

Categories of documents held by the authority under its control [Section4(1) (b) (vi)]

S.No	Section	Categories of Documents	Custodian of documents/ categories
1.	Akademi	<ol style="list-style-type: none"> 1. All matters relating to the organizations i.e. (i) Lalit Kala Akademi, New Delhi (ii) Kalakshetra Foundation, Chennai (iii) Sangeet Natak Akademi, New Delhi (iv) Centre for Cultural Resources and Training, New Delhi, on the subjects assigned to the Akademi Section. 2. Framing/amendment of Recruitment Rules for the various posts of the above said organizations. 3. Laying of Annual Report and Audit Accounts of above said autonomous / grantee bodies. 4. Memorandum of understanding between Ministry and above said organizations. 5. Financial sanctions and concerning activities to the institutions under the administrative control of the section. 	Akademi Division
2.	Special Cell/C&M	<ol style="list-style-type: none"> 1. Commemoration of 150th Birth Anniversary of Mahatma Gandhi. 2. 75th Anniversary of India's Independence (Bharat Kamrut Mahotsava) 3. Commemoration of 125th Birth Anniversary of Netaji Subhash Chandra Bose 4. Commemoration of 400th Birth Anniversary of Guru Tegh bahadur Ji. 	<p>Shri Shail Kumar, Section Officer.</p> <p>Shri Shail Kumar, Section Officer</p> <p>Shri Shail Kumar, Section Officer</p> <p>Shri Shail Kumar, Section Officer.</p>

3.	A&I	<ol style="list-style-type: none"> Documents relating to appointment of Director and Constitution of Selection Committee of organizations dealt with in the Section like : <ol style="list-style-type: none"> Anthropological Survey of Survey, Kolkata Indira Gandhi Rashtriya Manav Sanghralaya, Bhopal Prime Ministers Museum and Library, New Delhi, Centre for Cultural Resources and Training, New Delhi and Indira Gandhi National Centre for Arts Constitution of Samitis / Councils / Boards /FCs. All matters relating to the organizations on subjects assigned to the Section. Framing/amendment of Recruitment Rules for the various posts of the above said Organizations. Laying of Annual Report and Audit Accounts of above said Autonomous bodies. Memorandum of understanding between Ministry and above said organizations. Financial sanctions and concerned activities of the institutions under the administrative control of the Section. 	A&I Section
4.	Vigilance	<ol style="list-style-type: none"> Files relating to Vigilance Cases in respect of Group B and Group 'C' Officers of Ministry. File related to Annual Immovable Property Return of all the Officers except 'IAS' Officers. Files related to Intimation of Immovable and Movable properties in respect of all Officers/officials. File pertaining to Appointment of CVOs. Files relating to Vigilance Clearance of all the officers of the Ministry 	Vigilance Division
5.	AR&IT	<ol style="list-style-type: none"> File relate to e-Offlce, Dashboard and E-Samiksha Matters 	AR&IT Division

		<ol style="list-style-type: none"> 2. File relate to AVMS Matters 3. File relate to LIMBS(i.e. Court Case Monitoring) 4. File relate to Public Grievances — Monitoring of offline and Online grievances, forwarding of Grievances to the Divisions concerned, monitoring of disposals etc. 5. File relate to RTI - Monitoring of applications (including online applications, timely submission of replies on the RTI Portals), Monitoring of disposals of RTI Applications / Appeals etc. 6. File relate to Citizens' Charter 	
6.	GHSM	<ol style="list-style-type: none"> 1. Files regarding administrative matters of GHSM 2. Files regarding financial matters Gandhi Heritage Sites Mission (GHSM) 3. Files regarding Parliament Questions / assurances/ Providing in inputs 4. Files regarding Parliamentary Standing Committee etc. 5. Files regarding Court Cases 6. Files regarding organization of various projects Of Gandhi Heritage Sites Mission and Dandi Memorial committee. 7. Files regarding Misc. Matters including RTI etc. 8. Files regarding Gandhi Peace Prize 9. Files regarding Tagore Award for Cultural Harmon 10. Files regarding financial matters Gandi Smriti and Darshan Samiti (GSDS) 	GHSM Section

7.	Museum -II	<ol style="list-style-type: none"> 1. Annual Report of Autonomous Bodies 2. Court cases and related documents 3. Committee constitution of autonomous bodies and subordinate Offices 4. Funds released to autonomous bodies 5. Tender/ quotations 6. RTI Application 	<p>Museum-II Section, Min of Culture Concerned Autonomous Bodies/ Subordinate Offices.</p> <p>Autonomous Bodies / Subordinate offices in consultation with Museum II Section, Ministry of Culture</p> <p>Museum-II Section, Min of Culture Concerned Autonomous Bodies/ Subordinate Offices.</p> <p>Museum – II Section</p>
8.	ASI	<ol style="list-style-type: none"> 1. Files related to appointment of Director General of Archaeological Survey of India and Additional Director General (ADG) posts. 2. Gazette Notification issued for appointment against the above posts. 	ASI Section of MoC
9.	CASH Section	<ol style="list-style-type: none"> 1. Pay Bill Register Ledger 2. LTC Register 3. TA/DA Register 4. Contingency Register 5. Cash Book 6. GAR-6 Receipt 	DDO (Cash)
10.	P.Arts	<ol style="list-style-type: none"> 1. Files related to release of financial assistance under the scheme component of Repertory Grant and Financial Assistance to Cultural Organizations with National Presence, Financial Assistance for Cultural Activities in Performing Arts for 	P.Arts Section

		<p>2. Building Grant including Studio Theatres, Financial Assistant for Allied Cultural Activities, Scheme for Tagore Cultural Complexes and Scheme of Artists Pension and Welfare Fund.</p> <p>3. Sanction orders issued/inspection reports/other requisite documents related to the aforesaid scheme components,</p> <p>4. Files related to SFC appraisal for its continuation on co-terminus basis with Finance Commission.</p>	
11.	Library Section	<p>1. (a) Documents relating to appointment of Chairman/Director General/ Director of following organizations dealt with in the Section : (i) Delhi Public Library (Autonomous Body) (ii) Raja Rammohun Roy Library Foundation (Autonomous Body) (iii) National Library (iv) Central Reference Library (v) Rampur Raza Library (Autonomous Body) and (vi) Khuda Bakhs Oriental Public Library (Autonomous Body) (vii) Central Secretariat Library (CSL). (b) Documents relating to appointment of all the posts of CSL</p> <p>2. Constitution Of Boards of all the above organizations</p> <p>3. All matters relating to the organizations on subjects assigned to the Section,</p> <p>4. Framing/amendment of Recruitment Rules for the various posts of the above said organizations.</p> <p>5. Laying of Annual Report and Audit Accounts of above said autonomous/grantee bodies.</p> <p>6. Memorandum of understanding between Ministry and above said autonomous organizations.</p> <p>7. Financial sanctions and concerning activities to the institutions under the administrative control Of the Section.</p>	Library Section

12.	BTI Section	<ol style="list-style-type: none"> 1. Appointments of Heads of Organizations of Autonomous Bodies 2. Formulation of Recruitment Rules for the Heads of Organizations of Autonomous Bodies 3. Annual Grant in Aid to Autonomous Bodies 4. Laying of Annual Report and Audited Financial Statements of Autonomous Bodies 5. Meetings of the Societies, Board of Managements and Finance Committees of Autonomous Bodies 6. Constitution of the Governing Bodies like Board, Society, FC etc. of Autonomous Bodies. 7. Memorandum of Understandings (MoUs) signed between Ministry of Culture and Autonomous Bodies 8. Miscellaneous issues related to Autonomous Bodies 9. Monthly DO, AVMS, e-Samiksha 10. Annual Grant in Aid to Grantee Bodies 11. Laying of Annual Report and Audited Financial Statements of Grantee Bodies 12. Meeting of the Governing Bodies of Grantee Bodies 13. Conducting Expert Advisory Committee Meeting annually in r/o Himalayan and Buddhist Scheme 	BTI Section
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		<p>14. Constitution of Expert Advisory Committee(EAC) in r/o Himalayan and Buddhist Scheme</p> <p>15. Financial Grants to NGOs/Grantees selected under Himalayan and Buddhist Scheme</p> <p>16. Mid-term Review of Grantee Bodies</p> <p>17. RTI Queries</p> <p>18. Parliament Questions</p> <p>19. Public Grievances</p> <p>20. VIP References</p>	
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13.	ZCC Section	<ol style="list-style-type: none"> 1. Files regarding administrative matters of ZCCs including appointment Of Directors ZCCs 2. Files regarding financial matters 3. Files Vigilance matter 4. Files regarding Parliament Questions I Assurances / providing inputs 5. Files regarding Parliamentary Standing Committee etc. 6. Files regarding Court Cases 7. Files regarding organization of various Festivals viz. Rashtriya Sanskriti Mahotsava etc. 8. Files regarding participation in various Festivals viz. OCTZVE etc. 9. Files regarding participation in Republic Day Parade Independence Day Programme 10. Files regarding Misc. Matters including RTI etc. 11. Files regarding new Schemes / Projects 	ZCC Section
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14.	Museum - I	<ol style="list-style-type: none"> 1. Annual Report of Autonomous Bodies 2. Court cases and related documents 3. Committee constitution of autonomous bodies and subordinate offices 4. Funds released to autonomous bodies 5. Tender/quotations 6. DPR of grantee bodies under Museum Grant Scheme and Inspection Reports 7. RTI applications 	<p>Museum-I Section</p> <p>Concerned autonomous bodies and subordinate offices</p> <p>Museum-I Section</p> <p>Museum-I Section</p> <p>Concerned autonomous bodies and subordinate offices</p> <p>Museum-I Section</p> <p>Museum-I Section</p>
15.	General Administration Section	<ol style="list-style-type: none"> 1. Hiring of Vehicles for official use. 2. Supply of petrol & Lubricant 3. AMC of EPABX in the Ministry 4. Outsourcing DEO Wagers/ Daily Wagers / MTS / Steno/ Drivers 5. AMC Of Computers, Laptop & Printers 6. AMC Photocopier 7. AMC for repair/ maintenance. of various furniture items, 8. Supply of Stationary / Consumable items, 9. Printing Works 10. AMC for repair/ maintenance of ACs and electrical items 11. AMC for repair & maintenance of UPS. 12. AMC for repair & maintenance of Staff Car 13. Expenditure Register 14. Stock Register 15. Log Book 	General Administration Section

16.	CDN	<ol style="list-style-type: none"> 1. File related to Coordination work for the Ministry of Culture. 2. File is Monthly D.O. for Cabinet Secretary (except e-Samiksha). 3. File related to Cabinet matters (except e-Samiksha). 4. File related to Training of Officers/Officials of organizations of MoC (other than Secretariat proper) 5. File related to Annual Reports/Sanskritika. 6. File related to Coordination work of Memorandum of Understanding. 7. File related to Optimization of Direct recruitment to civilian posts 8. File related to Central Advisory Board on Culture. 9. File related to National Culture Policy. 10. File related to Allocation of Business Rules. 11. File related to PM's 15 point programme on recruitment of Minorities. 12. File related to Coordination work of RRs and vacancy position of organizations/Monitoring of vacancies of Head of Organizations under MoC (except through AVMS). 13. File related to Compilation of data on all matters for Ministry of Culture (including attached/ subordinate/autonomous Organizations) and also for various Ministries/Departments. 14. File related to Coordination of SFC/EFC/Cabinet Notes received from other Ministries. 	CDN Section
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17.	Parliament	<p>1. File related to circulation of dates for parliament Session</p> <p>2. Files related to guidelines for answering Parliament Questions and Laying of papers</p> <p>3. File related to issue Of General Entry and Official Gallery Passes for Parliament Sessions</p> <p>4. File related to Matters raised by Members Of Parliament under Rule 377 in Lok Sabha</p> <p>5. File related to Matters raised by Members of parliament as Special Mention in Rajya Sabha</p>	Parliament Unit
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		<ol style="list-style-type: none"> 6. File related to Laying of Papers in both the Houses of Parliament 7. File related to Review Of pending Assurances in Lok Sabha and Rajya Sabha 8. File related to Matters raised during Zero Hour in Lok Sabha 9. File related to Matters raised during Zero Hour in Rajya Sabha 10. File related to Consultative Committee attached to Ministry of Culture and Ministry of Tourism 11. Register of Notices Received from Rajya Sabha 12. Register of Notices Received from Lok Sabha 13. Register for Admitted Question in Lok Sabha and Rajya Sabha 14. Register for Matters raised under Rule 377 and Special Mention 15. Register for Laying of Papers in Lok Sabha and Rajya Sabha 16. Register for Private Member's Bill 	
18.	UNESCO Cell	<ol style="list-style-type: none"> 1. All documents relating to ICH matters alongwith scheme 2. Constitution of Committee/Council. 3. Laying Of Annual Report and Audit Accounts of National Culture Fund. 4. Signing of Memorandum of understanding between Ministry and organizations. 5. Release of grants for the organization. 	UNESCO Cell

19.	ICR	<ol style="list-style-type: none"> 1. Cultural Agreement and Cultural Exchange Programme signed between India and Other countries 2. Documents signed in the meetings of multi-lateral forums of BRICS, SCO, G20, BIMSTEC, SAARC etc. 3. Global Engagement Scheme for organizing Festival of India abroad and release of funds to Indo foreign friendship societies through Indian Mission abroad 	ICR Division
20.	Establishment	<ol style="list-style-type: none"> 1. Documents relating to retention/officers appointment of DS/Dir level under Central staffing Scheme (of DOPT) 2. CCS (Conduct Rules), 1964 3. CS (CCA) Rules, 1965 4. Policy matters related to CCS (Leave) Rule, 1972 5. Recruitment Rules (for the post of MTS) 6. Pay Fixation/Increment/Transfer/ Posting orders 7. Exercise of option of fixation of pay 8. Pay fixation in case of transfer to lower post on own request 9. Committee Constitution for Promotion/ Seniority of officials 10. Committee for confirmation of officers 11. Annual Performance Appraisal Reports 12. Child Education Allowance/Computer Advance/HBA/GPF Orders 	Establishment

		<p>13. Pension matters</p> <p>14. Policy matters relating to Honorarium</p> <p>15. Creation and Maintenance of Electronic (e)Service Book-eHRMS</p>	
21.	Budget Division	<p>Financial Documents</p> <p>1. Detailed Demand for Grants 2021-22</p> <p>2. Output Outcome Monitoring</p>	Budget Section
22.	S&F Section	<p>1. Personal files and policy matter files of Scholars/Fellows</p> <p>2. Budget files</p> <p>3. RTI matter files.</p> <p>4. Audit Files</p> <p>5. Court case files</p> <p>6. Parliament Question related files</p>	<p>Respective dealing hand</p> <p>Respective dealing hand</p> <p>Respective dealing hand</p> <p>Section Officer</p> <p>Section Officer</p> <p>Section Officer</p>
23.	Official Language (Hindi)	<p>□□□□□□ □□□□□□ □□ □□□□□□□□</p> <p>□□□□□□□□/□□□□□□ □□ □□□□□</p> <p>□□□□□□□</p> <p>➤ □□□□□□□□ □□ □□□□□□□□</p> <p>□□□□□□□□, □□□ □□□□□□□</p> <p>➤ □□□□□□□□ □□□□□□ □□□□□□□□□□</p> <p>□□ □□□□□□□□ □□□□□□□□</p> <p>➤ □□□□ □□□□ □□ □□□□□□□□</p> <p>□□□□□□□□□□□□□□, □□□□□□□□ □□□□</p> <p>□□□□□□□□</p> <p>➤ □□□□□□□□□□□□ □□□□□-□□□□□□□□</p> <p>□□□□□□□□□□ □□ □□□□□□□□</p> <p>□□□□□□□□ □□□□□□□□</p> <p>➤ □□□□□□□□□ □□ □□□□□□□□ □□</p> <p>□□□□□□□□ □□□□□□□□□□ □□□□</p> <p>□□□□□ □□□□□□□□</p> <p>➤ □□□□□□□□□ □□ □□□□□□□□□□ □□</p> <p>□□□□□□□□□ □□</p> <p>□□□□□□□□□□□□□□</p> <p>□□□□□□□□□□□□ □□□□</p> <p>□□□□□□□□□□/□□□□□□□□□□□□□□ □□</p> <p>□□□□□□□□</p> <p>➤ □□□□□□□□□ □□</p> <p>□□□□□□□□□□□□□□□□</p> <p>□□□□□□□□□□□□ □□ □□□□□□□□</p> <p>□□□□□□ □□□□□□□□ □□□□□□□□□□□□</p> <p>□□ □□□□□□□□□□</p>	

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24.	CSL	<ol style="list-style-type: none"> 1. Purchase of Books, journals, Newspaper and periodicals 2. Technical processing of books/documents 3. Management of stacks of CSL, TSL and R K Puram Branch Library 4. Purchase of IT related equipments 5. Preservation, Conservation, Digitization and Archival Binding of documents. 6. Subscription of online Databases 7. Providing Library membership to Central Government employees, retired employees and others. 8. Organizing outreach programmes in CSL i.e. exhibition, lecture, display of books, author meet etc. 9. Booking and maintenance of conference hall of CSL 10. Issue return of books 11. AMC of hardware and Software 12. Purchase of Library Furniture 13. Hiring of Vehicles for official use. 14. Outsourcing DEO Wagers/ Daily Wagers / DEO/ Library 15. AMC of Computers, Laptop & Printers 16. AMC of EPBX of Minister 17. FSMA Photocopier 18. AMC for repair AC plant, Split AC's and Fire Alarm through CPWD 19. Purchase of Library Consumable Stationery / Consumable items, 20. AMC for repair/maintenance electrical items 21. AMC for repair and maintenance of UPS 22. Expenditure Register 23. Maintenance of Stock Register 24. Reply of RTI 25. Reply of parliament questions 	