

WORK ALLOCATION OF JOINT SECRETARY IN MINISTRY OF CULTURE

S. No.	Name & Designation	Work allocated
1.	Ms. Ranjana Chopra, AS&FA	Budget & Expenditure monitoring (IFD) and work of QCI, OOMPH, Data Governance & Quality Index as Nodal Officer.
2.	Ms. Sanjukta Mudgal, Joint Secretary	1) Establishment 2) General Administration 3) Archaeological Survey of India 4) National Culture Fund (NCF) 5) National Monuments Authority(NMA) 6) Official Language Division. 7) Coordination & Parliament
3.	Ms. Lily Pandeya, Joint Secretary	1) UNESCO Matters 2) Intangible Cultural Heritage (ICH) matters including IPR 3) International Cultural Relations (ICR) 4) G 20 Matters
4.	Ms. Amita Prasad Sarbhay, Joint Secretary	1) Zonal Cultural Centres (ZCC) 2) Buddhist Tibetan Institutions(BTI) 3) All Schemes of Performing Arts, S&F, BTI 4) GHSM/ Gandhi and Tagore related matters. 5) Vigilance
5.	Ms. Uma Nanduri, Joint Secretary	1) Akademies bureau (including IGNCa) 2) Commemoration & Memorials 3) Work related to "Azadi Ka Amrit Mahotsava (AKAM)". 4) Media & Publicity 5) NMCM – National Mission on Cultural Mapping
6.	Ms. Mughda Sinha, Joint Secretary	1) Museum Division & Schemes including IHH 2) Libraries incl. National Mission on Libraries 3) Anthropology & Archives (A&A) 4) Special Tasks as assigned from time to time
7.	Shri Gurmeet Singh Chawla, Joint Secretary	Administrative Reforms & Information Technology (AR&IT)

WORK ALLOCATION OF DIRECTOR/DEPUTY SECRETARY
AS ON 19.06.2023

Sl.No.	Incumbent	Existing Work
1.	Shri Harish Kumar, Director	1. IFD 2. Budget Division
2.	Shri Arvind Kumar, Director	1. Establishment 2. Cash 3. General Administration 4. National Monument Authority 5. National Cultural Funds (NCF)
3.	Shri Yashveer Kumar, DS	1. Vigilance 2. International Cultural Relations
4.	Shri Sarvjit Singh, DS	C&M
5.	Shri Shah Faisal, DS	CR (Administrative Bureau)
6.	Shri Jivan K. Bachhav, Deputy Secretary	Museums including Indian Institute of Heritage (IIH)
7.	Shri Dalpat Singh, Director	CDN & Parliamentary unit
8.	Shri Vivek Gupta, Director	G 20 Cell
9.	Smt. Renu Singh, Deputy Secretary	Libraries
10.	Ms. Priyanka Chandra, Director	AKAM
11.	Shri Rajeev Kumar, Deputy Secretary	AKAM (incl. Media & Publicity)
12.	Shri Satish Chander, DS	AKAM
13.	Sh. Aneish P. Rajan, Director	1. Akademies 2. UNESCO 3. Intangible Cultural Heritage (ICH)
14.	Shri Arun Kumar, Deputy Secretary	1. A&A 2. AR&IT
15.	Shri Sanjay Kumar, DS	P.Arts & GHSM
16.	Shri Rajender Singh Khichi, DS	ZCC
17.	Shri Niraj Kumar, Director	BTI
18.	Shri N.P. Shukla, DS	ASI
19.	Shri M. Jena, DS	Director (Admn.), ASI HQ
20.	Sh. R. Ramesh Arya, Director	Official Language

Work Allocation among Under Secretaries

S.No.	Name of Under Secretary	Work Allocation
1.	Shri Praveen Sharma	➤ ZCC & BTI
2.	Shri Maneesh Rajan	➤ S&F
3.	Shri Arnab Aich	➤ ASI matters
4.	Ms. Anjana	➤ Akademies
5.	Shri Suman Bara	➤ Akademies
6.	Smt. Shobha Rani Tiru	➤ UNESCO/NCF/NMA
7.	Shri Dheerendra Mohan Khare	➤ GA/Record Cell/CR [Addl. Charge : IFD]
8.	Shri Vijay Kumar Gupta	➤ IFD
9.	Shri Manish Kumar Chourasiya	➤ Establishment ➤ Cash
10.	Smt. Anuradha Sood	➤ ICR Addl. Charge : Library
11.	Shri Rajesh Saha	➤ O/o HCM
12.	Shri S.K. Singh	➤ AKAM
13.	Smt. B. Asha Nair	➤ P. Arts ➤ GHSM
14.	Shri Naveen Kumar Rajan	➤ Vigilance ➤ AR&IT
15.	Shri B. S. Bisht	➤ Museum-I
16.	Shri Prem Pal Singh	➤ CDN & Parliament Addl. Charge : A&A
17.	Smt. Donngai Ching	➤ IFD
18.	Shri Pappunjay Kumar	➤ C&M/Special Cell
19.	Shri V. K. Sharma	➤ ASI HQ, Tilak Marg
20.	Shri Sanjeev Kumar	➤ G-20 Secretariat

Museum-I

1. All Administrative and Financial matters of the following Subordinate Organizations:
 - a) National Museum
 - b) NGMA (Delhi, Bengaluru & Mumbai)
2. All Administrative, policies and other issues like formulation of Five Year Plan, BE & RE, release of Plan/ Non-Plan grants-in-aid in respect of the following autonomous Organizations:
 - a) Salarjung Museum
 - b) Allahabad Museum
 - c) National Museum Institute
3. Matters related to International Exhibitions/Inter-Ministerial Exhibition Committee
4. Deputation/Delegation abroad in connection with International Exhibition
5. Museum Grant Scheme
6. Scheme for Digitization of Museum Collection
7. Scheme for Capacity Building and Training for Museum Professional
8. Implementation and monitoring of Museum reforms in various Museums and operation of various MoUs signed with international institutions.
9. Issue of certificates for Customs Duty-free import of Artifacts for display in museum
10. Setting up of new museums in the country
11. Matters related to Buddhist relics
12. Training for Museum Professionals
13. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
14. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.

ALLOCATION OF WORK AMONGST SECTIONS/UNITS

ASI

1. Administrative matters of ASI (Attached Office) viz. RRs, Appointment to the post of Director & above, Vigilance matters etc
2. Matters related to NMMA
3. Representations/Petition/Letters received from general public and through PMO, President Secretariat, Cabinet Secretariat etc.
4. Matters relating to Foreign Deputation of Officers of ASI/ MoC
5. World Heritage Matters
6. Policy matters of ASI
7. Work related to INTACH
8. Cabinet Notes
9. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
10. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section

Museum-II

1. All administrative and financial matters pertaining to following organizations:
 - a) NCSM (Autonomous)
 - b) Indian Museum (Autonomous)
 - c) Victoria Memorial Hall (Autonomous)
 - d) NRLC (Subordinate)
 - e) Vrindavan Research Institute (Voluntary)
2. Establishment of Science Cities/ Centres under the scheme of setting up Science Cities
3. Annual reports of above mentioned organizations
4. Material for inclusion in programmes of PM/FM
5. Framing/amendment/reviews of RRs in respect of employees of the above mentioned organizations
6. Reports of Deptt. related Parliamentary Standing Committee / SFC/EFC Meeting
7. Foreign Tour of Officers (for both Ministry and Organizations)
8. Appointments of Head of the above mentioned Organizations
9. Collection of information regarding Budget/other matters
10. Publication of Advertisement/ Notification / Quarterly report on Hindi
11. Amendments of by-laws of the Organization
12. Matters relating to ICOM-CC and ICCROM
13. Conservation Policy pertaining to Museums / HRD Policy for various organizations
14. Conservation of Fellowship Programme in collaboration with metropolitan Museum of Art, New York
15. Requests from organizations for sponsorship / Monthly reports from aforesaid Organizations
16. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
17. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.

67

ICR

1. Cultural Agreement
2. Cultural Exchange programmes
3. Memorandum of Understanding
4. Joint Working Group to review bilateral cultural events performed during the previous year and signing of Protocol/ MOU
5. Bilateral Meetings:
 - a) Formulation of Talking Points for bilateral meetings in consultation with MEA
 - b) Make necessary arrangement/preparation for holding bilateral meeting
 - c) Providing briefs of cultural issues to various Ministries/ Department
6. Foreign Visit by Ministers/ Officers under Festival of India & Cultural Agreements/Exchange Programme
7. Conducting Festival of India abroad
8. Schemes:
 - a) Grant-in-Aid to Indo-Friendship/Cultural Societies
 - b) International Cultural Relations
 - i. Financial Assistance to foreign artists to study Indian Culture
 - ii. Financial Assistance to artist going abroad for seminars, festivals, exhibition etc.
9. Multilateral International Cultural Relations issues relating to :

<ol style="list-style-type: none"> a) ACD b) SAARC c) ASEM d) BIMSTEC e) IBSA 	<ol style="list-style-type: none"> f) BRICS g) IAFS h) ASEAN i) INDIA-EU cooperation issues
--	---
10. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
11. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.

.....

UNESCO

1. Work related to UNESCO convention for the Safeguarding of Intangible Cultural Heritage and Convention for the Protection and Promotion of Diversity of Cultural Expressions
2. Work related to International Fund for Cultural Diversity
3. Coordination Committee on the Living and Diverse Cultural Tradition of India
4. Memory of the World programme - preparation and submission of the nomination dossier for inclusion in the UNESCO's Memory of the World Register etc
5. Work relating to Sub-Commission on Culture under the Indian National Commission for cooperation with UNESCO
6. Coordination work with Mo HRD relating to INCCU
7. Administration of Scheme for Safeguarding of Intangible Cultural Heritage and Diverse Cultural Tradition of India
8. Inter-Government Committee on Intellectual Property and Generic Resources, Traditional Knowledge of Folklore schedule
9. ICH matters
10. NCF matters
11. NMA matters
12. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
13. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section

69

Library

1. Administrative, financial and parliamentary matters of the following Subordinate Organizations:
 - a) National Library
 - b) Central Reference Library
2. Administrative, financial and parliamentary matters of the following Autonomous Organizations:
 - a) RRRLF
 - b) DPL
 - c) KBOPL
 - d) RRL
 - e) CSL - New Delhi
3. Administrative, financial and parliamentary matters of State Libraries :
 - a) CPL - Chennai,
 - b) SCL- Mumbai
 - c) TMSSML - Thanjavur (T. Nadu)

10

4. Matters related to the following Missions:

- a) NMM
- b) NML

5. Grant-in-aid and budgetary matters of the above organizations

6. Filling up of Gr. A and Gr. B posts / Revision of Recruitment Rules

7. ~~The~~ Service matters like pension / advances / withdrawals / reimbursement in respect of cadres of Central Secretariat Library, viz. AJO, LJO etc.

8. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section

9. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.

71

Akademies

1. Formulation of Five Year Plan, Annual Plan, BE & RE, Release of Plan and Non-Plan grants in aid, Laying of Annual Report etc. in respect of the following Autonomous Organizations:
 - a) Sangeet Natak Akademi
 - b) Sahitya Akademi
 - c) Lalit Kala Akademi
 - d) National School of Drama
 - e) Indira Gandhi National Centre for the Arts
 - f) Cultural Centre of Resources & Training
 - g) Kalakshetra Foundation
2. Allotment of Government Residential Accommodation to eminent Artists.
3. High Powered Committee.
4. Granting of classical status to languages.
5. Arts Management
6. National Centre for Performing Arts
7. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
8. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section

BTI

1. Formulation of Five Year Plan, Annual Plan, BE & RE, Release of Plan and Non-Plan grants in aid

In respect of following autonomous organization :

- a) NNM
- b) CIBS
- c) CIHCS
- d) CUTS

2. BE & RE, Release of Plan and Non-Plan grants in aid in respect of following regular grantees :

- a) Library of Tibetan work and Archives, Dharamshala
- b) Tibet House, New Delhi
- c) Centre for Buddhist Cultural Studies, Tanwang Monastery, Arunachal Pradesh
- d) Namgyal Institute of Technology, Sikkim
- e) GRL Monastic School, Bomdila
- f) International Buddhist Confederation

3. Formulation of Five Year Plan, Annual Plan, BE & RE and Implementation in respect of the following schemes:

- a) Buddhist Scheme
- b) Himalayan Scheme

- 4. Administrative, policies and other issues relating to above mentioned autonomous bodies
- 5. Establishment of new Buddhist Institution at Tabo in H.P
- 6. Revision of Memorandum of Association of all the four autonomous bodies
- 7. Laying of Annual Reports and Accounts of above mentioned autonomous bodies
- 8. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
- 9. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget / Official Language Policy etc. concerning the Section

73

ZCC

1. Formulation of Five Year Plan, Annual Plan, BE & RE in respect of 7 ZCCs
2. Release of Plan and Non-Plan grants in aid all the 7 ZCCs
3. Administrative, policies and other issues relating to all ZCCs
4. Revision of Memorandum of Association of all the ZCCs
5. Implementation of recommendation of Aiyar Committee
6. Nomination of members in Governing Body of all ZCCs
7. Matters relating to requests received from various quarters for participation in programmes, festivals etc. organized by various agencies
8. Laying of Annual Reports and Accounts of ZCCs
9. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
10. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget / Official Language Policy etc. concerning the Section

A & A

1. All Ministry level administrative and financial matters of the following organizations:

- i. NAI (Attached Office)
- ii. AnSI (Subordinate Office)
- iii. IGRMS (Autonomous Organizations)
- iv. The Asiatic Society, Kolkata (Autonomous Organizations)
- v. The Asiatic Society of Mumbai (Autonomous Organizations)
- vi. NMML
- vii. MAKAIAS

2. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section

3. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section



Performing Arts

1. Performing Arts Grant Scheme

- i) Scheme for Financial Assistance to Cultural Organization with national presence
- ii) Scheme for Building Grants, including Studio Theatres
- iii) Scheme of Tagore Cultural Complexes
- iv) Scheme of Artists Pension & Welfare Fund

2. VIP/PMO references, RTI, Public Grievance, Audit Para's pertaining to the Section

3. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RPD,

Outcome Budget etc. concerning the Section.



S & F

1. Cultural Functions Grant Scheme
2. Award of Scholarship to young Artists in different cultural fields
3. Award of Fellowship to outstanding Persons in different Cultural fields.
4. Tagore fellowship for Cultural Research
5. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
6. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.

73

Special Cell

1. New Commemoration including birth anniversaries of events/incidents
2. Residuary work relating to the following past commemoration:
 - a) 2550th Birth Anniversary of Lord Buddha
 - b) Guru-Ia-Gaddi
 - c) Khalsa Heritage Project
 - d) 150th Birth Anniversaries of Mahatma Madan Mohan Malaviya, Motilal Nehru, Rabindranath Tagore and Swami Vivekananda
 - e) Centenaries of Lal Bahadur Shastri, Komagatamaru Incident and Begum Akhtar
 - f) 125th Birth Anniversary of Jawaharlal Nehru
3. Forwarding of proposal for PMO's consideration and approval
4. Setting up of National Committees/ National Implementation Committees
5. Conducting of meetings of National Committees/ National Implementation Committees
6. Conducting of inaugural and concluding ceremonies in respect of commemoration. Work relating to release of coin/stamp
7. Release of Grant-in-aid to commemoration-specific, approved proposal
8. Monitoring of the approved proposal
9. Coordination with other Ministries/ State Govt.
10. Inspection and Field Visit regarding the approved projects.
11. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
12. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section

C & M

1. Jallianwala Bagh National Memorial Trust
2. Two schemes for Centenaries/anniversaries and Development and Maintenance of National Memorials.
3. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
4. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section

GHSM

1. Mission related work
2. Dandi related projects
3. Gandhi Peace Prize
4. Tagore Award
5. Gandhi Smriti & Darshan Samiti
6. Gandhiji Memorabilia
7. Gandhian Institutes
8. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
9. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section

Establishment

Following works relating to Establishment in respect of employees on the pay role of this Ministry
(Secretariat Proper):-

1. Reporting of vacancies under Central Staffing Schemes and CSS/CSSS/CSCS vacancies to DoP&T and MTS to SSC
2. Matter relating to Appointment/ Recruitment to all posts in MoC (Sectt.) including appointments in Minister's Office.
3. Taking up the matters with DoP&T for appointments of posts under Central Staffing Scheme.
4. Appointment of Consultants.
5. Recruitment of Contractual Staff in respect of the Ministry (Secretariat proper)
6. Processing of matters relating to DPCs/ promotion in various grades.
7. Matters relating to MACP in various grades
8. Matters relating to Pay fixation/ Stepping up of pay.
9. Maintenance of Leave in respect of all grades.
10. All the matters relating to Pay Commission in respect of this Ministry
11. Confirmation cases.
12. Matters relating to transfer/posting of staff.
13. Release of Annual Increment in respect of all the cadres/grades
14. Pension cases in respect of all Officers/Officials in the Ministry
15. Maintenance of ACRs/APARs (except the employees of Library Cadre)
16. Work relating to management of cadre of Official Language and Statistical Services in this Ministry
17. E-Governance & IT related matters (through NIC)
18. Processing of Public Grievances, Online disposal of the Public Grievance cases, Coordination with various Section/Units as well as Organizations to ensure the timely disposal of pending PG matters
19. Matters relating to meetings which are held in DARPG and DoP&PW from time to time and follow up action thereafter.
20. Matters relating to Festival/ House Building / Motor Car/ Scooter / Computer Advances:

(81)

21. Withdrawal/ Advance from GPF
22. Reimbursement of Tuition fee and Medical Expenses
23. Appointment of AMA in non-CGHS area for medical treatment
24. Matters relating to implementation of Official Language in respect of Establishment Section
25. Matters regarding Training Abroad, training in ISTM and other training Institutions.
26. Citizens' Charter
27. Framing / amendment of RRs of posts of Drivers/ MTS etc.
28. Monitoring of Biometric Attendance
29. Passes for Independence Day/ Republic Day
30. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
31. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.

General Administration

1. Procurement and distribution of stationery and consumable items in the Ministry.
2. Procurement of computers printers, UPS, Photocopies etc. and its maintenance.
3. Procurement of various makes & models of toner cartridges and its distribution.
4. Printing of letter heads, visiting cards etc.
5. Providing hospitality during the official meeting in the Ministry
6. Reimbursement of contingency expenditure such as hospitality allowance to SOs and above officers, purchase of brief cases/diaries purse, newspaper etc.
7. Preparation of rubber stamps & name plates.
8. Procurement of furniture items and its maintenance
9. Procurement of electrical items and its maintenance
10. Issue of Identity Cards/ Car parking passes etc.
11. Hiring of DEOs, Semi-skilled/Unskilled workers in the Ministry through outsourcing.
12. Dusting and cleaning of office rooms.
13. Budget matters relating to GA Section
14. Audit matters relating to GA Section.
15. Renovation of office rooms.
16. Work related to official telephone matters
17. Deployment, repair & maintenance of staff cars
18. Housekeeping functions
19. Swachh Bharat Campaign Coordination with other Ministries/ Cabinet Secretariat and organizations under MoC
20. Conclusions of contracts for various Services and Goods as noted above
21. Black Listing of firms

.....

S2

Vigilance

1. CCS (CCA) Rules - Classification & Interpretation
2. AIS (Discipline & Appeal) Rules, 1965
3. Vigilance Complaints
4. Disciplinary Proceedings
5. Prosecution
6. Appeals
7. Review of Petitions
8. CCS (Conduct) Rules, 1964 - Classification & Interpretation
9. AIS (Conduct) Rules, 1965
10. Vigilance clearance
11. Reports & Return
12. Corruption Mitigation Action Plan
13. CVC / CBI matters
14. Coordination with all Sections / Organizations of Ministry of Culture regarding disciplinary / vigilance matters
15. RTI/Parliament Questions/ Court cases etc.

2

CDN

1. Coordination for the Ministry of Culture
2. Monthly D.O for Cabinet Secretary
3. Cabinet matters
4. Training of Officers/Officials of organization of MoC
5. Padma Awards/ Other Awards
6. Annual Reports/ Samarthan
7. Coordination work of Memorandum of Understanding
8. Optimization of Direct recruitment to civilian posts of this Ministry
9. Central Advisory Boards on Culture
10. National Culture Policy
11. Allocation of Business Rules
12. PM 15 point programme on recruitment of Minorities
13. Representation of SC/ST/OBC
14. Coordination work of RRs and vacancy position of organizations / Vacancy of Head of Organizations under MoC
15. Sr. Officers' Meeting
16. Compilation of data for Ministry of Culture and also for various Ministries/Departments
17. SFC/EFC/Cabinet Notes received from other Ministries
18. Parliamentary Standing Committee Reports pertaining to more than two divisions
19. Implementation/monitoring of Cabinet Decision
20. Maintenance of List of Organizations under MoC and publication of diary of addresses of various organizations under MoC
21. Coordination of Court Cases of MoC and it organizations.
22. MyGov matters
23. VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
24. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.

85

Budget

P&B

1. Preparation of Budget Estimates & Revised Estimates
2. Co-ordination and compilation of SBEs
3. Notes on Demands for Grants 2014 / Highlights of Central Plan
4. Compilation of Annual Plan Proposals / Five Year Plan
5. Mid-term Appraisal of Five-year Plan
6. Co-ordination of implementation of Budget announcements
7. Matters relating to Parliamentary Standing Committee on Demands for Grants
8. Preparation of Outcome Budget and printing of and the same
9. Preparation of Detailed Demands for Grants along with Annexures and printing of and the same
10. Authentication of Detailed Demands for Grants (DDG) and Outcome Budget
11. Appropriation Accounts
12. Savings/Excess Notes in connection with Stage-II of Appropriation Accounts
13. Preparation of Savings Notes where saving is more than Rs.100 crore for PAC
14. Re-appropriation proposals
15. Proposals for Supplementary Demands for Grants
16. Opening of New Heads of Accounts
17. Final Requirement of Funds
18. Issue of Saving and Surrenders of Funds
19. Draft para/C&AG para/PAC para/Inspection Reports (in respect of the Division)
20. Furnishing of information to Mo finance on Fiscal Responsibility & Budgetary Management (FRBM) -
Assets Register
21. Furnishing of Quarterly Report / IEBR / Government of India Guarantees etc.
22. Gender Base Budgeting, SCSP & TSP
23. Matters relating to Finance Commission - (13th Finance Commission)
24. Monitoring of Expenditure
25. Finance Minister's Budget Speech
26. Vote on Accounts
27. Unspent Balances
28. Furnishing of materials for inclusion in the Annual Report of the Ministry
29. Zero Based Budgeting

87

30. Material for Economic Survey
31. Loans and Advances to Government Servants, etc.
32. All Reports and returns
33. Guard Files on allocated subjects
34. Coordination work in respect of matters relating to North East region
35. Coordination of all Audit matters in respect of the Ministry –
 - i) Inspection Report,
 - ii) CAG/ PAC paras
36. Processing of matter relating to Parliamentary Standing Committee on demands for grant
37. VIP/ PMO references, RTI, Public Grievance, Audit Paras, Parliament Question, Court cases etc. pertaining to the Section

03

Parliament Unit

1. Delivery of Question notices
2. Timely deliverance of Replies to Admitted Parliament Questions
3. Preparation and timely submission of papers from the Minister to JSs during session
4. Monitoring of Pending assurances
5. Laying of papers/ annual report/ audited reports of all organization
6. Legislative proposals during Session
7. Important issues during Session
8. Matter raised under Rule 377 in the LS
9. Special Mention in RS
10. Private members Bill in LS & RS
11. Consultative Committee Meetings
12. Arrangement of all official gallery and General Passes in LS & RS during session and all meetings of parliamentary committees
13. Circulation of Circulars received from LS & RS

89

RFD/ RTI Cell (ARBIT)

1. All RFD matters & Coordination with PMO of Cabinet Secretariat
2. Monitoring of RTI applications (including online application, timely submission of replies on the RTI portals)
3. PMO references
4. Cab Sectt. References
5. E-Samiksha

Cash & DDO

1. Preparation of Pay Bills, Children's Education Allowance Bills, LTC Bills, HBA, GPF, OTA, Various other advances, retirement benefits bills, etc. of gazetted, non-gazetted including Group 'D' Staff.
2. Preparation of TA/DA Bills of officials of the Ministry and disbursement of TA/DA
3. Preparation of Contingency Bills under Office Expenditure and Grants-in-Aids Bills and release of payment through E.C.S. Issue of TDS Certificates to concerned Firms.
4. Income Tax Calculations and Return of officers and staff. Issue of TDS Certificates to officials.
5. Maintenance of General provident Fund Accounts of all officers and staff, calculation of interest thereof and distribution of Annual GPF Statements.
6. Maintenance of Expenditure Control Register
7. Reconciliation of expenditure figures with the assistance of PAO (C)
8. ECS of Salary and related bills
9. Conductance of Audit inspection, both by internal Audit party & by DGACR. Taking relevant steps to reply paras related to cash/accounts and other related Sections.
10. Maintenance of Budget in r/o secretariat as well as CSL
11. Salary / contingency bills in r/o CSL and release of payment through E.C.S.
12. E-Filing of Income tax return, online recovery of license fee in r/o Govt. accommodation of staff and officers.
13. VIP/PMO references, RTI, Public Grievance, Audit Paras pertaining to the Section
14. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section.

CASHIER :-

1. Handling of Cash and Maintenance of Cash book, pay Bill Register, Acquaintance Rolls, Contingent Register, Bill Registers, TA/DA registers, LTC register, Broad sheet (GPF), Expenditure Control Register etc.
2. Drawl of money from Government and Disbursement of all types of payments like Salary, T.A./D.A./OTA/ various advances and retirement benefits to officials.

IFD

1. Release of grant-in-aid in respect of Autonomous Organizations
2. Scrutinize / approve the fixation of pay / grant of reimbursement etc. in individual cases involving relaxation of Rules
3. Scrutiny and concurrence of Plan schemes/projects to be approved by SFC & EFC, arranging meetings of Expenditure Finance Committee under Secretary (Expenditure) for consideration and approval of projects / schemes after processing and examination the EFC memoranda
4. Scrutiny and examination of schemes of SFC
5. Scrutinizing proposal of Administrative Sections for release of Grant-In-aid to Organizations (Govt./ NG) under various schemes being administered by Ministry of Culture
6. Vetting of audit Paras forwarded by the administrative Sections in respect of the Organizations under their control
7. Court cases related to pay scales for the employees requiring the concurrence of Ministry of Finance and having financial implications
8. Scrutiny and financial concurrence of the following cases:
 - a) Creation of posts
 - b) Continuation of all temporary posts
 - c) Conversion of temporary posts into permanent ones.
9. Scrutiny of proposal & granting concurrence in respect of all proposals for deputation abroad including cases to be referred to screening committee.
10. Scrutinize all proposals for delegation of financial powers
11. All cases which are required to be referred to the Ministry of Finance for advice/ approval/ concurrence.

HTU

1. Conducting Hindi Pathawara / Prize distribution
2. Issuance of Annual Programme
3. Implementation of instruction/order of D/o OL
4. Quarterly/ Half yearly progress report
5. Parliamentary Committee on OL
6. Hindi Advisory Committee
7. Central Hindi Committee / Central OL Implementation Committee
8. Publication of Cultural Magazine
9. Monitoring of Hindi progressive status
10. Hindi Training
11. Hindi Workshop
12. Translation of various reports/ Notification and other work of Ministry of Culture
13. Participation in conferences
14. Review of Hindi Progress Report
15. Annual Evaluation report etc.
16. Parliament Question / RTI etc. pertaining to the Section

93

CR

1. Receipts and dispatch of Dak for the Ministry
2. All work relating to Speed post / Ordinary post such as Section-wise Scrutiny, entry in register, payment of Bills etc
3. Distribution of dak amongst various Departments / Buildings
4. Stamping of all Oaks

.....

Facilitation Centre (IFC)

1. Information regarding services provided and programmes, schemes etc. supported by the Ministry of Culture
2. Facilitating the customer/client to obtain the services of the Ministry
3. Information regarding the standard of quality of service, time norms etc. with reference to the services/ schemes/ functioning of this Ministry
4. Information regarding hierarchical set-up of Public Grievance Redress Machinery
5. Receiving, acknowledgement and forwarding the grievances/ applications/ request/ forms etc. to the concerned authority
