

**ANNEXURE****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.

Sl. No.	Name, designation & Tel. No. of Central Public Information Officer	Branch	Item of work of concerned Sections/Units	Name designation & tel. No. of First Appellate Authority
1	2	3	4	5
1	Ms. Anjana Under Secretary Tel: 23386454	Under Secretary (Akademies-I)	<b>Akademies Section (at CSL Building)</b> a) Indira Gandhi National Centre for the Arts b) National Mission for Manuscripts c) NMCM 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, Deputy Secretary Tel: 23383185
1A	Shri Suman Bara Under Secretary Tel: 23387875	Under Secretary (Akademies-II)	<b>Akademies Section (at CSL Building)</b> 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, Deputy Secretary Tel: 23383185
2	Shri Sanjay Kumar, Under Secretary Tel.23384261	Under Secretary (AR&IT)	<b>AR&amp;IT Cell</b> 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. 7. Public Grievances; 8. Processing of Public Grievances, Online disposal of	Shri Arun Gupta Director Tel: 23389845

Sl. No.	Name, designation & Tel. No. of Central Public Information Officer	Branch	Item of work of concerned Sections/Units	Name designation & tel. No. of First Appellate Authority
1	2	3	4	5
			<p>the Public Grievance cases,</p> <p>9. Matters relating to meetings which are held in DARPG and DoP&amp;PW from time to time and Follow up action thereafter</p> <p>10. RTI - Monitoring of RTI applications (including online application, timely submission of replies on the RTI portals)</p> <p>11. All matters relating to administrative Reforms</p> <p>12. Sevottam Matters</p> <p>13. Citizen Charter</p> <p>14. NIC cloud</p> <p>15. Any other AR&amp;IT related matters.</p> <p>Note : Division Specific cases about above topic are to be dealt by concerned nodal Sections/ Divisions in the Ministry/ as per allocation of work orders issued by Establishment Section from time to time.</p>	
2A	<p>Shri Sanjay Kumar</p> <p>Under Secretary</p> <p>Tel:23384261</p>	Under Secretary (Vigilance)	<p><b>Vigilance</b></p> <ol style="list-style-type: none"> <li>1. Vigilance Complaints</li> <li>2. Disciplinary Proceedings</li> <li>3. Prosecution</li> <li>4. Appeals</li> <li>5. Review of Petitions</li> <li>6. Annual Property Returns</li> <li>7. Intimation due to acquisition of moveable/immoveable property</li> <li>8. Vigilance clearance</li> <li>9. Reports &amp; Return on Vig. Matters</li> <li>10. Corruption Mitigation Action Plan</li> <li>11. CVC / CBI matters</li> </ol>	<p>Shri Arun Gupta</p> <p>Director</p> <p>Tel. 23389845</p>
3	<p>Shri Arnab Aich,</p> <p>Under Secretary</p> <p>Tel:23389480</p>	Under Secretary (ASI)	<p><b>ASI Section (at NAI Building,Janpath)</b></p> <ol style="list-style-type: none"> <li>1. Administrative matters of ASI (Attached Office)</li> <li>2. Office)</li> <li>3. Matters related to National Mission on</li> <li>4. Monuments &amp; Antiquities</li> <li>5. 3 World Heritage Matters</li> <li>6. Policy matters of ASI</li> <li>7. Work related to INTACH</li> <li>8. 6. Matters relating to Tangible Heritage</li> </ol>	<p>Shri Harish Kumar</p> <p>Director</p> <p>Tel: 23382797</p>
3A	<p>Shri Arnab Aich</p> <p>Under Secretary</p>	Under Secretary (Cash)	<p><b>Cash Section</b></p> <ol style="list-style-type: none"> <li>1. Preparation of Pay Bills, Children's Education Allowance Bills, LTC Bills, HBA,</li> </ol>	<p>Smt. Sunita Dhavale</p> <p>Deputy Secretary</p>

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1	2	3	4	5
	Tel:23389480		<p>GPF, OTA, Various</p> <ol style="list-style-type: none"> <li>2. Other advances, retirement benefits bills, etc, of gazette and non-' Staff.</li> <li>3. Preparation of TA/DA Bills of officials of the Ministry and disbursement of TA/DA</li> <li>4. Preparation of Contingency Bills under Office Expenditure and Grants-in-Aids Bills and release of</li> <li>5. Payment through E.C.S. Issue of TDS Certificates to concerned Firms.</li> <li>6. Income Tax Calculations and Return of officers and staff. Issue of TDS Certificates to officials.</li> <li>7. Maintenance of General provident Fund Accounts of all officers and staff, calculation of interest</li> <li>8. Thereof and distribution of Annual GPF Statements.</li> <li>9. 6. Maintenance of Expenditure Control Register</li> <li>10. 7. Reconciliation of expenditure figures with the assistance of PAO (C)</li> <li>11. 8. ECS of Salary and related bills</li> <li>12. 9. Conductance of Audit inspection, both by internal Audit party &amp; by DGACR. Taking relevant steps</li> <li>13. 10. Maintenance o Budget in r/o secretariat as well as CSL</li> <li>14. 11. Salary / contingency bills in r/o CSL and release of payment through E.C.S.</li> <li>15. 12. E-Filing of Income tax return, online recovery of license fee in r/o Govt. accommodation of staff and Officers.</li> </ol> <p><b>CASHIER :-</b></p> <ol style="list-style-type: none"> <li>1. 1). Handling of Cash and Maintenance of Cash book, pay Bill Register, Acquaintance Rolls,</li> <li>2. Contingent Register, Bill Registers, TA/DA registers, LTC register, Broad sheet (GPF),</li> <li>3. Expenditure Control Register etc.</li> <li>4. 2.) 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.</li> </ol>	Tel: 23381208

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1	2	3	4	5
4	Smt. Shobha Rani Tiru  Under Secretary Tel:23070767	Under Secretary  (NCF).	<b>NCF</b> 1. National Cultural Funds matters	Shri Harish Kumar  Director Tel: 23382797
4 A	Smt. Shobha Rani Tiru Under Secretary Tel:23070767	Under Secretary  (UNESCO)	<b>UNESCO</b> 1. UNESCO convention for the Safeguarding of Intangible Cultural Heritage 2. 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 ( <b>INCCU</b> ). 6. Coordination work with M/o HRD relating to Indian National Commission 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. Intangible Cultural Heritage ( <b>ICH</b> ) matters	Shri Mukesh Kumar Jha  Deputy Secretary Tel: 23383185
4B	Smt. Shobha Rani Tiru  Under Secretary  Tel.23070767	Under Secretary  NMA	<b>NMA</b> 1. National Monument Authority (NMA) matters.	Shri Harish Kumar  Director Tel: 23382797
5	Shri Kamal Dev  Under Secretary  Tel.No.23382312	Under Secretary  (Estt.)	<b>Establishment Section</b>  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	Smt. Sunita Dhavale  Tel: 23381208

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			<ol style="list-style-type: none"> <li>2. Matter relating to Appointment/ Recruitment to all posts in MoC (Sectt.) including Appointments in Minister's Office.</li> <li>3. Appointments of posts under Central Staffing Scheme.</li> <li>4. Appointment of Consultants.</li> <li>5. Recruitment of Contractual Staff in respect of the Ministry (Secretariat proper)</li> <li>6. DPCs/ promotion in various grades.</li> <li>7. MACP in various Grades</li> <li>8. Matters relating to Pay fixation / Stepping up of pay.</li> <li>9. Maintenance of record and Service Books in respect of all grades.</li> <li>10. All the matters relating to Pay Commission in respect of this Ministry (Sectt. proper)</li> <li>11. Confirmation cases. (in various posts/grades)</li> <li>12. Matters relating to transfer/posting of staff.</li> <li>13. Annual Increment in respect of all the cadres/grades</li> <li>14. Pension cases in respect of all Officers/Officials in the Ministry</li> <li>15. Maintenance of ACRs/APARs (except the employees of Library Cadre)</li> <li>16. Work relating to management of cadre of Official Language and Statistical Services in this Ministry</li> <li>17. Matters relating to Festival/ House Building / Motor Car/ Scooter / Computer Advances:</li> <li>18. Withdrawal/ Advance from GPF</li> <li>19. Reimbursement of Tuition fee and Medical Expenses</li> <li>20. Appointment of AMA in non-CGHS area for medical treatment Matters relating to implementation of official Language in respect of Establishment Section.</li> </ol>	

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			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 26. Implementation of BHAVISHYA – On-line Pension Portal 27. Compassionate Appointments in Sectt. Proper. 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	
6	Shri D.M. Khare  Under Secretary Tel:2338 9377	Under Secretary (General Admin)	<b>General Administration</b> 1. Procurement and distribution of stationery and consumable items in the Ministry. 2. Procurement of computes printers, UPS, Photocopier 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	Shri Harish Kumar Director Tel: 23382797

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1	2	3	4	5
			<p>matters</p> <p>17. Deployment, repair &amp; maintenance of staff cars</p> <p>18. Housekeeping functions Coordination with other Ministries/ Cabinet Secretariat and organizations under MoC</p> <p>19. Conclusions of contracts for various Services and Goods as noted above</p> <p>20. Black Listing of firms</p> <p>21. Record Unit</p>	
7	<p>Ms. Sunita</p> <p>Under Secretary</p> <p>Tel:23070987</p>	<p>Under Secretary (CDN .)</p>	<p><b><u>Coordination Section</u></b></p> <ol style="list-style-type: none"> <li>1. Coordination for the Ministry of Culture</li> <li>2. Monthly D.O for Cabinet Secretary(<b>except e-Samiksha</b>)</li> <li>3. Cabinet matters(<b>except e-Samiksha</b>)</li> <li>4. Training of Officers/Officials of organization of MoC (<b>Other than Secretariat proper</b>)</li> <li>5. Padma Awards/ Other Awards</li> <li>6. Annual Reports/ Samarthan</li> <li>7. Coordination work of Memorandum of Understanding</li> <li>8. Optimization of Direct recruitment to civilian posts</li> <li>9. Central Advisory Boards on Culture (CABC)</li> <li>10. National Culture Policy</li> <li>11. Allocation of Business Rules</li> <li>12. Prime Minister's 15 point programme on recruitment of Minorities</li> <li>13. Representation of SC/ST/OBC</li> <li>14. Coordination work of RRs and vacancy position of organizations / Monitoring of Vacancy of Head of</li> <li>15. Organizations under MoC (<b>except through AVMS</b>)</li> <li>16. Compilation of data on all matters for Ministry of Culture(including attached/.subordinate/autonomous organizations ) and also for various Ministries/Departments.</li> <li>17. 16 Coordination of SFC/EFC/Cabinet Notes received from other Ministries.</li> <li>18. Parliamentary Standing Committee Reports pertaining to more than two divisions.</li> <li>19. Implementation/monitoring of</li> </ol>	<p>Manoj Dehury</p> <p>Deputy Secretary</p> <p>Tel: 2339377</p>

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1	2	3	4	5
			<p>Cabinet Decision.</p> <p>20. Maintenance of List of Organizations under MoC and publication of diary of addresses of various organizations under MOC.</p> <p>21. Coordination of Court Cases of MoC and it organizations except monitoring through LIMBS.</p> <p>22. My Gov matters</p> <p>23. VIP Reference Monitoring System.</p> <p>24. VIP./ PMO References, RTI, Public Grievance, Audit Paras Pertaining to CDN Section.</p> <p>25. To provide all secretariat support (collection. Compiling, examining/ analyze the matter) to the Liaison Officer nominated to look after the matter of reservation and other related issues of SCs. STs. , OBCs., PwD and Ex-serviceman in Ministry and all field Organisations .</p> <p>26. Bezbaruah Committee</p> <p>North East region matters</p>	
7 A	Ms. Sunita Under Secretary Tel:23070987	Under Secretary (Parliament.)	<ol style="list-style-type: none"> <li>1. <b>Parliament Unit</b></li> <li>2. Delivery of Question notices</li> <li>3. Timely deliverance of Replies to Admitted Parliament Questions</li> <li>4. Preparation and timely submission of pads from the Minister to JSs during session</li> <li>5. Monitoring of Pending assurances</li> <li>6. Laying of papers/ annual report/ audited reports of all organization</li> <li>7. Legislative proposals during Session</li> <li>8. Important issues during Lok Sabha/Rajya Sabha Sessions</li> <li>9. Matter raised under Rule 377 in the Lok Sabha Special Mention in RS</li> <li>10. Private members Bill in LS &amp; RS</li> <li>11. Consultative Committee Meetings</li> <li>12. Arrangement of all official gallery and General Passes in LS &amp; RS during session and al meetings of parliamentary</li> </ol>	Manoj Dehury Deputy Secretary Tel: 2339377



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1	2	3	4	5
			committees 13. Circulation of Circulars received from LS & RS	
8	Smt. Alka Sharma,  Under Secretary (ICR) Tel:23388569	Under Secretary (ICR & Multilateral)	<b>ICR</b> 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 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	Shri Arun Gupta  Director Tel: 23389845
9	Shri A.N. Mishra  Under Secretary Tel:23382539	Under Secretary (A&A)	<b>A &amp; A (at CSL Building)</b> 1. All Ministry level administrative and financial matters parliamentary matters of the following organizations: i. <b>NAI</b> (Attached Office) ii. <b>AnSI</b> (Subordinate Office) iii. IGRMS (Autonomous Organization) iv. The Asiatic Society, Kolkata (Autonomous Organization) v. The Asiatic Society of Mumbai (Autonomous Organization) vi. NMML(Autonomous Organization) vii. MAKAIAS(Autonomous Organization)	Shri Arun Gupta  Director Tel. 23389845
10	Ashish Kumar	Under	<b>Library (at CSL Building)</b> 1. Monitoring cases - Administrative,	Shri Rajesh Kumar Singh

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1	2	3	4	5
	Under Secretary Tel:23382539	Secretary (Libraries)	financial and parliamentary matters of the following Subordinate Organizations: a) National Library b) Central Reference Library  2. Monitoring cases - Administrative, financial and parliamentary matters of the following Autonomous Organizations: a) RRRLF b) DPL c) KBOPL d) RRL e) CSL – New Delhi 3. Work of DB, Act.(Delivery of Books and Newspapers (Public Libraries) Act, 1954)	Director Tel. 23074361
11	Shri J.P. Mahaur, LIO(CSL) Tel:2338 2158	LIO(CSL)	<b>CSL</b> Internal matters relating to Central Sectt. Library , New Delhi	Shri Rajesh Kumar Singh  Director (Additional Charge) Tel. 23074361
12	Shri Manoj Kumar Sinha AD(OL) Tel: 23383425	AD(OL)	<b>Hindi Translation Unit</b> 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 14. Review of Hindi Progress Report 15. Annual Evaluation report etc.	Shri .V.P. Gaur Director Tel: 23383032
13	Shri Satyendra Kumar Singh,  Under Secretary Tel:23380136	Under Secretary (Museum-I)	<b>Museum-I</b> 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:	Shri Ajay Yadav  Deputy Secretary Tel: 23389608

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1	2	3	4	5
			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 12. Training for Museum Professionals	
14	Shri S.C. Mondal  Under Secretary Tel:2338 8169	Under Secretary (Museum-II)	<b>Museum-II</b> 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/ Centre's under the scheme of setting up Science Cities 3. Annual reports of above mentioned organizations 5. Collection of information regarding Budget/other matters 6. Publication of Advertisement/ Notification / 11. Amendments of by-laws of the Organization 7. Matters relating to ICOM-CC and ICCROM 8. Conservation Policy pertaining to Museums / HRD Policy for various organizations 9. Conservation of Fellowship Programme in collaboration with metropolitan Museum of Art, New York.	Shri Ajay Yadav Deputy Secretary Tel: 23389608
15	Shri Rakesh Chandra Negi  Deputy Director Tel.23385182	Asst. Director (P&B Branch)	<b>P &amp; B (at NAI Building, Janpath)</b> 1. Preparation of Budget Estimates & Revised Estimates for M/o Culture 2. Co-ordination and compilation of SBEs 3. Notes on Demands for Grants /Highlights of Central Plan	Ms. Deepika Pokharna  Director Tel: 23381431

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1	2	3	4	5
			<p>4. Compilation of Annual Plan Proposals / Five Year Plan</p> <p>5. Mid-term Appraisal of Five-year Plan</p> <p>6. Co-ordination of implementation of Budget announcements</p> <p>7. Matters relating to Parliamentary Standing Committee on Demands for Grants</p> <p>8. Preparation of Outcome Budget and printing of and the same</p> <p>9. Preparation of Detailed Demands for Grants along with Annexure and printing of and the same</p> <p>10. Authentication of Detailed Demands for Grants (DDG) and Outcome Budget</p> <p>11. Appropriation Accounts</p> <p>12. Savings/Excess Notes in connection with Stage-II of Appropriation Accounts</p> <p>13. Preparation of Savings Notes where saving is more than Rs.100 crore for PAC</p> <p>14. Re-appropriation proposals</p> <p>15. Proposals for Supplementary Demands for Grants</p> <p>16. Opening of New Heads of Accounts</p> <p>17. Final Requirement of Funds</p> <p>18. Saving and Surrenders of Funds</p> <p>19. Draft Para/C&amp;AG Para/PAC Para/</p> <p>20. Furnishing of information to M/o finance on Fiscal Responsibility &amp; Budgetary Management (FRBM) – Assets Register</p> <p>21. Furnishing of Quarterly Report / IEBR / Government of India Guarantees etc.</p> <p>22. Gender Base Budgeting, SCSP &amp; TSP</p> <p>23. Matters relating to Finance Commission - (13th Finance Commission</p> <p>24. Monitoring of Expenditure</p> <p>25. Finance Minister's Budget Speech</p> <p>26. Vote on Accounts</p> <p>27. Unspent Balances</p> <p>29. Zero Based Budgeting</p> <p>30. Material for Economic Survey</p> <p>31. Loans and Advances to Government Servants, etc.</p> <p>32. All Reports and returns</p> <p>33. Coordination of all Audit matters in respect of the Ministry –</p> <p>i) Inspection Report,</p> <p>ii) CAG/ PAC paras</p> <p>34. Collection/collation of statistical data for allocation of funds to different States , NGOs., Societies etc.</p>	.
16	Kavita Gulati Batra	Under	<p><b>IFD</b></p> <p>1. Release of grant-in-aid in respect of</p>	Ms. Deepika

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1	2	3	4	5
	Under Secretary Tel:23388897	Secretary (IFD)	<p>Autonomous Organizations</p> <p>2. Scrutinize / approve the fixation of pay / grant of reimbursement etc. in individual cases involving relaxation of Rules</p> <p>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</p> <p>4. Scrutiny and examination of schemes of SFC</p> <p>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</p> <p>6. Vetting of audit Paras forwarded by the administrative Sections in respect of the Organizations under their control</p> <p>7. Court cases related to pay scales for the employees requiring the concurrence of Ministry of Finance and having financial implications</p> <p>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.</p> <p>9. Scrutiny of proposal &amp; granting concurrence in respect of all proposals for deputation abroad including cases to be referred to screening committee.</p> <p>10. Scrutinize all proposals for delegation of financial powers</p> <p>11. All cases which are required to be referred to the Ministry of Finance for advice/ approval/Concurrence.</p>	Pokharna Director Tel: 23381431
17	Ms. Madan Chaurasia Under Secretary 5 <sup>th</sup> Floor, Puratatva Bhavan, INA, Tel:24655184	Under Secretary (GHSM)	<p><b>GHSM Section ( at Puratatva Bhavan)</b></p> <p>1. Mission related work</p> <p>2. Dandi related projects</p> <p>3. Gandhi Peace Prize</p> <p>4. Tagore Award</p> <p>5. Gandhi Smriti &amp; Darshan Samiti</p> <p>6. Preparation of Policy on Sale of Memorabilia</p> <p>7. 8. Dandi Memorial and related Dandi / Gandhi Projects</p>	Manoj Dehury Deputy Secretary Tel: 2339377
18	Shri V.K. Gupta	Under	<p><b>C &amp; M ( at Vigyan Bhavan)</b></p> <p>1. Jallianwala Bagh National Memorial</p>	Ms. Nirmala Goyal

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1	2	3	4	5
	Under Secretary Tel:23022337	Secretary C &M/Special Cell	<p>Trust</p> <p>2. Two schemes for Centenaries/ anniversaries and Development and Maintenance of National Memorials. New National Gandhi Museum, Rajghat, New Delhi</p> <p>3. New Commemoration including birth anniversaries of events/incidents</p> <p>4. Residuary work relating to the following past commemoration:</p> <p>a) 2550th Birth Anniversary of Lord Buddha</p> <p>b) Guru-ta-Gaddi</p> <p>c) Khalsa Heritage Project</p> <p>d) 150th Birth Anniversaries of Mahamana Madan Mohan Malavya, Motilal Nehru, Rabindranath Tagore and Swami Vivekananda</p> <p>e) Centenaries of Lal Bahadur Shahstri, Komagatamru Incident and Begum Akhtar</p> <p>f) 125th Birth Anniversary of Jawaharlal Nehru</p> <p>5. Conducting of inaugural and concluding ceremonies I respect of commemoration. Work relating to release of coin/stamp</p> <p>6. Release of Grant-in-aid to commemoration-specific, approved proposal</p> <p>7. Monitoring of the approved proposal</p> <p>8. Translation of Tagore Books</p> <p>9. Gandhian Institutes</p>	Director Tel: 23022041
19	Shri Maneesh Rajan  Under Secretary <a href="tel:24642159">Tel:24642159</a>	Under Secretary (BTI).  (at Puratatva Bhavan GPO Complex, "D Block, INA , New Delhi 110023)	<p><b>BTI (at Puratatva Bhavan, INA)</b></p> <p>1. Formulation of Five Year Plan, Annual Plan, BE &amp; RE, Release of Plan and Non-Plan grants in aid in respect of following autonomous organization :</p> <p>a) <b>NNM</b></p> <p>b) <b>CIBS</b></p> <p>c) <b>CIHCS</b></p> <p>d) <b>CUTS</b></p> <p>2. BE &amp; RE, Release of Plan and Non-Plan grants in aid in respect of following regular grantees :</p> <p>a) Library of Tibetan work and Archives, Dharamshala.</p> <p>b) Tibet House, New Delhi</p> <p>c) Centre for Buddhist Cultural Studies, Tawang Monastery, Arunachal Pradesh</p> <p>d) Namgyal Institute of Technology, Sikkim</p> <p>e) GRL Monastic School, Bomdila</p> <p>f) International Buddhist Confederation</p> <p>3. Formulation of Five Year Plan, Annual Plan, BE &amp; RE and implementation in</p>	Sh. Sarwesh Kumar Arya  Director  Tel: 24642150

Sl. No.	Name, designation & Tel. No. of Central Public Information Officer	Branch	Item of work of concerned Sections/Units	Name designation & tel. No. of First Appellate Authority
1	2	3	4	5
			<p>respect of the following schemes:</p> <p>a) Buddhist Scheme</p> <p>b) Himalayan Scheme</p> <p>4. Administrative, policies and other issues relating to above mentioned autonomous bodies.</p> <p>5. Establishment of new Buddhist Institution at Tabo in H.P.</p> <p>6. Preservation and Development of Culture Heritage of Himalayas</p>	
19 A	<p>Shri Maneesh Rajan</p> <p>Under Secretary</p> <p>Tel:24642159</p>	<p>Under Secretary (ZCC).</p> <p>(at Puratatva Bhavan GPO Complex, "D Block, INA , New Delhi 110023)</p>	<p><b>ZCC Section – (at Puratatva Bhavan)</b></p> <ol style="list-style-type: none"> <li>1. Implementation of 95 recommendations made by the Aiyar Committee;</li> <li>2. Regional Centres of NEZCC;</li> <li>3. Sub Centres of ZCCs in member States;</li> <li>4. Consultative Committee Meetings;</li> <li>5. Revision of MOAs and Rules &amp; Regulations of all the ZCCs;</li> <li>6. Starred/Unstarred Questions relating to Lok/Rajya Sabha;</li> <li>7. Meetings of EB/GB/FC of all the ZCCs;</li> <li>8. All VIP Matters including matters raised under Rule 377;</li> <li>9. All administrative matters relating to all the ZCCs;</li> <li>10. Work relating to participation of ZCCs in various functions organised by other Ministries and State Governments;</li> <li>11. Requests received from various quarters for sending of troupes of ZCCs for cultural programmes;</li> <li>12. Rashtriya Sanskriti Mahotsavs;</li> <li>13. CVC/Vig. Matters relating to all the ZCCs;</li> <li>14. Nomination of members to various bodies of ZCCs</li> <li>15. Participation in Republic Day Parade</li> <li>16. Audit matters</li> <li>17. Annual Report of MoC and all the ZCCs</li> <li>18. RTI Matters/Court Cases/PMO References/Public Grievances</li> <li>19. Appointment of Directors of all the ZCCs</li> <li>20. Budget Matters</li> <li>21. Release of grant-in-aid to all the ZCCs</li> <li>22. RFD matters/MoUs with ZCCs</li> <li>23. Reports and Returns</li> </ol>	<p>Sh. Sarwesh Kumar Arya</p> <p>Director</p> <p>Tel: 24642150</p>
20	Shri Parveen Sharma	Under Secretary	<p><b>S &amp; F (at Puratatav bhavan, INA)</b></p> <ol style="list-style-type: none"> <li>1. Cultural Functions and Production</li> </ol>	Sh. Sarwesh Kumar Arya

Sl. No.	Name, designation & Tel. No. of Central Public Information Officer	Branch	Item of work of concerned Sections/Units	Name designation & tel. No. of First Appellate Authority
1	2	3	4	5
	Under Secretary Tel:24642158	(S & F) (at Puratatva Bhavan GPO Complex, "D Block, INA , New Delhi)	Grant Scheme 2. Award of Scholarship to young Artistes 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. (TNFRS) 5. Tagore Commemoration Scheme	Director Tel: 24642150
21	Shri Rajesh Saha  Under Secretary Tel:24642148	Under Secretary (P. Arts)  (at Puratatva Bhavan GPO Complex, "D Block, INA , New Delhi)	<b>Performing Arts</b> ( at Puratatav Bhavan, INA)  1. Performing Arts Grant Scheme: i) Repertory Grant ii) Scheme for Financial Assistance to Cultural Organization with national presence iii) Scheme for Building Grants, including Studio Theatres iv) Scheme of Tagore Cultural Complexes v) Scheme of Artists Pension & Welfare Fund vi) <b>D.B.T. Cell</b> - Schemes on the DBT platform.	Sh. Sarwesh Kumar Arya  Director Tel: 24642150
21 A	Shri Rajesh Saha  Under Secretary Tel:24642148	Media Cell	<b>All Media cell related matters</b>	Sh. Sarwesh 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
- Cabinet Notes / References from Cabinet Secretariat etc
  - Reports of Deptt. related Parliamentary Standing Committee / SFC/EFC Meeting
  - VIP/ PMO references, Public Grievance, Representations/ Petition/Letters received form general public and through PMO, President Secretariat etc.
  - Matters relating to Parliament Question/ Assurance, Court cases, Annual Reports, RFD, RTI,
  - Outcome, Budget, Audit Paras pertaining to the Section.
- Details of phone number etc. are given on this Ministry website [www.indiaculture.nic.in/](http://www.indiaculture.nic.in/) under RTI SUO MOTU DISCLOSURE (items No.6 & Item No.10)