B' (Gazetted) & (Non-Gazetted)posts	SO/US(A)/DS(A) or Dir(A)	JS(A)
	Note:- DS/Dir.(A)is the Chairman of the DPC which recommends the promotion & the recommendations are required to be approved by the next superior officer.		
	(b) All Group 'C' posts	SO/US(A)	DS(A) or Dir(A)
	Note :US(A) is chairman of the DPC which recommends the promotion. The recommendations are to be approved by the next superior officer.		
3.	Resignation:-		

	(a)	All Group 'A' Officers	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
	(b)	All Group 'B' (Gazetted) officers including all Gazetted isolated posts	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
	(c)	All Group 'B'(Non-Gazetted) Officers including all non-gazetted isolated posts	SO/US(A)/DS(A) or Dir(A)/ JS(A)	Secretary
Note: Since appointments and promotions to the Assistant Grade require approval of JS(A) vide 1(c) & 2 (b) above, resignations will also be approved by JS(A).				
	(d)	All Group 'C'	SO/US(A)	DS(A) or Dir(A)
4.	Voluntary Retirements:-			
	(a)	All Group 'A' Officers and all Group 'B'(Gazetted) Officers	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
	(b)	All Group 'B' (Non Gazetted) Officers	SO/US(A)/DS(A) or Dir(A)	JS(A)
	(c)	All Group 'C' posts	SO/US(A)	DS(A) or Dir(A)
5.	Transfer/Posting:-			
	(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister
	(b)	DS or Director and equivalent	SO/US(A)/DS(A) or Dir(A)/ JS(A)	Secretary
	(c)	US and Equivalent	SO/US(A)/DS(A) or Dir(A)	JS(A)
	(d)	SO and equivalent	SO/US(A)	DS(A) or Dir(A)
	(e)	All Group 'B' (Non-Gazetted) Officers and all Group 'C' posts	SO(A)	US(A)
6.	Leave Matters:-			
	(I)	All other kinds of Leave (except Study Leave) on the recommendations of Controlling Officers and admissibility of such leave		
	(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/ JS(A)/ Secretary	Minister

	(b)	Dir and equivalent	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
	(c)	US and equivalent	SO/US(A)/DS(A) or Dir(A)	Director/DS(A)
	(d)	Group 'B' (Gaz.) + (Non Gaz.)	SO(A)	US(A)
	(e)	All Group 'C' staff	SO(A)	US(A)
	(II)	Study Leave		
	(a)	For all Group 'A'	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	Minister
	(b)	For all Group 'B' (Gazetted and Non Gazetted) officers	SO/US(A)/DS(A) or Dir(A)	JS(A)
	(c)	Group 'C' posts	SO/US(A)	Director/DS(A)
7.	Completion of Probation period and confirmation:-			
	(a)	All Group 'B'(Non-Gazetted) officers	SO/US(A)/DS(A) or Dir.(A)	DS(A) or Dir(A)
	Note: Dir.(A)/DS(A)is the Chairman of the DPC which recommends completion of the probation period and confirmation. Recommendations of the DPC are to be approved by JS(A)			
	(b)	All Group 'C' posts	SO/US(A)	Dir.(A)/DS(A)
	Note:US(A) is Chairman of the DPC and its recommendations are to be approved by the next superior officer			
8.	Finalisation of Seniority List:-			
	(a)	Group 'C' posts	SO/US(A)/DS(A) or Dir(A)	JS(A)
	DOPT is now maintaining seniority list on centralised basis of Group A' and B employees of CSS and CSSS			
9.	Fixation of Pay:-			
	(a)	US and above	SO/US(A)	Dir/DS(A)
	(b)	Upto SO	SO(A)	US(A)
	(c)	Pay related cases which require DOPT's/ DOE's clarification /approval	SO/US(A)/DS(A) or Dir(A)	JS(A)

10.	Release of annual Increment:-		
(a)	For all officials in Main Sectt. under administrative control of Admn.II/IV	SO(Admn.II/IV)	SO(AdmnII/IV)
(b)	Release of increment withheld on account of typewriting tests of Assistants and LDCs	SO(Admn.IV)/US(A)	DS(A)/ Dir(A)
11.	Forwarding of application for Open Examination:-	SO	US(A)
12.	Deputation Cases:-		
I.	Forwarding of applications:-		
(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	Minister
(b)	Dir/DS/US	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	DoPT
(c)	Group 'B' (Gaz + Non Gaz)	SO/US(A)/ DS(A) or Dir(A)	JS(A)
(d)	All Group 'C' posts	SO(Admn.II/IV)/US(A)	Dir/DS(A)
II.	Extension of tenure for deputation posts:-		
(a)	Fourth Year	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
(b)	Fifth Year	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	Minister
III.	Cadre clearance for extension of tenure in ex-cadre posts:-		
(a)	ForSO/DO/PS	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
(b)	For Asstts, UDCs &LDCs	SO/US(A)	JS(A)

13.	Permission/Prior Sanction/Approval under various provisions of Conduct Rules:-		
(a)	Secretary	SO/US(A)/DS(A) or Dir(A) /JS(A) /Secretary	Minister
(b)	AS and JS	SO/US(A)/DS(A) or Dir(A) /JS(A)	Secretary
(c)	Dir/DS	SO/US(A)/DS(A) or Dir(A)	JS(A)
(d)	US and Group 'B' (Gazetted) and (Non-Gazetted) and All Group 'C' posts	SO/US(A)	DS(A) or Dir(A)
14.	Identity Certificate for Passport:-		SO/US(A)
			DS(A) or Dir(A)
15.	Applications for Transfer to other offices:-		
(a)	Group 'B' (Gazetted & Non Gazetted)	SO/US(A)/DS(A) or Dir(A)	JS(A)
(b)	All Group 'C' posts	SO/US(A)	Dir/DS(A)
16.	Retirement after Review under FR56(j):-		
(a)	For Group 'A' Officers and cases where President is Appointing Authority	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	Minister
(b)	For Group 'B'(Gazetted) officers than those mentioned in item (a)	SO/US(A)/DS(A) or Dir(A)/JS(A)	Secretary
(c)	For Group 'B' (Non-Gazetted) officers other than those mentioned in item (a)	SO/US(A)/DS(A) or Dir(A)	Dir/DS(A)
(d)	For Group 'C' posts	SO/US(A)	DS(A) or Dir(A)
	Note: The Review Committees in cases at (b)&(c) are to be headed byJS(A).		

17.*	Creation etc. of posts in Main Sectt. (Rule 11-14 of DFPR):-		
I.	Creation:-		
(a)	<u>Permanent posts</u> i) JS and above. ii) Group 'A' posts below JS level and Group 'B' posts iii) Group 'C' posts	SO/US(A)/DS(A) Dir(A)/JS(A)/ Secretary	or FA/ Minister
(b)	<u>Temporary posts</u> i) JS and above ii) Group 'A' posts below JS iii) Group B&C posts		
II.	Continuation of temporary posts:-		
(a)	JS and above	SO/US(A)/DS(A) Dir(A)/ JS(A)/FA/Secretary	or Minister
(b)	Group 'A' posts below JS	SO/US(A)/DS(A) Dir(A)/ JS(A)/FA	or Secretary
(c)	Group B& C posts	SO/US(A)/DS(A) Dir(A)/ JS(A)/FA	or Secretary
III.	Conversion of temporary posts into permanent:-		
(a)	JS and above	SO/US(A)/DS(A) or Dir(A)/ JS(A) /FA/Secretary	Minister
(b)	Group 'A' posts below JS	SO/US(A)/DS(A) or Dir(A)/ JS(A)/FA	Secretary
(c)	Group 'B' & 'C' posts	SO/US(A)/DS(A)	or Secretary

			Dir(A)/ JS(A)/FA	
	IV.	Abolition of posts:-		
	(a)	<u>Permanent posts</u> i) Group 'A' posts below JS level and Group 'B' posts ii) Group 'C' posts	SO/US(A)/DS(A) Dir(A)/JS(A) /FA/Secretary	or Minister
	(b)	<u>Temporary posts</u> i) JS and above ii) Group 'A' posts below JS iii) Group 'B' & 'C' posts	SO/US(A)/DS(A) Dir(A)/JS(A) /FA/Secretary	or Minister
18.	Framing/amendment of Recruitment Rules:-			
	(a)	Heads of Department and Organised Services	SO/US(A)/DS(A) Dir(A)/JS(A) / Secretary	or Minister
	(b)	Posts in Group 'A' & 'B'	SO/US(A)/DS(A) Dir(A)/JS(A)	or Secretary
	(c)	Posts in Group 'C'	SO/US(A)/DS(A) or Dir(A)	JS(A)
19.	Awards:-			
	(a)	Bharat Ratna/Padma Awards	SO/US(A)/DS(A) or Dir(A)/JS(A)/ Secretary	Minister
	(b)	Other Awards	SO/US(A)/DS(A) or Dir(A)	JS (A)

* For item No. 17, approval of IFD, M/o Finance and DOP&T to be obtained as required under Rules specially under Rule 11-14 of Delegation of Financial Power Rules (DFPR).

ADMN.III SECTION

<i>Sl.No.</i>	<i>Class of Cases</i>	<i>Channel of submission</i>	<i>Level of Final Disposal</i>
1.	Release of Grant-in-aid to Recreation Club	SO/US	HOD
2.	Appointment of Authorized Medical Attendant for Non-CGHS areas	SO/US	HOD
3.	Deptt. Council Meetings	SO/US/HOD/JS(A)/AS	Secretary
4.	Office Council Meetings	SO/US/HOD	Secretary
5.	Recognition of Service Association	SO/US/HOD/JS(A)/AS/Secretary	Minister
6.	Award of AMCs for FAX/RAX Machines/Elect./Manual Typewriter/Hot & cold arrangement, Photocopiers electronic duplicating machines and other office equipment, computer/printer/UPS	SO/US	HOD
7.	Release of funds under Plan/Non-Plan for construction of Soचना Bhavan	SO/US/HOD	JS
8.	Purchase of :furniture/fixtute of office equipment like Computers/Printers/UPS, Photocopier, Franking machine, fax machine, Elect. Duplicating Machine, Sheddars KTS systems etc. bicycle, staff cars. Purchase of sundry items, stationary, printing material, officer stamps and expenditure related to laundry.	SO/US	HOD
9.	Postal/Telephone charges, issue of CGHS/Library cards	SO	SO

10.	Purchase & Supply of liveries	SO/US	HOD
11.	Freight & Demurrage	SO	Head of Office
12.	Identity Cards :		
	(i) For officials entitled to Identity Card on A/C of their working in Security Zone	(i)SO	(i)Head of Office
	(ii) For employees out of Security Zone		
	(iii) For Non-official Pass	(ii)SO/US/HOD	
	(iv) Other VIPs like retired Secys. etc./Co-Executives	(iii)SO/US	(ii)JS(A)
	(v) Pensioners I-Card those who retired from Main Sectt.	(iv)SO/US/ HOD/JS	(iii)HOD (iv)Secretary
		(v)SO/US	(v)US

13.	All general arrangements in connection with the proper maintenance of office, care taking arrangements, general cleanliness in Main Sectt.	SO/US	HOD
14.	Office accommodation and residential accommodation for officers & officials	SO/US	HOD
15.	General Staff Welfare	SO/US	HOD
16.	Hiring of the Contractual Staff(MTS)	SO/US/HOD/ JS(A)/IFD	Secretary
17.	Hiring of the vehicles	SO/US/HOD/ JS(A)/IFD	Secretary

OFFICIAL LANGUAGE UNIT

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1	Translation from English into Hindi and vice-versa.	AD (OL)/DD (OL)/DIRECTOR (OL)	Presently JD (OL)
2	Implementation of orders in regard to Progressive use of Hindi issued by the Department of Official Language (Ministry of Home Affairs) from time to time.	AD (OL)/DD (OL)/DIRECTOR (OL)	Presently JD(OL)
3	Co-ordination, security and follow-up action on quarterly progressive reports in regard to progressive use of Hindi received from the Media Units & Sections of the Ministry.	AD (OL)/DD (OL)/DIRECTOR (OL)	Presently JD(OL)
4	Circulation of various circulars and instructions in regard to progressive use of Hindi received from the Department of Official Language, Ministry of Home affairs, from time to time.	AD (OL)	AD (OL)
5	Collection, compilation and forwarding the information in regard to various matters connected with Hindi to the Deptt. of Official Language as asked for by them from time to time.	AD (OL)	AD (OL)
6	Hindi Advisory Committee and Official Language Implementation Committee of the Ministry.	AD (OL)/DD (OL)/DIRECTOR (OL)	HMIB/JS
7	Matters connected with the Central Hindi Committee, Parliamentary Committee on Official Language, Central Official Languages Implementation Committee. Official Language Implementation Committee of the Media Units and other Misc. Committee.	AD (OL)/DD (OL)/DIRECTOR (OL)	HMIB/JS
8	Annual assessment report for accelerating the spread and	AD (OL)/DD (OL)/DIRECTOR	JS

	development of Hindi and its progressive use for various official languages.	(OL)	
9	Maintenance of the roster of the staff of the Ministry for the purpose of training in Hindi typewriting and Hindi Stenography.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
10	Nomination of officials of the Ministry for training in Hindi, Hindi typewriting and Hindi Stenography and to ensure their attendance in the classes.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
11	Watch the progress regarding nomination of officials by the Media Units for training in Hindi, Hindi typewriting and Hindi Stenography.	AD (OL)/DD (OL)/DIRECTOR (OL)	Presently JD (OL)
12	Nomination of officials of the Ministry for intensive training in Hindi and watch the progress in this behalf in respect of Media Units.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
13	Result of Hindi examinations.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
14	Parliament Questions/Assurances/VIP/MP/ PMO references, audit objections on the above subjects.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
15	Publication of Hindi Patrika.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
16	Organization of Hindi Workshops.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS
17	Participation in Hindi Conference/ Workshops organized by various Media Units/NGO.	AD (OL)/DD (OL)/DIRECTOR (OL)	JS

CASH SECTION

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Grant of GPF Advance/Withdrawal & Final Payment (a) For Gazetted (b) For Non-Gazetted	DDO/HOO DDO	HOD HOO
2.	Computer Advance	DDO/HOO	HOD
6.	House Building Advance	DDO/HOO	HOD
7.	L.T.C. Advance	DDO	HOO
8.	Leave Salary Advance	DDO	HOO
9.	Sanction of Children Education Allowance	DDO	HOO
10.	Reimbursement of conveyance hire	DDO	DDO
12.	TA Bills	DDO	HOO
13.	Reimbursement of Medical expenses	DDO/HOO	HOD
14.	Preparation of Pay bills/supply bills/contingent bills/TA/Air India bill/OTA/Medical bills etc.	DDO	DDO

15.	Preparation of Budget Estimate in r/o Main Sectt.	DDO/HOO/HOD	JS
16.	Advance of pay on transfer	DDO	HOO
17.	TA bill of Ministers	DDO/HOD	Minister concerned
18.	Pay Bill of Ministers	DDO	HOO
19.	Preparation of bills in r/o hospitality, Grant-in-aid publication, Rent and Taxes, construction of Sochna Bhawan including minor works	DDO	DDO
20.	Maintenance of GPF a/c. of all employees whose pay etc. are drawn by DDO	DDO	DDO
21.	Maintenance of GPF/CGEGIS on retirement/Death/Resignation etc. of all employees whose pay etc. are drawn by DDO	DDO/HOO DDO/HOO	HOD HOD
22.	Reconciliation of expenditure figures with both the P&AO(MS and P&AO (IRLA)	DDO	DDO
23.	Preparation of monthly expenditure statement and submission to B&A Section	DDO	HOO
24.	Preparation of consolidated income-tax returns	DDO	Salary circle Income-tax Officer
25.	Circulation of orders/guidelines received from other Deptt./Ministries on subject dealt with in Cash Section	DDO	DDO
26.	Advance in connection with natural calamities	DDO	DDO

Note : (i) DS or Dir. of Main Secretariat has been declared as Head of the Department (HOD) for the Main Sectt. Under Rule 3(F) of the DFPR, 1978

ii) US (Admn.) has been declared as the Head of Office (HOO) for the Main Sectt.. under Rule 14 of the DFPR, 1978.

VIGILANCE SECTION

Vigilance cases are quasi-judicial which involve exercise of statutory powers by the concerned appointing/disciplinary authorities. The level of disposal of complaints, disciplinary, appeal/revision/review cases prescribed in CCS(CC&A) Rules,1965 and Vigilance manual are being followed by the Vigilance section.

BROADCASTING –I WING

BC-I SECTION

Sl. No .	Nature of cases	Existing Channel of Submission and Level of disposal	Channel of Submission and Level of disposal
1.	Complaints/grievance petition against satellite T.V. channels on misleading advertisements-		
	(i) Obtaining CDs and Comments from EMMC	SO>US	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US>DS/Dir.	SO>US
2.	Report of EMMC about violation/gross violation by private TV Channels on misleading advertisements -		
	(i) Obtaining CDs and comment from EMMC	SO>US	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US>DS/Dir.	SO>US
	(iii) Submission of observation of Ministry on the basis of CDs and comments received from EMMC/concerned channels.	SO>US>DS/Dir.	SO>US>DS/Dir.>JS
3.	Referring the complaints/grievance petition to ASCI on misleading advertisements.	(i)SO>US>DS/Dir.	SO>US>DS/Dir.
		(ii) SO>US>DS/Dir.>JS (For deciding course of action as to whether the matter is referred to ASCI in case the	ii) SO>US>DS/Dir.>JS (For deciding course of action as to whether the matter is referred to ASCI in case the matter is serious.

		matter is serious.	
4.	Submission of cases for placing before IMC for its recommendations	SO>US>DS/Dir.>JS>AS	SO>US>DS/Dir.>JS>AS
5.	Submission of agenda of IMC meetings for approval	SO>US>DS/Dir.>JS	SO>US>DS/Dir.>JS
6.	Approval of minutes of IMC meetings	SO>US>DS/Dir.>JS>AS	SO>US>DS/Dir.>JS>AS
7.	Issuance of SCN/Advisory/Warning/Directive/Order to TV Channels	SO>US>DS/Dir.>JS>AS>Secy. (Secretary may refer the file to Minister if the matter so warrants.	Being re-worded and the items being segregated (Referred to below).
8.	VIP Reference		
	(i) Obtaining CDs and comments from EMMC	SO>US	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US>DS/Dir.	SO>US
	(iii) Final reply	SO>US>DS/Dir.>JS>AS>Secy>Hon'ble Minister	SO>US>DS/Dir.>JS>AS>Secy>Hon'ble Minister
9.	RTI Application		
	(i) Information to be provided for original RTI Application	SO>US (CPIO)	SO>US (CPIO)
	(ii) Information to be provided after Appeal	SO>US>DS/Dir>JS	SO>US (CPIO)>DS/Dir.
10.	Policy Matters (Except requiring legislation)	SO>US>DS/Dir.>JS>AS>Secy.	SO>US>DS/Dir.>JS>AS>Secy.
11.	Parliament Question		
	(i) Furnishing inputs/comments within broadcasting.	SO>US>DS/Dir.	SO>US>DS/Dir.>JS
	(ii) Sending inputs/comments/material to other wings of Ministry/other Ministries	SO>US>DS/Dir.>JS	SO>US>DS/Dir.>JS
12.	Sending reply to the complainant in cases where the action has already been taken.	SO>US>DS/Dir.	SO>US
13.	Complaint/grievance petition against private FM Radio Channels		
	(i) Obtaining CDs and comments from BECIL or the FM Radio channels concerned.	SO>US	SO>US

	(ii) Placing the matter before IMC for its consideration/recommendations	SO>US>DS/Dir.>JS>AS	SO>US>DS/Dir.>JS>AS
	(iii) Issuance of SCN/Advisory/Warning/Directive/Order	SO>US>DS/Dir.>JS>AS>Secy. (Secretary may refer the file to Minister if the matter so warrants)	Being re-worded and the items being segregated. (Referred to below)
	Note : Secretary may refer the matters to Hon'ble Minister as per his/her discretion or if the matter so warrants.		
	Fresh items		
14	In case of complaints of routine, non-specific nature wherein no violation of Programme or Advertising Code is found, such cases are closed & if felt necessary, complainants/petitioners are also informed.	Fresh	SO>US>Dir>JS
15	In respect of specific cases of violation of Programme & Advertising Codes: If there is a prima facie violation, then the complaint is referred to the ASCI to process. Then the matter is decided accordingly.	Fresh	SO>US>Dir>JS
16	Keeping in view sensitivity or urgency of the case, complaint against advertisement is not sent to ASCI and the Ministry itself initiates action against the channel.	Fresh	SO>US>Dir>JS>AS>Secy.
17	The matters pertaining to TV content, FM content or other related matters are placed before the IMC for its consideration/recommendations.	Fresh	SO>US>Dir>JS>AS
18	Issuance of advisory/directory/warning to TV channels	Fresh	SO>US>Dir>JS>AS>Secy.
19	Issuance of orders to TV channels for running apology scrolls, submitting undertakings, etc.	Fresh	SO>US>Dir>JS>AS>Secy.
20	Acceptance or non-acceptance of decision/comments furnished by	Fresh	SO>US>Dir>JS

	self-regulatory body(ASCI) on the complaints.		
21	Issuance of SCN to FM radio stations for advertisement violation	Fresh	SO>US>Dir>JS
22	Issuance of advisory/directory/warning to FM radio stations	Fresh	SO>US>Dir>JS>AS>Secy.
23	Referring the cases of violation recommended by Scrutiny Committee to ASCI	Fresh	SO>US>Dir>JS
24	Comments on Cabinet Notes/Matters	Fresh	SO>US>Dir>JS>AS>Secy.
25	Inter-Ministerial Monitoring Committee (IMMC) meeting on misleading advertisement.	Fresh	SO>US>Dir>JS>AS.
26	World Intellectual Property Organization (WIPO)- Standing Committed on Copyright and Related Right (SCCR) meeting.	Fresh	SO>US>Dir>JS>AS>Secy.
27	Regional Comprehensive Economic Cooperation (RECP) meeting.	Fresh	SO>US>Dir>JS>AS
28	Providing Inputs for various MOU between India and Other Countries	Fresh	SO>US>Dir>JS
29	Administrative/ Financial work of Electronic Media Monitoring Center (EMMC)	Fresh	SO>US>Dir>JS>AS>Secy.
30	Preparing material for examination of Demands for Grants.	Fresh	SO>US>Dir>JS>AS>Secy.
31	Preparing materials for Standing Committee of Parliament.	Fresh	SO>US>Dir>JS>AS>Secy.

32	Obtaining approval of IFD/ Secretary for Outsourcing Services Viz Housekeeping, Security and Hiring of Pvt. Vehicle for EMMC as per GFR 2017.	Fresh	SO>US>Dir>JS>AS>Se cy.

BC-II SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1	Parliament Question (Starred)	SO/US/Dir/JS/AS/Secy	HMIB
2	Parliament Question (Un-starred)	SO/US/Dir/JS/AS/Secy	MOS(I&B)
3	All matters related to Parliament Assurance, Standing Committee, Consultative Committee etc.)	SO/US/Dir/AS/Secy	MOS(I&B)
4	Calling for comments relating to Parliament questions etc.	SO/US	Director/JS
5	Scrutiny Committee matters/SCN	SO/US/Dir	JS
6	Warning/Advisory/ Order etc. relating to IMC matters	SO/US/Dir/JS/AS	Secretary
7	Para-wise comments relating to Court case in respect of content telecast on Private TV channel	SO/US/Dir	JS/AS
8	Counter Affidavit relating to Court case in respect of content telecast on Private TV channel	SO/US/Dir/JS	AS/Secy
9	Calling for comments in respect of court case	SO	US/Dir
10	Matter related to constitution of State/ District Level Monitoring	SO/US/Dir/JS	AS/Secy

	Committee regarding Broadcasting Content on Pvt. Satellite TV channels including FM channels and CRS		
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BC-III SECTION

Sl. No.	Nature of cases	Channel of Submission and Level of final disposal
1.	Complaints/grievance petition against satellite T.V. channels-	
	(i) Obtaining CDs and Comments from EMMC	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US
2.	Report of EMMC about violation/gross violation by private TV Channels-	
	(i) Obtaining CDs and comment from EMMC	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US
	(iii) Submission of observation of Ministry on the basis of CDs and comments received from EMMC/concerned channels.	SO>US>DS/Dir.>JS
3.	Referring the complaints/grievance petition to IBF (BCCC)s, NBA (NBSA) and ASCI	(i)SO>US>DS/Dir.
		ii) SO>US>DS/Dir.>JS (For deciding course of action as to whether the matter is referred to IBF/NBA/ASCI in case the matter is serious.
4.	Submission of cases for placing before IMC for its recommendations	SO>US>DS/Dir.>JS>AS
5.	Submission of agenda of IMC meetings for approval	SO>US>DS/Dir.>JS
6.	Approval of minutes of IMC meetings	SO>US>DS/Dir.>JS>AS
7.	Issuance of SCN/Advisory/Warning/Directive/Order to TV Channels	Being re-worded and the items being segregated (Referred to below).
8.	VIP Reference	

	(i) Obtaining CDs and comments from EMMC	SO
	(ii) Obtaining CDs and comments from TV channel	SO>US
	(iii) Final reply	SO>US>DS/Dir.>JS>AS>Secy>Hon'ble Minister
9.	RTI Application	
	(i) Information to be provided for original RTI Application	SO>US (CPIO)
	(ii) Information to be provided after Appeal	SO>US (CPIO)>DS/Dir.
10.	Policy Matters (Except requiring legislation)	SO>US>DS/Dir.>JS>AS>Secy.
11.	Parliament Question	
	(i) Furnishing inputs/comments within broadcasting.	SO>US>DS/Dir.>JS
	(ii) Sending inputs/comments/material to other wings of Ministry/other Ministries	SO>US>DS/Dir.>JS
12.	Sending reply to the complainant in cases where the action has already been taken.	SO>US
13.	Complaint/grievance petition against private FM Radio Channels	
	(i) Obtaining CDs and comments from BECIL or the FM Radio channels concerned.	SO>US
	(ii) Placing the matter before IMC for its consideration/recommendations	SO>US>DS/Dir.>JS>AS
	(iii) Issuance of SCN/Advisory/Warning/Directive/Order	Being re-worded and the items being segregated. (Referred to below)
	Fresh items	
14	In case of complaints of routine, non-specific nature wherein no violation of Programme or Advertising Code is found, such cases are closed & if felt necessary, complainants/petitioners are also informed.	SO>US>Dir>JS
15	In respect of specific cases of violation of Programme & Advertising Codes: i) If there is a prima facie violation, then the complaint is referred to the self-regulating agencies i.e.NBA or BCCC if the channel, in question, happens to be their Member.	SO>US>Dir>JS

	ii) If the channel is not Member of NBA or BCCC, then the Ministry initiates action against the channel; and SCN is issued to the channels (whether member or not).	SO>US>Dir.>JS
	iii) In some cases of violation or otherwise, the matter is disposed of without issuing any SCN to the channel.	SO>US>Dir>JS
	iv) Regardless of the fact that the channel is member of NBA/NBSA or IBF/BCCC, the Ministry initiates action against the channel, keeping in view sensitivity/urgency of the case.	SO>US>Dir>JS>AS>Secy.
17	Keeping in view sensitivity or urgency of the case, complaint against advertisement is not sent to ASCI and the Ministry itself initiates action against the channel.	SO>US>Dir>JS>AS>Secy.
18	The matters pertaining to TV content, FM content or other related matters are placed before the IMC for its consideration/recommendations.	SO>US>Dir>JS>AS
19	Issuance of advisory/directory/warning to TV channels	SO>US>Dir>JS>AS>Secy.
20	Issuance of orders to TV channels for running apology scrolls, submitting undertakings, etc.	SO>US>Dir>JS>AS>Secy.
21	Issuance of orders for taking the channels off air	SO>US>Dir>JS>AS>Secy. >MIB
22	Acceptance or non-acceptance of decision/comments furnished by self-regulatory bodies i.e. NBA, BCCC & ASCI on the complaints.	SO>US>Dir>JS
23	Issuance of SCN to FM radio stations for content violation	SO>US>Dir>JS
24	Issuance of advisory/directory/warning to FM radio stations	SO>US>Dir>JS>AS>Secy.
25	Issuance of orders for taking the FM radio stations off air	SO>US>Dir>JS>AS>Secy. >MIB
26	Referring the cases of violation recommended by Scrutiny Committee to NBA/BCCC if the channels happen to be their member channels.	SO>US>Dir>JS
27	Referring the cases of violation recommended	SO>US>Dir>JS

	by Scrutiny Committee to ASCI	
28	Referring the cases of violation recommended by Scrutiny Committee to NCPCR, NCW, etc.	SO>US>Dir>JS
29	Interaction with stakeholders on TRP related issues and holding of meetings with BARC on this subject.	SO>US>Dir>JS>AS>Secy.
30	Comments on Cabinet Notes/Matters	SO>US>Dir>JS>AS>Secy.

BP&L SECTION

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	Cable Television Networks (Regulation) Act, 1995 and Rules framed thereunder .. The Sports Broadcasting Signals (Mandatory sharing with Prasar Bharati) Act, 2007 and Rules framed thereunder.	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
2.	Grant of License to DTH operators, permission to HITS operators and registration to TRP agency.	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
3.	Final decision on TRAI recommendations including formulations / amendment of various policies.	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
4.	MP/VIP reference	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
5.	Parliament questions/ Assurances/ Standing/ Consultative committee references /Implementation of PAC recommendations/ Audit Paras on the subjects contained	SO/US/DS or DIR/JS(B)/AS(B)/Secretary	Minister*
6.	Court cases	SO/US/DS or DIR/JS(B)	Addl. Secretary
7.	Grievance relating to DTH/HITS/TRP/IPTV Services	SO/US/DS or DIR	JS(B-I)

8.	(a) RTI application (b) RTI Appeal	a) SO (b) SO/US(CPIO)	a) US(CPIO) (b) DS or Dir (Appellate Authority)
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*Note – Minister includes MOS as per existing delegations from time to time.

TV(INSAT) SECTION

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1	Permission to uplink New Channel	SO/US/DIR./JS/AS/Secy/ HMSIB/HMIB	HMIB
2	Permission to downlink New Channel	SO/US/DIR./JS/AS/Secy/ HMSIB/HMIB	HMIB
3	Lok Sabha/Rajya Sabha Questions	SO/US/DIR./JS/AS/Secy/ HMSIB/HMIB	HMIB
4	MP/VIP References	SO/US/DIR./JS/AS/Secy/ HMSIB/HMIB	HMIB
5	Grant of permission to operate Teleport in India	SO/US/DIR./JS/AS/Secy	Secretary
6	Mergers/Demergers proposal from TV Channels/Companies	SO/US/DIR./JS/AS/Secy	Secretary
7	Change in SHP/Ownership.	SO/US/DIR./JS/AS/Secy	Secretary
8	Matters relating to Wireless Planning & Coordination Committee (WPCC)	SO/US/DIR./JS/AS	AS
9	Renewal of Permission for TV Channels	SO/US/DIR./JS/AS	AS
10	Forex proposals	SO/US/DIR./JS/AS	AS
11	Cancellation of Permission	SO/US/DIR./JS/AS	AS
12	Matters relating to INSAT Coordination Committee (ICC)	SO/US/DIR./JS	JS (B-I)

13	Cabinet notes initiated by the Ministry of I & B	SO/US/DIR./JS	JS (B-I)
14	Comments on Cabinet Notes from other departments	SO/US/DIR./JS	JS (B-I)
15	Show Cause Notice to TV Channels for violation of Policy Guidelines	SO/US/DIR./JS	JS (B-I)
16	FIPB proposal	SO/US/DIR./JS	JS (B-I)
17	Permission for Change of Teleport	SO/US/DIR./JS	JS (B-I)
18	Permission for Appointment of Directors.	SO/US/DIR./JS	JS (B-I)
19	Permission for Change of Name/ Address of the Company/ Resignation of Director.	SO/US/DIR./JS	JS (B-I)
20	Permission for Change of Name, Logo, Mode of transmission and Language of TV Channel	SO/US/DIR./JS	JS (B-I)
21	Permission for Change of Category of TV channel.	SO/US/DIR./JS	JS (B-I)
22	Permission for Dual Illumination of TV channel	SO/US/DIR	JS (B-I)
23	Temporary Uplinking	SO/US/DIR	Director (BC)
24	Permission for Change of Satellite	SO/US/DIR	Director (BC)
25	Permission for Hiring of DSNG Vans.	SO/US/DIR.	Director (BC)

DAS SECTION

S. No	Class of Cases	Channel of submission	Level of Final Disposal
1.	Registration to Multi System Operators	SO/US/DS/JS(B)	AS
2.	Court cases, relating to Cable TV Digitization.	SO/US/DS/JS(B)	AS
3.	FIPB in respect of various TV Distribution Platform.	SO/US/DS/JS(B)/AS	Secy.
4.	MP/VIP References/ Parliament Questions/ Assurances/ Standing Consultative Committee references/ Implementation of Das recommendations	SO/US/DS/JS(B)/ AS/Secy	Minister
5.	Complaints/Grievance petition received against Cable Operators etc.	SO/US	DS
6.	RTI Application	SO	US
7.	Financial inputs sent to B&A/PC Cell.	SO/US/DS	JS
8.	PMO references in respect of Cable TV Digitization.	SO/US/DS/JS(B)/AS	Secy

NEW MEDIA CELL

S. No	Class of Cases	Channel of submission	Level of Final Disposal
1.	RCE/EFC of Sub Scheme 'Social Media Platform'	SO/US/ADG(NMW)	JS(B-I)
2.	Approval of annual budget for implementation of Social Media Platform and signing of MoA with BECIL and extension thereof, if required	SO/US/ADG/JS(B-1)/ AS&FA	Secretary
3.	Administrative matters of New Media Wing beyond their delegated powers	SO/US/JS(B-1)	Secretary
4.	Financial matters of New Media Wing beyond their delegated powers	SO/US/JS(B-1)/ AS&FA	Secretary
5.	Budget Estimates, Revised Estimates and Final Grant in respect of NMW and sub-scheme Social Media Platform	SO/US/ADG	JS(B-I)
6.	Performance Budget	SO/US/ADG	JS(B-I)
7.	Release of fund to BECIL	SO/US/ADG/JS(B-1)	AS&FA
8.	Implementation of recommendations of Project Monitoring Committee	SO/US/ADG/JS(B-1)	Secretary
9.	Proposal relating to Social Media Publicity such as Talkathon, Facebook Live, IFFI coverage etc.	AD(NMW)/US(NMC)/ ADG(NMW)	JS(B-I)/ Secretary
10.	Redressal of grievances	SO/US/ADG	JS(B-I)

11.	RTI matters	SO/AD(NMW)	US
12.	Annual Plan and Annual Reports in respect of New Media Cell	SO/US/ADG	JS(B-I)
13.	Hiring of vehicle for New Media Cell	SO/US/SDG/JS(B-1)/AS&FA	Secretary
14.	Reports on performance of New Media Cell	SO/US/ADG	JS(B-I)
15.	Miscellaneous report and returns	SO/AD(NMW)	US

BROADCASTING –II WING

BC-IV SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1.	MP/VIP/PMO references	SO/DS/JS/AS/Secy.	MSIB/MIB
2.	Parliament Questions/Assurances/Calling Attention Notice etc.	US/DS/JS/AS/Secy.	MSIB/MIB
3.	Processing of proposals for acquisition/production of software for DD/AIR	US/DS/JS/AS/Secy.	MSIB/MIB
4.	Foreign deputation cases of DD/AIR and Prasar Bharati officials relating to AIBD, ABU and Sports coverage.	SO/US/DS/JS/AS/Secy.	MSIB/MIB
5.	Co-production agreements (MoUs) with other countries relating to DD/AIR programmes.	SO/US/DS/JS/AS/Secy	MSIB/MIB or Secretary (as the case may be)
6.	Matters relating to DD Kashir, DD Urdu, DD-NE (including Inter-Ministerial Committee for Kashir Channel)	SO/US/DS/JS/AS	Secretary
7.	Co-ordination/policy matters relating to programmes of AIR and Doordarshan	SO/US/DS/JS/AS	Secretary
8.	Standing Committee on IT/Consultative Committee references/Implementation of PAC recommendation/Court Cases/Audit paras on the subject contained herein.	SO/US/DS/JS/AS	Secretary
9.	Matters relating to Asia-Pacific Institute for Broadcasting(AIBD)/Asia Pacific Broadcasting Union(ABU)/Annual	SO/US/DS/JS/AS	Secretary

	subscription/Training Fund for AIBD		
10.	Grievance Petitions	SO/US/DS	JS(B-II)
11.	Routine request regarding sponsored/commissioned/royalty programmes including documentaries, telefilms, feature films for Doordarshan	SO/US	DS
12.	Forwarding of request for coverage of various functions/publicity matter	SO	US
13.	Processing of routine matters/proposals received from public on programme matter of Doordarshan/AIR	SO	US
14.	Forwarding of complaints regarding programme matters of Doordarshan as received from the members of public/organizations	SO	US
15.	RTI applications and appeals	SO	US(BC-IV/CPIO, DS(BC-IV)/Appellate Authority
16.	Forwarding of petitions received from PMO/President's Sectt/Vice President's Sectt.	Assistant Section Officer	SO

B (FIN.) SECTION

S.No.	Class of cases	Channel of submission	Level of final disposal
1.	Proposal for finalization of Budget Estimate (BE) and Revised Estimate (RE) Plan & Non Plan.	SO/US/DS/JS/AS	Secretary
2.	Release of Grants-in-aid Non-Plan to Prasar Bharati:	SO/ US / DS /JS	Secretary*
3.	Release of Grants-in-aid Plan to Prasar Bharati.	SO/ US / DS /JS	Secretary*
4.	Laying of Annual Report of Prasar Bharati in both the Houses of Parliament.	SO/ US / DS /JS / AS / Secretary	MSIB
5.	Laying of Annual Audited Accounts of Prasar Bharati in both the Houses of Parliament.	SO/ US / DS /JS / AS / Secretary	MSIB
6.	Outcome, output Budget from Prasar Bharati	SO/US/DS/JS/AS	Secretary
7.	Preparing material for examination of Demands for Grants	SO/US/DS/JS	AS
8.	Preparing materials for oral evidence for Standing Committee of Parliament and reply to the questionnaire received from Standing Committee.	SO/US/DS/JS/AS	Secretary
9.	Reply to the supplementary questionnaire received from Standing Committee	SO/US/DS/JS/AS	Secretary
10.	Issues related to Common Wealth Game 2010	SO/US/DS/JS/AS/ Secretary	HMIB
11.	Pay role audit/check audit of Prasar Bharati.	SO/US/DS/AS/ Secretary	Minister
12.	Implementation of Expenditure Management Commission's	SO/US/ DS/JS or AS	Secretary

	recommendation on Autonomous Bodies		
13.	Preparation of Cabinet Note for continuation of Plan & Non-Plan Grant in-aid to Prasar Bharati	DS/AS/ Secretary	Minister
14.	Proposal for supplementary Demands for Grants	SO/US/ DS	JS or AS
15.	Matters relating to Vehicle condemnation of Prasar Bharati.	SO/ US / DS /JS	Secretary*/M oF
16.	Parliament unstarred questions and assurances related to above cited work mentioned above.	SO/ US / DS /JS / AS	MSIB
17.	Parliament starred questions	SO/ US / DS /JS /AS Secretary	Minister
18.	RTI and other miscellaneous work.	SO/US	DS
19.	MoU with Prasar Bharati on Financial Matters	SO/US/DS/JS/AS	Secretary

*In consultation with AS&FA

B(D) SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1.	Installation of AIR/DDN Stations.	SO/US/DS or DIR/JS(B)	AS(B)
2.	Plan Schemes (Hardware) – viz. Formulation/review etc.	SO/US/DS or DIR / JS(B) / AS(B)	As per delegated power for approval.
3.	Special packages for expansion of AIR/DD network in specific regions.	SO/US/DS or DIR/JS(B) /AS(B)	Secretary
4.	Determination of land requirement /acquisition of site.	SO/US/DS or DIR / JS(B) / AS(B)/Secretary	Minister
5.	Security of installations of AIR/DDN and liaison with MHA.	SO/US/DS or DIR/ JS(B)/ AS(B)	Secretary
6.	Approval of development projects of AIR/DD including those for upgradation, replacement and modernization.	SO/US/DS or DIR/JS(B) /AS(B)	As per MoF guidelines.
7.	Monitoring of performance of Prasar Bharati including plan schemes and individual projects.	SO/US/DS or DIR / JS(B)	AS(B)/Secretary
8.	BECIL.	SO/US/DS or DIR / JS(B) / AS(B)/Secretary	Minister
9.	Deputation of officials abroad for inspection of equipment ordered, for attending seminars/conferences for training in broadcasting technologies.	SO/US/DS or DIR / JS(B) / AS(B)	As per MoF guidelines.
10.	Media strategy (Hardware).	SO/US/DS or DIR/JS(B) /AS(B)/Secretary	As per MoF guidelines.
11.	Research & Development matters.	SO/US/DS or DIR/JS(B)/ AS(B)	Secretary
12.	Technical Assistance to foreign countries regarding broadcasting facilities.	SO/US/DS or DIR/JS(B)/ AS(B)/Secretary	Minister

13.	Revision of Radio Regulations consequent upon decision of ITU.	SO/US/DS or DIR/ JS(B) / AS(B)	Secretary
14.	Preparation of EFC/FIB memo for various hardware schemes.	SO/US/DS or DIR/ JS(B) / AS(B)	As per MoF guidelines.
15.	Parliament Starred questions /Assurances /MPs /VIPs	SO/US/DS or DIR/JS(B) /AS(B)/Secretary	Minister
	Parliament Unstarred questions.	SO/US/DS or DIR/JS(B) / AS(B)	MOSIB
16.	Audit Paras/Court Cases.	SO/US/DS or DIR	JS(B)
17.	Standing Committee.	SO/US/DS or DIR/JS(B) /AS(B)	Secretary
18.	Consultative Committee References.	SO/US/DS or DIR/JS(B) /AS(B)/Secretary	Minister
19.	PAC recommendations on the subjects mentioned above.	SO/US/DS or DIR/JS(B) /AS(B)	Secretary
20.	Allocation/earmarking of frequency in respect of AIR/DDN.	SO/US/DS or DIR	JS(B)

BA-E SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1	Framing of Recruitment rules & amendments of post in Prasar Bharati-Group 'A' (Deemed deputation posts)	SO/US/DS or DIR/JS(B)/AS	Minister
2	Recruitment rules of post in Prasar Bharati – Group 'B'	SO/US/DS or DIR/JS(B)/AS	Secretary

	(Deemed deputation posts)		
3	Recruitment rules of post in Prasar Bharati – Group ‘C’ (Deemed deputation posts)	SO/US/DS or DIR	JS (B)
4	Promotion to various Group ‘A’ posts	SO/US/DS or DIR/JS(B)/AS	Minister
5	Ad-hoc appointments in Prasar Bharati for Group ‘A’ posts	SO/US/DS or DIR/JS(B)/AS	Minister
6	Representations on service matters	SO/US/DS or DIR	JS (B)
7	Cases relating to pension	SO/US	DS
8	References received from MLAs/MPs/VIPs/PMO	SO/US/DS or DIR/JS(B)/	Minister
9	Court cases for vetting	SO/US/DS or DIR	JS (B)
10	Affidavit for deleting name of Secretary, I&B from the list of Respondents.	SO/US	DS/DIR
11	Parliament Questions and Assurances	SO/US/DS or DIR/JS(B)/AS	Minister
12	Preparation of briefs for consultative committee	SO/US/DS or DIR	JS (B)
13	Legal fee to Govt. Counsels	SO/US	DS/DIR
14	Deputation of Group ‘A’ posts i). Forwarding of application ii). Cadre clearance for proceeding on Deputation iii). Extension of tenure for Deputation: a). Normal period (up-to 3 years) b). 4 th Year	SO/US/DS or DIR SO/US/DS or DIR/JS (B)/AS/ Secretary SO/US/DS or DIR DIR/JS(B-II)	JS (B) Minister Secretary

	c). 5 th Year	DIR/JS(B-II)	Secretary Minister
15	General references to DOP&T / Law/Finance/ Deptt. of pension etc. on establishment matters / court matters	SO/US/DS or DIR	JS (B)
16	Creation / abolition of posts	SO/US/DS or DIR JS(B)/AS/ Secretary	Minister
17	Training	SO/US/DS or DIR/JS(B)/AS	Secretary
18	Action Taken Notes on the recommendations of Parliamentary Standing Committee and other Parliamentary Committees	SO/US/DS or DIR/JS(B)/AS	Secretary
19	Implementation of SIU recommendations	SO/US/DS or DIR/JS(B)/AS/ Secretary	Minister

BA-P SECTION

Sl. No.	Class of Cases	Channel of submission	Level of final disposal
1	Promotion to various Group A posts	US/DS/JS/AS/ Secretary	Minister
2	Appointment of Members of Prasar Bharati Board.	SO/DS/JS/AS/ Secretary	Minister
3	Parliament Questions and Assurances	US/DS/JS/AS/ Secretary	Minister
4	Approval of Service Conditions of Prasar Bharati Employees/ Member of Board	US/DS/JS/AS/ Secretary	Minister
5	Approval of Recruitment Rules/Regulations of posts in Prasar	US/DS/JS/AS/	Minister

	Bharati- Group 'A' service i.e. IBPS/PBPS.	Secretary	
6	Revival of vacant posts which have been considered as deemed abolished after one year.	US/DS/JS/AS/Secretary	Minister
7	References received from MPs/VIPs	SO/DS/JS/AS/Secretary	Minister
8	Filing of affidavit in Contempt Cases	US/DS/JS/AS	Secretary
9	Approval of Recruitment Rules/Regulations of posts in Prasar Bharati-Group 'B' and Group 'A' officers other than IBPS/PBPS.	US/DS/JS/AS	Secretary
10	Files to be referred to DoPT for advice.	US/DS/JS/AS	Secretary
11	Action Taken Notes (ATN) for Consultative Committee/Standing Committee/ other Parliamentary Committees to be sent to Lok Sabha/Rajya Sabha Secretariat	US/DS/JS/AS	Secretary
12	Inter-Ministerial consultation for framing/amendment of Recruitment Rules/Regulations of posts in Prasar Bharati (all categories)	SO/US/DS	JS
13	Consultation regarding Parliament Questions, Assurances, Parliamentary Committees, VIP ref.	SO/US/DS	JS
14	Approval of Recruitment Rules/Regulation of posts in Prasar Bharati-Group C&D	SO/US/DS	JS
15	Inter-Ministerial consultation for framing of service Conditions of Prasar Bharati Employees/ Members of Board	SO/US/DS	JS
16	Processing the DPC proposals for promotion and ad-hoc promotions of various posts of Prasar Bharati and Inter-Ministerial consultations with UPSC, M/o Finance etc.	SO/US/DS	JS

17	Court Cases for vetting	SO/US/DS	JS
18	Approval of para-wise comments/ Affidavit and Counter Affidavit and filing of Appeals	SO/US/DS	JS
19	Affidavit for deleting the name of Secretary (I&B) from the list of Respondents.	SO/ US	DS
20	Preparation of briefs/Action Taken Notes (ATN) for Consultative Committee/Standing Committee/ other Parliamentary Committees to be sent within the Ministry	SO/US/DS	JS
21	Forwarding of applications/ cadre clearance	SO/US/DS	JS
22	General references to Department of Pension/Ministry of Law/ Ministry of Finance etc. on establishment matters	SO/US/DS	JS
23	Processing of advices sought by PB on personnel matters	SO/US/DS	JS
24	Representations/Grievances of services matters where Ministry is concerned	SO/US/DS	JS
25	Cases relating to Pension	SO/US	DS
26	Disposal of Appeals under RTI	SO	DS (Appellate Authority)
27	Updation of web-sites	SO/US	DS
28	Representation/Grievances where Ministry is not concerned	SO	US
29	Disposal of applications under RTI.	SO	US (CPIO)

COMMUNITY RADIO STATION CELL

S.NO	Class of Cases	Channel of submission	Level of final disposal (Existing)	Level of final Disposal (Proposed)
1.	Scrutiny and putting up of applications for grant of permission for setting up Community Radio Stations to Educational institutions/NGOs/SAUs/KVKs/ ICAR institutions & Public trusts etc. and seeking clarification/ remaining documents.	Asstt. /US (CRS)	DD(CRS)	US(CRS)
2.	Approval for forwarding the applications for clearance to MHA, MHRD, MOD, ICAR & WPC etc. for comments/clearances	Asstt. /US (CRS)	DD(CRS)	US(CRS)
3.	Correspondence with institutions/organizations and above agencies.	Asstt. /US (CRS)	DD(CRS)	US(CRS)
4.	Permission for issue of letter of intent after approval by IMC	Asstt./US(CRS) /Director	Director	Director
5.	Approval for signing Grant Permission Agreement (GOPA)	Asstt./US(CRS)	DD(CRS)	US(CRS)
6.	Disposal of Unstarred Parliament Questions both Lok Sabha & Rajya Sabha	Asstt. /us(CRS)/Direct or/JS(B)/AS/ Secretary	HMOSIB	HMIB
7.	Approval of Supplementary for Starred Question	Asstt. /US(CRS) Director/JS(B)/	HMIB	No Change

		AS/Secretary		
8.	Disposal of VIP/MP reference	Asstt. /US(CRS)/ Director/JS(B)	HMOSIB	NO Change
9.	Disposal of PMO reference	Asstt. /US(CRS)/ Director/JS(B)	JS(B)	JS(B)
10.	Approval/disposal of RTI applications	Asstt.US(CRS)	DD(CRS)	CPIO/US(CRS) AA/Dir(CRS)
11.	Approval of Status report/Data base for Monitoring and putting up on the Website.	Asstt.US(CRS)	Director	Director
12.	Approval of Cabinet Note etc.	Asstt. /US(CRS)/Director/JS(B)/AS/Secretary	HMIB	No change
13.	Approval for dates, location & agency for Regional/State level/National level consultations/workshops & Capacity building workshops for creating awareness about CRS-IEC activities.	Asstt. /US(CRS) Director/JS(B)/AS	Secretary (I&B)	No change
14.	Approval for organizing the consultations & correspondence with various agencies	Asstt./US(CRS) Director	JS(B)	No change
15.	Matters relating to content violation	Asstt./US(CRS)/ Director	JS(B)	No change
16.	Violation of terms & conditions of the agreement and consideration of general complaints.	Asstt./US(CRS)/ Director	JS(B)	No change
17.	Revocation of permission in case of violation of GOPA.	Asstt./US(CRS) Director/JS(B)/AS	Secretary (I&B)	No change
18.	Approval of organizing Inter	Asstt./US(CRS)	Secretary	No change

	Ministerial Committee Meetings	Director/JS(B)/ AS	(I&B)	
19.	Approval for financial assistance to operational Stations	Asstt/APD(PMU) /US/DIR/JS	Secretary (I&B)	JS

FM CELL

S. No	Subject of Cases	Channel of Submission	Level of Disposal
1	Initiation of Cabinet notes on private FM matters	DD/DS/JS(B-II)/AS/ Secretary	Minister
2	Framing of terms and conditions for License, Issue of tenders, Evaluation, Selection of Licensees, Grant of Permission to the Company	DD/DS/JS(B-II)/AS/ Secretary	Minister
3	Matters relating to changes in shareholding pattern resulting in change in ownership	SO/DD/DS/JS(B-II)/AS/ Secretary	Minister
4	MP/VIP/PMO references on the subject contained herein (excepting matters involving policy issue. Policy issue files to be routed through Secretary)	SO/DD/DS/JS(B-II)/AS/ Secretary	Minister
5	Parliament Question & Answers/Assurances/ Standing Committee reference/ recommendations of PAC/ Audit paras/objections.	SO/DD/DS/JS(B-II)/AS/ Secretary	Minister
6	Extending/Seeking time for fulfilling Assurances.	SO/DD/DS/JS(B-II)/AS/ Secretary	Minister
7	Revocation of permission of defaulting Permission holders.	SO/DD/DS/JS(B-II)/AS	Secretary
8	Finalization of process of awarding FM Licences, including approval of standard draft of GOPA	DD/DS/JS(B-II)/AS	Secretary
9	Changes in license agreement	DD/DS/JS(B-II)/AS	Secretary
10	Permission for setting up of interim facility for broadcasting, pending completion of CTI by BECIL.	SO/DD/DS/JS(B-II)/ AS	Secretary
11	Selection of E-auctioneer for conduct of e-auction of FM Radio channels.	SO/DD/DS/JS(B-II)/AS	Secretary

12	<p>Financial Matters related to FM</p> <p>i) Encashment of Bank Guarantees</p> <p>ii) Suspension of permission of defaulting permission holders.</p> <p>iii) Implementation of Project for setting up towers for co-location facilities.</p> <p>iv) Payments such as refund of advance reserve license fees, earnest money deposited etc.</p> <p>v) Issue of Show Cause Notice to the defaulting companies</p> <p>vi) Scrutiny of Annual Account of Permission Holders to determine annual fee.</p>	<p>SO/DD/DS</p> <p>SO/DD/DS/JS(B-II)</p> <p>SO/DD/DS</p> <p>SO/DD/DS</p> <p>SO/DD/DS</p> <p>SO/DD/DS</p> <p>SO/DD</p>	<p>JS(B-II)</p> <p>A.S.</p> <p>JS(B-II)</p> <p>JS(B-II)</p> <p>JS(B-II)</p> <p>DS</p>
13	<p>Permission/approval of foreign investment in FM Radio sector.</p>	<p>SO/DD/DS/JS(B-II)</p>	<p>A.S.</p>
14	<p>a) Matters relating to changes in shareholding pattern without change in ownership</p> <p>b) Change in names of Board of Directors / Permission holder companies.</p>	<p>SO/DD/DS/JS(B-II)</p> <p>SO/DD/DS</p>	<p>A.S.</p> <p>JS (B-II)</p>
15	<p>Court cases–Filing/vetting WP, Application, Rejoinder, parawise comments/Counter Affidavit etc. in TDSAT/High court/ Supreme Court:</p> <p>a) Implementation of judgement</p> <p>b) Filing of appeals against the judgment of TDSAT & High Court/Supreme Court.</p> <p>c) Sanction of Advocate fee</p>	<p>SO/DD/DS/JS(B-II)</p> <p>SO/DD/DS/JS(B-II)</p> <p>SO/DD/DS</p>	<p>A.S.</p> <p>A.S.</p> <p>JS(B-II)</p>

16	Comments on Cabinet Note related to other Sections/Departments.	SO/DD/DS	JS(B-II)
17	Matters relating to IGNOU (Excluding policy matters)	SO/DD/DS	JS(B-II)
18	Inter-Ministerial consultation and communications	SO/DD/DS	JS(B-II)
19	Approval of use of Prasar Bharati infrastructure by FM operators and coordination with AIR/DD Resource Centre and setting of CTI.	SO/DD/DS	JS(B-II)
20	Permission for News and current Affairs on Private FM Radio channels.	SO/DD/DS	JS (B-II)
21	Draft Audit/Draft Paras of CAG	SO/DD/DS	JS(B-II)
22	References sent to M/o Law	SO/DD/DS	JS(B-II)
23	Staff matters related to FM Cell	SO/DD/DS	JS(B-II)
24	Approval of Channel identity	SO/DD/DS	JS(B-II)
25	Signing of GOPA (Grant of Permission Agreement) with LOI holders after compliance of terms and conditions thereof.	SO/DD	DS
26	Monitoring of FM Channels - quarterly returns.	SO/DD	DS
27	a) To provide information regarding FM related matters to Coordination/Finance Wing/BPL section viz. quarterly performance reports of BECIL, or from other Ministries based on existing/available information. b) To provide information at 26(a) not based on existing/available information	SO/DD SO/DD/DS	DS JS(B-II)
28	Inspection of Pvt. Radio Stations, to ensure adherence to License conditions and action for violations detected/reported. Report on operationalization of FM private stations.	SO/DD	DS
29	a) Matters related to Right to Information Act, 2005 in r/o FM Cell. b) Appeals filed against reply furnished by CPIO	SO	DD

		SO/DD	DS
30	Receipt of dues from private FM licensees and depositing with Pay & Accounts Office.	SO/DD	DS
31	Processing and acceptance of Bank Guarantee.	SO/DD	DS
32	Return of old / expired Bank Guarantees to companies.	SO/DD	DS
33	Miscellaneous matters.	SO/DD	DS
34	Correspondence and examination of requests of licensees on various matters except policy issues.	SO/DD	DS

FILMS WING

F(F) DESK

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	Dada Saheb Phalke Award	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
2	Lifetime Achievement/Outstanding Achievement Award during IFFI	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
3	Constitution of Indian Panorama/National Film awards/ Asian competition juries	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
4	National Film Awards Regulations	DO/DS or DIR/JS(Films)/AS	Secretary
5	Indian Panorama Regulations	DO/DS or DIR/JS(Films)/AS	Secretary
6	IFFI Regulations	DO/DS or DIR/JS(Films)/AS	Secretary
7	Staff assistance from Ministry of I&B/Media Units to Directorate of Film Festivals during IFFI	DO/DS or DIR	JS(Films)
8	Approval of Annual Cultural Exchange Programme	DO/DS or DIR	JS(Films)
9	Proposals regarding organization of film festivals	DO/DS or DIR	JS(Films)

	in India and abroad		
10	Five Year Plan/Annual Plan	DO/DS or DIR/JS(Films)/AS	Secretary
11	RE/BE proposals	DO/DS or DIR/JS(Films)/AS	Secretary
12	Sanction of expenditure for NFA/ Panorama/CEP and other schemes (such as IFFI/PFF)	DO/DS or DIR	JS(Films)
13	Release of Grants-in-aid to CFSI	DO/DS or DIR	JS(Films)
14	Authentication of sanctions issued in the name of the President except when the DO is the Drawing and Disbursing Officer or when the amount drawn is to be handled personally by the officer	DO/DS or DIR	DO/DS or DIR
15	Addressing officers of the Ministry, Media Units and other Department for collection of data, factual information	DO	DO
16	Taking and communication decisions in cases where the principles are clear or where the Ministry of Finance or other Ministries/Departments have concurred in the course of action proposed	DO	DO
17	Organization of film shows for Members of Parliament during Parliament session	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
18	Parliament Questions a) Starred b) Unstarred	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister

		DO/DS or DIR/JS(Films) /AS/Secretary	Minister
19	Constitution of Advisory Panel on films of DFF	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
20	Deputation abroad	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
21	Audit Objections	DO/DS or DIR/JS(Films)/AS/Secretary	JS(Films)
22	Court cases	DO/DS or DIR/JS(Films)/AS/Secretary	JS(Films)
23	Laying of Annual report of CFSI in the Parliament	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
24	Matters relating to Sirifort Auditorium	DO/DS or DIR/JS(Films)/AS/Secretary	Secy./Minister
25	VIP references	DO/DS or DIR/JS(Films)/AS/Secretary	JS(Films)/AS/Secy./Minister
26	Standing Committee Matters	DO/DS or DIR/JS(Films)/AS	Secretary
27	Annual Action Plan	DO/DS or DIR/JS(Films)/AS/Secretary	JS(Films)
28	Preparation of material for Annual Report of Ministry of I&B.	DO/DS or DIR/JS/AS/Secretary	Secy.

F(TI) DESK

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1.	Court cases- Vetting of affidavits etc.	DO/US-DS/DIR/JS/AS	M/o Law
2.	Court cases- Implementation of Judgments	DO/US-DS/DIR/JS/AS	Secretary (in consultation with Nodal ministries)
3.	Reconstitution of society of FTII/SRFTI	DO/US-DS/DIR/JS/AS/ Secy.	Minister
4.	Appointment of Director of FTII/SRFTI	DO/US-DS/DIR/JS/AS/ Secy.	Minister
5.	Finalization of terms and conditions of appointment of Director, SRFTI/FTII	DO/US-DS/DIR/JS/AS	Secretary
6.	Deputation proposals of Director, SRFTI/FTII	DO/US-DS/DIR/JS/AS/ Secy.	Minister
7.	Political Clearance for visit of Faculty and students of FTII/SRFTI - reference to MEA	DO/US-DS-DIR	JS/AS
8.	Release of Grants-in-aid	DO/US-DS/DIR/JS/AS/FA	Secretary
9.	Budget allocation	DO/US-DS/DIR/JS/AS/FA	Secretary
10.	Plan Formulation	DO/US-DS/DIR/JS/AS/FA	Secretary
11.	Laying of Annual Report/ Annual Accounts in the Parliament	DO-US/DS/DIR/JS/ AS/ Secy.	Minister
12.	Parliament Questions	DO/US-DS/DIR/JS/ AS/ Secy.	Minister

13.	General Parliamentary matters including feedback for Parliament	DO/US-DS/DIR	JS/AS
14.	Audit Report of SRFTI/FTII	DO/US-DS/DIR	JS/AS
15.	Administrative matters relating to setting up of Film Institute at Itanagar	DO/US-DS/DIR/JS/AS	Secretary
16.	Financial matters relating to setting up of Film Institute at Itanagar	DO/US-DS/DIR/JS/AS/FA	Secretary

F(A) DESK

Sr. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1	All policy matters	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
2	Parliament questions/ bills / resolutions / laying of papers etc.	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
3	VIP reference	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
4	Production of films for theatrical release	DO / US / DS or DIR / JS (Films) / AS / Secretary	Secretary
5	Production of News magazines on subjects desired by Ministry	DO / US / DS or DIR / JS (Films) / AS / Secretary	Secretary
6	Donation or purchase of documentary films from various organisations etc. including constitutions of Documentary Film Purchase Committee	DO / US / DS or DIR / JS (Films) / AS / Secretary	Secretary
7	Production of non-theatrical release films on expenditure being met by Films Division	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
8	Commercial / Non-commercial distribution of films in India – Private Cinemas - Rentals	DO / US / DS or DIR	JS (Films) / AS (F)
9	Supply of filmic material (Prints, Stock Shots etc.) in India	DO / US / DS or DIR	JS (Films) / AS (F)

10	Supply of film materials in foreign countries	DO / US / DS or DIR	JS (Films) / AS (F)
11	Commercial and non-commercial distribution of films, news magazines in foreign countries	DO / US / DS or DIR	JS (Films) / AS (F)
12	Production of non-theatrical release films on payment basis by sponsors	DO / US / DS or DIR	JS (Films) / AS (F)
13	Loan and Screening of Films Division's films	DO / US / DS or DIR	JS (Films) / AS (F)
14	Booking of Films Division Auditorium, New Delhi	DO / US	DS or DIR(Films)
15	Screening of films etc. as required by Ministries / Departments and their attached subordinate offices	DO / US / DS or DIR	JS (Films) / AS (F)
16	Matters seeking clarification / interpretation of rules / orders	DO / US / DS or DIR	JS (Films) / AS (F)
17	Plan Scheme	DO / US / DS or DIR / JS (Films) / AS	Financial Advisor
18	Budget Proposals	DO / US / DS or DIR / JS (Films) / AS	Financial Advisor
19	Annual Report	DO / US / DS or DIR	JS (Films) / AS (F)
20	Deputation abroad	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
21	Permission for acceptance of foreign hospitalities – request for	DO / US / DS or DIR	JS (Films) / AS (F)
22	Appointment to Group A posts	DO / US / DS or DIR / JS (Films) / AS / Secretary	Minister
23	Creation / continuance of posts	DO / US / DS or DIR / JS (Films) / AS	Financial Advisor
24	Upgradation of posts	DO / US / DS or DIR / JS	Financial

	exempting import of films for festivals organised by various organisations from payment of customs	(Films) / AS / Secretary	
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F(C) DESK

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	Appointment of Group 'A' posts in CBFC, NFAI & FCAT (Secretary, FCAT)	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
2	BE/RE proposals - CBFC, NFAI & FCAT	DO or US/DS or DIR/ JS(Films) /AS/FA	Secretary
3	5 Year Plan/ Annual Plan	DO or US/DS or DIR/ JS(Films) /AS/FA	Secretary
4	Sanctions for expenditure	DO or US/DS or DIR/ JS(Films) /AS	DS or DIR(Fin) /Financial Advisor
5	Amendments of Cinematograph (Certification) Rules	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
6	Amendments of Cinematograph Act, 1952	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
7	Exemptions from the provision of Cinematograph Act, 1952 and the Rules made thereunder	DO/DS or DIR	JS(Films)
8	Complaints and references received from CBFC against films	DO/DS or DIR	JS(Films)
9	Appointments of Chairman and Members of the CBFC/ Film Certification Appellate Tribunal	DO/DS or DIR/ JS(Films)/AS/Secretary	Minister
10	Appointments of Members of Advisory Panels	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
11	Addressing officers of the CBFC and other departments	DO or US	DO or US

	for collection of data/factual information		
12	Communicating decisions in cases where the principles are clear or where the other departments of Government have concurred in the course of action proposed	DO or US	DS or DIR or JS(Films)
13	Parliament Questions a) Unstarred b) Starred	DO or US/DS or DIR/ JS(Films) or AS DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
14	Parliament Assurances	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
15	Creation/ Continuation of Group 'A' posts	DO or US/DS or DIR/JS(Films) /AS/FA	Secretary
16	National Film Heritage Mission (NFHM)	DO or US/DS or DIR/JS(Films) /AS	Secretary
17	Major Policy matters	DO or US/DS or DIR/ JS(Films) or AS/Secretary	Minister
18	CPGRAMS	DO or US/DS or DIR/ JS(Films)	JS(Films)

F(I) DESK

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	Policy of files relating to Film Industry (Import Policy/Optical Disc/ Venture Capital etc.	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
2	Visa Manual changes	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
3	Plan Scheme files	DO/DS or DIR/JS(Films)/AS/ Financial Advisor	Secretary
4	FIPB cases	DO/DS or DIR/JS(Films)/AS	Secretary
5	Project Import	DO/DS or DIR/JS(Films)/AS	Secretary
6	Organization of Film Bazaar	DO/DS or DIR/JS(Films)/AS/ Financial Advisor	Secretary
7	Clearance of Scripts for shooting in India by foreigners/co-productions	DO/DS or DIR	JS(Films)
8	Refusal of permission to shoot in India	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
9	Honorarium to Script clearance members	DO/DS or DIR/JS(Films)	Financial Advisor
10	Budget proposals relating to Film Industry	DO/DS or DIR/JS(Films)/AS/ Secretary	Minister
11	Grant in aid to FFSI	DO/DS or DIR/JS(Films)	Financial Advisor
12	EPCG cases	DO/DS or DIR	JS(Films)

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
13	Certificate for the purpose of exempting import of films for festivals organized by various organizations from payment of customs	DO/DS or DIR/JS(Films)/AS	Secretary
14	Parliament matters a) Starred questions b) Unstarred questions c) Private Members Bills	DO/DS or DIR/JS(Films)/AS/Secretary DO/DS or DIR/JS(Films)/AS DO/DS or DIR/JS(Films)/AS/Secretary	Minister Minister Minister
15	Deputation abroad	DO/DS or DIR/JS(Films)/AS/Financial Advisor/Secy.	Minister
16	Audit objections	DO/DS or DIR	JS(Films)
17	Court cases	DO/DS or DIR	JS(Films)
18	VIP reference/PMO reference	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
19	Standing Committee Matters	DO/DS or DIR/JS(Films)/AS	Secretary
20	Annual Action Plan/ Performance Budget	DO/DS or DIR/JS(Films)/AS	Secretary
21	Preparation of Material for Annual report	DO/DS or DIR	JS(Films)
22	Export Promotion Forum	DO/DS or DIR/JS(Films)/AS	Secretary

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
23	Key Advisory Group on Films	DO/DS or DIR/JS(Films)/AS/Secretary	Minister
24	Matters relating cine workers welfare fund	DO/DS or DIR	JS(Films)
25	DGFT reference	DO/DS or DIR	JS(Films)
26	Authentication of sanctions issued in the name of President	DO	DS or DIR
27	Release of Grants-in-aid to FFSI/Other organizations	DO/DS or DIR/JS(Films)	Financial Advisor
28	Addressing officers of the Ministry, Media Units and other Departments for collection of data, information etc.	DO	DO
29	Taking and communicating decision in cases where the principles are clear or where the Ministry of Finance etc have concurred in the course of action proposed.	DO	DO

F(PSU) DEKS

S. No	Class of Cases	Channel of submission	Level of Final Disposal
1.	Reconstitution of board of Directors of NFDC	ASO/US-DS/Dir/ JS(Films/ AS – Secretary	Minister
2.	Appointment of Chairman, NFDC	ASO/US-DS/Dir/ JS(Films/ AS – Secretary	Minister
3.	Appointment of Director (Finance), NFDC	ASO/US-DS/Dir/ JS(Films/ AS – Secretary	Minister
4.	Signing of MoU as per DPE guidelines	ASO/US-DS/Dir/ JS(Films/ AS – Secretary	Secretary
5.	Signing of MoU for plans scheme “Production of Films in various India Languages”	ASO/US-DS/Dir/ JS(Films/ AS	Secretary
6.	Laying of MoU as per DPE guidelines of NFDC in Parliament	ASO/US-DS/Dir	Minister
7.	Laying of Annual Report of NFDC in Parliament	ASO/US-DS/Dir	Minister
8.	Release of Funds to NFDC	ASO/US-DS/Dir/ JS(Films/ AS – Financial Adviser	Financial Adviser
9.	Laying of Annual Report/Annual Accounts in the Parliament	ASO/US-DS/Dir/ JS(Films/ AS – Secretary	Minister
10.	Parliament Questions	ASO/US-DS/Dir/ JS(Films/ AS –	Minister

		Secretary	
11.	General Parliamentary matters including feedbacks for Parliament	ASO/US-DS/Dir	JS/AS(Films)

ECONOMIC WING

PLAN COORDINATION CELL

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Finalization of Annual Plan	SO/DD/JS(EW)	Secretary
2.	Mid-term appraisals of Annual Plan	SO/DD/ JS(EW)	Secretary
3.	Finalisation of RE of Schemes	SO/DD/ JS(EW)	Secretary
4.	Submission of various kinds of information regarding Schemes to NITI Aayog	SO/DD/ JS(EW)	JS(EW)
5.	Conveying of approval/decision of allocation	SO/DD/ JS(EW)	Secretary
6.	Monitoring of progress of Schemes	SO/DD/ JS(EW)	JS(EW)
7.	Evaluation of Schemes	SO/DD/ JS(EW)	Secretary
8.	Finalization and monitoring of internal and extra budgetary resources of AIR and Doordarshan and other PSUs for Schemes under M/o I&B	SO/DD/ JS(EW)	JS(EW)
9.	Matters relating to RTI w.r.t. to BE and Annual Plan and Plan Scheme Policy related Studies Seminar Evaluation of Main Sectt. (excluding Prasar Bharati).	SO/DD/ JS(EW)	JS(EW)
10.	Matters relating to Finance Commission	SO/DD/ JS(EW)	JS(EW)
11.	Economic Survey	SO/DD/ JS(EW)	Secretary
12.	Submission of various kind of information regarding Schemes to M/o Finance through B&A Section	SO/DD/ JS(EW)	JS(EW)

13.	Parliament Question	SO/DD	JS(EW)
14.	Standing Committee on IT – Examination of Demand of Grants – Plan Schemes	SO/DD/ JS(EW)	JS(EW)
15.	Matters relating to Non Lapsable fund for North Eastern Region Component in Annual Plans	SO/DD/ JS(EW)	JS(EW)
16.	Coordination of Special Component Plan (Schedules Castes Sub Plan (SCSP)/Tribal Sub Plan (TSP) in Annual Plans	SO/DD/ JS(EW)	JS(EW)
17.	Uploading of Approved Annual Plans on the website of the Ministry through PMS/NIC	SO/DD/ JS(EW)	JS(EW)
18.	Finalisation of RE of Plan Scheme Policy related Studies, Seminars, Evaluation (excluding Prasar Bharati) (Main Sectt.)	SO/DD/ JS(EW)	JS(EW)
19.	VIP References w.r.t. BE, and Annual Plan, Five Years and Plan Scheme Policy related Studies, Seminars, Evaluation (excluding Prasar Bharati) (Main Sectt.)	SO/DD/ JS(EW)/ Secretary	Minister
20.	Matters relating to SFC/EFC of Plan Schemes of other Wings of the Ministry	SO/DD/ JS(EW)	JS(EW)
21.	Matters regarding Plan Schemes to be sent to PPC for Annual Report of the Ministry	SO/DD/ JS(EW)	JS(EW)
22.	Examination of SFC/EFC Memos/Notes received from other Ministries/Departments	SO/DD/ JS(EW)	JS(EW)
23.	Recording, Reviewing and Weeding Out of files.	SO/DD	JS(EW)
24.	Updation/Monthly Progress Report on Policy initiatives in the Budget Speech pertaining to the Ministry and submission to Min. of Finance	SO/DD/ JS(EW)	JS(EW)
25.	Review of Autonomous bodies of Films Wing viz. SRFTI, FTII, CFSI	SO/DD/ JS(EW)	JS(EW)

26.	Parliament questions	i) SO/DD/ JS (EW)/Secy. ii) SO/DD/ JS(EW)/Secy.	Minister Minister
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PERFORMANCE MANAGEMENT SECTION

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1.	Cabinet Notes being received from various Ministries for suggestions & comments	SO/DD/ JS(EW)/ SECY	Minister
2.	e-samiksha Portal updation: i) Monthly ii) Weekly	i) SO/DD ii) SO/DD/ JS(EW)	JS(EW)
3.	Issue relating to Cyber Security & Hacking etc.	SO/DD/ JS(EW)	JS(EW)
4.	Furnishing of material for Annual Report of Ministry	SO/DD	JS(EW)
5.	Preparation of Annual Plan for O&M inspection of Sections/Desks in the Ministry and attached/subordinate offices of this Ministry.	SO/DD/ JS(EW)	JS(EW)
6.	Allocation of disputed receipts	SO/DD	JS(EW)
7.	Coordination with DAR&PG on various matters	SO/DD/ JS(EW)	JS(EW)
8.	Review/formulation of Record Retention Schedule of substantive functions	SO/DD	JS(EW)
9.	Review of Channel of Submission	SO/DD/ JS(EW)	JS(EW)
10.	Review of periodical reports/returns	SO/DD	JS(EW)
11.	Inspection of Departmental Record	SO/DD	JS(EW)

	Room of main secretariat by NAI		
12.	Parliament questions i) Unstarred ii) Starred	i) SO/DD/ JS(EW)/SECY ii) SO/DD/ JS(EW)/SECY	Minister Minister
13.	MP/VIP references	SO/DD/ JS(EW)/Secretary	Minister
14.	PMO references	SO/DD/ JS(EW)	JS(EW)
15.	Circulation of general instructions received from DAR&PG	SO/DD	JS(EW)
16.	Launching of Special drives for Recording, Review and Weeding out of files	SO/DD	JS(EW)
17.	Monthly statement of files Recorded, Reviewed and Weeded out	SO/DD	JS(EW)
18.	Monthly statement showing disposal of VIP/MP and PMO references and files	SO/DD/ JS(EW)	JS(EW)
19.	Submission of quarterly report to Hindi Section	SO	DD
20.	Inter Media Publicity Coordination Committee – Nomination of Chairperson/Dy. Chairperson	SO/DD/ JS(EW)	JS(EW)
21.	Coordination and updation of status on Actions Points of Bezbaruah Committee Report	SO/DD/ JS(EW)	JS(EW)
22.	Business Service Price Index	SO/DD/ JS(EW)	JS(EW)
23.	Justice(Retd.) J.S. Verma Committee Report	SO/DD/ JS(EW)	JS(EW)

RIGHT TO INFORMATION CELL (RTI CELL)

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1	Receiving of application & acknowledgement of application under RTI, Act 2005	SO	SO
2	Receipt of application fee and fee for the material supplied by the Ministry	SO	SO
3	Forwarding of application to PIO/APIO	SO	DD
4	Sending of reply to the applicant	SO/DD/(CPIO)	CPIO
5	Transfer of application of applicant	SO/DD(CPIO)	CPIO
6	Rejection order for non-supplying of Information to the applicant	SO/DD/(CPIO)	JS(EW)/Appellate Authority
7	Monthly report on the implementation of RTI Act, 2005	SO/DD/ JS(EW)	JS(EW)
8.	Policy matters of RTI including submission of data for preparation of Annual Report of CIC	SO/DD/ JS(EW)	JS(EW)

PARLIAMENT CELL

Sl. No.	Class of Cases	Channel of submission	Level of Final Disposal
1.	Notices of Parliament Questions/ Short Notice Questions/Calling Attention Notices, etc.	S .O./US/DS	JS(EW).
2.	Preparation and checking of sets of approved replies to Parliament Questions, Furnishing of requisite number of copies of the replies to respective Parliament Secretariat.	S.O.	S.O.
3.	Co-ordination/compilation and furnishing of information/replies in respect of Parliament Questions/ assurances pertaining to other Ministries/Deptts.	S.O./US/DS	JS(EW)
4.	Co-ordination and compilation of material for inclusion in President's address to Both the Houses of parliament	S.O./US/DS/ JS(EW)/Secretary	Minister
5.	Co-ordination/Compilation and furnishing of Legislative proposals pertaining to this Ministry to M/O Parliamentary Affairs	S.O./US/DS/ JS(EW)	Secretary
6.	Co-ordination/Compilation and furnishing of Brief on Issues, pertaining to this Ministry, likely to be raised during each Session of Parliament, to PMO	S.O./US/DS/ JS(EW)	Secretary
7.	Co-ordination/Compilation of work relating to fulfillment of Assurances given in Lok Sabha and Rajya Sabha by this Ministry	SO/US/DS	JS(EW)
8.	Co-ordination/Compilation of work relating to Matters pertaining to this Ministry raised under Rule 377 in Lok	SO/US/DS	JS(EW)

	Sabha and by way of Spl. Mentions in Rajya Sabha,		
9.	Co-ordination of work relating to Joint Committee on Office of Profit, Committee on Subordination Legislation , etc.	SO/US/DS/ JS(EW).	A.S.
10.	To examine the reports of the Committee on Subordinate Legislation, etc. presented in Lok Sabha and Rajya Sabha, to initiate action wherever found necessary	SO/US	DS
11.	Coordination of work relating to Study Visit of the Standing Committee on Information Technology and other Parliamentary Committees	SO/US	DS
12.	Following work relating to holding of the meeting of Consultative Committee: i) Fixation of date/time/venue and subject matter of discussion in the meeting ii) Coordination work relating to Background note on the subject, preparation of Minutes of the last meeting, etc. iii) Action Taken Report on the minutes of the last meeting. iv) Approval and issue of Notice of the Meeting to all participants in the Ministry/Media Units v) Circulation of Agenda papers (Background Note, Minutes of the last Meeting, Action Taken Report thereon, etc.) amongst the Hon'ble Members of the Committee, through Ministry of Parliamentary Affairs, in time. vi) Obtaining approval of the competent authority through Integrated Finance Division of the Ministry for serving of	SO/US/DS/ JS(EW) Secretary SO/US SO/US/DS/ JS(EW) SO/US/DS/ JS(EW) SO/US	Minister DS Secretary Secretary DS

	Tea./Coffee , refreshment/Lunch to all participants during the meeting	SO/US/DS/AS&FA	Secretary
13.	Furnishing of Quarterly Report on Subordinate Legislation issued by the Ministry to Legislative Deptt., Mini. of Law and Justice	SO/US	DS
14.	Arrangement of Passes, Car Park Labels in respect of the Officers of the Ministry and Media Units for entry into Parliament House, as and when required, during each Session of Parliament	SO/US	DS

FINANCE & BUDGET WING

FIN-I/FIN-III SECTIONS

<i>S. No.</i>	<i>Class of Cases</i>	<i>Channel of Submission</i>	<i>Level of Final Disposal</i>
1	EFC/SFC	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor/ Secretary	Minister (I&B)/M/o Finance
2	Creation of posts a) Prasar Bharati i) Gr. 'B','C','D' ii) Gr. 'A' b) Other Media Units	i)a) SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor i)b) SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor b) SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor	Secretary Minister of Finance Minister of Finance
3	Continuation of posts of Prasar Bharati and other Media Units along with Main Secretariat	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
4	Conversion of temporary posts into permanent posts of a) Prasar Bharati and b) Other Media Unit along with Main Secretariat	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor SO(Fin)/US(Fin)/DS or DIR(Fin)	M/o Finance Financial Advisor

5	<p>a) Hiring of Pvt. Accommodation for media units in relaxation of rules</p> <p>b) Continued hiring of office accommodation</p> <p>i) Prasar Bharati</p> <p>ii) Other Media Unit including Secretariat Main</p>	<p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p> <p>SO(Fin)/US(Fin)</p> <p>SO(Fin)/US(Fin)</p>	<p>Financial Advisor</p> <p>Prasar Bharati DS or DIR(Fin)</p>
6	<p>Matters relating to budget/ processing of budget proposals</p> <p>Prasar Bharati</p>	<p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p>	<p>Financial Advisor</p>
7	<p>Deputation abroad including training</p> <p>a) Upto the level of JS(B) and equivalent</p> <p>b) Officers in the rank of AS and above</p>	<p>SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor/ Secretary</p> <p>SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor/ Secretary/ Minister</p>	<p>Minister</p> <p>M/o Finance</p>

8	Expenditure sanction of approved scheme a) Media Units other than Prasar Bharati b) Prasar Bharati	SO(Fin)/US(Fin) SO(Fin)/US(Fin)	DS or DIR(Fin) Prasar Bharati
9	Cases of hospitality	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor(cases involving relaxation will be referred to M/o Finance through Financial Advisor
10	On Account Advance a) Up to Rs. 5 Lakhs b) Beyond Rs. 5 Lakhs	SO(Fin)/US(Fin) SO(Fin)/US(Fin)/DS or DIR(Fin)	DS or DIR(Fin) Financial Advisor
11	Vetting of draft sanctions	SO(Fin)	US(Fin)
12	Further delegation of powers (DFPRs etc.)	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor	M/o Finance
13	Seeking relaxation of rules recommending cases	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
14	Purchase proposals including TECC recommendations	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
15	AIR travel (Domestic) a) Media Units and Main Sectt. other than Prasar Bharati b) Prasar Bharati	SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor SO(Fin)/US(Fin)/DS or DIR(Fin)/Financial Advisor	Secretary Prasar Bharati

16	Condemnation of stores	SO(Fin)/US(Fin)/DS or DIR(Fin)	HOD/Financial Advisor who has been delegated powers to purchase the stores to be condemned
17	Reference to M/o Finance	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor

18	<p>Sanction of expenditure for civil works</p> <p>a) Rs.1 crore and below</p> <p>b) Above Rs. 1 crore</p>	<p>SO(Fin)/US(Fin)</p> <p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p>	<p>DS or DIR(Fin) / Financial Advisor /Secry.</p> <p>Financial Advisor/Secretary/SFC or EFC</p>
19	<p>Submission of various periodical reports/returns to O&M section, Admn.II/IV sections etc.</p>	SO(Fin)	US(Fin)
20	<p>Authorization of foreign exchange release</p> <p>a) Prasar Bharati</p> <p>b) Other Media Units</p> <p>i) Upto Rs. 10 Lakhs</p> <p>ii) Above Rs. 10 Lakhs</p>	<p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p> <p>SO(Fin)/US(Fin)</p> <p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p>	<p>Financial Advisor</p> <p>DS or DIR(Fin)</p> <p>Financial Advisor</p>
21	<p>Write off of losses</p> <p>a) Upto Rs. 20 Lakhs for losses of stores not due to theft, fraud or negligence</p> <p>b) Rs. 2 Lakhs for other cases</p>	<p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p> <p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p>	Financial Advisor

22	<p>Condemnation of vehicles</p> <p>a) Media Units and Main Secretariat other than Prasar Bharati</p> <p>b) Prasar Bharati</p> <p>i) Normal condemnation</p> <p>ii) Premature condemnation</p>	<p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p> <p>-----</p> <p>SO(Fin)/US(Fin)/DS or DIR(Fin)</p>	<p>Financial Advisor</p> <p>Prasar Bharati Financial Advisor</p>
23	Release of grant-in-aid	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor
24	Vetting/finalization of replies to Audit/CAG/PAC paras	SO(Fin)/US(Fin)/DS or DIR(Fin)	Financial Advisor

FINANCE II SECTION

S. No.	Nature/Class of Cases	Channel of Submission	Level of Final Disposal
1	EFC/SFC Proposals		
	Cost upto Rs. 100 Cr.	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B)
	Cost > Rs. 100 Cr. & upto Rs. 500 Cr.	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	HMIB
	Cost > Rs. 500 Cr. & upto Rs. 1000 Cr.	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	HMIB and Finance Minister
	Cost > Rs. 1000 Cr.	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)/HMIB	Cabinet/Committee of the Cabinet concerned with the subject
2	Creation of Posts		
	Gr. 'A' 'B' and 'C' posts	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	M/o Finance
3	Continuation of Posts		
	Continuation of all temporary posts of media units and Main Secretariat	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	M/o Finance
4	Conversion of Posts		
	Conversion of temporary posts into permanent posts of media units and Main Secretariat	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	M/o Finance
5	Hiring of Pvt. Accommodation for Media Units		

	Continued hiring of office accommodation including relaxation of Rules	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B)
6	Deputation abroad including training		
	Upto the level of Director and equivalent	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B)
	Officers in the rank of JS & equivalent	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)	HMIB
	Officers in the rank of AS & above	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser/Secretary (I&B)/HMIB	M/o Finance (SCoS)
7	Expenditure sanction of approved schemes	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser
8	Cases of Hospitality	SO(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser (Cases involving relaxation will be referred to M/o Finance)
9	On Account Advance		
	(I) Upto the prescribed limit	SO (Fin)/DS(Fin) or Dir (Fin)	Financial Adviser
	(II) Beyond the prescribed limit	SO (Fin)/DS(Fin) or Dir (Fin)/ Financial Adviser	Secretary (I&B)
10	Further delegation of powers (DFPRs, etc.)	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B) (Cases involving relaxation will be referred to M/o Finance)
11	Seeking relaxation of financial rules	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser (Cases seeking relaxation beyond the powers of FA will be referred to M/o Finance)

12	Purchase proposals within the prescribed limit including TECC recommendations	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser
13	Air Travel (Domestic)	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B)
14	Condemnation of Stores	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser/HoD who has been delegated powers to purchase the stores to be condemned
15	Reference to M/o Finance	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser
Sanction of expenditure for Indents, Contracts including Purchases			
16	Upto Rs. 20 Crore for open/limited tender contracts	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)/Financial Adviser	Secretary (I&B) (Cases involving beyond the powers of Secretary will be referred to HMIB)
	Upto Rs. 5 Crore for negotiable or single tender or proprietary contracts		
	Upto Rs. 2 Crore for agreements/contracts for technical collaboration and consultancy services		
17	Submission of various periodical reports/returns to O&M section, Admn.II/IV Sections etc.	SO(Fin)	US (Fin)
Write off Losses			
18	Upto Rs. 20 lakhs for losses not due to theft, fraud or negligence and Rs. 2 lakh for other cases	SO(Fin)/US(Fin)/Financial Adviser	Secretary (I&B)
19	Condemnation of vehicles		

	Normal Condemnation of vehicles	SO(Fin)/US(Fin)/Financial Adviser	Secretary (I&B)
	Premature condemnation vehicles	of SO(Fin)/US(Fin)/Financial Adviser	M/o Finance
20	Release of Grant-in-Aid	SO(Fin)/US(Fin)/DS(Fin) or Dir(Fin)	Financial Adviser

B&A SECTION

S. No.	Class of Cases	Channel of Submission	Level of Final Disposal
1.	Review of expenditure	SO/US/DS or DIR/CCA	Fin. Advisor
2.	Supplementary demands for grants	SO/US/DS or DIR/CCA	Fin. Advisor
3.	Opening of new heads of accounts	SO/US/DS or DIR/CCA	Fin. Advisor
4.	Mid-term review of budgetary requirements	SO/US/DS or DIR/CCA	Fin. Advisor
5.	Final grant to all Media Units	SO/US/DS or DIR/CCA	Fin. Advisor
6.	Fixation of revised estimates/budget estimates for all Media Units	SO/US/DS or DIR/CCA	Fin. Advisor
7.	Advance(s) from Contingency Fund of India	SO/US/DS or DIR/CCA	Fin. Advisor
8.	Examination of Appropriation Accounts	SO/US/DS or DIR/CCA	Fin. Advisor
9.	Submission of material to Standing Committee on Information Technology	SO/US/DS or DIR/CCA	Fin. Advisor
10.	Estimated strength and provision therefor- submission of statement to budget division/other statements connected with budget	SO/US/DS or DIR/CCA	Fin. Advisor

11.	Printing of Detailed Demands for Grants	SO/US/DS or DIR/CCA	Fin. Advisor
12.	To watch the settlement of Audit objections/inspection reports	SO/US/DS or DIR	CCA
13.	To watch the settlement of draft Audit Paras	SO/US/DS or DIR	CCA
14.	C&AG reports/PAC/Estimates committee	SO/US/DS or DIR /CCA/ Fin. Advisor	Secretary
15.	Issuance of statement of accepted estimates	SO/US/DS or DIR/CCA	Fin. Advisor
16.	Distribution of Funds of Media Units for Advances to Govt. Servants	SO/US	DS/DIR
17.	Re-appropriation Order	SO/US/DS or DIR/CCA	Fin. Advisor
18.	Parliament questions	SO/US/DS or DIR /CCA/ Financial Advisor/Secy.	Minister
19.	Monthly/quarterly returns	SO	US

S.No.4- The norms set by it for the discharge of its functions. (Section 4(1)(b)(iv) of RTI Act, 2005)

CHAPTER – XI

ALLOCATION OF BUSINESS RULES, 1961

I. BROADCASTING POLICY AND ADMINISTRATION

1. All matters relating to radio and television broadcasting within the Union including regulation of the use of All India Radio and Doordarshan by recognised national and regional political parties during elections to the Lok Sabha and State Assemblies and procedure to be followed by the official electronic media during periods of national mourning on the demise of a high dignitary.
2. The enunciation and implementation of the law relating to radio and television broadcasting in India by private Indian companies or Indian nationals.
3. Broadcast Monitoring and Administration of the Prasar Bharati (Broadcasting Corporation of India) Act, 1990 (25 of 1990).
4. All matters relating to the Indian Broadcasting (Programme) Service and the Indian Broadcasting (Engineering) Service until they are handed over to Prasar Bharati.

II. CABLE TELEVISION POLICY

5. Cable Television Networks (Regulation) Act, 1995 (7 of 1995).

III. RADIO

6. All business connected with All India Radio embracing news services 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.
7. Development of radio Broadcasting throughout the Union, installation and maintenance of Radio Stations and Transmitters and operation of broadcasting services.

IV. DOORDARSHAN

8. Exchange including cultural exchange of television programmes.
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.

V. FILMS

11. Legislation under entry 60 of the Union List, viz., 'Sanctioning of Cinematograph films for exhibition'.
12. Administration of the Cinematograph Act, 1952 (37 of 1952).
13. Import of feature and short films for theatrical and non-theatrical viewing.
14. Export of Indian films, both feature and short films.
15. Import of unexposed cinematograph films and various types of equipment required by the film industry.
16. All matters relating to film industry, including developmental and promotional activities thereto.
17. Promotion of good cinema by institution of State awards for films produced in India and assistance through the National Film Development Corporation Limited.
18. Production and distribution of documentaries and newsreels and other films and film strips for internal and external publicity.
19. Preservation of films and filmic materials.
20. Organisation of International Film Festivals in India and participation of India in International Film Festivals abroad.
21. Organisation of Film Festivals under Cultural Exchange Programmes.
22. Film society movement.

VI. ADVERTISING AND VISUAL PUBLICITY

23. Production and release of advertisements on behalf of the Government of India.

VII. PRESS

24. Presentation and interpretation of the policies and activities of the Government of India through the medium of the press.
25. Advising Government on information problems relating to the Press, keeping Government informed of the main trends of public opinion as reflected in the Press and liaison between Government and the Press.
26. Publicity to and for the Armed Forces.
27. General conduct of Government relations with the Press excluding the administration of sections 95 and 96 of the Code of Criminal Procedure, 1973 (2 of 1974).
28. Administration of the Press and Registration of Books Act, 1867 (25 of 1867) relating to Newspapers.
29. Administration of the Press Council Act, 1978 (37 of 1978).
30. Allocation of Newsprint to Newspapers.

VIII. PUBLICATIONS

31. 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.

IX. RESEARCH AND REFERENCE

32. To assist the Media Units of the Ministry of Information and Broadcasting in collection, compilation and preparation of material involving research into published works, etc.
33. 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.

X. MISCELLANEOUS

34. Publicity for the policies and programmes of Government of India.
35. Administration of Journalists Welfare Fund.
36. Financial assistance to distinguished musicians, 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.
37. All matters relating to the Asia-Pacific Broadcasting Union, Commonwealth Broadcasting Association and the Non-Aligned News Agency Pool.
38. Cadre management of the Indian Information Service (Groups 'A' & 'B').

XI. ATTACHED AND SUBORDINATE ORGANISATIONS

39.
 - (a) Press Information Bureau.
 - (b) Directorate of Advertising and Visual Publicity.
 - (c) Publications Division.
 - (d) Office of the Registrar of Newspapers for India.
 - (e) Central Board of Film Certification.
 - (f) Films Division.
 - (g) Directorate of Film Festivals.
 - (h) National Film Archives of India.
 - (i) Directorate of Field Publicity.
 - (j) Song and Drama Division.
 - (k) New Media Wing.
 - (l) Photo Division.
 - (m) Principal Accounts Office.
 - (n) Electronic Media Monitoring Centre.

XII. AUTONOMOUS ORGANISATIONS

- 40. (a) Prasar Bharati.
 - (i) All India Radio.
 - (ii) Doordarshan .
- (b) Film and Television Institute of India, Pune.
- (c) Satyajit Ray Film and Television Institute, Kolkata.
- (d) Children Film Society of India.
- (e) Indian Institute of Mass Communication.
- (f) Press Council of India.
- (g) Film Certification Appellate Tribunal.

XIII. PUBLIC SECTOR UNDERTAKINGS

- 41. National Film Development Corporation Limited.
- 42. Broadcast Engineers Consultants (India) Limited.

S.No.5- Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging

CHAPTER – VIII

Act, Rules & Regulation pertaining to the Ministry

Broadcasting-Acts & Rules

Title: Cable TV Network

No	Title
1	Notification dated 21.03.2015 regarding live coverage of any anti-terrorist operation by security forces
2	Notification dated 19.8.2016 regarding depiction cruelty against animal
3	Notice regarding mandatory carriage of "DD Kisan" channel
4	List of MSO's
5	Assorted Office Orders
6	Digital Set Top Box
7	Set Top Box
8	Notification 29/09/1994[729(E)]
9	Notification 2007-08(1694(E),1885(E),687(E),1881(e),281(E).
10	Notification 2004-06[271(E),452(E).]
11	Notification 2003[39(E),503(E),459(E).
12	Notifocation-cablerules-2006-09[467(E)]
13	Notification-29.08.2003[1000(E)]

14	Notification-05.09.2003[1027(E)]
15	Eight Notifications[282(E),697(E),286(E),482(E),774(E),25(E),413(E),411(E)]
16	Reconstitution of the sub-group on public awareness campaign in respect of Digital Addressable System (DAS)
17	Compulsory transmission of Doordarshan and Parliament Channels on satellite/ cable Television Network.
18	Notification SO-1881(E) dated 06/11/2007-Regarding Channels to be carried mandatory by Cable operators in addition to those Notified by Prasar Bharti.
19	The Cable Television Networks (Regulations) Amendment Act, 2007 (No.25 of 2007) dated 28th May 2007.
20	Cable Television Networks Regulation ACT, 1995-Updated Upto 31/08/2007
21	Notification GSR 729(e) REGARDING Cable Television Networks Rules,1994-Updated upto 27.02.2009
22	Notification regarding extension of date of DAS in the first phase for the cities of Delhi, Mumbai, Chennai & Kolkatta
23	Cable Television Networks Amendment Rules, 2012 Digital Addressable System
24	Cable Television Networks (Regulation) Amendment Act, 2011 No 21 of 2011
25	Notification regarding introduction of Digital Addressable System (DAS)
26	The Cable Television Networks (Regulation) Amendment Ordinance, 2011
27	Notification gsr 138(e) dated 27.02.2009 Amending rule 7(2) VIII(A) of the Cable Television Networks Rules

28	Notification G.S.R. 104(E) dated 25th February, 2008 amending Rule 7(2) (viii)(A) of the Cable Television Networks Rules
29	Notification GSR-469(E) dated 09.08.2006 regarding amendment in Cable Television Networks Rules, 1994
30	Notification GSR-459(E) dated 02.08.2006 regarding amendment in Cable Television Networks Rules, 1994

Title : Sports Broadcasting Signals

No	Title
1	Notification dated 27.1.2017 regarding sporting events of national importance with respect to other sport
2	Notification regarding the Sporting events of National Importance with respect to Cricket S.O. 3264 (E) dated 22.10.2016
3	Notification regarding the sporting events of national importance with respect to cricket S.O. 1957(E) dated 23rd August 2012
4	Notification regarding review of validity of sporting events of national importance under Sports broadcasting signals (Mandatory sharing with Prasar Bharti) Act 2007 S.O. 1489(E) dated 4th July , 2012
5	Notification S.O. 1489(E) dated 4/07/2012 regarding sport Broadcasting Signals (Mandatory sharing with prasar bharati) Act, 2007
6	Notification GSR-687(E) Dated 31/10/2007 regarding Sports Broadcasting Signals (Mandatory Sharing with Prasar Bharati) Rules 2007
7	Sports Broadcasting Signals (mandatory Sharing with Prasar Bharati) Act, 2007
8	Notification 281(E) Dated 08/02/2008
9	Notification 1785 (E) Dated 19/10/2007
10	Notification 1694(E) Dated 03/10/2007

Title : Prasar Bharti

No	Title
1	The Prasar Bharati (Broadcasting Corporation of India) Act -1990
2	The Prasar Bharati (Broadcasting Corporation of India) Amendment Act, 2011
3	Notification_GSR863(E) Dated 10/11/2000
4	Notification_GSR Dated 01/03/2006
5	Notification_GSR126(E) Dated 01/03/2006
6	Prasar Bharati (BCI) Amendment Act,2008 (12 of 2008) dated 28 March 2008

Title: CAS (Conditional Access System)

No	Title
1	CAS Areas Tariff Order-31.08.2006
2	Notification GSR No. 1 - Dated 31/07/06 under Cable TV Act
3	The Standard of quality of service regulations -23.8.2009
4	Provisional authorisation to MSOs to operate in CAS areas.
5	Notification 271(E) dated 27.02.2004 under cable TV Act
6	Notification SO(E) amending cable TV networks rules dated 05.09.2003 under cable TV Act
7	Notification GSR(E) amending cable TV networks rules dated 8.9.2003 under cable TV Act
8	Notification No 39(E) Dated 14/01/2003 under cable TV Act
9	Notification No SO(E) Dated 10/7/2003 under cable TV Act
10	Notification No 503(E) dated 07/05/2003 under cable TV Act
11	Notification No 459(E) Dated 06/06/2003 under cable TV Act
12	Notification No 6-4/2006-B&CS Dated 04/09/2006 -Interconnection (third amendment) regulation -4.09.2006
13	Notification F.No 11-13/2006-B&CS Dated 24/08/2006 - Interconnection (second amendment) regulation-24.8.2006

14	Notification S.O. 1231(E) Dated 31/07/2006
15	Notification GSR 452(E) Dated 31/07/2006
16	Digital Set To Box
17	Notification F.No 15-3/2006-B&CS dated 31/08/2003 -CAS areas tariff
18	Notification F.No. 1-18/2006-B&CS Dated 21/11/2006- CAS areas tariff (first amendment)
19	Analog Set Top Box
20	Notification SO(E) dated 29/08/2003 under cable TV Act
21	Certification of Film Songs, Film Promos etc for Cable Service- Amendment to Cable TV Network (Regulation) Act 1995

Title : Others

No	Title
1	Notification No. SO 681(E) dated 07.3.2016 regarding Additional District Magistrates as authorised officer

Information-Acts & Rules

No	Title
1	Penal Provision for Publishing Wrong Map of India
2	Press Council Act, 1978
3	Registration of Newspapers(Central) Rules 1956
4	Press & Registration of Books Act 1867
5	The Parliamentary Proceedings (Protection of Publication) Act, 1977

Films-Acts & Rules

No	Title
1	The Cinematograph Act, 1952 and Rules
2	Draft Cinematograph Bill, 2010

S.No.6- A directory of its officers and employees. (Section 4(1)(b)(ix) of RTI Act, 2005)

OFFICE OF MINISTER OF STATE

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Shri Prakash Javadekar	Cabinet Minister	560		23384782 23386748 23386742 23782118 (Fax)		6 Kushak Road, New Delhi	minister[dot]inb[at]gov[dot]in
Sameer Shukla	PS to HMIB	560	250	-do-			

OFFICE OF THE SECRETARY (I&B)

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Amit Khare	Secretary	655-A		23382639 23386530 23383513 (Fax)			secy[dot]inb[at]nic[dot]in
Anita Chugh	Sr PPS to Secretary	654-A	204,242	- do -			
Manmohan Singh	PPS to Secretary	654	204,242	-do-			

ADDITIONAL SECRETARIES

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Ali R. Rizvi	Addl. Secretary & F.A. PPS to AS&FA	549 546	255 146	23383775 23386915(Fax) -do-	21610197		asfainb[at]gov[dot]in
Atul Kumar Tiwari	Additional Secretary PPS to Additional Secretary	649 649	299 367	23387558 23387617 (FAX) -do-	011-21610444	D-I/139, Satya Marg, Chankaya Puri, New Delhi – 110021	atulkt[at]gov[dot]in
Vacant	Sr. Economic Advisor PPS to Sr. EA	545-A 557	224 107	23074326 -do-			

JOINT SECRETARIES

JOINT SECRETARIES AND EQUIVALENT

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID	Mobile Number
Vikram Sahay	Joint Secretary (P&A) PPS to Joint Secretary (P &A)	552 547	376 370	23073775 (Telefax) 23388771 2307 3775 (Telefax) 2338 8771	24674177		jspna-moib[at]gov[dot]in	
Ashok Kumar R Parmar	Joint Secretary (Films) & CVO PS to Joint Secretary (Films) & CVO	545 546	254 218	23384453 23387823 (Fax) 2307 7823(Telefax) 2338 4453			jsfilms[dot]inb[at]nic[dot]in	
T.C.A Kalyani	Joint Secretary (EW and B-I)	659 649-	252 217	23382597				

JOINT SECRETARIES AND EQUIVALENT

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID	Mobile Number
	PPS to Joint Secretary (EW)	A		23381043 (Telefax) -do-				
Anju Nigam	Joint Secretary (B-II) PPS to Joint Secretary (B)	657 649- A	253 301	23383857 23384785(Fax) 2338 3857 2338 4785(Fax)	23380007			
Chaitanya Prasad	OSD(C) PA to OSD (C)	661 652	227 362	23073316 23073316	22627755		osd[dot]inb[at]nic[dot]in	
PK Abdul Kareem	Economic Adviser PPS to Economic Adviser	665 648- A	131 119	23383374 2338 3374(Telefax)		E-27, HUDCO Place Extn., Andrews Ganj, New Delhi - 110049		9868222707

JOINT SECRETARIES AND EQUIVALENT

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID	Mobile Number
Binod Kumar	Chief Controller of Accounts PS to CCA	744 748- A	207 208	23387231 23381763 (FAX) 23381549 23381763 (FAX)			ccainb[at]gmail[dot]com	9810438305

ADMINISTRATION & INFORMATION WING

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
G.C. Aron	Director (IP)	133	133				
Pankaj Salodia	Director (IIS)	755 748	251 401	23384786 -do-			
Rajendra Singh	Deputy Secretary (Admn., Cash & HOD) PA to DS (Admn., Cash & HOD)	662 544	180 144	23384484 23384484			rsingh[dot]dhfw[at]nic[dot]in
Dr. Madhuri Gupta	Jt. Director (OL)	122A	351	23074166			
Shailesh Gautam	Under Secretary (Admn.)	544 544	243 249	23384990 -do-			shailesh[dot]gautam81[at]nic[dot]in

	PA to US(Admn)						
Prem Chand	Under Secretary (Press) PA to US(Press)	748 748	278 278	23386199 23385795			
Amarendra Singh	Under Secretary (MUC I) PS/PA to US (MUC)	748 748	288 147	23384853 23384853			
Rajni Saxena	Under Secretary (MUC II & CPGRAMS) PS/PA to US (MUC II & CPGRAMS)	127 127	175 175				
Neeraj Kumar	Under Secretary (IIS)	544 544	285 249	23387930 -do-			

	PA/PS to US(IIS)						
Abhinav Prasoon	DD (Media & Communications)	130	126	23386673			dpr[dot]inb[at]gmail[dot]com
D.K. Chawla	Under Secretary (PPC & IP&MC) PA to US(CPGRAMS)	748-B 748-B	363 363	23389460			dk[dot]chawla[at]nic[dot]in
Jagmohan Singh	Section Officer (Admin.I)	648-A	316	23381944			
S.K. Upadhyay	Under Secretary (Cash & Parliament)	719	295	23384892			cash[dot]inb[at]nic[dot]in
Nitin Kumar	Section Officer (Admn. II)	651	365	23383492			
Kuldeep Singh	Section Officer (Admin.IV)	651	317	23389642			
Subodh	Section Officer	548	318/360	23386086			soadmnmoib[at]gov[dot]in

	(Admn.III)						
Ajit Kumar Singh	SO (Cash)	720	302				
Prabhat Nigam	Section Officer (IIS-1)	747	328	23381941			soiis[dot]inb[at]nic[dot]in
Mala Chakraborty	Section Officer (IIS-2)	747	219	23381941			soiis[dot]inb[at]nic[dot]in
Kumar Gandharv	Section Officer (Press)	745-A	209	23384794 (Telefax)			sopress[dot]inb[at]nic[dot]in
Deshraj Yadav (additional charge)	Section Officer (Parliament)	652	350	23384996			soparli[dot]inb[at]nic[dot]in
Abhiram Kumar	Section Officer (MUC I)	648	333	23387240			somuc[dot]inb[at]nic[dot]in
Abhiram Kumar (additional charge)	Section Officer (MUC II)	125	127	23073888			
Ajit Kumar	Section Officer (PP)	720-A	129	23387913(Telefax)			soppc[dot]inb[at]nic[dot]in

Sharma	Cell)						
Rajeev Yadav	Section Officer (IP&MC)	749-A	330	23389927			ipmc[dot]inb[at]nic[dot]in
Ankur Lahoty	Asst. Director (Info. Wing)	749A	182	23381707			
Binod Kumar	AD (OL-1)	116A	425	23073058			
Sujata Mattu	AD (OL-2)	116 A	425	23073058			

VIGILANCE WING

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Sumitra Singh	DS (Vigilance & Parl.) PA to DS (Vigilance & Parl.)	129 122 C	210 229	23386226			
L.K. Mandal	Under Secretary (Vig.) PS/PA to US(Vig.)	748-A 748-A	319 319	23388411 23388411			kumar[dot]r34[at]nic[dot]in
Praveen Kumar	Section Officer (Vigilance I)	543	337	23384452			vigilance-moib[at]gov[dot]in
Inder Jeet Tanwar	Section Officer (Vigilance II)	543	337	23384452			vigilance-moib[at]gov[dot]in

BROADCASTING WING-I

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Amit Katoch	Director (BC) PS to Dir. (BC)	761 745	234 364	23386394(Telefax) 2338 6394	2576 1271		diradmn-moib[at]nic[dot]in
Shanker Lal	Deputy Secretary(DAS) PA/PS to Deputy Secretary (DAS)	122- B 126	257 426	23385528			
Sonika Khattar	Under Secretary (BC - I,II,III) PS/PA to US(BC-I,II&III)	547 544- A	291 408	23387373 2338 7373			
Vijay Kaushik	Under Secretary (TV INSAT) PA/PS to US (TV INSAT)	652 A 652A	289 289	23073134 23073134			
Anil Kumar	Under Secretary (DAS) PS/PA to US(DAS)	127 127	555 555	23381478 2338 1478			kumaranil[dot]hub[at]nic[dot]in

A.K. Roy	Under Secretary (NMC & NMW) & Addl. charge of Cash PA/PS to US(NMC & NMW)	130 130	130 130	23386807 23386807			
Suresh Kumar	Section officer (BC-I)	116	314	23382738 (Telefax)			sobc1-inb[at]nic[dot]in
Usha Gupta	Section Officer (BC-II)	116	114	23383235			sobc2-inb[at]nic[dot]in
Satbir Singh	Section Officer (BC-III)	116	223	23384549			sobc3-inb[at]nic[dot]in
Zahid Sharif	SO (DAS-II)	116	311	23387774			
Bijay Pal Sharma	Section officer (DAS)	116	311	23387774			
Ashesh Chaudhary	Section Officer { TV(INSAT)-I}	652-A	321	23073134			jsasthana[dot]edu[at]nic[dot]in
Vacant	Assistant Engineer	652-A	321	23073134			
Manojit Dasgupta	Section Officer {TV(INSAT)-II}	652-A	321	23073134			
Shashi Gambhir	Section Officer (NMC)	130	130	23386807			

BROADCASTING WING-II

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Gopal Sadhwani	Director (BP&L) PS/PA to Director (BP&L)	663 650	263 309	23385016(Telefax) 2338 5016	24312712		sadhwani[dot]gopal[at]nic[dot]in
Jyoti Mehta	Director (BAP) PS/PA to Director (BAP)	664 548	236 144	23381246 23381246			
Padmaja Vashishtha	DS{ B(D) & B(Fin.) }	556	172	23388340			
Sanjeev Kumar	DS (FM & CRS) & Nodal	132 126	123 124	23389202 23389202			deepak[dot]kr76[at]nic[dot]in

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
	Officer (website) PS to DS (Films II)						
Ajay Joshi	Dy. Secretary (BA-E & BC-IV) PS/PA to Dy. Secretary (BA-E & BC-IV)	760 748	294 324	23384933 2338 4933	9999213056	H.No.650, Laxmi Bai Nagar, Near Dilli Hatt, New Delhi- 110023	ajay[dot]joshi[at]nic[dot]in
Y Trihan	Additional Director (FM) PS/PA to	116 116	266 181	23384547 23384547			y[dot]trihan[at]nic[dot]in

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
	Additional Dir.						
Ranvir Singh	Under Secretary (BAP-I) PS/PA to US (BAP-I)	124 124	230 230	23383646 2338 3646			ranvirsingh[dot]rth[at]nic[dot]in
Sanjay Kashyap	Under Secretary(BA-P-II) PS/PA to US (BA-P-II)	647-A 647-A	211 211	23384754 2338 4754			

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Sanjay Dhar	Under Secretary(BA-E) PS/PA to US(BA-E)	647- A 647	238 303	23384754 2338 4754			sanjay[dot]dhar65[at]nic[dot]in
M Rajendran	Under Secretary (BC - IV & Parliament)	131	402	23386819			
Prasoon Kumar Jha	US [B(D), B(Finance) and additional charge of MUC-II]	542B	418	23074326			
P. Nagarajan	Under Secretary (BP&L) PA/PS to	134 134	107 107	23386746 23386746			

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
	US(BP&L)						
Prabhu Dutt Sharma	DD(CRS)	116	352	23386547			Inderjit[dot]grewal19[at]nic[dot]in
Jitendra Kumar	Section Officer (BA-P 1)	135	206	23073464			
Yogesh Kumar	Section Officer (BAP-2)	542	206	23388685			
Onkar Singh	Section Officer (BD)	544-B	134	23381745 (Telefax)			sobd[dot]inb[at]nic[dot]in
Prem Parkash	Section Officer (B(Fin.))	542	336	23388685			sobfin_moib[at]nic[dot]in
Omkar	Section Officer (BA-E)	653	335	23384406 (Telefax)			soba[dot]inb[at]nic[dot]in

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Siby Varghese P.	Section Officer (FM Cell)	415-B	271	23386762			fmccl[at]nic[dot]in
Vacant	Section Officer (BC-IV)	544-B	322	23389695			
Rahul Sinha	Section officer (BP&L)	128	173	23386884			Rahul[dot]sinha81[at]gov[dot]in

FILMS WING

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Dhanpreet Kaur	Director (Films-I) PS to Director (Films-I)	122 C 127	416 339	23380570 23070935			
S. Ravinder Yadav	DS (Films -II) PS to DS(Films-II)	123 130	279 424	23386678 2338 6678	9999357769		sr[dot]yadav13[at]nic[dot]in
Mohan Kumar T.	Under Secretary (F(C)+F(F)+F(I))	107A	369	23382487			
S.B. Pandey	Under Secretary F(A)+F(FTI)+F(PSU) PS/PA to US{F(A) + F(PSU)}	131 131	404 403	23385221 2338 5221			
Navin Kumar	Desk Officer {F(A) & F(FTI)}	107	145	23385911			

Vacant	Desk Officer F(F)	107	546	23382487			
Vacant	Desk Officer {F(C)}	107	313	23386769			fc[dot]inb[at]nic[dot]in
Vinod Kumar	Desk Officer {F(I)}	107	115	23384995			

FINANCE / ECONOMIC WING

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Sanjay Kumar	Deputy Secretary (B&A) PS to DS (B&A)	709 720	212 436	23385587(Telefax) 2338 5587			
Kamlesh Kumar Sinha	DS (Finance) PS/PA to DS (Finance)	554 544	244 143	23074017 2307 4017	2956 1886		
Praveen Kujur	Under Secretary (Fin.II) PS/PA to US{F-II)	544- A 544-A	232 232	23384896 2338 4896			sl[dot]sha[at]nic[dot]in
A K Pandey	Under Secretary (Fin.I & III) PS/PA to US(Fin.I & III)	544- A 544-A	228 304	23384896 2338 4896			
Babu Lal Verma	Deputy Director(EW)	719	295	23381109			
Dr. Unmana Sarangi	Deputy Director (EW)	748A	231	23385586			unmana[dot]sarangi[at]nic[dot]in

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Deepak Negi	Section Officer(B&A)	511-D	323	2307 4319 (Telefax)			so-bna-moib[at]nic[dot]in
Ajeet Kumar	Section Officer(PC Cell)	650	205	23386831			
Jaya Prakash	Section Officer (Fin.II)	650	326	23386831			
Ranjan Kumar	Section Officer (Fin.I & III)	747	327	23073293			
Shalini Gupta	SO (RTI & CPGRAMS)	720	160	23386346			
Avinash Kaur	Section Officer (PMS) (additional charge of Parliament)	748-B	221	23384507			sopms-moib[at]nic[dot]in

OFFICE OF CHIEF CONTROLLER OF ACCOUNTS

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID	Mobile Number
Dr. Ranjeeta	Dy. Controller of Accounts	465, Soochna Bhawan		011-24362466			Ranjeeta[dot]83[at]gov[dot]in	
Vacant	Controller of Accounts	759	108	23381544 23381124			rd[dot]chouhan[at]nic[dot]in	9650565972
M. C. Dagar	Sr. A.O (Admn)	702	174	23074289 23074286 (FAX)			pr[dot]aomib[at]gmail[dot]com	9811634926
Chander Sain	Sr. A.O (B&A)	702		23385646 23380263 (FAX)			camib0109[at]gmail[dot]com	9911110669
Kusum Sharma	Sr. AO (MS)	701	272	23384793 23383542 (FAX)			paoms-moib[at]gov[dot]in	9953631853
Shailesh Bhatnagar	AO (IAW)	702		23384950			camib0109[at]gmail[dot]com	9810580274

NIC CELL

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Alka Mishra	Deputy Director General	NICHQ CGO Complex		24362598			
P.K. Pankaj	Senior Technical Director & HOD	559	298	23383618 24305751			
Pawan Kumar	Technical Director	559	355	23383618			

Others

Name	Designation	Room No	EPBX No	Office Number	Residence Number	Residential address	E-mail ID
Legal Consultants	Legal Consultation	135 A	137	23070105			
DEPTT. CANTEEN	Canteen Manager	C-Wing Vth Floor	344	23385664			
RECEPTION	Reception Officer	Near Main Gate No.1	343				
Abhinaya Pratap Singh	Telephone, Intercom, FAX, KTS etc	548	318	23382557			
Piyush Dabas	Staff Car etc.	548	318	23386086			
Radhey Shyam Dwivedi	I/Card, Renovation, Soochna Bhawan etc.	548	360	23386086			
Ms. Charu Wadhwa	Computer, Photocopier etc .	548	360	23386086			
Virender Singh	Stationary Cell	548	342	23386086			
Sreepal	Parking label, Temp. I/card	548	360	23386086			
Sanjay Kumar Tiwari	CGHS etc	548	360	23386086			
Krishna Kumar	Caretaker	647	340	23384994	9999636912		

Resident Clerk	R&I Section	647	340	23384994			
Uday Singh	Incharge, Record Room	745	300	23073581			
CPWD (Electrical)				23384265			
CPWD (Civil)				23389797			

S.No.7-

Details of Multi Tasking Staff (as on 01.07.2018)

Multi Tasking Staff of the Main Secretariat, M/o I&B

Sanctioned Strength: 67

In position: 47

Vacant Post : 20

Sl. No.	Name Shri/Smt./Ms.	Posting/Room No.
1.	Om Prakash	Secy. Office
2.	Shivji Rai	R&I
3.	Kiran Singh	BC-I,II &III
4.	Karan Singh	PC, Finance
5.	Ved Pal Singh	Admn.IV
6.	Vinod Kumar Joshi	AS
7.	Billu Singh	R &I
8.	Kashi Nath Yadav	US(PPC) & US(Admn.)
9.	Lila Dhar	Vice President's Sectt.
10.	Rajeev Dutta	US(Press) & US(MUC)
11.	Om Prakash Singh	IP&MC
12.	Shiv Narain Prasad	Dir. (BD)
13.	Lamber Ram	Under posting
14.	Dwarika Prasad	R&I
15.	Saroj	DAS Section & US (DAS)
16.	Jagat Singh	Parl.
17.	Raj Kumar	R&I
18.	Bhagwat Singh	B-Finance/ NIC
19.	Devraj	JS (B-II)
20.	Tarkeshwar	R&I
21.	Ashok Kumar	HMOS
22.	Bimla Devi	DS (DAS)
23.	S S Rawat	R&I
24.	Jitender Singh Dhankhar	CRS/DD(CRS)
25.	Naveen Gupta	US(Films)/US(BC)
26.	Pohap Singh	US (Vig.) & DD(EA)
27.	Jai Parkash	DS (B&A)
28.	Harikesh Ram	DS (Vig. & Parl.)
29.	Beer Singh	JS (P&A)
30.	Prithvi Singh	HMOS
31.	Ombir Singh	MUC
32.	Manoj Rawat	JS (P&A)
33.	Rajesh Kumar	BAE & O/o Asst. Secretaries
34.	Sher Singh Karki	US(Parl.) & DD(EW) (Room No. 719)
35.	Ranbir Singh	Admn.III
36.	Sukhpal Singh	US (BC-IV) & US (BD)

37	Bullu Rani	Dir.(Films)
38	Virender Singh	US (B&A) & B&A Section
39	Smt. Malti Devi	JD(OL)
40	Shri Bramhanand Yadav	BPL Section & US(BPL)
41	Shri Lalit Kumar	R&I
42	Shri Krishna Kumar Singh	DS (Fin.)
43	Mukesh	AS&FA/546
44	Bhanu Pratap Singh	DS (FM) & DD(FM)
45	Manish Rawat	R&I
46	Shri Pappu Kumar	TV (INSAT) & US (INSAT)
47	Smt. Anjana Devi	FS (Desk) & US(FS)

List of Canteen Attendants

Sl. No.	Name
	Shri/Smt./Ms.
1	Keshar Singh
2	Dinesh Kumar
3	Rajesh Kumar
4	Harshpal Singh
5	Om Parkash
6.	Laxmi Devi Bhandari

1. Ajay Kr. Vasava,	Canteen Safaiwala
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S.No.8- Details of CSSS officials (as on 01.08.2018)

List of CSSS Officers dealt with by Admn.II Section

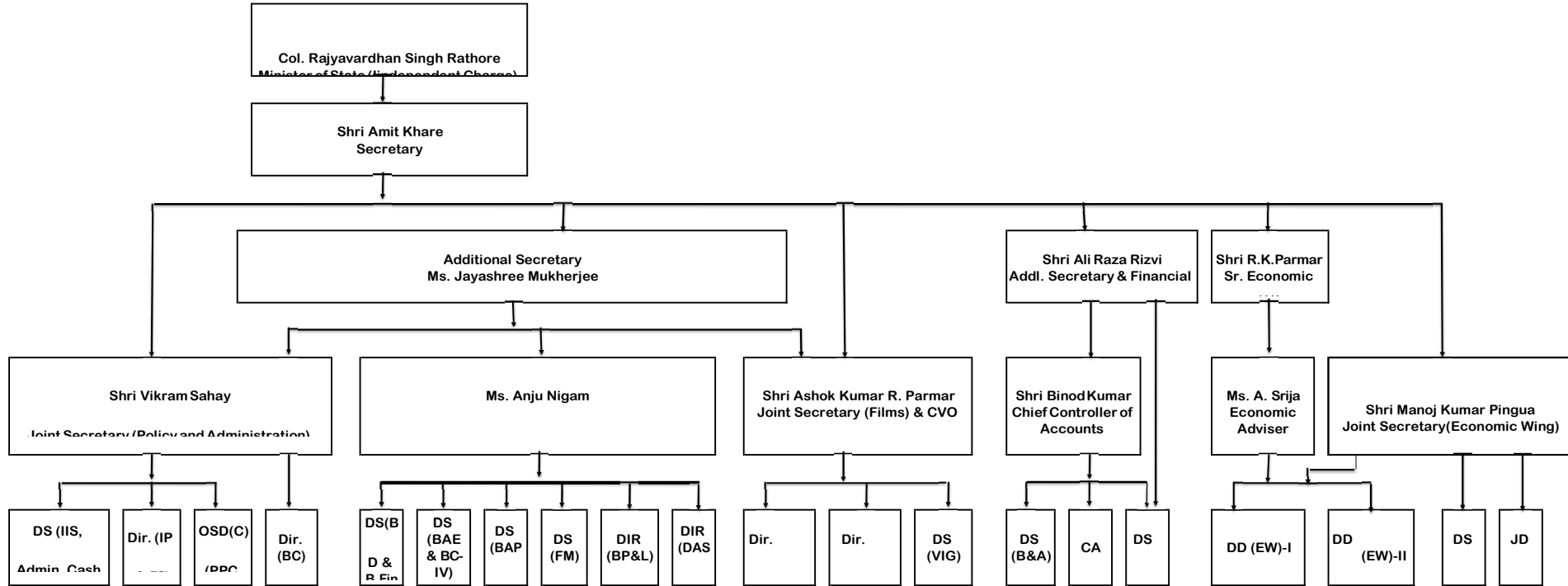
1	Sr. PPS	CSSS	Anit Chugh
2	PPS	CSSS	V. L. Babu
3	PPS	CSSS	Mahesh Kumar
4	PPS	CSSS	Manmohan Singh
5	PPS	CSSS	Naresh Kumar Sud
6	PPS	CSSS	Niranjan Kr. Upadhyaya
7	PS	CSSS	Sanjeev Kr Srivastava
8	PS	CSSS	Bhavna
9	PS	CSSS	Harish Kumar
10	PS	CSSS	Reeta Tandon
11	PS	CSSS	Rajneesh Bhardwaj
12	PS	CSSS	Amit Puri
13	PS	CSSS	Chander Sekhar
14	PS	CSSS	Manish Trikha
15	PS	CSSS	Harish Kumar Nandwani
16	PS	CSSS	Ashok Kumar Jainth
17	PS	CSSS	Nayan Kumar Mishra
18	PS	CSSS	Neera Gaur
19	PS	CSSS	Raj Rani Saini
20	PS	CSSS	Umesh Prasad
21	PS	CSSS	Ramesh Kumar
22	PS	CSSS	Amarjeet Singh
23	PA	CSSS	Pratibha Rakheja
24	PA	CSSS	Deepak Kumar
25	PA	CSSS	Suresh Babu Kalisetty
26	PA	CSSS	Ram Karan
27	PA	CSSS	Naresh Kumar Sharma
28	PA	CSSS	Guru Dutt
29	PA	CSSS	Tara Yadav

30	PA	CSSS	G. Venkateswarlu
31	PA	CSSS	Sujata Jadala
32	PA	CSSS	Anupama Malhotra
33	PA	CSSS	Jayasree Neelakantan
34	PA	CSSS	Alka Sharma
35	PA	CSSS	Lalmani Prasad
36	PA	CSSS	Amit Kumar Srivastava
37	PA	CSSS	Jay Prakash Yadav
38	PA	CSSS	Sanjeev Besra
39	PA	CSSS	Indu Kapoor
40	PA	CSSS	Jitendra Kumar Bharti
41	Steno 'D'	CSSS	Rajesh Kumar
42	Steno 'D'	CSSS	Rohit
43	Steno 'D'	CSSS	Pooja
44	Steno 'D'	CSSS	Praveen Kumar
45	Steno 'D'	CSSS	Pankaj Kumar Patel
46	Steno 'D'	CSSS	Narendra Kumar
47	Steno 'D'	CSSS	Divya Sharma
48	Steno 'D'	CSSS	Sumit Negi
49	Steno 'D'	CSSS	Santosh Kumar
50	Steno 'D'	CSSS	Shiv Charan Meena
51	Steno 'D'	CSSS	Vikram Singh
52	Steno 'D'	CSSS	Mamta Rani
53	Steno 'D'	CSSS	Vaishali Rajput
54	Steno 'D'	CSSS	Sunil Dutt
55	Steno 'D'	CSSS	Neha Raheja
56	Steno 'D'	CSSS	Neeraj
57	Steno 'D'	CSSS	Saleem Ahamad

S.No.9- Such other information as may be prescribed. (Section 4(1)(b)(xvii) of RTI Act, 2005)

S.No.10- Incumbency position in Ministry of I&B

Organisation Chart of Ministry of Information and Broadcasting



S.No.11- The names, designations and other particulars of the Public Information Officers. (Section 4(1)(b)(xvi) of RTI Act, 2005)

**File No. R-11013/6/2017-RTI
MINISTRY OF INFORMATION & BROADCASTING
(RTI CELL)**

Dated: 07.03.2018

SUBJECT: CPIOs/APPELLATE AUTHORITIES IN THE M/o INFORMATION AND BROADCASTING

In supersession of Right to Information Cell's order of even no. dated 22.09.2017 the following Officers of the Ministry of Information and Broadcasting are hereby designated as the Central Public Information Officer (CPIO) and Appellate Authority under Section 5(1) and Section 19 (1) of the Right to Information Act, 2005:-

S. N.	Name/Designation/Address/ Tel No. of CPIO	Subject Matters	Name/Designation/Address/ Tel. No. of Appellate Authority
1	Shri Kamlesh Kumar Sinha, Under Secretary (Finance-II) Room No. 544-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23384896	As at Annexure-II (Subject matters pertaining to Finance-II Section)	Dr. Vincent Barla, Dy. Secy. (Finance), Additional Charge (B-D & B-F) Room No. 554, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23074017 E-mail: vincent.barla@nic.in
2	Shri Anil Kumar Pandey, Under Secretary (Fin-I & III) Room No. 544-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23384896 E-mail: prasoon.jha@nic.in	As at Annexure-I (Subject matters pertaining to Finance-I & III Sections)	
3	Ms. Padmja Vashistha, Under Secretary (B-D & B-F), Room No. 557, A Wing Shastri Bhawan, New Delhi-110001 Tel No. 23388340	As at Annexure-XV (Subject matters pertaining to BD & B-Fin Sections)	
4	Dr. Unmana Sarangi, Deputy Director (EW), Room No. 748-A, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23385586 Email: unmana.sarangi@nic.in	As at Annexure-III & XII (Subject matters pertaining to PC Cell, PMS & RTI Cell)	Shri Manoj Kumar Pingua, Joint Secretary, Room No. 659, A-Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23382597
5	Ms. Shakun Pardasani, Under Secretary (B&A), Room No. 547, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23387373	As at Annexure-IV (Subject matters pertaining to B&A Section)	Shri Mohan Lal Wadhvani, Deputy Secretary (B&A), Room No. 553, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23381863 E-mail : ml.wadhvani@nic.in
6	Dr. Madhuri Gupta, Joint Director (OL), Room No. 122-A, A Wing, Shastri Bhawan, New Delhi-110001, Tele No. 23074166	As at Annexure-VII (Subject matters pertaining to Hindi Cell)	Shri Manoj Kumar Pingua, Joint Secretary (EW), Room No. 659, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23382597

	E-mail: ddol@nic.in		<i>[For RTI matters related to Hindi Cell]</i>
7	Shri Vijay Kaushik, Under Secretary (Press), Room No. 748, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23384853 Email: vijay.kaushik@nic.in	As at Annexure-X (Subject matters pertaining to Press Section)	Sh. Pankaj Kumar Salodia, Director [IP & F(S)], Room No. 755, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23384786
8	Shri Amarendra Singh, Under Secretary (MUC), Room No. 748, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23385795 Email: vijay.kaushik@nic.in	As at Annexure- X (Subject matters pertaining to MUC Section)	
9	Sh. Kishor Srivastava Under Secretary F(S) desk Room No. 719, A Wing, Shastri Bhawan, New Delhi- 110001 Tele No. 23385145 <i>[For RTI matters related to F(S) Desk]</i>	As at Annexure- XXVI (Subject matters pertaining to F-S Desk)	
10	Sh. D.K. Chawla, Under Secretary (IIS), Room No. 748-B, A Wing, Shastri Bhawan, New Delhi- 110001 Tele No. 23389460	As at Annexure-IX (Subject matters pertaining to IIS Section)	
11	Shri Shailesh Gautam, Under Secretary (Admin & Cash), Room No. 544, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23387930 E-mail: neeraj.kumar06@nic.in	As at Annexure-V & VI (Subject matters pertaining to Admn-I, II, III, IV & Cash Sections)	
12	Shri M.L. Verma, Under Secretary (Parl. Cell), Room No. 719, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23385145	As at Annexure-V (Subject matters pertaining to Parliament Cell)	Sh. V.K. Paul, Deputy Secretary (Vig. & Parl.), Room No. 709, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23385587 E-mail : paul.vk@nic.in
13	Shri Sanjay Kumar, Under Secretary (Vig.), Room No. 748-A, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23388411 E-mail: kumar.r34@nic.in	As at Annexure- VIII (Subject matters pertaining to Vigilance Section)	

14	Shri M. Rajendran, Under Secretary (BC-I, II & III), Room No. 131, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23386819	As at Annexure-XIII & XIV (Subject matters pertaining to BC-I, II & III Sections)	Sh. Amit Katoch, Director (BC), Room No. 761, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23386394 E-mail: amit.katoch@nic.in
15	Shri Prem Chand, Under Secretary (INSAT), Room No. 652-A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23073134	As at Annexure-XX [Subject matters pertaining to TV (INSAT)]	
16	Ms. Sonika Khattar, Under Secretary (BC-IV), Room No. 652-A, A Wing Shastri Bhawan, New Delhi-110001 Tel No. 23388340 E-mail: sonika.khattar@nic.in	As at Annexure-XIII (Subject matters pertaining to BC-IV Section)	Shri Ajay Joshi, Deputy Secretary (BA-E & BC-IV), Room No. 710, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23384933 E-mail: ajay.joshi@nic.in
17	Shri Sanjay Dhar, Under Secretary (BA-E), Room No. 647-A, A Wing, Shasri Bhawan, New Delhi-110001, Tele No. 23384754 E-Mail : sanjay.dhar65@nic.in	As at Annexure-XVI (Subject matters pertaining to BA-E Section)	
18	Shri Ranvir Singh, Under Secretary (BAP-I), Room No.124, A Wing, Shastri Bhawan, New Delhi-110001 Tel No.23384754 E-Mail: ranvirsingh.rth@nic.in	As at Annexures XVII [BA-P Section other than the works assigned to US (BAP-II)]	Smt.Harcharan Kaur, Deputy Secretary (BA-P), Room No.663, A Wing, Shastri Bhawan, New Delhi-110001 Tel No.23385016 E-Mail: harcharan.kaur@nic.in
19	Shri Sanjay Kashyap, Under Secretary(BAP-II), Room No. 647-A, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23384754	Works pertaining to BA-P Section*	Shri Rajendra Singh, Deputy Secretary (BAP-II), Room No.709, A Wingh, Shastri Bhawan, New Delhi-110001 Tel No.23385587
20	Shri Imran Farid, Under Secretary (BP&L), Room No. 134, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23386746 E-mail: Imran.farid@nic.in	As at Annexure-XVIII (All matters relating to Broadcasting Policy & Legislation, except DAS)	Smt.Harcharan Kaur, Deputy Secretary (BA-P), Room No.663, A Wing, Shastri Bhawan, New Delhi-110001 Tel No.23385016 E-Mail: harcharan.kaur@nic.in
21	Shri P.D. Sharma, Deputy Director (CRS), Room No. 116, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23386547	As at Annexure-XX (Subject matters pertaining to CRS Cell)	Shri Ajay Joshi, Deputy Secretary (CRS) Room No. 710, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23384933

22	Shri Anil Kumar, Under Secretary (DAS), Room No. 127, A Wing, Shastri Bhawan, New Delhi-110001, Tel No. 23381478 E-mail: kumaranil.hub@nic.in	As at Annexure-XVIII [Matters relating to Digital Addressable System (DAS)]	Sh. Shanker Lal, Deputy Secretary (Digitization), Room No. 122-B, A Wing, Shastri Bhawan, New Delhi- 110001 Tel No. 23385528 Email: shankar.lal@nic.in
23	Shri Yogendra Trehan, Dy. Director (FM), Room No. 116, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23384547	As at Annexure-XIX (Subject matters pertaining to FM Cell)	Shri S. Ravinder Yadav, Deputy Secretary(FM), Room No. 123, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23386678 E-Mail : sr.yadav13@nic.in
24	Shri Prasoon Kumar Jha, Under Secretary [F(I), F(C) & F(F)], Room No. 107-B, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23382487	As at Annexure-XXV, XXIV & XXII [Subject matters pertaining to F-I, F-C & F-F Desks]	Shri Girish Chandra Aron, Director (Films-I), Room No. 133, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23070935
25	Shri S. B. Pandey, Under Secretary {F(A), F(FTI) & F(PSU)}, Room No. 131, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23385221	As at Annexure-XXIII,XXII & XXI [Subject matters pertaining to F-A, FTI & F-PSU Desks]	
26	Sh. Gopal, Under Secretary (NMC & NMW), Room No. 130, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23381109 E-mail: gopal.29@gov.in [Additional Charge of DD(A) of Photo Division]	Subject matters pertaining to New Media Cell & New Media Wing	Sh. K. Sanjay Murthy, Joint Secretary (P&A), Room No. 552, A Wing, Shastri Bhawan, New Delhi- 110001 Tel No. 23073775 [For RTI matters related to NMC & NMW]
27	Sh. Neeraj Kumar, Under Secy. (PPC & IP&MC), Room No. 544, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23384990	As at Annexure-XI & XII [Subject matters pertaining to IP&MC & PPC Sections]	Shri Chaitanya Prasad, Officer on Special Duty (Coord), Room No. 661, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23073316 E-Mail : osd.inb@nic.in
28	Shri. D.K. Chawla, Under Secretary (IIS) Room No. 748-B, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23389460 E-mail: dk.chawla@nic.in	Subject matters pertaining to the O/o HMIB and HMSIB.	Shri Pankaj Kumar Salodia, Director [IP & F(S)] Room No. 755, A Wing, Shastri Bhawan, New Delhi-110001 Tele No. 23384786

2. Annexures to the list of CPIOs & AAs are available in Ministry's website under head – '**RTI Act**', Sub Head-'**Act & CPIO Details- Annexures to the list of CPIOs AAs**'.

3. **Consequent to the change in work allocation/ transfer/ posting of the officer, the new incumbent will be automatically designated the CPIO/AA of the work under him/her.**

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

**(Taruna Doliya)
Deputy Director (EW)**

To

- 1) All AAs/CPIOs
- 2) PPS to HMIB
- 3) PPS to Secretary
- 4) All Media Heads
- 5) Joint Secretary-cum-Registrar, CIC, CIC Bhawan, Baba Gang Nath Marg, Munirka, New Delhi-110067 – for kind information.

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