

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

| S.No | Section | Categories of Documents | Custodian of documents/ categories |
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| 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&A | <ol style="list-style-type: none"> 1. Documents relating to Director General/ Director Officers appointment and Constitution of Selection Committee of organizations dealt with in the Section like (i) National Archives of India, New Delhi (ii) | A&A Section |

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| | | <p>Anthropological Survey of Survey, Kolkata (iii) Indira Gandhi Rashtriya Manav Sanghralaya, Bhopal (iv) Asiatic Society, Kolkata, (v) Mualana Abul Kalam Azad Institute of Asian Studies, Kolkata and (vi) Nehru Memorial Museum and Library, New Delhi.</p> <p>2. Constitution of Samitis / Councils / Boards / FCs.</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>6. Laying of Annual Report and Audit Accounts of above said Autonomous/grantee bodies.</p> <p>7 Memorandum of understanding between Ministry and above said organizations.</p> <p>8. Financial sanctions and concerning activities to the institutions under the Administrative control of the Section.</p> | |
| 4. | Vigilance | <ol style="list-style-type: none"> 1. Files relating to Vigilance Cases in respect of Group B and Group 'C' Officers of Ministry. 2. File related to Annual Immovable Property Return of Officers except of Group 'A' Officers. 3. Files related to Intimation of Immovable and Movable properties in respect of all Officers/officials. 4. File pertaining to A Appointment of CVO. 5. Files relating to Vigilance Clearance | Vigilance Division |
| 5. | AR&IT | <ol style="list-style-type: none"> 1. File relate to e-Off1ce, Dashboard and E-Samiksha Matters | AR&IT Division |

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| | | <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 Gandhi Smriti and Darshan Samiti | GHSM Section |

| | | (GSDS) | |
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| 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. Museum – II Section</p> |
| 8. | ASI | <ol style="list-style-type: none"> 1. Files related to appointment of Director General of Archeological 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 |

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| | | <p>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> <ol style="list-style-type: none"> 2. Sanction orders issued/inspection reports/other requisite documents related to the aforesaid scheme components, 3. Files related to SFC appraisal for its continuation on co-terminus basis with Finance Commission. | |
| 11. | Library Section | <ol style="list-style-type: none"> 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) RampurRaza 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 2. Constitution Of Boards of all the above organizations 3. All matters relating to the organizations on subjects assigned to the Section, 4. Framing/amendment of Recruitment Rules for the various posts of the above said organizations. 5. Laying of Annual Report and Audit Accounts of above said autonomous/grantee bodies. 6. Memorandum of understanding between Ministry and above said autonomous organizations. | Library Section |

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| | | 7. Financial sanctions and concerning activities to the institutions under the administrative control Of the 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. RTIQueries</p> <p>18. Parliament Questions</p> <p>19. Public Grievances</p> <p>20. VIP References</p> | |
| 13. | ZCC Section | <p>1. Files regarding administrative matters of ZCCs including appointment Of Directors ZCCs</p> <p>2. Files regarding financial matters</p> <p>3. Files Vigilance matter</p> <p>4. Files regarding Parliament Questions I Assurances / providing inputs</p> <p>5. Files regarding Parliamentary Standing Committee etc.</p> <p>6. Files regarding Court Cases</p> <p>7. Files regarding organization of various Festivals viz. Rashtriya Sanskriti Mahotsava etc.</p> <p>8. Files regarding participation in various Festivals viz. OCTZVE etc.</p> <p>9. Files regarding participation in Republic Day Parade Independence Day Programme</p> <p>10. Files regarding Misc. Matters including RTI etc.</p> <p>11. Files regarding new Schemes / Projects</p> | 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 EPBX of Minister 4. AMC of EPBX in the Ministry 5. Outsourcing DEO Wagers/ Daily Wagers / MTS / Steno/ Drivers 6. AMC Of Computers, Laptop & Printers 7. FSMA Photocopier 8. AMC for repair/ maintenance. of various furniture items, 9. Supply of Stationary / Consumable items, 10. Printing Works 11. AMC for repair/ maintenance of ACs and electrical items | General Administration Section |

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| | | <p>12. AMC for repair & maintenance Of UPS.</p> <p>13. Expenditure Register</p> <p>14. Stock Register</p> <p>15. Log Book</p> <p>16. Petrol Consumption Register</p> | |
| 16. | CDN | <ol style="list-style-type: none"> 1. File related to Coordination work for the Ministry of culture 2. File related to Monthly D.O for Cabinet Secretary (except e-Samiksha). 3. File related to Cabinet matters (except eSamiksha). 4. File related to Training of Officers/Officials of organizations of MOC (Other than Secretariat proper). 5. File related to Padma Awards/ Other Awards. 6. File related to Annual Reports/ Sanskritika. 7. File related to Coordination work of Memorandum of Understanding. 8. File related to Optimization of Direct recruitment to civilian posts. 9. File related to Central Advisory Board on Culture. 10. File related to National Culture Policy. 11. File related to Allocation of Business Rules. 12. File related to PM's 15 point programme on recruitment of Minorities. 13. File related to Representation of SC/ST/OBC. | CDN Section |

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| | | <p>14. File related to Coordination work of RRs and vacancy position of organizations / Monitoring of vacancies of Head of Organizations under MOC (except through AVMS).</p> <p>15. File related to Compilation of data on all matters for Ministry of Culture (including attached/ subordinate/ autonomous Organizations) and also for various Ministries/Departments.</p> <p>16. File related to Coordination of SFC/EFC/Cabinet Notes received from other Ministries.</p> <p>17. File related to Parliamentary Standing Committee Reports pertaining to more than two divisions.</p> <p>18. File related to Implementation/monitoring of Cabinet Decisions.</p> <p>19. File related to Maintenance of List of Organizations under MOC and publication of diary of addresses of various organizations under MOC.</p> <p>20. File related to Coordination of Court Cases of MOC and it organizations except monitoring through LIMBS.</p> <p>21. File related to MyGov matters.</p> <p>22. File related to VIP Reference Monitoring System.</p> <p>23. File related to VIP/ PMO references, RTI, Public Grievance, Audit Paras pertaining to CDN Section.</p> <p>24. Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, Outcome Budget etc. concerning the Section</p> | |
| 17. | Parliament | 1. File related to circulation of dates for | Parliament Unit |

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| | | <p>parliament Session</p> <ol style="list-style-type: none">2. Files related to guidelines for answering Parliament Questions and Laying of papers3. File related to issue Of General Entry and Official Gallery Passes for Parliament Sessions4. File related to Matters raised by Members Of Parliament under Rule 377 in Lok Sabha5. File related to Matters raised by Members of parliament as Special Mention in Rajya Sabha6. File related to Laying of Papers in both the Houses of Parliament7. File related to Review Of pending Assurances in Lok Sabha and Rajya Sabha8. File related to Matters raised during Zero Hour in Lok Sabha9. File related to Matters raised during Zero Hour in Rajya Sabha10. File related to Consultative Committee attached to Ministry of Culture and Ministry of Tourism11. Register of Notices Received from Rajya Sabha12. Register of Notices Received from Lok Sabha13. Register for Admitted Question in Lok Sabha and Rajya Sabha14. Register for Matters raised under Rule 377 and Special Mention15. Register for Laying of Papers in Lok Sabha and Rajya Sabha | |
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| | | 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 | Establishment |

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| | | <p>7. Exercise of option of fixation of pay</p> <p>8. Pay fixation in case of transfer to lower post on own request</p> <p>9. Committee Constitution for Promotion/ Seniority of officials</p> <p>10. Committee for confirmation of officers</p> <p>11. Annual Performance Appraisal Reports</p> <p>12. Child Education Allowance/Computer Advance/HBA/GPF Orders</p> <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> |