Annexure-II

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

Shastri Bhawan, New Delhi, 110001
Dated the 26th March, 2024

OFFICE ORDER

In partial modification of this Ministry's Office Order of even no. dated 02.02.2023 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**) 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 Goutam Malhotra, Section Officer (AR&IT) 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/FAA, 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/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 its expeditious disposal.

(Sanjay Gupta) 26.3.24
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

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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 AS&FA (Cul)/ CCA (HRD)
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 HCM/PS to MoS(ARM)/O/o MoS(ML)
2. PSO to Secretary (Culture)
3. PS to JS(AR&IT)

ANNEXURE

MINISTRY OF CULTURE

ANNEXURE to Office Order F. No. ARIT-12011/8/2018-ARIT dated 26.03.2024 designating Central Public Information Officer and Appellate Authority of Ministry of Culture (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.	Shri Nadeem Ahmad, Under Secretary Tel: 011 23387875	Akademies	**Akademi Section (at CSL Building)** 1. National Mission for Manuscripts 2. All coordination matters in respect of Akademi Division 3. National School of Drama 4. Lalit Kala Akademi 5. Sahitya Akademi 6. Sangeet Natak Akademi 7. Kalakshetra Foundation 8. Cultural Centre of Resources & Training 9. National Centre for Performing Arts 10. Indian Literature Abroad (ILA) 11. Grant of Classical status to Languages. 12. High Powered Committee Recommendations 13. Accommodation to eminent Artists. 14. Work relate to Indira Gandhi National Centre for the Arts	Shri Aneish P. Rajan, Director Tel: 011 23389608
2.	Shri Sanjay Gupta, Under Secretary Tel. 011 23384261	Administrative Reforms & Information Technology (AR&IT)	**AR&IT Cell** 1. IT and e-Governance - general & policy matters -E-Governance & IT related	Shri Arun Kumar, Deputy Secretary Tel: 011 2338 1208

			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 the Public Grievance cases. 9. RTI-Monitoring of RTI applications (including online application, timely submission of replies on the RTI portals) 10. All matters relating to administrative Reforms 11. Citizen Charter 12. Any other AR&IT related matters. 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.	

2.A	Shri Sanjay Gupta, Under Secretary Tel. 011 23384261	Vigilance	**Vigilance** 1. Vigilance Complaints 2. Disciplinary Proceedings related to vigilance matters 3. Prosecution 4. Appeals 5. Review of Petitions 6. Annual Property Returns 7. Intimation due to acquisition of moveable/immoveable property 8. Vigilance clearance 9. Reports & Return on Vig. Matters 10. Corruption Mitigation Action Plan 11. CVC / CBI matters	Shri Yash Veer Singh, Director Tel: 011 23070157
3.	Shri Arnab Aich, Under Secretary Tel: 011 23389480	ASI	**ASI Section** (at NAI Building, Janpath) Administrative matters of ASI (Attached Office) 1. Matters related to National Mission on Monuments & Antiquities 2. World Heritage Matters 3. Policy matters of ASI 4. Work related to INTACH 5. Matters relating to Tangible Heritage	Dr. Arvind Kumar, Director Tel: 011 23074361
4.	Shri Anil Sikka, Under Secretary Tel: 011 23389377	Cash	**Cash Section** 1. Preparation of Pay Bills, Children's Education Allowance Bills, LTC Bills, HBA, GPF, OTA, Various other advances, retirement benefits bills, etc of gazetted and non - gazetted Staff. 2. Preparation of TA/DA Bills of officials of the Ministry and disbursement of TA/DA 3. Preparation of Contingency Bills under Office Expenditure and Grants-in-Aids Bills and release of payment through E.C.S. 4. Issue of TDS Certificates to concerned Firms. 5. Income Tax Calculations and Return of officers and staff. Issue of TDS Certificates to officials. 6. Maintenance of General	Dr. Arvind Kumar, Director Tel: 011 23074361

			Provident Fund Accounts of all officers and staff, calculation of interest thereof and distribution of Annual GPF Statements. 7. Maintenance of Expenditure Control Register. 8. Reconciliation of expenditure figures with the assistance of PAO (C). 9. ECS of Salary and related bills. 10. Conductance of Audit inspection, both by internal Audit party & by DGACR. Taking relevant steps. 11. Maintenance of Budget in r/o secretariat as well as CSL. 12. Salary / contingency bills in r/o CSL and release of payment through E.C.S. 13. 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, Contingent Register, Bill Registers, TA/DA registers, LTC register, Broad sheet (GPF), Expenditure Control Register etc. 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.	

4. A	Shri Anil Sikka, Under Secretary Tel: 011 23389377	Establishment	**Establishment Section** Establishment in respect of employees on the pay role of this Ministry (Secretariat Proper):- 1. Reporting of vacancies under Central Staffing Schemes and CSS/CSSS/CSCS vacancies to DoP&T and MTS to SSC 2. Matter relating to Appointment/ Recruitment to all posts in MoC (Sectt.) including Appointments in Minister's Office. 3. 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 (Sectt. 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/	Dr. Arvind Kumar, Director Tel: 011 23074361

			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. 21. 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. 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.	
4.B	Shri Anil Sikka, Under Secretary Tel: 011 23389377	General Admin.	**General Administration** 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	Dr. Arvind Kumar, Director Tel: 011 23074361

			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 various Services and Goods as noted above 20. Black Listing of firms 21. Record Unit	
5.	Ms. Monika Rai, Under Secretary Tel: 011 23382312	NCF	**NCF** 1. National Cultural Funds matters	Dr. Arvind Kumar, Director Tel: 011 23074361
5. A	Ms. Monika Rai, Under Secretary Tel: 011 23382312	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	Shri Aneish P. Rajan, Director Tel: 011 23389608

			Memory of the World Register etc. 6. Work relating to Sub-Commission on Culture under the Indian National Commission for cooperation with UNESCO **(INCCU).** 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.	
5.B	Ms. Monika Rai, Under Secretary Tel: 011 23382312	NMA	**NMA** 1. National Monument Authority (NMA) matters.	Dr. Arvind Kumar, Director Tel: 011 23074361
6.	Shri Prem Pal Singh, Under Secretary Tel: 011 23382539	CDN	**<u>Coordination Section</u>** 1. Coordination for the Ministry of Culture. 2. Monthly D.O for Cabinet Secretary(**except e-Samiksha).** 3. Cabinet matters(**except e-Samiksha).** 4. Training of Officers/Officials of organization of MoC (**Other than Secretariat proper).** 5. Padma Awards/ Other Awards. 6. Annual Reports/ Samarthan. 7. Coordination work of Memorandum of Understanding. 8. Optimization of Direct recruitment to civilian posts. 9. Central Advisory Boards on Culture (CABC). 10. National Culture Policy. 11. Allocation of Business Rules. 12. Prime Minister's15 point programme on recruitment of Minorities. 13. Representation of SC/ST/OBC. 14. Coordination work of RRs and vacancy position of organizations / Monitoring of Vacancy of Head of Organizations under MoC (**except through AVMS).**	Shri Dalpat Singh Koli Director Tel: 011 23389845

			15. Compilation of data on all matters for Ministry of Culture(including attached/subordinate/autonomous organizations) and also for various Ministries/ Departments. 16. Coordination of SFC/EFC/Cabinet Notes received from other Ministries. 17. Parliamentary Standing Committee Reports pertaining to more than two divisions. 18. Implementation/monitoring of Cabinet Decision. 19. Maintenance of List of Organizations under MoC and publication of diary of addresses of various organizations under MOC. 20. Coordination of Court Cases of MoC and it organizations except monitoring through LIMBS. 21. My Gov matters 22. VIP Reference Monitoring System. 23. VIP/ PMO References, RTI, Public Grievance, Audit Paras Pertaining to CDN Section. 24. 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.	
6.A	Shri Prem Pal Singh, Under Secretary Tel: 011 23382539	Parliament	**<u>Parliament Unit</u>** 1. Delivery of Question notices. 2. Timely deliverance of Replies to Admitted Parliament Questions. 3. Preparation and timely submission of pads from the Minister to JSs during session. 4. Monitoring of Pending	Shri Dalpat Singh Koli Director Tel: 011 23389845

			assurances. 5. Laying of papers/ annual report/ audited reports of all organization. 6. Legislative proposals during Session. 7. Important issues during Lok Sabha/Rajya Sabha Sessions. 8. Matter raised under Rule 377 in the Lok Sabha and 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.	
6.B	Shri Prem Pal Singh, Under Secretary Tel: 011 23382539	A&A	**A & A** (at CSL Building) All Ministry level administrative and financial matters parliamentary matters of the following organizations: 1. NAI (Attached Office) 2. AnSI (Subordinate Office) 3. IGRMS(Autonomous Organization) 4. The Asiatic Society, Kolkata (Autonomous Organization) 5. The Asiatic Society of Mumbai (Grantee Body) 6. NMML(Autonomous Organization) 7. MAKAIAS(Autonomous Organization)	Shri Arun Kumar Deputy Secretary Tel: 011 23381208
7.	Smt. Anuradha Sood, Under Secretary Tel: 011 23388569	ICR & Multilateral	**ICR Division** 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: a) Formulation of Talking Points for bilateral meetings in consultation with MEA.	Shri Yash Veer Singh, Director Tel: 011 23070157

			b) Making necessary arrangement/preparation for holding bilateral meeting. c) Providing briefs of cultural issues to various Ministries/ Department 6. Foreign Visit by Ministers/ Officers under Festival of India & Cultural Agreements/Exchange Porgramme. 7. Conducting Festival of India abroad. 8. Global Engagement Schemes: (a) Festival of India. (b) Grant in aid to Indo Foreign Friendship Cultural Societies Scheme. (c) Contribution Grant to International Organizations. 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. 10. G – 20 Secretariat Matter	
8.	Shri Satya Narayan Rana, Under Secretary Tel: 011 23382539	Library	**Library** (at CSL Building) 1. Monitoring cases - Administrative, 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)	Smt. Renu Singh, Deputy Secretary Tel: 011 23383185

9	Dr. Y. Avanindranath Rao Tel: 011 23389684	CSL	**CSL** Internal matters relating to Central Secretariat Library, New Delhi	Dr. Ajit Kumar Director, Tel: 011 23389383
10	Shri Shishir Sharma, Deputy Director Tel: 011 23073559	Official Language	**Official Language** 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.	Dr. R. Ramesh Arya, Director Tel: 011 23383032
11.	Shri Rakesh Kumar, Under Secretary Tel: 011 23380136	Museum-I	**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	Shri Jivan Bachhav, Deputy Secretary Tel: 011 23382402

			Professional 8. Implementation and monitoring of Museum reforms in various Museums and operation of various MoUs signed with international institutions. 9. Issue of certificates for Customs Duty-free import of Artifacts for display in museum 10. Setting up of new museums in the country 11. Matters related to Buddhist relics 12. Training for Museum Professionals	
12.	Ms. Amita Chauhan, Under Secretary Tel: 011 23074359	Under Museum–II	**Museum-II** 1. All administrative and financial matters pertaining to following organizations: a) NCSM (Autonomous) b) Indian Museum (Autonomous) c) Victoria Memorial Hall (Autonomous) d) NRLC (Subordinate) e) Vrindavan Research Institute (Voluntary) 2. Establishment of Science Cities/ Centres under the scheme of setting up Science Cities 3. Annual reports of above mentioned organizations 4. Collection of information regarding Budget/other matters 5. Publication of Advertisement/ Notification / Amendments of by-laws of the Organization 6. Matters relating to ICOM-CC and ICCROM 7. Conservation Policy pertaining to Museums / HRD Policy for various organizations 8. Conservation of Fellowship Programme in collaboration with metropolitan Museum of Art, New York.	Shri Jivan Bachhav Deputy Secretary Tel: 011 23382402
13.	Ms. Richy Rachel, Deputy Director, Tel: 011 23382319, 23074276	Budget Division	**Budget Division** (at NAI Building, Janpath) 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 4. Compilation of Annual Plan Proposals / Five Year Plan 5. Mid-term Appraisal of Five-year Plan	Shri Harish Kumar, Director, Tel: 011 23382797

			6. Co-ordination of implementation of Budget announcements 7. Matters relating to Parliamentary Standing Committee on Demands for Grants 8. Preparation of Outcome Budget and printing of the same 9. Preparation of Detailed Demands for Grants along with Annexure and printing of the same 10. Authentication of Detailed Demands for Grants (DDG) and Outcome Budget 11. Appropriation Accounts 12. Savings/Excess Notes in connection with Stage-II of Appropriation Accounts 13. Preparation of Savings Notes where saving is more than Rs.100 crore for PAC 14. Re-appropriation proposals 15. Proposals for Supplementary Demands for Grants 16. Opening of New Heads of Accounts 17. Final Requirement of Funds 18. Saving and Surrenders of Funds 19. Draft Para/C&AG Para/PAC Para/ Inspection Reports (in respect of the Division). 20. Furnishing of information to M/o finance on Fiscal Responsibility & Budgetary Management (FRBM) –Assets Register 21. Furnishing of Quarterly Report / IEBR / Government of India Guarantees etc. 22. Gender Base Budgeting, SCSP & TSP 23. Matters relating to Finance Commission - (13th Finance Commission) 24. Monitoring of Expenditure 25. Finance Minister's Budget Speech 26. Vote on Accounts 27. Unspent Balances 28. Zero Based Budgeting 29. Material for Economic Survey 30. Loans and Advances to Government Servants, etc.	

			31. All Reports and returns Coordination of all Audit matters in respect of the Ministry – i) Inspection Report, ii) CAG/ PAC paras 32. Collection/collation of statistical data for allocation of funds to different States , NGOs, Societies etc.	
14.	Ms.Anjana, Under Secretary Tel:011 23384154	IFD	**IFD** 1. Release of grant-in-aid in respect of Autonomous Organizations 2. Scrutinize / approve the fixation of pay / grant of reimbursement etc. in individual cases involving relaxation of Rules. 3. Scrutiny and concurrence of Plan schemes/projects to be approved by SFC & EFC, arranging meetings of Expenditure Finance Committee under Secretary (Expenditure) for consideration and approval of projects / schemes after processing and examination the EFC memoranda. 4. Scrutiny and examination of schemes of SFC. 5. Scrutinizing proposal of Administrative Sections for release of Grant-in-aid to Organizations (Govt./NG) under various schemes being administered by Ministry of Culture. 6. Vetting of audit Paras forwarded by the administrative Sections in respect of the Organizations under their control. 7. Court cases related to pay scales for the employees requiring the concurrence of Ministry of Finance and having financial implications. 8. Scrutiny and financial concurrence of the following cases: a) Creation of posts. b) Continuation of all temporary posts.	Shri Harish Kumar, Director Tel:011 23382797

			c) Conversion of temporary posts into permanent ones. 9. Scrutiny of proposal & granting concurrence in respect of all proposals for deputation abroad including cases to be referred to screening committee. 10. Scrutinize all proposals for delegation of financial powers. 11. All cases which are required to be referred to the Ministry of Finance for advice/ approval/ Concurrence.	
15.	Shri Pappunjay Kumar, Under Secretary Tel: 011 23446392	C&M/Special Cell	**C & M (at Vigyan Bhavan)** 1. Jallianwala Bagh National Memorial Trust. 2. Two schemes for Centenaries/ anniversaries and Development and Maintenance of National Memorials. New National Gandhi Museum, Rajghat, New Delhi. 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 Malavya, Motilal Nehru, Rabindranath Tagore and Swami Vivekananda. e) Centenaries of Lal Bahadur Shahstri, 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. 7. Monitoring of the approved proposal. 8. Translation of Tagore Books. 9. Gandhian Institutes.	Shri Satish Chander, Deputy Secretary, Tel: 011 23446588

15.A	Shri Pappunjay Kumar, Under Secretary Tel: 011 23446392	Azadi Ka Amrit Mahotasav (AKAM)	**Azadi Ka Amrit Mahotasav (AKAM)** 1. All matters related to Azadi Ka Amrit Mahotasav 2. National Mission on Cultural Mapping (NMCM) matter	Shri Satish Chander, Deputy Secretary, Tel: 011 23446588
15.B	Shir Pappunjay Kumar, Under Secretary Tel: 011 23446392	Media Cell	**All Media Cell related matters**	Shri Rajeev Kumar, Director, Tel:011 23446588
16.	Shri Praveen Sharma, Under Secretary Tel: 011 24642158	BTI (at Puratatva Bhavan GPO Complex, "D Block, INA , New Delhi 110023)	**BTI** (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) CIBS** **c) CIHCS** **d) CUTS** 2. BE & RE, Release of Plan and Non-Plan grants in aid in respect of following regular grantees: a) Library of Tibetan work and Archives, Dharamshala. b) Tibet House, New Delhi. c) Centre for Buddhist Cultural Studies, Tawang Monastery, Arunachal Pradesh. d) Namgyal Institute of Technology, Sikkim. e) GRL Monastic School, Bomdila. f) International Buddhist Confederation. 3. Formulation of Five Year Plan, Annual Plan, BE & RE and implementation in respect of the following schemes: a) Buddhist Scheme b) Himalayan Scheme 4. Administrative, policies and other issues relating to above mentioned autonomous bodies. 5. Establishment of new Buddhist Institution at Tabo in H.P. 6. Preservation and Development of Culture Heritage of Himalayas.	Shri Sanjay Kumar Deputy Secretary Tel: 011 24642150
16.A	Shri Praveen Sharma, Under	ZCC (at Puratatva	**ZCC Section – (at Puratatva Bhavan)**	Shri Rajender Singh Khichi, Deputy

	Secretary Tel: 011 24642158	Bhavan GPO Complex, "D Block, INA , New Delhi 110023)	1. Implementation of 95 recommendations made by the Aiyar Committee; 2. Regional Centres of NEZCC; 3. Sub Centres of ZCCs in member States; 4. Consultative Committee Meetings; 5. Revision of MOAs and Rules & Regulations of all the ZCCs; 6. Starred/Unstarred Questions relating to Lok/Rajya Sabha; 7. Meetings of EB/GB/FC of all the ZCCs; 8. All VIP Matters including matters raised under Rule 377; 9. All administrative matters relating to all the ZCCs; 10. Work relating to participation of ZCCs in various functions organised by other Ministries and State Governments; 11. Requests received from various quarters for sending of troupes of ZCCs for cultural programmes; 12. Rashtriya Sanskriti Mahotsavs; 13. CVC/Vig. Matters relating to all the ZCCs; 14. Nomination of members to various bodies of ZCCs 15. Participation in Republic Day Parade 16. Audit matters 17. Annual Report of MoC and all the ZCCs 18. RTI Matters/Court Cases/PMO References/Public Grievances 19. Appointment of Directors of all the ZCCs 20. Budget Matters 21. Release of grant-in-aid to all the ZCCs 22. RFD matters/MoUs with ZCCs 23. Reports and Returns	Secretary Tel: 011 24642150
17.	Shri Maneesh Rajan, Under Secretary Tel: 011 24642159	S & F (at Puratatva Bhavan GPO Complex, "D Block, INA , New Delhi)	**S & F** (at Puratatav bhavan, INA) 1. Cultural Functions and Production Grant Scheme. 2. Award of Scholarship to young Artistes in different cultural fields. 3. Award of Fellowship to outstanding	Shri Sanjay Kumar, Deputy Secretary Tel: 011 24642148

			Persons in different Cultural fields. 4. Tagore National fellowship and Research Scholars for Cultural Research (TNFRS). 5. Tagore Commemoration Scheme. 6. D.B.T. Cell - Schemes on the DBT platform.	
18.	Smt. B. Asha Nair, Under Secretary, Tel: 011 24610135	(P. Arts) (at Puratatva Bhavan GPO Complex, "D Block, INA , New Delhi)	**Performing Arts** (at Puratatav Bhavan, INA) 1. Performing Arts Grant Scheme: 2. Repertory Grant. 3. Scheme for Financial Assistance to Cultural Organization with national presence. 4. Scheme for Building Grants, including Studio Theatres. 5. Scheme of Tagore Cultural Complexes. 6. Scheme of Artists Pension & Welfare Fund.	Shri Sanjay Kumar, Deputy Secretary, Tel: 011 24642148
18A.	Smt. B. Asha Nair, Under Secretary, Tel: 011 24610135	GHSM	**GHSM Section (at Puratatva Bhavan)** 1. Mission related work. 2. Dandi related projects. 3. Gandhi Peace Prize. 4. Tagore Award. 5. Gandhi Smriti & Darshan Samiti. 6. Preparation of Policy on Sale of Memorabilla. 7. Dandi Memorial and related Dandi / Gandhi Projects.	Shri Sanjay Kumar, Deputy Secretary, Tel: 011 24642148

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 will be attended to by 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 form

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.gov.in/ under RTI SUO MOTO DISCLOSURE (items **No. VI & Item No.X)**