File No: ARIT-12011/8/2018-ARIT
Govt. of India
Ministry of Culture
Administrative Reforms & Information Technology Division

Shastri Bhawan, New Delhi, 110001
Dated the 8th November, 2019
www.indiaculture.nic.in

OFFICE ORDER

In partial modification of this Ministry's Office Order ARIT-12011/8/2018-ARIT dated the 26th July, 2019, the competent authority has designated various officers of the Ministry of Culture (Proper) mentioned in the enclosed Annexure, as (i) Central Public Information Officer (CPIO) and (ii) First Appellate Authorities (FAAs) thereon in respect of their items of work in terms of Section 5(1) and Section 19(1) of the Right to Information Act 2005 (No. 22 of 2005). The officers indicated in column 2 of the enclosed Annexure have been designated as CPIOs and the officers indicated in column 5 as the FAAs in respect of the items of work being handled by respective Units indicated in Column 4 of the Annexure.

2. Further, Shri Goutham Malhotra, Section Officer (AR&IT), (Tel: 011- 23074357) will be the nodal APIO (RTI Cell) under Section 5(2) of the RTI ACT 2005, who may also receive online and offline RTI applications/appeals for onwards transmission to the concerned CPIO/AA, as the case may be.

3. It may also be noted that in the event of re-allocation of work amongst officers within the Ministry or due to his/her absence on account of any reason, the respective link officer or the officer holding additional charge will, suo motu, act as the APIO/CPIO or Appellate Authority, as the case may be. Further, in terms of Office Order No. 4/8/2015-AR&IT dated 15.10.2015 in the situation where there are orders that Under Secretary/CPIO will submit files relating to a Division directly to Joint Secretary concerned (if there is no link officer at the level of Dy. Secretary/Assistant Director in the Division), the first Appellate Authority would be the Joint Secretary of the concerned Division. No separate or specific order(s) in this regard will be required in so far as work relating to RTI is concerned.

4. The applicants are advised to submit their RTI application/Appeal to the concerned CPIOs/Appellate Authorities only, rather than addressing to any other officer including office of the Secretary (Culture) or Minister of Culture. The applicants are also advised to peruse the work allocation of the Ministry of Culture amongst officers of the Ministry for addressing RTI applications/Appeals correctly vis-a-vis for their expeditious disposal.

(Sanjay Kumar)
Under Secretary to the Govt. of India

Distribution:
(1) All Joint Secretaries in M/o Culture
(2) All Directors/ Deputy Secretaries in M/o Culture
(3) All USs/All SOs in M/o Culture.
(4) US(Estt.) for endorsing a copy of the order of work allocation /appointment/retirement etc. to AR&IT Cell as and when it is issued.
(5) PPS to FA (C)/ CCA (HRD)

Contd...
(6) All attached / Subordinate / Autonomous Organizations under M/o Culture.

(7) Technical Director, NIC, Ministry of Culture with a request to upload the above order on the website of Ministry of Culture in place of the earlier order(s) superceded by it.

(8) AD (OL)/HTU, M/o Culture for Hindi translation of this Order.

Copy also to:

1. PS to Hon’ble Minister of Culture.
2. Sr. PPS to Secretary (Culture)
MINISTRY OF CULTURE

ANNEXURE to the M/o Culture, regarding designated Central Public Information Officer and Appellate Authority of Ministry (Proper) under the RTI Act 2005.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name, designation &amp; Tel. No. of Central Public Information Officer</th>
<th>Branch</th>
<th>Item of work of concerned Sections/Units</th>
<th>Name designation &amp; tel. No. of First Appellate Authority</th>
</tr>
</thead>
</table>
| 1      | Ms. Anjana  
Under Secretary  
Tel: 23386454 | Under Secretary  
(Akademies-I) | Akademies Section (at CSL Building)  
a. Indira Gandhi National Centre for the Arts  
b. National Mission for Manuscripts  
c. NMCV  
d. National School of Drama  
e. All coordination matters in respect of Akademi Division  
f. Sahitya Akademi  
g. National Centre for Performing Arts  
h. Indian Literature Abroad (ILA) | Shri Mukesh Kumar Jha,  
Director  
Tel: 23383185 |
| 1A     | Shri Suman Bara  
Under Secretary  
Tel: 23387875 | Under Secretary  
(Akademies-II) | Akademies Section (at CSL Building)  
a. Lalit Kala Akademi  
b. Kalakshetra Foundation  
c. Art Management  
d. Sangeet Natak Akademi  
e. Cultural Centre of Resources & Training  
f. High Powered Committee Recommendations.  
g. Accommodation to eminent Artists.  
h. Grant of Classical status to Languages, | Shri Mukesh Kumar Jha,  
Director  
Tel: 23383185 |
| 2      | Shri Sanjay Kumar,  
Under Secretary  
Tel: 23384261 | Under Secretary  
(AR&IT) | AR&IT Cell  
1. IT and e-Governance - general & policy matters -E-Governance & IT related matters (through NIC)  
2. E-office matters - general & policy matters  
3. E-Samiksha - online monitoring  
4. E-Pragati - online Monitoring  
5. AVMS - online Monitoring only.  
6. LIMBS (i.e. Court Case Monitoring system):- on line monitoring only. | Shri Arun Gupta,  
Director  
Tel: 23389845 |
<table>
<thead>
<tr>
<th>2A</th>
<th>Shri Sanjay Kumar, Under Secretary Tel: 23384261</th>
<th>Under Secretary (AR&amp;IT)</th>
<th>Vigilance</th>
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<td>1. Vigilance Complaints</td>
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<td>2. Disciplinary Proceedings</td>
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<td>5. Review of Petitions</td>
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<td>6. Annual Property Returns</td>
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<td>7. Intimation due to acquisition of moveable/immoveable property</td>
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<td>8. Vigilance clearance</td>
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<td>9. Reports &amp; Return on Vig. Matters</td>
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<td>10. Corruption Mitigation Action Plan</td>
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<td>11. CVC / CBI matters</td>
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<td>3</td>
<td>Shri Arnab Aich, Under Secretary Tel: 23389480</td>
<td>Under Secretary (ASI)</td>
<td>ASI Section (at NAI Building, Janpath)</td>
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<td></td>
<td>1. Administrative matters of ASI (Attached Office)</td>
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<td>3. World Heritage Matters</td>
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<td>4. Policy matters of ASI</td>
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<td>5. Work related to INTACH</td>
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<td>6. Matters relating to Tangible Heritage</td>
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<tr>
<td>3A</td>
<td>Shri Arnab Aich, Under Secretary Tel: 23389480</td>
<td>Under Secretary (Cash)</td>
<td>Cash Section</td>
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<tr>
<td></td>
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<td>1. Preparation of Pay Bills, Children’s Education Allowance Bills, LTC Bills,</td>
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</table>
2. Other advances, retirement benefits bills, etc., of gazette and non- Staff.

3. Preparation of TA/DA Bills of officials of the Ministry and disbursement of TA/DA.

4. Preparation of Contingency Bills under Office Expenditure and Grants-in-Aids Bills and release of

5. Payment through E.C.S. Issue of TDS Certificates to concerned Firms.

6. Income Tax Calculations and Return of officers and staff. Issue of TDS Certificates to officials.

7. Maintenance of General provident Fund Accounts of all officers and staff, calculation of interest

8. Thereof and distribution of Annual GPF Statements.

9. Maintenance of Expenditure Control Register

10. Reconciliation of expenditure figures with the assistance of PAO (C)

11. ECS of Salary and related bills

12. Conductance of Audit inspection, both by internal Audit party & by DGACR. Taking relevant steps

13. Maintenance of Budget in r/o secretariat as well as CSL.

14. Salary / contingency bills in r/o CSL and release of payment through E.C.S.

15. E-Filing of Income tax return, online recovery of license fee in r/o Govt. accommodation of staff and Officers.

CASHIER :-

1). Handling of Cash and Maintenance of Cash book, pay Bill Register, Acquaintance Rolls.

2). Contingent Register, Bill Registers, TA/DA registers, LTC register, Broad sheet (GPF),

3). Expenditure Control Register etc.

4). Drawal 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.
| 4 | Smt. Shobha Rani Tiru  
Under Secretary  
Tel:23070767 | Under Secretary  
(NCF) | NCF | 1. National Cultural Funds matters | Shri Ajay Yadav  
Deputy Secretary  
Tel: 23389608 |
| 4A | Smt. Shobha Rani Tiru  
Under Secretary  
Tel:23070767 | Under Secretary  
(UNESCO) | UNESCO | 1. UNESCO convention for the  
Safeguarding of Intangible  
Cultural Heritage  
2. Convention for the Protection  
and Promotion of Diversity of Cultural Expressions  
3. Work related to International Fund for Cultural Diversity  
4. Coordination Committee on the Living and Diverse Cultural Tradition of India  
5. Memory of the World programme—preparation and submission of the nomination dossier for inclusion in the UNESCO’s Memory of the World Register etc.  
7. Coordination work with M/o HRD relating to Indian National Commission  
8. Administration of Scheme for Safeguarding of Intangible Cultural Heritage and Diverse Cultural Tradition of India.  
9. Inter-Government Committee on Intellectual Property and Generic Resources. Traditional Knowledge of Folklore schedule.  
10. Intangible Cultural Heritage (ICH) matters | Shri Mukesh Kumar Jha,  
Director  
Tel: 23383185 |
| 4B | Smt. Shobha Rani Tiru  
Under Secretary  
Tel.23070767 | Under Secretary  
(NMA) | NMA | 1. National Monument Authority (NMA) matters. | Shri Ajay Yadav  
Deputy Secretary  
Tel: 23389608 |
| 5 | Shri Kamal Dev  
Under Secretary  
Tel.No.23382312 | Under Secretary  
(Estt.) | Establishment Section | Establishment in respect of employees on the pay robe of this Ministry (Secretariat Proper):-  
1. Reporting of vacancies under | Smt. Sunita Dhavale  
Tel: 23381208 |
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 (Seccy) including Appointments in Minister's Office.
3. Appointments of posts under Central Staffing Scheme.
4. Appointment of Consultants.
5. Recruitment of Contractual Staff in respect of the Ministry (Secretariat proper)
6. DPCs/promotion in various grades.
7. MACP in various Grades
8. Matters relating to Pay fixation / Stepping up of pay.
9. Maintenance of record and Service Books in respect of all grades.
10. All the matters relating to Pay Commission in respect of this Ministry (Seccy proper)
11. Confirmation cases. (in various posts/grades)
12. Matters relating to transfer/posting of staff.
13. 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. Matters relating to Festival/ House Building / Motor Car/ Scooter / Computer Advances:
18. Withdrawal/ Advance from GPF
19. Reimbursement of Tuition fee and Medical Expenses
20. Appointment of AMA in non-CGHS area for medical treatment Matters relating to implementation of official Language in respect of Establishment Section.
22. Matters regarding Training of Officials of MoC.
23. Framing / amendment of RRs of posts of Drivers/MTS etc.
24. Monitoring of Biometric Attendance
25. Passes for Independence Day/Republic Day
28. Swachh Bharat Campaign
29. Installation of Roof Top Solar Panel in Government Buildings – Coordination with MNRE/Cabinet Secretariat and organization under Ministry of Culture

**General Administration**

1. Procurement and distribution of stationery and consumable items in the Ministry.
2. Procurement of computers printers, UPS, Photocopyer 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 case/ladies 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 Coordination with other Ministries/ Cabinet Secretariat and organizations under MoC
19. Conclusions of contracts for
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<th>Various Services and Goods as noted above</th>
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<td>Black Listing of firms</td>
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<td>21.</td>
<td>Record Unit</td>
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<td>7</td>
<td>Ms. Sunita</td>
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<tr>
<td></td>
<td>Under Secretary</td>
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<td>Tel: 23070987</td>
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<td>Under Secretary (CDN.)</td>
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<tr>
<td>Coordinating Section</td>
<td>1. Coordination for the Ministry of Culture</td>
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<td>2. Monthly D.O for Cabinet Secretary (except e-Samiksha)</td>
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<td>3. Cabinet matters (except e-Samiksha)</td>
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<td>4. Training of Officers/Officials of organization of MoC (Other than Secretariat proper)</td>
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<td>5. Padma Awards/ Other Awards</td>
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<td>6. Annual Reports/ Samarathan</td>
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<td>7. Coordination work of Memorandum of Understanding</td>
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<td>8. Optimization of Direct recruitment to civilian posts</td>
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<td>9. Central Advisory Boards on Culture (CABC)</td>
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<td>10. National Culture Policy</td>
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<td>11. Allocation of Business Rules</td>
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<td>12. Prime Minister’s 15 point programme on recruitment of Minorities</td>
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<td></td>
<td>13. Representation of SC/ST/OBC</td>
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<td>14. Coordination work of RRs and vacancy position of organizations / Monitoring of Vacancy of Head of</td>
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<td>15. Organizations under MoC (except through AVMS)</td>
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<td>16. Compilation of data on all matters for Ministry of Culture (including attached, subordinate, autonomous organizations) and also for various Ministries/Departments.</td>
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<td>17. Coordination of SFC/EFC/Cabinet Notes received from other Ministries.</td>
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<td>18. Parliamentary Standing Committee Reports pertaining to more than two divisions.</td>
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<td>20. Maintenance of List of Organizations under MoC and publication of diary of addresses of various organizations under MOC.</td>
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<td>21. Coordination of Court Cases of MoC and it organizations except monitoring through LIMBS.</td>
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<td>22. My Gov matters</td>
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<td>23. VIP Reference Monitoring System</td>
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</tbody>
</table>
| 7A | Ms. Sunita  
Under Secretary  
Tel: 23070987 | Under Secretary  
(Parliament.) | 1. **Parliament Unit**  
2. Delivery of Question notices  
3. Timely deliverance of Replies to Admitted Parliament Questions  
4. Preparation and timely submission of papers from the Minister to JSs during session  
5. Monitoring of Pending assurances  
6. Laying of papers/annual report/audited reports of all organization  
7. Legislative proposals during Session  
8. Important issues during Lok Sabha/Rajya Sabha Sessions  
9. Matter raised under Rule 377 in the Lok Sabha 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 |

| 8 | Shri Arun Kumar,  
Under Secretary (ICR)  
Tel: 23388569 | Under Secretary (ICR & Multilateral) | ICR  
1. Cultural Agreement  
2. Cultural Exchange programmes  
3. Memorandum of Understanding (with foreign countries)  
4. Joint Working Group to review bilateral cultural events performed during the previous year and signing of Protocol/ MOU  
5. Bilateral Meetings:  
   c) Providing briefs of cultural issues to various Ministries/Department  
6. Foreign Visit by Ministers/Officers | Shri Arun  
Gupta  
Director  
Tel: 23388645 |
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 :
   a) ACD
   b) SAARC
   c) ASEM
   d) BIMSTEC
   e) IBSA
   f) BRICS
   g) IAFS
   h) ASEAN
   i) INDIA-EU cooperation issues
      • Schemes for promoting international cultural relations
      • Festivals of India abroad

| 9 | Shri A.N. Mishra  
   | Under Secretary  
   | Tel: 23382539 | A & A (at CSL Building)
| 10 | Shri Ashish Kumar  
    | Under Secretary  
    | Tel: 23382539 | Library (at CSL Building)
| 11 | Shri Rajesh Kumar Singh  
    | Director  
    | Tel: 23074361 | Shri Arun Gupta  
    | Director  
    | Tel. 23389845 |
| | | |

1. All Ministry level administrative and financial matters parliamentary matters of the following organizations:
   i. NAI (Attached Office)
   ii. AnSI (Subordinate Office)
   iii. IRCMS (Autonomous Organization)
   iv. The Asiatic Society, Kolkata (Autonomous Organization)
   v. The Asiatic Society of Mumbai (Autonomous Organization)
   vi. NMML(Autonomous Organization)
   vii. MAAI(S(Autonomous Organization)

2. Monitoring cases - Administrative, financial and parliamentary matters of the following Subordinate Organizations:
   a) National Library
   b) Central Reference Library

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<td>11</td>
<td>LIO(CSL)</td>
<td>Shri J.P. Mahaur, LIO(CSL)</td>
<td>Tel: 2338 2158</td>
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<tr>
<td>12</td>
<td>DD(OL)</td>
<td>Shri Manoj Kumar Sinha DD(OL)</td>
<td>Tel: 23383425</td>
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<td>13</td>
<td>Under Secretary (Museum-I)</td>
<td>Shri Salyendra Kumar Singh, Under Secretary</td>
<td>Tel: 23380136</td>
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**CSL**

- Internal matters relating to Central Sectt. Library, New Delhi

**Hindi Translation Unit**

1. Conducting Hindi Pakhawara/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
15. Annual Evaluation report etc.

**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 internationals 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
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<th>12. Training for Museum Professionals</th>
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20. Furnishing of information to M/o Finance on Fiscal Responsibility & Budgetary Management (FRBM) - Assets Register
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. Zero Based Budgeting
29. Material for Economic Survey
30. Loans and Advances to Government Servants, etc.
31. All Reports and returns
32. Coordination of all Audit matters in respect of the Ministry --
   i) Inspection Report,
   ii) CAG/ PAC paras
33. Collection/collation of statistical data for allocation of funds to different States , NGOs., Societies etc.
34. D.B.T. Cell - Schemes on the DST platform.

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<th>No.</th>
<th>Name</th>
<th>Position</th>
<th>Contact Details</th>
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<tr>
<td>16</td>
<td>Ms. Kavita Gulati</td>
<td>Under Secretary</td>
<td>Tel: 23388897</td>
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<td>Batra</td>
<td>(IFD)</td>
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<tr>
<th>IFD</th>
<th>1. Release of grant-in-aid in respect of Autonomous Organizations</th>
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<td>2. Scrutinize / approve the fixation of pay / grant of reimbursement etc. in individual cases involving relaxation of Rules</td>
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<td>3. Scrutiny and concurrence of Plan schemes/projects to be approved by SFC &amp; EFC, arranging meetings of Expenditure Finance Committee under Secretary (Expenditure) for consideration and approval of projects / schemes after processing and examination the EFC memoranda</td>
</tr>
<tr>
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<td>4. Scrutiny and examination of schemes of SFC</td>
</tr>
<tr>
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<td>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</td>
</tr>
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<td>6. Vetting of audit Paras forwarded by the administrative Sections in respect of the Organizations under their control</td>
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<td>7. Court cases related to pay scales for the employees requiring the concurrence of Ministry of Finance and having financial implications</td>
</tr>
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<td>8. Scrutiny and financial concurrence of the following cases:</td>
</tr>
</tbody>
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<tr>
<th></th>
<th>16</th>
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<tbody>
<tr>
<td>Shri Harish Kumar</td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>Tel: 23382797</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Shri Rajender Singh Khichi Under Secretary 5th Floor, Puratatva Bhavan, INA, Tel:24655184</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
|    | 1. Mission related work  
|    | 2. Dandi related projects  
|    | 3. Gandhí Peace Prize  
|    | 4. Tagore Award  
|    | 5. Gandhi Smriti & Darshan Samiti  
|    | 6. Preparation of Policy on Sale of Memorabilia  
|    | 7. Dandi Memorial and related Dandi / Gandhi Projects |

<table>
<thead>
<tr>
<th>18</th>
<th>Shri V.K. Gupta Under Secretary Tel:23022337</th>
<th>C &amp; M (at Vigyan Bhavan)</th>
</tr>
</thead>
</table>
|    | 1. Jallianwala Bagh National Memorial Trust  
|    | 3. New Commemoration including birth anniversaries of events/incidents  
|    | 4. Residuary work relating to the following past commemoration:  
|    | a) 2550th Birth Anniversary of Lord Buddha  
|    | b) Guru-ta-Gaddi  
|    | c) Khalsa Heritage Project  
|    | d) 150th Birth Anniversaries of Mahamana Madan Mohan Malaviya, Motilal Nehru, Rabindranath Tagore and Swami Vivekananda  
|    | e) Centenaries of Lal Bahadur Shahstrí, Komagatamru Incident and Begum Akhtar  
|    | f) 125th Birth Anniversary of Jawaharlal Nehru  
|    | 5. Conducting of inaugural and concluding ceremonies I respect of commemoration. Work relating to release of coin/stamp  
|    | 6. Release of Grant-in-aid to commemoration-specific, approved proposal | Ms. Nirmala Goyal Director Tel: 23022041 |
| 19 | Shri Maneesh Rajan  
Under Secretary  
Tel: 24642159 | Under Secretary (BTI)  
(at Puratatva Bhavan GPO Complex, "D Block, INA, New Delhi 110023)  
BTTI (at Puratatva Bhavan, INA)  
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) CIJS  
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,  
Tawang Monastery, Arunachal Pradesh  
d) Namgyal Institute of Technology,  
Sikkim  
e) GRL Monastic School, Bomdila  
f) International Buddhist Confederation  
3. Formulation of Eight 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 Tazo in H.P.  
6. Preservation and Development of  
Culture Heritage of Himalayas  
Sh. Sarwesh Kumar Arya  
Director  
Tel: 24642150 |
| --- | --- | --- |
| 19A | Shri Maneesh Rajan  
Under Secretary  
Tel: 24642159 | Under Secretary (ZCC)  
(at Puratatva Bhavan GPO Complex, "D Block, INA, New Delhi 110023)  
ZCC Section – (at Puratatva Bhavan)  
Implementation of 95 recommendations made by the  
Aiyar Committee;  
1. Regional Centres of NEZCC;  
2. Sub Centres of ZCCs in member States;  
3. Consultative Committee Meetings;  
4. Revision of MOAs and Rules &  
Regulations of all the ZCCs;  
5. Starred/U-starred Questions  
relating to Lok/Rajya Sabha;  
6. Meetings of EB/GB/FC of all  
the ZCCs;  
7. All VIP Matters including  
matters raised under Rule 377;  
8. All administrative matters  
relating to all the ZCCs;  
9. Work relating to participation of  
ZCCs in various functions  
organised by other Ministries  
Sh. Sarwesh Kumar Arya  
Director  
Tel: 24642150 |
<table>
<thead>
<tr>
<th>Page</th>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Contact Information</th>
<th>Notes</th>
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<tbody>
<tr>
<td>21</td>
<td>Shri Rajesh Saha</td>
<td>Under Secretary</td>
<td>Performing Arts (at Puratata Bhavan, INA)</td>
<td>Tel: 24642148</td>
<td>1. Cultural Functions and Production 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 National fellowship and Research Scholars for Cultural Research (TNFERS); 5. Tagore Commemoration Scheme; 6. D.B.T. Cell - Schemes on the DBT platform.</td>
</tr>
<tr>
<td>21A</td>
<td>Shri Maneesh Rajan</td>
<td>Media Cell</td>
<td>All Media cell related matters</td>
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</tbody>
</table>

Sh. Sarvesh Kumar Arya
Director
Tel: 24642150
Note & Remarks

A. The list of items is indicative only and not exhaustive. Notwithstanding above allocation, the forwarding and transfer of RTI applications to the concerned officers will be as per latest allocation of work.

- In addition to above allocation, following items would also be attended to all/CPIos, in so far work to their respective Branch/Section is concerned.

a. Cabinet Notes / References from Cabinet Secretariat etc.
b. Reports of Deptt. related Parliamentary Standing Committee / SFC/EFC Meeting
c. VIP/PMO references, Public Grievance, Representations / Petition/Letters received from general public and through PMO, President Secretariat etc.
d. Matters relating to Parliament Question/Assurance, Court cases, Annual Reports, RFD, RTI,
e. Outcome, Budget, Audit Paras pertaining to the Section.

Details of phone number etc. are given on this Ministry website www.indiaculture.nic.in/ under RTI SUO MOTU DISCLOSURE (Items No.6 & Item No.10)