



सत्यमेव जयते

# INDUCTION MATERIAL

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**MAY 2025**

**PERFORMANCE MANAGEMENT SECTION  
MINISTRY OF INFORMATION & BROADCASTING  
GOVERNMENT OF INDIA**



**GOVERNMENT OF INDIA**

**MINISTRY OF INFORMATION AND BROADCASTING**

**INDUCTION MATERIAL**

**MAY, 2025**

NOTES ON THE FUNCTIONING OF THE VARIOUS DIVISIONS IN THE  
MAIN SECRETARIAT OF MINISTRY OF INFORMATION &  
BROADCASTING

COMPILED BY PERFORMANCE MANAGEMENT SECTION



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## CHAPTER-1

### **INTRODUCTION: Vision & Mission**

#### **Ministry of Information & Broadcasting**

The Ministry of Information and Broadcasting is one among the early Ministries set up after India's Independence and Sardar Vallabh bhai Patel was India's first Minister for Information and Broadcasting.

The Ministry of Information and Broadcasting is one of the vital Ministries that represent the face of the government in reaching out to the masses. The Ministry is entrusted with the task of disseminating information about government policies, schemes and programmes through the different medium of mass communication covering radio, television, press, social media, printed publicity like booklets, posters, outdoor publicity including through traditional modes of communication such as dance, drama, folk recitals, puppet shows etc. The Ministry is also the focal point as regards policy matters related to private broadcasting sector, administering of the Public Broadcasting Service- Prasar Bharati, multi-media advertising and publicity of the policies and programmes of the Union Government, film promotion and certification and regulation of print media.

On the Public Service Broadcasting sphere, the Ministry overviews matters relating to All India Radio and Doordarshan through the Prasar Bharati (Broadcasting Corporation of India Act), 1990 which includes regulation of use of All India Radio and Doordarshan by recognised national and regional political parties during elections of the Lok Sabha and State Assemblies and procedure to be followed by the official electronic media during periods of national mourning on the demise of a high dignitary.

## **Vision**

- Create an enabling environment for sustained growth of media and entertainment sector, facilitate value based wholesome entertainment and effectively disseminate information on government policies, programmes and achievements.

## **Mission**

- To effectively disseminate information on the policies, programmes and achievements of Government while ensuring free flow of information to the public and safeguarding freedom of the press and media in general.
- To communicate and publicize the Government's Flagship programmes directly to the beneficiaries through appropriate multimedia public campaigns down to the grassroots level.
- Strengthen and expand infrastructural support in order to create opportunities for young talent to develop its potential in the fields of print media, electronic media and films.
- To promote, facilitate and develop the Broadcasting Industry in India and strengthen the Public Service Broadcaster.
- Adopt a structured and time bound approach towards evolving a sound and accurate 'Rating' systems for Broadcasting Sector which has an over-riding impact on content creation by Broadcasters.
- Activate the process to evolve Public Private Participation (PPP) mode in the entertainment and media sectors with industry bodies.
- To promote and develop good and value based cinema for healthy entertainment of people of all ages and create a policy framework for achieving this.
- To restore, digitalize, preserve and enhance public access to the archival wealth of films, video and audio resources.
- Make India the hub for Animation, Gaming and VFX Sector utilizing the comparative advantage of India in this sector.
- Combat film, music and video piracy in coordination with other concerned agencies.
- Promote good cinema and propagate film culture through film festivals & celebrations.
- Ensure transparency in decision making relating to core mandate of the Ministry and eliminate delays in implementation at all levels thereto.

## **CHAPTER-2**

### **Subjects allocated to the Ministry of Information and Broadcasting under the Government of India (Allocation of Business) Rules, 1961**

#### **MINISTRY OF INFORMATION AND BROADCASTING (SOOCHANA AUR PRASARAN MANTRALAYA)**

##### **I. BROADCASTING POLICY AND ADMINISTRATION**

1. All matters relating to radio and television broadcasting within the Union including regulation of the use of All India Radio and Doordarshan by recognised national and regional political parties during elections to the Lok Sabha and State Assemblies and procedure to be followed by the official electronic media during periods of national mourning on the demise of a high dignitary.
2. The enunciation and implementation of the law relating to radio and television broadcasting in India by private Indian companies or Indian nationals.
3. Broadcast Monitoring and Administration of the Prasar Bharati (Broadcasting Corporation of India) Act, 1990 (25 of 1990).
4. All matters relating to the Indian Broadcasting (Programme) Service and the Indian Broadcasting (Engineering) Service until they are handed over to Prasar Bharati.

##### **II. CABLE TELEVISION POLICY**

5. Cable Television Networks (Regulation) Act, 1995 (7 of 1995).

##### **III. RADIO**

6. All business connected with All India Radio embracing news services in the home programmes, programmes for the foreign countries and Indians overseas, radio journals, research in the field of broadcasting engineering, monitoring of foreign broadcasts, programme exchange and transcription services, supply of community receiving sets to State Governments under the community listening scheme, etc.

7. Development of radio Broadcasting throughout the Union, installation and maintenance of Radio Stations and Transmitters and operation of broadcasting services.

#### **IV. DOORDARSHAN**

8. Exchange including cultural exchange of television programmes.

9. Development of television throughout the Union, including installation, maintenance and operation of television Programme Production Centres and Transmitters, and operation of television services.

10. Promotion of production of television programmes outside Doordarshan.

#### **V. FILMS**

11. Legislation under entry 60 of the Union List, viz., 'Sanctioning of Cinematograph films for exhibition'.

12. Administration of the Cinematograph Act, 1952 (37 of 1952).

13. Import of feature and short films for theatrical and non-theatrical viewing.

14. Export of Indian films, both feature and short films.

15. Import of unexposed cinematograph films and various types of equipment required by the film industry.

16. All matters relating to film industry, including developmental and promotional activities thereto.

17. Promotion of good cinema by institution of State awards for films produced in India and assistance through the National Film Development Corporation Limited.

18. Production and distribution of documentaries and newsreels and other films and film strips for internal and external publicity.

19. Preservation of films and filmic materials.

20. Organisation of International Film Festivals in India and participation of India in International Film Festivals abroad.



21. Organisation of Film Festivals under Cultural Exchange Programmes.

22. Film society movement.

## **V A. DIGITAL / ONLINE MEDIA<sup>1</sup>**

22A. Films and Audio-Visual programmes/content made available by online content

providers/publishers.

22B. News and current affairs content on online platforms.<sup>2</sup>

22C. Online advertisements.<sup>3</sup>

## **VI. ADVERTISING AND VISUAL PUBLICITY**

23. Production and release of advertisements on behalf of the Government of India.

## **VII. PRESS**

24. Presentation and interpretation of the policies and activities of the Government of India through the medium of the press.

25. Advising Government on information problems relating to the Press, keeping Government informed of the main trends of public opinion as reflected in the Press and liaison between Government and the Press.

26. Publicity to and for the Armed Forces.

27. General conduct of Government relations with the Press excluding the administration of sections 95 and 96 of the Code of Criminal Procedure, 1973 (2 of 1974).

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1 Inserted vide Amendment series no. 357 dated 09.11.2020.

2 Modified vide Amendment series no. 372 dated 28.07.2023.

3 Inserted vide Amendment series no. 372 dated 28.07.2023.

28. Administration of the Press and Registration of Books Act, 1867 (25 of 1867) relating to Newspapers.

29. Administration of the Press Council Act, 1978 (37 of 1978).

30. Allocation of Newsprint to Newspapers.

## **VIII. PUBLICATIONS**

31. Production, sale and distribution of popular pamphlets, books and journals on matters of national importance for internal as well as external publicity, with a view to imparting to the general public at home and abroad up to date and correct information about India.

## **IX. RESEARCH AND REFERENCE**

32. To assist the Media Units of the Ministry of Information and Broadcasting in collection, compilation and preparation of material involving research into published works, etc.

33. Building up of a compendium of knowledge on important subjects and to prepare guidance and background notes on current and other topics for the use of the Media Units of the Ministry.

## **X. MISCELLANEOUS**

34. Publicity for the policies and programmes of Government of India.

35. Administration of Journalists Welfare Fund.

36. Financial assistance to distinguished musicians, both vocal and instrumental, dancers and dramatists who have contributed substantially to the success of All India Radio and other units of the Ministry or their survivors in indigent circumstances.

37. All matters relating to the Asia-Pacific Broadcasting Union, Commonwealth Broadcasting Association and the Non-Aligned News Agency Pool.

38. Cadre management of the Indian Information Service (Groups 'a' & 'b').

## **XI. ATTACHED AND SUBORDINATE ORGANISATIONS**

39. (a) All India Radio;

- (b) Doordarshan;
- (c) Press Information Bureau;
- (d) Directorate of Advertising and Visual Publicity;
- (e) Publications Division ;
- (f) Office of the Registrar of Newspapers for India;
- (g) Central Board of Film Certification;
- (h) Films Division#;
- (i) Directorate of Film Festivals#;
- (j) National Film Archives of India#;
- (k) Directorate of Field Publicity;
- (l) Song and Drama Division;
- (m) Research, Reference and Training Division;
- (n) Photo Division;
- (o) Principal Accounts Office;
- (p) Central Monitoring Service.

## **XII. AUTONOMOUS ORGANISATIONS**

- 40. (a) Film and Television Institute of India, Pune;
- (b) Satyajit Ray Film and Television Institute, Kolkata;
- (c) Children Film Society of India#;
- (d) Indian Institute of Mass Communication;
- (e) Press Council of India;
- (f) Federation Of Film Society Of India

## **XIII. PUBLIC SECTOR UNDERTAKING**

- 41. National Film Development Corporation Limited.
- 42. Broadcast Engineers Consultants (India) Limited.

# As decided by the Govt. the offices mentioned at Sl. No. 39 viz (h) Film Division, (i) Directorate of Film Festivals (j) National Film Archives of India and 40 (c) Children Film Society of India have been merged with NFDC since December, 2020.

## CHAPTER-3

### STRUCTURE OF THE MINISTRY OF INFORMATION AND BROADCASTING

#### WINGS UNDER THE MINISTRY WITH BRIEF INTRODUCTION

The Ministry of Information & Broadcasting is functionally organized into Five Wings

- I. **Information Wing:-** The Information Wing is in charge of the presentation and interpretation of the policies and activities of the Government of India through the medium of the print, electronic and digital media, framing of policy guidelines for rate fixation of government advertisements on print, electronic, and online platform, administering of the Press and Registration of Periodicals Act, 2023, the Press Council Act, 1978. Besides, it is the administrative wing for the Media Units namely, Press Information Bureau, Central Bureau of Communication, Publications Division, Press Registrar General of India, Indian Institute of Mass Communication, Cadre management of the Indian Information Service (Groups 'A' & 'B') etc.
- II. **Broadcasting Wing:-** The Broadcasting Wing by administering the Prasar Bharati (Broadcasting Corporation of India) Act, 1990 takes care of the affairs of All India Radio and Doordarshan including matters related to development of radio and television broadcasting throughout the Union, installation and maintenance of Radio Stations, Transmitters, operation of television Programme Production Centres etc.
- III. **Films Wing:-** The Films Wing of the Ministry administers the Cinematograph Act, 1952 which looks into certification of films for public exhibition, import of films for theatrical and non-theatrical viewing, export of Indian films, import of unexposed cinematograph films and various types of equipment required by the film industry, all matters relating to film industry, including developmental and promotional activities thereto, promotion of good cinema by institution of State awards for films produced in India and assistance through the National Film Development Corporation Limited, production and distribution of documentaries and newsreels and other films and film strips for internal and external publicity, preservation of films and filmic materials, organization of International Film Festivals in India and participation of India in International Film Festivals abroad, organization of Film Festivals under Cultural Exchange Programmes etc.



- IV. **Economic Wing:-** Economic Wing of the Ministry of Information & Broadcasting is mandated with the task of Plan, Budget, Plan Coordination, O&M Activities and periodic reporting on various issues to Cabinet Secretariat through an online portal. Matters relating to Sectoral Group of Secretaries (SGOS-09) on Governance, and eOffice implementation, Cyber Security matter and monitoring of CPGRAMS portal and matters relating to Hindi Division are being dealt by Economic Wing.
- V. **Finance Wing:-** The wing handles matters related to Finance, Budget and Accounts of the Ministry.

Apart from above, a Digital Media Division has been set up which administers part -III of Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021 which relates to content of publishers of news and current affairs on digital media and publishers of online curated content (OTT platforms). The Rules inter-alia provides for a Code of Ethics to be followed by the publishers of news and current affairs on digital media and publishers of online curated content (OTT Platforms) along with three tier Grievance Redressal mechanism for violation of Code of Ethics by such publishers. The Division also deals with FDI matters in respect of entities involved in uploading and streaming of news and current affairs through digital media.

These Wings in the Ministry are assisted and supported in its activities by 7 Media Units/Attached and Subordinate Offices, 2 Autonomous Organisations, 3 Training Institutes and 2 Public Sector Undertakings.

## **ATTACHED, SUBORDINATE, AUTONOMOUS, STATUROY ORGANIZATIONS, PUBLIC SECTOR UNDERTAKINGS**

### **MEDIA UNITS/ATTACHED AND SUBORDINATE OFFICES**

1. Press Information Bureau (PIB)
2. Central Bureau of Communication (CBC)
3. Press Registrar General of India (PRGI)
4. Directorate of Publication Division (DPD)
5. New Media Wing (NMW)
6. Electronic Media Monitoring Centre (EMMC)
7. Central Board of Films Certification (CBFC)

### **AUTONOMOUS ORGANISATIONS**

1. Press Council of India (PCI)
2. Prasar Bharati (Broadcasting Corporation of India)

### **TRAINING INSTITUTES**

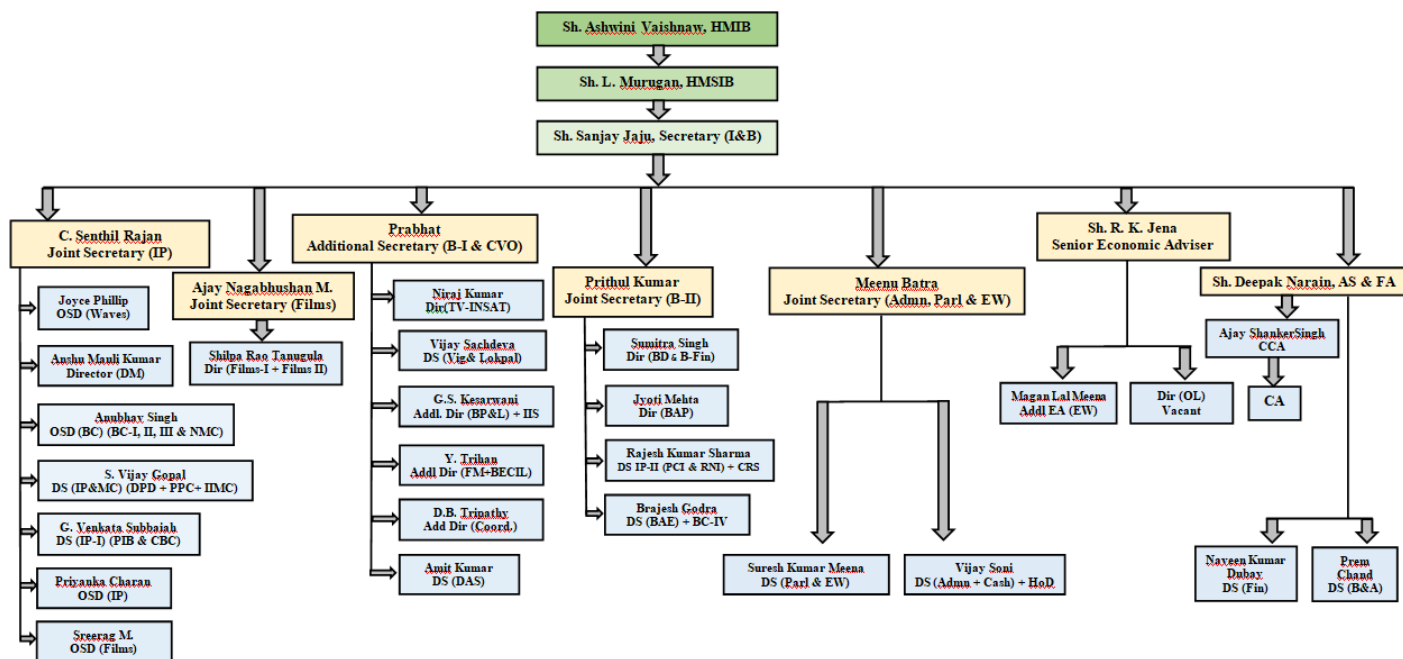
1. Indian Institute of Mass Communication (IIMC)
2. Film and Television Institute of India, Pune (FTII)
3. Satyajit Ray Film and Television Institute, Kolkata (SRFTI)

### **PUBLIC SECTOR UNDERTAKINGS**

1. Broadcast Engineering Consultants India Limited (BECIL)
2. National Films Development Corporation (NFDC)

## ORGANISATION CHART

**Organisation Chart of Ministry of Information & Broadcasting**



#### MAJOR ONGOING SCHEME

##### **Brief of major ongoing Schemes of M/o Information and Broadcasting**

Rationalization of Central Sector Schemes of Ministry of Information and Broadcasting has been undertaken in accordance with the Standard Operating Procedure directed by Department of Expenditure in 2020-2021. At present Ministry of Information and Broadcasting has Four Central Sector Schemes as follows:

##### **Information Sector:**

In Information Sector, there is one continuing scheme viz. i) **Development Communication & Information Dissemination (DCID)**. The scheme Development Communication Information Dissemination is an umbrella scheme which is targeted towards meeting the requirements of publicity for various Government Schemes. The scheme undertakes a multipronged publicity campaign with a synergetic approach to augment various programmes of the Government and their intended benefits to the people of the country. The primary objective of the scheme is to generate awareness that will enable targeted beneficiary to avail the benefits of developmental schemes of the Government, to elicit enhanced participation of the people in the process of development and governance, to ensure the upkeep of a healthy and clean environment for sustainable and green growth and to enable better public compliance. The scheme at the National level is implemented by Central Bureau of Communication, Press Information Bureau and New Media Wing.

##### **Film Sector:**

In Film sector, there is one continuing scheme viz. i) **Development Communication & Dissemination of Filmic Content (DCDFC)**. The scheme Development, Communication and Dissemination of Filmic Content was launched to promote and preserve quality Indian cinemas by means of hosting film festivals, producing new films documentaries, collecting and maintaining film archives and adopting anti-piracy initiatives. The scheme aims to synergize activities of various media units in participation in and



organization of international film festivals in India and abroad for showcasing Indian cinema to a large and versatile audience. It wishes to facilitate production, distribution and marketing of all genres of Indian Cinemas, including films in regional languages. It also works to promote and build institutions that play a part towards conservation and preservation of the filmic heritage of India and to initiate steps to prevent unlawful use of filmic content. The scheme, by promoting Indian cinema at national and international level brings recognition to Indian cinema which further encourages filmmakers and artists to create the filmic masterpieces with cultural, regional and national values.

### **Broadcasting Sector:**

Broadcasting sector has two main constituents, i.e. Prasar Bharati and Main Secretariat.

#### **A. Prasar Bharati's Scheme:**

##### **i) Broadcasting Infrastructure Network Development (BIND).**

The scheme Broadcast Infrastructure Network Development consists of a wide range of initiative taken up by Prasar Bharati to cover the national television-based broadcaster Doordarshan and radio-based broadcaster All India Radio. The scheme aims to improve physical infrastructure of both, Doordarshan and All India Radio to incorporate latest state-of-the-art technology as well as ensures universal and public access to their offerings. The objective of the scheme is to expand the networks and upgrade quality of programmes and transmission on both mediums through a list of interventions decided upon within the scheme. This will bring listeners and viewers a better and enhanced experience, purposefully in border and LWE affected areas of the country. Overall, the scheme supports the augmentation of physical infrastructure that allows both Doordarshan and All India Radio to keep up with latest state-of-the-art technology, while ensuring universal and public access to their offerings.

#### **B. Main Sectt. Schemes:**

##### **i) Supporting Community Radio Movement in India:**

Community Radio stations play a significant role in empowering communities by means of dissemination of crucial information, particularly to rural and remote communities. The scheme aims to strengthen new and existing CRSs with resources, capacity and technology in order to upgrade the standard of the stations and increase reach and visibility to the interior regions of India. This would help promote growth of CRS in remote and rural areas thereby aiding socio-economic and cultural development of communities by using CRS as

a powerful medium of social mobilization. The scheme therefore aims to revitalize new and existing CRSs by providing required funds for resources, capacity and technology thereby increasing effectiveness of operational community radio stations.

## **ACTS & SUBORDINATE LEGISLATIONS**

<https://mib.gov.in/documents/notification/acts-policy-guidelines>

## **WING-WISE ALLOCATION & THE FUNCTIONS OF VARIOUS MEDIA UNITS**

### **INFORMATION WING**

The Information Wing of the Ministry of Information & Broadcasting is mandated with the task of information dissemination, education and communication of Government policies and programmes through various media units. It also undertakes the Cadre management of Indian Information Service, Policy formulation and administration, Policy planning and coordination with various Media Units and Autonomous Institutions of the Ministry

Information Wing plays a significant role in dissemination of information on key policy initiatives of the Government through various modes of communication and integrating various media campaigns for better outreach and impact. It also formulates necessary policies for facilitating the growth of print media and amplifying its reach. This endeavour of the Information Wing is achieved with the help of the Media Units under the Ministry.

#### **Attached/Subordinate/ Autonomous organisations under Information wing:**

##### **1). Press Information Bureau [[HTTPS://PIB.GOV.IN/](https://pib.gov.in/)]**

Press Information Bureau (PIB) is the nodal agency of the Government of India to disseminate information to the print and electronic media on government policies, programmes, initiatives and achievements through different modes of communication viz. press releases, press notes, explainer, factsheets & feature articles, photographs, videos, infographics and also through social media platforms. It functions as an interface between the government and media & also serves to provide feedback to the government on people's reaction as reflected in the media.

Photo Division under PIB is mandated to provide visual support through photo coverage of the varied activities of the Government of India. Established in October 1959, it is the only organization in the country which has a rich repository of about more than 10 lakhs negatives/ transparencies preserved in digital format, beginning from the Pre-Independence era to the present day. Photo Division plays a significant role in production and storage of still photographs which are of immense historical value.

## **2). CENTRAL BUREAU OF COMMUNICATION [[HTTPS://CBCINDIA.GOV.IN](https://cbcindia.gov.in)]**

Central Bureau of Communication (CBC) was set up on 8th December, 2017 by integration of erstwhile Directorate of Advertising and Visual Publicity (DAVP), Directorate of Field Publicity (DFP) and Song & Drama Division (S&DD). The Bureau aims at providing a 360 degrees communication solutions to the Ministries/Departments/ Public Sector Undertakings (PSUs)/autonomous bodies. It acts as an advisory body to Government on media strategy. With 23 Regional Offices and 148 Field Offices, CBC is engaged in educating people, both rural and urban, about the Government's policies and programmes to evoke their participation in developmental activities. This is ensured by the Bureau using different vehicles of communication viz. Print Media advertising, Audio Visual Campaigns, dissemination through Exhibitions, Outdoor Campaigns and New Media etc.

Branding of the Government as prime facilitator of people's empowerment and positioning of messages through Print, Audio-Visual,

Outdoor, Digital Media to realize the same, is CBC's mandate. The Policy guidelines have been adapted in sync with emerging media scenario in order to maximize the reach of information dissemination.

Advertising and Visual communication Division (erstwhile DAVP) of CBC is the nodal division of CBC for dissemination of information about various schemes and policies of different Ministries & Departments of Government of India, Public Sector Undertakings (PSUs) and autonomous body.

It undertakes campaigns to inform and educate rural and urban people about the Government's policies and programmes through available vehicles of communication viz. Print, Audio Visual, Outdoor, Digital and New Media.

Folk Communication Division of CBC carries out inter-personal communication through live media utilizing wide range of performing arts such as Drama, Dance-Drama, Composite-Programme, Puppetry, Ballets, Operas, Folk and Traditional Recitals, Mythological Recital and other Local Folk & Traditional Forms maximizing outreach of Policies, Programmes and Schemes of the Government. The main function is to create awareness and ensure emotional receptivity with the sense of belongingness and ownership.

Field Communication Division undertakes direct and interpersonal communication programmes to create awareness amongst the masses, particularly in rural and semi urban areas. Regional Offices and Field Offices accordingly seek to empower people through information to enable them to avail the benefits from such programmes/schemes. It organizes ground activation and outreach programmes. Special Outreach Programmes (SOPs) are organized with



the support of various stakeholders viz. the State Government and local functionaries, society groups etc. As they are in the local language and at nearby venues, the impact of these communication programmes is more and it enables a greater understanding of the Government's schemes among the masses. These efforts are complemented by use of traditional and folk media and other conventional and non-conventional methods.

### **3).Publications Division** [[HTTPS://WWW.PUBLICATIONSDIVISION.NIC.IN/](https://www.publicationsdivision.nic.in/)]

Publications Division is a repository of books and journals highlighting subjects of national importance and India's rich cultural heritage. Established in 1941, Publications Division has emerged as a premier publishing house of the Government of India. The contribution of DPD assumes importance as being a unique publishing house competing in the market on one hand, and a pioneer government organization on the other. The Division played a pioneering role in publishing classic works during the days when the Indian publishing industry was nascent and media reach was limited. Books on the life and thoughts of Mahatma Gandhi hold a place of pride for the Division. Publications Division has published several books on Gandhian thoughts including the Collected Works of Mahatma Gandhi (CWMG) in 100 volumes, in English, and Sampoorana Gandhi Vangmaya in Hindi which is considered to be the most comprehensive and authentic collection of Gandhiji's writings.

Division enjoys credibility among the publishers and is well recognized for the authenticity of the content and affordable price of publications. Publications Division, in collaboration with Gujarat Vidyapeeth, and under the supervision of prominent Gandhian scholars, has also prepared the e-version of the Collected Works of Mahatma Gandhi (e-CWMG), a fully searchable Master copy, in the form of a well designed set of DVDs.

This monumental work is a lasting contribution to the national heritage by preserving Mahatma Gandhi's written words in permanent and tamper-proof electronic format. The e-CWMG is also hosted on the Gandhi Heritage Portal, a comprehensive repository of authentic Gandhian literature. The endeavor to get more Gandhian titles is continuing. Publications Division is continuously endeavoring to outreach its efforts to further enrich and diversify its content and to reach more and more people. With this end in mind, Publications Division is making meticulous efforts to make partnership arrangements with reputed institutions, Gandhian Organizations, and prestigious publishers working for similar causes of enriching the reading public.

Publications Division is also making similar arrangements with its sister organizations in the Ministry of Information & Broadcasting. Such partnerships have already started bearing fruits and the Publications Division is being

enriched with quality publications in the areas of Gandhian thought, art, culture, cinema, and other aspects of national heritage.

Besides books, the Publications Division also publishes 18 monthly journals, which include Yojana in English, Hindi and 11 other languages, Kurukshetra (English and Hindi), BalBharati (Hindi) and Aajkal (Hindi and Urdu). These journals have a large readership and enjoy a high degree of credibility among the public. These journals reflect the initiatives of the Government and the country's progress in different areas covering a wide range of subjects such as economic development, rural reconstruction, community development, literature, culture, children's literature and information on employment and career opportunities.

Yojana, the flagship journal of the Division published since 1957, seeks to carry the message of planned development to all sections of society and serves as a forum to promote a healthy discussion representing a cross-section of views on socio-economic aspects of development. Kurukshetra, published since 1952 in English and Hindi, is a unique monthly journal dedicated to rural development issues. Bal Bharati, the popular children's monthly in Hindi, is being published regularly since 1948. Its objective is to provide healthy entertainment to children while educating them at the same time. Aajkal, the prestigious literary magazine published since 1945 in Hindi and 1942 in Urdu, brings out a number of special issues and covers different aspects of Indian culture and literature.

Publications Division is headed by Director General (DG), who is assisted by Director level officers heading Editorial, Business, Production, IT and Administration divisions and Employment News. The headquarters of the Publications Division is at Soochna Bhavan, CGO Complex at New Delhi and it functions through its various sales emporia at New Delhi (Headquarters), Delhi (old Secretariat), Mumbai, Chennai, Kolkata, Patna, Lucknow, Hyderabad and Thiruvananthapuram and Yojana offices at New Delhi, Mumbai, Kolkata, Chennai, Ahmedabad, Guwahati, Hyderabad, Thiruvananthapuram and Bengaluru.

#### **4). Press Registrar General of India [[HTTPS://PRGI.GOV.IN/](https://prgi.gov.in/)]**

The Press Registrar General of India (PRGI, erstwhile RNI) is an attached office of Ministry of Information and Broadcasting set up under the Press and Registration of Periodicals (PRP) Act, 2023. The primary function of PRGI is to facilitate the registration of periodicals (print) in the country as per the provisions of PRP Act, 2023. As a statutory establishment under Ministry of Information & Broadcasting, PRGI allots titles to periodicals based on availability and Title Verification Guidelines; issues Certificates of Registration to them; receives the Annual Statements submitted by the publishers of these periodicals; brings out

'Press in India' Report with details of the state of affairs of newspapers and other periodicals in the country. PRGI carries out circulation verification of registered periodicals on the basis of requests received from the publishers or based on specific complaints and appeals. PRGI also authenticates self-declaration certificates for import of newsprint by periodicals registered with PRGI.

## 5). INDIAN INSTITUTE OF MASS COMMUNICATION [[HTTPS://IIMC.NIC.IN/](https://iimc.nic.in/)]

IIMC was registered as a Society in the year 1965 under the Societies Registration Act, 1860. The Indian Institute of Mass Communication aims to set global standards for media education, research, extension and training, using state-of-the-art technology for building a knowledge driven information society, contributing to human development, empowerment and participatory

democracy, anchored in pluralism, universal values and ethics. It acts as the Training Institute for IIS Group 'A' and 'B' Officers and conducts various diploma and certificate courses in fields of Journalism and Mass Communication.

On 31.01.2024, the M/o Education has notified the Indian Institute of Mass Communication, New Delhi along with its five regional campuses at Dhenkanal (Odisha), Kottayam (Kerala), Aizawl (Mizoram), Jammu (UT of J&K) and Amravati (Maharashtra) as a Deemed to be University under distinct category. Consequent upon its declaration as a Deemed to be University, IIMC has started Degree Courses in various fields.

**Governing bodies:** The revised Memorandum of Association of IIMC provides that IIMC Society shall comprise of 50 Members to be nominated by the M/o Information & Broadcasting. The governance structure of IIMC shall be as follows:

1. Executive Council is the highest governing body of the institute, comprising upto 13 members.
2. Vice-Chancellor is the academic and administrative head of the institute;
3. Academic Council comprising faculty drawn from its campuses and external experts decides on matters of academic nature.

The Institute is funded through internal revenues (through tuition fees/charges levied by IIMC) and through the Grants-in-Aid sanctioned by the Ministry on Quarterly/Monthly basis as per the Quarterly/Monthly Expenditure Plan formulated by the Ministry for its Media Units.

## **6). NEW MEDIA WING [[HTTP://NMW.GOV.IN](http://nmw.gov.in)]**

New Media Cell in the Ministry deals with the administrative work of New Media Wing, an attached office under Ministry of I&B. In 2013, the Research, Reference and Training Division (RR&TD) which was set up in the year 1945, as an attached office of Ministry of Information & Broadcasting, was renamed as New Media Wing (NMW). It functions as an information-serving and disseminating unit for Ministry of Information & Broadcasting. NMW undertakes tasks relating to perception management, integrating communications across platforms, constructing messages so as to suit socio-economic, cultural and linguistic diversity. It has been established for

dissemination of Government's Initiative/policies through Ministry of Information and Broadcasting's various Social Media platforms i.e. Facebook, Twitter, Instagram etc. NMW aims at effective social media publicity of Government's policies/programmes/initiatives/ campaigns through various Social Media handles.

NMW integrates the Government's profile across different social media platforms. It undertakes tasks relating to integrating communications across social platforms, constructing messages so as to suit socio-economic, cultural, linguistic diversity. NMW seeks to enable the Government's presence and direct interface with the citizens who use the medium of social media in all major regional languages. It tracks contemporary developments, trends across social media platforms and strategize the Government's response accordingly. NMW also promotes citizen centric governance by taking and scrutinizing the feedback received from for various social media platforms with the help of its tool Integrated Dashboard (SAMVAD).

A part of Central Sector Scheme – Development, Communication and Information Dissemination (DCID) – social media platform is being implemented by NMW. Under this scheme, two projects – Social Media Activities and Integrated Dashboard (SAMVAD) are being implemented.

Functions of New Media Wing involves : The two primary areas of operations - social/digital media outreach for the Government of India in general and Ministry of Information & Broadcasting in particular. It also provides feedback and analysis of media views and opinions. NMW aims at effective social media publicity of Government's policies/programmes/initiatives/campaigns through various Social Media handles i.e. @inbministry on Facebook, @MIB\_India and @MIB\_Hindi on Twitter, @inbministry on Youtube, @MIB\_India on Instagram and @MIB\_India on Telegram. It communicates with audience in the form of videos, graphics, online competitions and live coverage of important government events.



## **7). PRESS COUNCIL OF INDIA [[HTTPS://WWW.PRESSCOUNCIL.NIC.IN/](https://www.presscouncil.nic.in/)]**

The Press Council of India (PCI), a statutory autonomous body set up under the Press Council Act, 1978 with the twin objectives of preserving the freedom of press and of maintaining and improving the standards of newspapers and the news agencies in India and also to inculcate the principles of self-regulation among the press. PCI has formulated 'Norms of Journalistic Conduct' which the Journalists and Newspapers have to follow. The Council takes cognizance, suo-motu or on complaints, of the contents in print media which are in violation of the 'Norms of Journalistic Conduct'.

The Press Council is headed by a Chairman who by convention, is a retired judge of the Supreme Court of India. Besides, the PCI comprises of 28 members and the Council is re-constituted as per the provisions under section 5(3) of the Press Council Act, 1978

## **Broadcasting Wing**

1. Broadcasting Wing (BC Wing) is the concerned wing for all matters related to regulation of content telecast on private satellite TV channels and transmitted/re-transmitted through cable television network in terms of the Programme and Advertisement Codes prescribed in the Cable Television Networks (Regulation) Act, 1995 and the Cable Television Networks Rules, 1994 framed there under and private FM Radio channels and Community Radio Stations as per the GOPA guidelines and AIR Broadcast Code. Every broadcaster through various Policy Guidelines has been mandated to follow the Programme and Advertisement Code prescribed under the Cable Television Networks (Regulation) Act, 1995 and Rules framed thereunder.

2. The Cable Television Networks Rules, 1994 have been amended vide Notification No.GSR 416(E) dated 17.06.2021 thereby providing for a statutory mechanism for redressal of grievances/complaints of citizens relating to content broadcast by television channels. These rules are called the Cable Television Networks (Amendment) Rules, 2021. The Rules provide that in order to ensure observance and adherence to the Programme Code and the Advertising Code by the broadcaster and to address the grievance or complaint, if any, relating thereto, there shall be a three-level structure (complaint redressal structure) as under: Level I - A self-regulation by broadcasters; Level II - Self-regulation by the self-regulating bodies of the broadcasters; and Level III - Oversight mechanism by the Central Government.

3. The Government has also established Electronic Media Monitoring Centre (EMMC) as state-of-the-art facility with a view to monitor and record the content of satellite TV channels with regard to violation of Programme and Advertisement Codes enshrined under the Cable Television Networks (Regulation) Act, 1995 and Rules framed thereunder. EMMC is equipped to monitor and record around 900 channels and currently monitors all permitted channels.

4. TV(I) Section in Broadcasting Wing is concerned with grant of licenses for up-linking/down-linking of TV channels, uplinking Hub / Teleport, uplink facility by a News Agency, permission for use of SNG/DSNG and related regulatory aspects, as per the up-linking/down-linking guidelines, 2022 as amended from time to time.

5. BP&L Section in Broadcasting Wing is concerned with policy matters related to The Sports Broadcasting Signals (Mandatory Sharing With PrasarBharati) Act, 2007 and Rules thereunder, DTH License, HITS Permission, IPTV Registration and TRP Agency Registration, Accessibility Standards for

Persons with Disabilities in Television Programmes and miscellaneous policy issues pertaining to broadcasting sector.

6. Apart from dealing with framing of Guidelines for DTH, HITS, IPTV and TRP agency, the requests for grant of permission/licence/registration under these guidelines from applicants are processed in BP&L Division. The issues related to amendments in the policy/guidelines are undertaken by the BP&L Division.

7. The proposals to declare the sporting events/games of national importance under the Sports Broadcasting Signals (Mandatory Sharing with PrasarBharati) Act, 2007 are processed in the BP&L Division in consultation with Ministry of Youth Affairs and Sports, Ministry of Law and Justice and PrasarBharati and the sporting events/games which are identified as national importance are notified in the Gazette of India.

8. Further the Telecom Regulatory Authority of India (TRAI) gives its recommendations from time to time on Telecommunication and Broadcasting sectors on request from the Government or suo-motu. The recommendations given by TRAI in respect of Broadcasting sector are processed by BP&L Section and if required, arranges to convene meetings of the Inter-Ministerial Committee (IMC) formed to examine such recommendations.

9. To provide efficient and transparent regime for the growth and management of Broadcasting Sector, an online portal “Broadcast Seva” has been developed and launched. The Broadcast Seva portal provides single point facilities to the various stakeholders and applicants for various permissions, registrations, licences etc. issued by MIB for broadcast related activities.

10. BP&L Section is a revenue generating Section of Ministry of I&B. At present (as on 31.03.2025), there are four DTH Operators namely DISH TV, Tata Play, Bharati Telemedia Ltd., sun Direct from whom annual revenue is generated through license permission and the collection for the FY. 2023-24 is Rs. 669,13,96,168/- and for FY. 2024-25 it is 494,13,51,284/- (\*Licence fee for 3 quarters only)

## **Attached/Subordinate/ Autonomous organisations under Broadcasting Wing:**

### **(i) Prasar Bharati**[\[HTTPS://PRASARBHARATI.GOV.IN\]](https://prasarbharati.gov.in)

Prasar Bharati, India's Public Service Broadcaster, was established under the Prasar Bharati Act, 1990, and came into existence on 23rd November 1997. Its mandate is to organize and conduct public broadcasting services in the country -- to inform, educate and entertain, and to ensure balanced development of broadcasting on radio and television

Akashvani (All India Radio – the radio network) and Doordarshan (the Television network) are its constituents. Prasar Bharati also operates DD Free dish, the only free Direct to Home service which is the largest distributed DTH platform in India. Prasar Bharati also reaches out to its audiences through digital platforms and operates the NewsOnAir App as well as Prasar Bharati News Service which are its digital services in tandem with its nationwide and multilingual Broadcast Services.

Doordarshan and All India Radio have played a catalytic role in the development of the nation. The contributions made by radio and television in almost every sphere viz. agriculture, industrial growth, education, health care, immunization, emancipation of women, strengthening of grassroots governance and democratization process are well recognized. The broadcast networks safeguard citizens' rights to be informed freely and objectively on matters of Public interest, national and international, and facilitate a fair and balanced flow of information including divergent views without promoting any ideology. The organization strives to uphold the unity and integrity of the country and the values enshrined in the Constitution.

Focused attention is given to cultural diversity and languages, rural development, environment, family welfare and science and technology. Programmes for special needs of the youth, status and problems of women, social justice, welfare of working classes, minorities and tribal communities, protecting the interest of children and vulnerable sections of society, are broadcast. Content is also live streamed and can be accessed anywhere through the mobile app NEWSONAIR.

**(ii) Electronic Media Monitoring Centre** [[HTTP://EMMC.GOV.IN](http://emmc.gov.in)]

The Electronic Media Monitoring Centre (EMMC) is a subordinate office under the Indian Ministry of Information and Broadcasting tasked to monitor the content of television channels and report on violations of the programme and advertising code.

**(iii) Broadcast Engineering Consultants India Limited**  
**(BECIL)**[[WWW.BECIL.COM](http://www.becil.com)]

Broadcast Engineering Consultants India Limited (BECIL) an ISO 9001:2015, ISO 27001:2013, ISO/IEC 20000-1:2018 and CMMIL3 certified, a Mini Ratna Central Public Sector Enterprise (CPSE) was incorporated on 24th March, 1995 under the Companies Act, 2013 (erstwhile the Companies Act, 1956) by Government of India with 100% equity share capital of BECIL held by President of India through Secretary and Joint Secretary of Ministry of Information & Broadcasting.

The Company was initially set up for providing project consultancy services and turnkey solutions encompassing the entire gamut of radio and television broadcast engineering, establishment of transmission facilities i.e content production facilities, terrestrial, like satellite and cable broadcasting in India and abroad.

The company has now diversified into the fields of Strategic Projects such as Information Communication Technology, Electronic Surveillance (namely CCTV, Access Control, Intrusion, Fire Safety, Hydrants, etc.), Electronic Media contents including films, Sentinel Analytics, Counter Drones/UAV etc. The activities include but not limited to Supply, Installation, Testing & Commissioning, Consultancy Services, Technical Audit, Media Analysis, R&D, projects pertaining to Digital India, City Surveillance, Safe City, Smart City, Make in India, Made in India, Manufacturing, Audio Video & Data Analysis, Cyber Security, Engineering, Procurement & Construction, Project Management Services, Operation and Maintenance, Manpower Placement, AMC and providing the total turnkey project for the critical information infrastructure.

BECIL has its Head Office in New Delhi, Corporate Office in Noida and Regional Office in Bangalore and Kolkata. BECIL is exploring geographical expansion in many states due to diversification in business portfolios.

Over the years, BECIL has consciously groomed and developed a team of in-house, versatile and dedicated engineers and also cultivated and harnessing a

vast reservoir of professionals drawn from various fields of Broadcasting Industry which includes public and private Broadcasters, Defense and Cable Industry. Through this network of resourceful technical professionals, BECIL has established its pan India presence to serve the needs of the industry.

BECIL has a vast reservoir of experts and integrates the expertise of All India Radio (AIR) and Doordarshan (DD), the national broadcaster of India, creating one of the largest Radio Networks catering to more than a billion people and the world's largest Terrestrial Television Network supplemented by Analogue and Digital satellite Broadcasting services reaching out to millions of TV homes in India and abroad.



## **Films Wing**

Films Wing deals all matters relating to film viz. promoting production, dissemination, and preservation of filmic content including organization of International Film Festival of India, other national and international film festivals, sanctioning of films, granting film shooting permission, holding National Film Awards.

### **Attached/Subordinate/ Autonomous organisations under Films wing:**

#### **1. Central Board of Film Certification**[\[HTTPS://CBFCINDIA.GOV.IN\]](https://cbfcindia.gov.in)

Central Board of Film Certification (CBFC) is a statutory body under the Ministry of Information and Broadcasting, regulating the public exhibition of films under the provisions of the Cinematograph Act 1952.

Films can be publicly exhibited in India only after they have been certified by the Central Board of Film Certification.

The Board consists of non-official members (12 to 25) and a Chairman (all of whom are appointed by Central Government) and functions with headquarters at Mumbai. It has nine regional offices, one each at Mumbai, Kolkata, Chennai, Bangalore, Thiruvananthapuram, Hyderabad, New Delhi, Cuttack and Guwahati. A regional facilitation office of CBFC has been recently set up in Chandigarh. The Regional Offices are assisted in the examination of films by Advisory Panels. The members of the panels are nominated by Central Government by drawing people from different walks of life.

The Certification process is in accordance with The Cinematograph Act, 1952, The Cinematograph (certification) Rules, 1983, and the guidelines issued by the Central government u/s 5 (B).

## **2. National Film Development Corporation**[\[HTTPS://WWW.NFDCINDIA.COM\]](https://www.nfdcindia.com)

The National Film Development Corporation Limited (NFDC) was set up by the Government of India in 1975 with the primary objective of planning, promoting and organizing an integrated and efficient development of the Indian Film Industry in accordance with the National economic policy and objectives laid down by the Central Government from time to time. In 1980, Film Finance Corporation and Indian Motion Picture Export Corporation were merged with NFDC. Pursuant to the decision of the Government of India dated 23 December 2020 to merge four film media units viz. Films Division (FD), Directorate of Films Festivals (DFF), National Film Archive of India (NFAI) and Children's Film Society, India (CFSI) with National Film Development Corporation Limited (NFDC), all functions of CFSI, FD, DFF, NFAI are merged to NFDC.

Now, NFDC as a fully integrated film development corporation, is poised to empower the growth of the Indian film ecosystem and facilitate development, production, promotion and preserve the rich heritage of films across various Indian languages.

## **3. Film and Television Institute of India**[\[HTTPS://WWW.FTIL.AC.IN/\]](https://www.ftil.ac.in/)

The Film Institute of India was set up by the Government of India in 1960 under the Ministry of Information & Broadcasting. Following the addition of the Television Wing in 1971, the Institute was re-designated as Film and Television Institute of India (FTII). The Institute was registered as a Society in October, 1974 under the Societies' Registration Act, 1860. The FTII Society consists of eminent personalities connected with Film, Television, Communication, Culture, Alumni of the Institute and ex-Officio government Members. The Institute is governed by a Governing Council, headed by Chairman. The academic policies of the Institute are formulated by the Academic Council. The matters involving finance are controlled by the Standing Finance Committee.

The Institute consists of two Wings: Film and Television, which offer courses in both Film and Television. The Three Year Courses lead to award of Post Graduate Diploma in Direction & Screenplay Writing, Cinematography, Sound Recording & Sound Design, Editing and Art Direction & Production Design. The Institute also offers a Two Year Post Graduate Diploma Course in Screen Acting and Screen Writing (Film, TV & Web Series). The Television Courses consist of One Year Post Graduate Certificate Course with specializations in TV Direction, Electronic Cinematography, Video Editing, Sound Recording & TV Engineering.

FTII, Pune has started short-term courses since May, 2017 to provide affordable and accessible quality cinema literacy across the country by a new initiative: Skilling India in Film and Television (SKIFT) in association with State Governments/ Universities/ Educational Institutes.

#### **4. Satyajit Ray Film and Television Institute, Kolkata** [[HTTP://SRFTI.AC.IN](http://srfti.ac.in)]

Satyajit Ray Film & Television Institute (SRFTI), Kolkata was established by the Government of India in 1995 as an autonomous educational institution under the Ministry of Information & Broadcasting and was registered under West Bengal Societies Registration Act, 1961. Located at Kolkata and named after the legendary film maestro, Satyajit Ray, SRFTI the Institute provides higher and professional education and technical expertise in the art and technique of film-making and television production.

The Institute offers 3-year post-graduate programme in 6 (six) specializations in films - (1) Direction & Screenplay Writing, (2) Cinematography, (3) Editing, (4) Sound Recording & Design, (5) Producing for Film & Television and (6) Animation Cinema and 2-year Post Graduate Diploma Programme in Electronic & Digital Media (EDM) in 6 (six) specializations - (1) Electronic and Digital Media Management, (2) Cinematography for Electronic and Digital Media, (3) Writing for Electronic and Digital Media, (4) Direction and Producing for Electronic and Digital Media, (5) Editing for Electronic and Digital Media and (6) Sound for Electronic and Digital Media.

In addition to regular classes, the students of the Institute are also enriched with the Master Classes by various Guest Lecturers, Workshops, Seminars, etc. conducted by Industry experts. SRFTI has succeeded in articulating and disseminating classical and contemporary theories of praxis for the creative minds to leap into the world of professional practice: be it mainstream, parallel, art-house, experimental or non-fiction narratives. The Institute has crossed many mile stones towards a new paradigm of the art and craft of Filmmaking.

## **ALLOCATION OF WORK AMONGST WING HEADS**

### **I. Sh. Deepak Narain- Additional Secretary & Financial Advisor**

- (a) All matters related to Finance, Budget and Accounts of this Ministry.

### **II. Sh. R.K. Jena- Senior Economic Adviser/Economic Adviser**

- (a) Consolidation of Schemes and periodic evaluation of performance indicators in terms of Impact, Expenditure and Outcomes.
- (b) Outlining strategic papers and vision document for key initiatives of the Ministry.
- (c) Evaluating performance of Inter-Media Publicity Coordination Committee (IMPCC) across States to ascertain the impact of Governance policies and programmes and Swachha Bharat.
- (d) Matters relating to Union Budget and Fiscal Policy matters relating to I&B Ministry.
- (e) Matters relating to President's Speech.
- (f) Matters related to website of M/o I&B, Dashboard and Hindi.
- (g) All matters related to various National and Global indicators and Rankings.

### **III. Sh. Prabhat- Additional Secretary (Broadcasting-I)**

- (a) Cadre management of Indian Information Services (IIS).
- (b) Licensing of private T.V. Channels.
- (c) Formulation of National Broadcasting Policy.
- (d) Broadcasting Policy and Legislation (including DTH).
- (e) All matters related to Digitization of Cable T.V.
- (f) Matters related to BECIL.
- (g) All matters relating to Private FM Radio.
- (h) Charge of Chief Vigilance Officer (CVO) and all matters related to Lok Pal.

### **IV. Sh. Ajay Nagabhushan Mn- Joint Secretary (Films)**

- (a) All policy, Financial, Plan Schemes and Administrative matters relating to NFDC, CBFC including National/International Films Festivals, Film Industry.
- (b) Matters relating to Cinematograph Act and Rules framed there under.
- (c) Matters related to video piracy, copyright, intellectual property rights, FIPB, Project import proposal, audio-visual co-production agreements with various countries.

- (d) Participation in film markets /film bazaar, permission to foreign filmmakers to shoot feature films in India.
- (e) All matters related to SRFTI and FTII

**V. Sh. Prithul Kumar- Joint Secretary (Broadcasting-II)**

- a) Matters relating to Community Radio.
- b) All matters relating to Broadcasting Development and Finance of Prasar Bharati.
- c) Matters relating to Broadcasting Content of Prasar Bharati and all other matters of Prasar Bharati.
- d) All matters related to Board Level appointments of Prasar Bharati, Cadre management of IBPS and IBES and other personnel related issues of Prasar Bharati.
- e) All matters related to International MOUs, AIBD and ABU of Prasar Bharati.
- f) Matters relating to RNI
- g) Matters related to Press Council.

**VI. Sh. C. Senthil Rajan- Joint Secretary (Information &Policy)**

- a) All matters related to IIMC.
- b) Setting up of National Centre for AVGC.
- c) All matters related to WAVES.
- d) Policy matters of the Press and Print Media, inter-media publicity requirements of the Government.
- e) Matters relating to PIB, Publication Division and CBC.
- f) Matters related to New Media Wing.
- g) Matters related to Electronic Media Monitoring Centre.
- h) Projecting India's success stories globally.
- i) Matters relating to Broadcast Content Regulations Digital/Online Media.
- j) Broadcasting Policy & Legislation (Programme Code and Advertisement Code) excluding matters of Prasar Bharati.
- k) Co-ordination of all matters with Media Units and Campaigns.
- l) Policy formulation in Media & Entertainment (M&E) Sector.
- m) Matters related to Create in India Mission.

## **VII. Ms. Meenu Batra- Joint Secretary (Administration, Parliament & EW)**

- a) Administrative Division of the Ministry.
- b) All matters related to Grievances and RTI.
- c) All matters pertaining to Cabinet Decisions (UIDs), Cabinet Observations (OBS) and Committee of Secretaries (CoS) under e-Samiksha portal.
- d) Coordination of Parliament matters.
- e) Coordination on administrative matters being dealt by Performance Management Section (PMS) such as Record Retention Schedule of the Ministry, Disaster Management Plan (DMP), Zonal Council related matters, preparation of Induction material etc.



## **SUBJECTS ALLOTTED TO EACH SECTION AND THEIR KEY ACTIVITIES**

### **ADMINISTRATION- I SECTION (ADMIN-I)**

1	Compassionate Appointments
	<ul style="list-style-type: none"> <li>• Creation/Revision of merit-point system as prescribed by the Screening Committee</li> <li>• Collection and compilation of compassionate appointment applications from all Media units</li> <li>• Appointment on compassionate grounds on recommendations from the screening committee.</li> </ul>
2	iGOT- Mission Karmayogi
	<ul style="list-style-type: none"> <li>• All training and Capacity Building related matters of Officers/Officials</li> </ul>
3	All matters relating to Pension cases of staff of Main Secretariat
	<ul style="list-style-type: none"> <li>• Preparation and processing of pension papers of staff of Main Secretariat through 'Bhavishya' portal;</li> <li>• Introduction of 'Bhavishya' to Media units and monitoring;</li> <li>• Monitoring and disposal of pension grievances through 'CPGRAMS' portal;</li> <li>• Monitoring and uploading of write ups from pensioners on 'ANUBHAV' portal.</li> </ul>
4	All matters relating to nominations for training abroad
5	Sponsoring of officers/officials of the Ministry to various training programmes in India
6	Protocol arrangements in connection with the visits of Minister(s), Secretary and foreign VIPs.
7	Matters relating to hospitality in the Main Sectt.
	<ul style="list-style-type: none"> <li>• Cases where prescribed ceiling under hospitality rules exceeds for lunch and dinner;</li> <li>• Other cases viz. serving of tea etc in Deptt. meetings, Canteen Bills within the permissible limit;</li> <li>• Serving of tea etc. in Deptt. meetings, Canteen Bills, etc. exceeding the permissible limits.</li> </ul>
8	All service matters of MTS
	<ul style="list-style-type: none"> <li>• Leave orders, release of increments etc.;</li> <li>• Recruitment/pay fixation/ posting/transfer/seniority lists/</li> </ul>

	<p>confirmation and discipline matters/nomination for pension, dcr gratuity;</p> <ul style="list-style-type: none"> <li>• Framing of Recruitment Rules and amendment thereto;</li> <li>• Preparation of Roster(s).</li> </ul>
9	Collection of vacancies of ex-cadre post of Min. of I&B and reporting to SSC online.
10	Matters relating to General and Assembly Elections
11	<p>All Matters relating to SCs/STs/OBCs/Ex-servicemen</p> <ul style="list-style-type: none"> <li>• Collection and compilation of data from all Media Units for Annual Report regarding representation of SC/ST/OBC in Govt. Services, for uploading on 'RRCPS' portal of DoP&amp;T;</li> <li>• Collection and compilation of data from all Media Units for PM's New 15 point prog. Annual Report on recruitment of minorities;</li> <li>• Collection and compilation of data from all Media Units for reg. representation of OBCs in Govt. Service;</li> <li>• Half Monthly reports regarding representation and recruitment of Ex-Servicemen in the Central Public Sector Undertakings;</li> <li>• Grievances/complaints received from persons reg. harassment towards SC/ST/OBC officials;</li> <li>• Circulation/action on various reports from SC/ST/OBC Commission(s)</li> <li>• Appointment and coordination with Liaison Officers of SC, ST, OBC;</li> <li>• Verification of authenticity of caste certificates, periodical reports reg.</li> </ul>
12	Purchase of Newspapers, reference books and magazines etc.
13	Reimbursement of refreshment bills in respect of Ministers/Officers of the Ministry
14	Misc. matters relating to Independence Day and Republic Day Celebrations.
15	Parliament Questions/RTI Matters/VIP References, relating to the subject matters dealt with in Admin-I.
16	Deployment of staff for duty on holidays and after office hours for Parliament work etc.
17	Uploading of notifications on e-gazette
18	Matters regarding seeking NOC from DoP&T for reporting of Vacancies through RSMS Portal.

## **ADMINISTRATION- II SECTION**

1.	Service Matters relating to all Gazetted officers of Central Secretariat Service (CSS) of the Ministry.
2.	Service Matters relating to all officers of the CSSS of the Ministry.
3.	Service Matters relating to All India Service, Indian Economic Service, Central Secretariat (Official Language) Service and Officers belonging to Central Staffing Scheme.
4.	Service Matters relating to Staff Car Drivers, Dispatch Riders, Record Keeper and Sr. G.O.
5.	Service Matters relating to Ministers' personal Staff.
6.	APAR matters including generation of workflow in SPARROW portal and other related matters till its closure in r/o above mentioned officers/staff.
7.	Special Recruitment Drive initiated by Prime Minister.
8.	Miscellaneous matters like Pay Commission's recommendations etc.
9.	Recirculation of instructions and vacancy circulars received from other Ministries/Deptts.
10.	Circulation of Instructions/guidelines regarding appointment of physically handicapped persons, Special recruitment drive etc received from Ministry of Social Justice & Empowerment among Cadre Controlling Authorities of this Ministry
11.	All instructions received from the PM's Office and Cabinet Sectt.
12.	Granting of Honorarium to personnel posted in Main Sectt. of this Ministry.
13.	Distribution of work among S.O. and above officers in the Main Sectt.
14.	Miscellaneous information to be furnished to HMIB/HMOSIB.
15.	Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.
16.	Matters related to AIPR/ Lokpal/CPGRAMS/PMSAS/RTI portal in respect of this section.
17.	General instructions regarding CCS (CC&A) Rules, 1965.
18.	AWARDS:

	<ul style="list-style-type: none"> <li>• Awards conferred by this Ministry.</li> <li>• Matters related to Padma Awards and President's Fire Medals &amp; Para Service Medals for Gallantry/Distinguished/Meritorious Services to be awarded on the occasion of Republic Day.</li> <li>• Recommendations relating to President's Police Medal for Officers working in the Ministry on the occasion of Independence Day.</li> <li>• Award of Ashoka Chakra, Kirti Chakra, Shram Ratna, Shram Bhushan, Shram Vir etc. on the occasion of Independence Day.</li> </ul>
19.	All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.
20.	Review of cases under FR 56(J) and 48(A) in respect of Officers and Staff belonging to Non-Organized Cadres controlled by the section.
21.	Preparation of panel of invigilators from the Ministry for various examinations conducted by UPSC, SSC and other authorities.
22.	Annual Report of Person with Disability (PWD), Budget & Accounts Report, Incumbency Report related to the section.
23.	ACC/AVMS report.

### **ADMINISTRATION- III SECTION**

1.	All general arrangements in connection with proper maintenance of office.
2.	Procurement and distribution of stationery/sundry articles etc.
3.	Office accommodation and residential accommodation of officers/out of turn allotment of residential accommodation.
4.	Purchase and maintenance of office furniture and fixtures.
5.	Installation, shifting and payment of telephone bills/fax. Updating the telephone directory of this Ministry on the website.
6.	Hot and cold weather arrangements.
7.	Maintenance of three wheeler and staff cars.
8.	General staff Welfare measures.
9.	Departmental Council/Office Council/Recognition of service Association.
10.	Issue of 1. Cards/Temporary 1. Cards./Parking labels/library and forwarding of applications for new/renewal of CGHS Cards.
11.	Grants in aid to various sports clubs and Recreation Clubs of Ministry of I&B (MS) and media Units.
12.	No Objection Certificate/No Dues Certificate.
13.	Housekeeping work and general cleanliness in Main Sectt of MIB.
14.	Upkeep of working environment.
15.	Purchase and maintenance of Duplo/ Calculator/ Photocopier/ Calculators and other office equipments/electrical appliances.
16.	Contract for supplies.
17.	Construction of Soochna Bhavan/allocation of space in Soochna Bhavan and Shastri Bhavan.
18.	Preparation of Budget, RE, Final Grant, Annual Plan, Annual Report, Performance on items concerning subject of Section.
19.	Cases of Hired buildings.
20.	Purchasing and distribution of liveries items.
21.	Purchase of Computers and its accessories (Hardware and Software.)
22.	Matters relating to Departmental Security instructions.
23.	Distribution of Diaries and Wall Calendars.
24.	Parliament/MP/VIP references, Standing Consultative Committee references, implementation of PAC recommendations, Court Cases, Audit

	Paras etc. on the subjects.
25.	Purchase, Condemnation, repair and maintenance of Staff Cars
26.	Hiring of Taxis.
27.	Display of Decorative potted plants and cut flowers.
28.	Work related to Departmental Canteen.
29.	Constitution of Internal Complaint Committee for Women.
30.	Holding of farewell parties for retiring officers.
31.	RTI matters concerning subjects of Section.
32.	Hiring of the Contractual Staff(MTS).



### **ADMINISTRATION - IV SECTION**

1.	Matters relating to following officers of Ministry:-	
	<ul style="list-style-type: none"> <li>Assistant Section Officers of Central Secretariat Service.</li> </ul>	
	<ul style="list-style-type: none"> <li>Junior Secretariat Assistants and Senior Secretariat Assistants of Central Secretariat Clerical Service.</li> </ul>	
	<ul style="list-style-type: none"> <li>Manager, Assistant Manager cum store keeper, Assistant Halwai, Halwai cum cook, Canteen Clerk of Canteen staff.</li> </ul>	
	<ul style="list-style-type: none"> <li>Senior Translators and Junior Translation officers of Central Secretariat Official Language Service in Main Secretariat.</li> </ul>	
2.	Selection and appointment and other related matters in respect of the following posts:	
	<ul style="list-style-type: none"> <li>Accountants in the Main Secretariat.</li> </ul>	
	<ul style="list-style-type: none"> <li>Care-taker in Main Secretariat.</li> </ul>	
	<ul style="list-style-type: none"> <li>Cashier in the Main Secretariat</li> </ul>	
3.	All Disciplinary cases not having vigilance angle in respect of above categories of Officers/ Staff.	
4.	Review of cases under FR 56(J) in respect of Officers and staff belonging to Non-Organized Cadres controlled by the section.	
5.	All matters pertaining to consultants:	
	1. Sr. Advisor	All matters including appointment, extension, disbursement of salary.
	2. Consultants (Canteen, Hindi, Legal Caretaker)	
	3. Despatch Rider	Issuance of sanction order and disbursement of salary only
6.	Matters related to AADHAR Enabled Biometric Attendance System in r/ o Employees of Main Secretariat.	
7.	Compilation and onward transmission of periodical reports and returns on establishment matters, prescribed by D/ o Personnel & Training, M/o Home Affairs, Cab. Sectt. UPSC (except those on SC,ST, OBC, Minorities etc.)	
8.	All matters pertaining to Young professionals in this Ministry.	
9.	Creation, continuation and abolition of posts in the Main Secretariat.	
10.	Updation of Citizen Charter of Main Sectt. of M/o I&B.	
11.	Parliament Question/ Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.	
12.	Maintenance of SPARROW accounts in r/ o of Non Gazetted CSS officers and all CSCS officers of Main Secretariat.	

## **CASH SECTION**

1.	All receipts and payments pertaining to Main Secretariat (Ministry of I&B)
2.	Preparation of salary bills and supplementary bills in respect of Group 'A', 'B', 'C' and 'D' staff of Main Secretariat including preparation and issue of LPCs in cases of Transfer.
3.	Preparation of pay bill in respect of Minister(s).
4.	Preparation of TA bill in respect of Officers (including IIS probationers) and staff of Main Secretariat, including scrutiny, sanction and payment of air travel bills to air travel agencies.
5.	Sanction and preparation of LTC bills in respect of Officers and staff of Main Secretariat.
6.	Preparation of pay bill and TA bills, medical, LTC and other bills of HMIB/HMSIB.
7.	Preparation of all types of bills pertaining to Contingent expenditure, Hospitality, Grant-in-air and Publication bills.
8.	Sanction and preparation of all kinds of bills relating to Advances to government servants including GPF and GPF withdrawal.
9.	Maintenance of GPF accounts of Group-B (Gazetted and Non-Gazetted), Group 'C' and 'D' staff including correspondence relating to transfer out and in, and final payment cases of Death/Retirement Gratuity and completion of yearly accounts of GPF.
10.	Preparation of Budget Estimates/Revised Estimates/Final Grants in respect of Main Secretariat of the Ministry, maintenance of monthly expenditure control register, reconciliation of expenditure with PAO (Main Secretariat).
11.	Preparation of Budget Estimates etc. for Minister(s) to be paid from Cabinet Affairs grant.
12.	Sanction and preparation of final payment bills relating to CGEGIS and GPF.
13.	Payment of leave salary/leave encashment.
14.	Sanction and preparation of bills for reimbursement of Medical Claims.
15.	Sanction and payment of Children Education Allowance and reimbursement.
16.	Preparation of monthly bills relating to Department Canteen.
17.	Monthly re-conciliation of short term/long term advances with PAO (Main Secretariat)

18.	Calculation of Income Tax in respect of Group 'A', 'B', 'C' and 'D' staff of Main Secretariat.
19.	Scrutiny of conveyance hire charges claims of all the officers and staff of Main Secretariat.
20.	Calculation of Interest on long term/short term advances.
21.	Audit objections relating to Main Secretariat.
22.	Payment of legal Fee Bills.
23.	Circulation of orders, guidelines on the above noted subjects received from Ministry of Finance, Department of Expenditure, DoP&T, Ministry of H&FW from time to-time.
24.	Parliament Questions/Assurances, Court cases/VIP/MP/PMO references, audit objections on the above subjects.

## **PRESS SECTION**

1	Print Media Policy related matters (Foreign investment in Indian editions of Foreign Publications, permission for establishment of Liaison / Branch Office of News Agencies in India etc
2	Foreign Direct Investment proposals in print media sector [including Proposals received through DPIIT (FIFP portal)]
3	Policy and administrative matters in respect of Press Information Bureau and Press Council of India
4	Administrative & Financial proposals of Press Information Bureau (PIB) including Photo Division beyond its delegated powers
5	Matters relating to Central Media Accreditation Committee (CMAC) guidelines,2022
6	Release of Grant-in-aid to Press Council of India (PCI)
7	Framing/amendment of Recruitment Rules in respect of Press Information Bureau including Photo Division
8	Proposals of financial assistance to the journalists under Journalist Welfare Scheme (JWS)
9	Policy matters related to National Photography Awards
10	Constitution of Screening Committee for allotment of Govt
11	Laying of Annual report of PCI before Parliament
12	Annual Plan of Press Information Bureau
13	Budget matters (BE & RE) in r/o Press Information Bureau and Press Council of India
14	Conversion of Temporary Posts into Permanent Posts in respect of Press Information Bureau-Ex-cadre post only
15	Continuation of temporary posts in respect of Press Information Bureau-consultation with Integrated Finance Division (IFD)
16	Cases of Re-employment in respect of Posts in Press Information Bureau
17	Framing of Regulations in respect of employees of Press Council of India
18	Grievance Petitions related with content in print media dealt with in the Section
19	Miscellaneous references received from various associations of Journalists etc
20	Parliament Question/Special Mention/Matter raised during Zero Hour/Private Member bills on the subject matters dealt with in the

	Section
21	Parliamentary Committees matters/VIP/MP/PMO References on the subject matters dealt with in the Section
22	Court Cases on the subject matters dealt with in the Section
23	RTI matters on the subject matters dealt with in the Section
24	Various Committees' Report/Recommendations
25	Matters regarding Parliamentary Proceedings (Protection of Publication) Act, 1977

## **INFORMATION POLICY AND MEDIA COORDINATION SECTION**

1	Administrative work of Indian Institute of Mass Communication (IIMC), and that of Publications Division
2	Consolidation of views/comments of various Wings of the Ministry on issues of International Cooperation with multilateral organizations (like Shanghai Cooperation Organization, UNESCO, BRICS, SAARC etc) as well as other Countries.



## **POLICY PLANNING CELL**

1.	Multi Media Publicity Campaigns for various programmes/ schemes of Govt. of India on the basis of request received from line Ministries/ Departments such as Ek Bharat Shrestha Bharat, International Day of Yoga, International Women's Day, Swachhta Pakhwada, National Education Policy, Team up for Toys, Jal Shakti Abhiyaan, POSHAN Abhiyaan, Fit India Campaign etc.
2.	Compilation, monitoring and implementation of action plans w.r.t. flagship campaigns of other line Ministries/ Dept. & furnishing of action taken reports for these campaigns etc.
3.	Monthly Report and Monthly DO/ Summary to the Cabinet Secretariat.
4.	Annual Report of the Ministry of I&B.
5.	Monitoring and Reporting on PM Reference Portal.
6.	Matters relating to implementation of Legal Information Management and Briefing System (LIMBS), as far as Ministry of I&B is concerned, in coordination with Legal Consultants.
7.	Matters relating to Foreign Investment Facilitation (FIF) Portal of DPIIT, as far as Ministry of I&B is concerned.
8.	Monitoring and quarterly reporting on Sanitation/ Swachhta Action Plan (SAP) of the Ministry of I&B on SAP Portal of Dept. of DWS.
9.	Formulation of Policies on various aspects of matters such as International Day of Yoga and Smart India Hackathon.
10.	Preparation of Action Plans and Action Taken Reports on National Foundation for Communal Harmony and National Integration and Social Harmony.
11.	Matters related to Board Meetings of IGNOU, NIOS and Sahitya Academy.
12.	Matters related to Regulatory Compliances(RC) and National Single Window System(NSWS).
13.	Furnishing of Status report on action points listed on e-Samiksha portal w.r.t. PPC, as sought by PMS section.
14.	Comments on Cabinet Notes of other Ministries/ Departments w.r.t. PPC, as sought by PMS, PC Cell etc.
15.	Parliament Questions/ Assurances/ VIP/ MP/ PMO references/ RTI matters on above subjects.

### **NEW MEDIA CELL (NMC)**

1.	Establishment and Administrative matters of New Media Wing (NMW).
2.	Recruitment Rules in r/o New Media Wing and filling/ revival (as required) of posts.
3.	Financial Matters relating to NMW.
4.	DCID scheme- implementation and monitoring.
5.	Making a video repository 'NaviGate India'.
6.	Matters relating to Budget Estimates, Revised Estimates and Final Grant in respect of NMW.
7.	Matters relating to Infrastructure requirement of NMW.
8.	Matters relating to release of funds to outsourced agencies through NMW. Go to Settings to activate Window.
9.	Matters relating to redressal of grievances in respect of work assigned to this Section.
10.	Matters relating to Annual Plans and Annual Reports in respect of NMW.
11.	Parliament Questions/Assurances/VIP/MP/PMO references, audit objections, etc. relating to work assigned to this Section.
12.	RTI matters in respect of work assigned to this Section.

## **DIGITAL MEDIA DIVISION**

1.	Matters related to content of digital news publishers and OTT platforms and online advertisements
2.	Administration of Part III of the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021
3.	FDI matters in respect of entities involved in uploading and streaming of news and current affairs through digital media
4.	Registration of Self-Regulating Bodies [as defined in Rule 12 of the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021] with respect to News and OTT platforms
5.	Matters related to the Inter-Departmental Committee (as defined in Rule 14 of the Information Technology [Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021] for taking a decision on the cases brought before it by the Self-Regulating Bodies
6.	Standing/Consultative Committee matters/Parliament Questions/ Assurances, Court cases, VIP /MP /PMO References, RTI applications on the related subjects
7.	Monthly Report to the Cabinet Secretary
8.	Agreements/MoUs with other countries in the field of digital media.
9.	Complaints/Grievances petitions against the content shown by digital news publishers and OTT platforms

## **MEDIA UNIT CELL-I**

1.	Administrative matters of Press Registrar General of India (PRGI)
2.	Policy and campaign related aspects of Central Bureau of Communication (CBC)
3.	Administration of Press and Registration of Periodicals Act, 2023
4.	Analysis various administrative proposals from PRGI
5.	Work related to Rate Structure Committees for different media for release of government advertisements
6.	Revision of policy guidelines for empanelment of different media with CBC from time to time
7.	Analyzing campaign proposals from CBC
8.	Administration of DCID scheme (Development Communication and Information Dissemination)- The campaign and policy of various media vehicles.

## **MEDIA UNIT CELL-II**

1.	All administrative and establishment work of Central Bureau of Communication (CBC) including promotion, deputation, direct recruitment of the ex-cadre officers in CBC through UPSC, amendment of recruitment Rules, creation and revival of posts through Department of Expenditure, matters regarding to providing Non-Functional Upgradation, MACPs, Pre-mature and normal condemnation of vehicles, clarification regarding Pension Rules, Pay Fixation and other administrative matters pertaining to CBC
2.	Financial Matters including extension of tenures of outsourcing of Data Entry Operators and IT professionals, Purchase of office equipments, laptops, computers, maintenance and modernization of lifts etc.
3.	Budget matters including processing of proposals of CBC for finalisation of RE (Revised Estimates) of the current year and BE (Budget Estimates) for the ensuing year, Re-appropriation of funds from one budget head to another budget head.
4.	Administration of DCID scheme (Development Communication and Information Dissemination)- the budgetary aspects

### **COMMUNITY RADIO STATION CELL**

1.	Scrutiny and putting up applications of educational institutions/NGOs/KVK/ICAR Institutions & Public Trusts, for grant of permission for setting up Community Radio Stations, including subsequent follow up.
2.	Forwarding the applications for clearance to M/o Home Affairs, M/o Defence and Wireless Planning & Coordination (WPC) Wing of D/o Telecommunications, including subsequent follow up.
3.	Conducting meetings of the Screening Committee and preparation of their minutes.
4.	Conducting meetings of the Inter-Ministerial Committee and preparation of their minutes.
5.	Issue of Letter of Intent (LOI).
6.	Coordination with WPC Wing, to facilitate the Community Radio (CR) applicants.
7.	Signing of Grant of Permission Agreements (GOPAs) with the CR applicants.
8.	Maintaining detailed record of all Community Radio applicants at various stages of CR licensing process.
9.	Disposal of Parliament Questions of both Lok Sabha & Rajya Sabha, including preparation of Supplementary for Starred Parliament Questions.
10.	Preparation of Implementation Report in respect of Parliamentary Assurances.
11.	Disposal of VIP/PMO/MP references.
12.	Disposal of RTI applications, RTI appeals and second appeals with Chief Information Commission.
13.	Disposal of Public Grievances.
14.	Maintaining repository of relevant documents on the Ministry's website.
15.	Preparation of Proposals and Cabinet note etc.
16.	Preparation of backgrounds note and multimedia presentation for Consultative Committee of MPs, pertaining to Community Radio Stations.
17.	Holding of Regional /State level /Nation consultations/workshops & capacity Building Workshops for creating awareness about community radio under the Central Sector Scheme 'Supporting Community Radio Movement in India'.
18.	Preparation of lectures/Briefs for workshops/meetings.
19.	Budget matters related to CRS. Preparation of EFC/SFC Memo

## **INDIAN INFORMATION SERVICE SECTION**

1.	All matters relating to General Service conditions, appointments, posting, transfers, promotion and retirements etc. of all Grades of Indian Information Service (IIS) Group 'A'.
2.	All matters relating to General Service conditions, appointments, posting, transfers, promotion and retirements etc. officers in the Junior and Senior Grade of Indian Information Service Group B'.
3.	Maintenance of Physical and electronic APAR dossiers of IIS Group 'A' and Group 'B' officers and SPARROW Portal for IIS.
4.	Cadre Review of IIS Group 'A' and Group 'B' Services.
5.	Recruitment Rules of IIS Group 'A' and Group 'B' Services.
6.	Induction of the officers into IIS Group 'A' and Group 'B'.
7.	Periodical reports and returns in respect of IIS Cadre.
8.	Budget proposals, Fund allocation for Training/Refresher Courses for IIS officers and implementation of the Training Policy for the IIS Cadre.
9.	Any residual item relating to IIS Group 'A' & 'B'.
10.	All disciplinary cases not having vigilance angle in respect IIS Officers of Group 'A' and all cases of Group 'B'.
11.	Review of cases under FR 56(j)/ Rule 48(1)(b) of CCS (Pension) Rules, 1972, in respect of Indian Information Service . officers.
12.	Parliament Questions/ Assurances, Court Cases, VIP/MP/PMO references.



### **TV BROADCASTING CONTENT (BC-I, II & III)**

1.	Action on complaints/grievance petitions against programs and advertisements telecast by private satellite TV channels in violation of Programme Code and Advertising Code prescribed under Cable Television Networks (Regulation) Act, 1995 and the rules framed thereunder.
2.	Procurement of reports/recordings in respect of content violation by private satellite TV channels from Electronic Media Monitoring Centre (EMMC) and examination thereof.
3.	Referring the complaints/grievance petitions, received in the Ministry, to the broadcasters or self-regulatory bodies as per statutory complaints redressal mechanism provided for under the Cable Television Networks (Amendment) Rules, 2021.
4.	Action on those complaints against TV channels which are not considered fit to be sent to broadcasters/ ASCI.
5.	Referring the complaints/grievances or appeal against the decisions taken by the broadcasters/self-regulating bodies to the Inter-Departmental Committee (IDC) for its consideration, as provided for in the CTN (Amendment) Rules, 2021.
6.	Issuance of Show Cause Notices to TV channels on account of prima facie violation of Programme Code or Advertising Code.
7.	Issuance of Advisory/Directive/Warning/Order for Apology Scroll/Off-air Order/Disclaimer etc. to TV channels.
8.	Preparation of agenda of the cases for consideration of the IDC meetings.
9.	Preparation of minutes of the cases taken up in the IDC meetings.
10.	Provision of inputs in respect of Parliament Questions/Assurances/Parliamentary Standing Committee/Court Cases to other sections, Ministries etc.
11.	Reply to MP/VIP/PMO references.
12.	Provision of information under Right to Information Act, 2005 on content/advertisement-related matters of private satellite TV channels.
13.	Policy Matters on the subjects being dealt in the section (Except those requiring legislation).
14.	Furnishing comments on Cabinet Notes received from other Ministries/Sections.
15.	Submission of various reports/returns.
16.	Processing of matters related to Scrutiny Committee of EMMC for taking further action in the matter.
17.	Providing Inputs for various MOU between India and other countries.
18.	Administrative/Financial work of Electronic Media Monitoring Center (EMMC).
19.	Preparing material for examination of Demands for Grants.
20.	Obtaining approval of IFD/Secretary for Outsourcing Services viz. Hiring of Pvt. Vehicles, CAMC of RF Downlink Setup and Logging & Monitoring

	Setup for EMMC as per GFR, 2017.
21.	Court cases relating to violations of Programme and Advertising Codes by Private Satellite TV Channels.
22.	All matters related to Parliament (Question, Assurance, Standing Committee, Consultative Committee etc.)

## **VIGILANCE SECTION**

<b>1.</b>	Promoting culture of integrity in the Ministry and Media Units.
<b>2.</b>	Proactively sensitizing all concerned to ensure transparency in work.
<b>3.</b>	Maintaining proactive approach in investigating misconduct or fraudulent activities.
<b>4.</b>	Vigilance clearance to employees for various purposes.
<b>5.</b>	Complaint cases received directly in the Ministry.
<b>6.</b>	PIDPI Complaints received from CVC.
<b>7.</b>	References received from Hon'ble Lokpal of India.
<b>8.</b>	Disciplinary proceedings against Group 'A' officers.
<b>9.</b>	Disciplinary proceedings against retired personnel.
<b>10.</b>	Sanction for prosecution under Section 19 of the Prevention of Corruption Act, 1988, etc.
<b>11.</b>	Complaints cases received from CVC.

## **BROADCASTING POLICY AND LEGISLATION (BP&L)SECTION**

1.	Examination of various recommendations of Telecom Regulatory Authority of India (TRAI) on Broadcasting viz. private Direct to Home (DTH), Headend-In-The-Sky (HITS) and Television Rating Agencies and follow up action thereon including TRAI's New Tariff Order.
2.	Matters related to Accessibility Standards for Persons with Disabilities for Television Programmes. Monitoring of monthly report on implementation of Accessibility Standards in TV Programmes for persons with hearing impaired, received from IBDF, NBA and EMMC etc.
3.	Declaration/Notifying Games as Sporting Events of National Importance under "The Sports Broadcasting Signals (Mandatory Sharing with Prasar Bharati) Act, 2007 and Rules framed there under".
4.	Issue of notification for mandatory carriage of DD Channels/other channels by Distribution Platform Operators (DPOs) viz. DTH/HITS/IPTV/MSOs/Cable Operators under Section 8(1) of the Cable Television Networks (Regulation) Act, 1995 and Rules framed there under.
5.	Formulation and implementation of Broadcasting Policy.
6.	Grant of Direct to Home (DTH) license to private companies and all matters relating to DTH Services.
7.	Grant of Head end-In-The-Sky (HITS) permission to private companies and all matters relating to HITS Services.
8.	Grant of registration to Television Rating Agency and all matter relating to Television Rating Agency services.
9.	Internet Protocol TV Service related matters.
10.	Matters relating to INSAT Coordination Committee (ICC) (now SATCOM Coordination Committee – SCC), LITD, SSD etc.
11.	Matters relating to Department of Space (DoS) in respect of DTH/HITS. Consultation with Wireless Planning and Coordination (WPC), Department of Telecommunication, Bureau of Indian Standards, Ministry of Home Affairs, Department of Economic Affairs, Ministry of Electronics and Information Technology etc. on broadcasting sector related issues.

12.	Matters relating to Broadcast Seva Portal in respect of DTH/HITS/TRP.
13.	Holding of IMC meetings, preparation of Cabinet Notes and Foreign Direct Investment (FDI) in connection with DTH/HITS/IPTV Services.
14.	All Policy, Court cases, Parliamentary matters etc. for DTH, HITS, TRP, IPTV and issues connected or incidental thereto.
15.	Dealing with various representations/request from various Associations of Broadcasting Sector such as Grant of Infrastructure status to Broadcasting Sector, Tax holiday, PLI etc.
16.	Matters relating to Set Top Boxes, TV Tuner etc.
17.	Grievance redressal relating to DTH/HITS/TRP/IPTV Services.
18.	RTI application and appeal relating to above activities.

## FM SECTION

<b>1.</b>	Framing and implementation of Policy Guidelines for Expansion of FM Radio Broadcasting services through Private Agencies.
<b>2.</b>	Implementation of FM Phase-III Policy.
<b>3.</b>	Initiation of Cabinet notes on private FM Radio matters.
<b>4.</b>	Framing of terms and conditions for issue of tenders, appointment of e-auctioneer, evaluation of bids and issuance of NIT.
<b>5.</b>	Grant of Permission to Companies. Signing of Grant of Permission Agreement (GOPA) with LOI holders and monitoring of its implementation.
<b>6.</b>	Changes in license agreement/GOPA.
<b>7.</b>	Examination of applications and approval of Merger/Demerger, Disinvestment, Amalgamation of Companies.
<b>8.</b>	Inter-Ministerial and inter-Departmental consultation and communication on Private FM Radio matters.
<b>9.</b>	Monitoring of channel/station identity and change thereon.
<b>10.</b>	Implementation of Project for setting up towers for co-location facilities.
<b>11.</b>	<p>Financial Matters related to FM Radio</p> <ul style="list-style-type: none"> <li>• Encashment of Bank Guarantees</li> <li>• Scrutiny of Annual Account of Permission Holders to determine annual fee and depositing the license fee received from private FM broadcasters with P&amp;AO.</li> <li>• Processing of Bank Guarantees received from Private FM Radio broadcasters and matters related thereto.</li> <li>• Extension of time-limit for payment of advance license fee, balance license fee.</li> <li>• Calculation of penal interest in case of delayed payments of license fee.</li> <li>• Receipt of dues (late fees) from private FM license holders and depositing with P&amp;AO.</li> <li>• Payments such as refund of advance reserve license fees, earnest money deposit etc.</li> </ul>
<b>12.</b>	Inspection of private FM Radio stations to ensure adherence to license conditions and action for violation etc.
<b>13.</b>	Matters related to change in shareholding pattern, change in name of Board of Directors of permission holding companies.
<b>14.</b>	Matters related to foreign investment in permission holder companies/FIPB proposals.
<b>15.</b>	Issue of Show Cause Notice, warning, advisory etc. to the defaulting companies.
<b>16.</b>	Penal action viz. Encashment of BGs, Suspension of broadcast, revocation of permission in respect of defaulting permission holders.
<b>17.</b>	Comments on Cabinet Note related to other Sections/Departments.
<b>18.</b>	Matters relating to IGNOU Gyanvani stations.
<b>19.</b>	Inter-Ministerial consultation and communications

<b>20.</b>	Approval of use of Prasar Bharati infrastructure and coordination with AIR/DD Resources and Broadcast Engineering Consultants India Ltd. (BECIL).
<b>21.</b>	Co-location of private FM channels.
<b>22.</b>	News on Private FM Radio channels.
<b>23.</b>	Monitoring of quarterly returns in respect of FM Channels.
<b>24.</b>	Correspondence and examination of requests of licensees on various matters
<b>25.</b>	(a) To provide information pertaining to FM related matters to Coordination/Finance Wing/BPL section or to other Ministries based on existing/available information. (b) To provide information at 25(a) not based on existing/available information
<b>26.</b>	Parliament questions pertaining to private FM Radio and fulfilling assurances given to Parliament.
<b>27.</b>	Standing Committee references, Consultative Committee, PAC recommendations, Audit objections pertaining to private FM Radio.
<b>28.</b>	Court cases pertaining to private FM radio in TDSAT, High Courts and Supreme Court and all matters related thereto
<b>29.</b>	Processing of Advocates fee in respect of Law officers, ASG, CGSC etc.
<b>30.</b>	Provide information pertaining to private FM Radio as sought by B&A Section, PC Cell, PPC, Cash etc
<b>31.</b>	PMO/MP/VIP references pertaining to private FM Radio
<b>32.</b>	Matters relating to RTI Act, 2005
<b>33.</b>	Quarterly and monthly reports and returns and record management
<b>34.</b>	Coordination with NIC in respect of material pertaining to FM cell and development of software for management of private FM radio
<b>35.</b>	Administrative matters pertaining to staff of FM Cell
<b>36.</b>	Other miscellaneous work pertaining to private FM radio.



## **DAS SECTION**

1.	Implementation of digital addressable system in the cable TV sector.
2.	Cable TV Networks (Regulation) Act, 1995 except its Sections 5 & 6 relating to Programme Code and Advertisement Code which are dealt with by BC-IV Division in the Broadcasting Wing of the Ministry,
3.	Cable Television Networks Rules, 1994.
4.	Multi-System Operator (MSO) registrations.
5.	Platform Service (PS) Channels registration.
6.	Issues related to cable TV sector, MSOs and LCOs not allocated to BP&L division.

## TV-I SECTION

<b>1.</b>	Grant of permissions for Uplinking/ downlinking of private Satellite TV channels from India and subsequent changes in the permission
<b>2.</b>	Setting up of Teleports in India - permission & related issues
<b>3.</b>	Uplinking facility to News Agencies for news gathering& its further distribution
<b>4.</b>	Processing of application of the broadcasters for temporary uplinking of live events.
<b>5.</b>	Permission for use of Satellite News Gathering (SNG)/ Digital Satellite News Gathering (DSNG) vans! Electronic News Gathering (ENG).
<b>6.</b>	Grant of permission of remittance of foreign exchange for hiring of transponder on foreign satellite.
<b>7.</b>	Cabinet proposals initiated by Ministry of I&B .relating to uplinking/downlinking of private satellite and allied matters
<b>8.</b>	Comments on Cabinet Notes from other Ministries relating to uplinking, downlinking and allied matters
<b>9.</b>	Comments in respect of FDI proposals relating to UL/DL/Teleports Operations
<b>10.</b>	Downlinking of foreign TV channels in India.
<b>11.</b>	Maintenance and management of online Broadcast Seva services provided through Broadcast Seva portal.
<b>12.</b>	Grant of permission to Teleports to uplink foreign channels from India
<b>13.</b>	<p>Further, for ease of access of the stakeholders and to provide efficient and transparent regime for the growth and management of the Broadcasting sector services, the Ministry has launched the revamped version of the Broadcast Seva portal w.e.f. 04.04.2022. For ease of doing business, the Portal has been integrated with other Ministries like Ministry of Home Affairs, Dept. of Space, Ministry of Corporate Affairs etc. The portal will soon be integrated with NSWS portal of DPIIT. Key features of the New Broadcast Seva Portal:</p> <ul style="list-style-type: none"> <li>• End-to-end processing of applications</li> <li>• Integration with payment system (Bharat Kosh) and E-Office</li> <li>• Analytics, Reporting and Management Information System (MIS)</li> <li>• Integrated Helpdesk and Data Centre</li> <li>• User registration and updation, alerts to stakeholders (SMS/E-Mails)</li> <li>• Fee calculation and payments, application forms and status tracking.</li> </ul>

#### **BC-IV SECTION**

1.	All matters connected with All India Radio (content matters only) relating to Home Broadcast, External Service, Commercial Broadcasting Service, Misc. Coverage/Publicity matter, Memorandum of Understanding (MoUs) between Prasar Bharati (Doordarshan and All India Radio) and foreign Broadcasting Organizations in the field of broadcasting.
2.	All matters connected with Doordarshan (content matters only) relating to (proposals/complaints) telecast of feature films and films based programme and their rate structure, sponsored/commissioned programmes, royalty programmes including documentaries, telefilms, feature, document-series and their rate structure.
3.	Processing of routine matters/proposal received from public on programmes matters of Doordarshan, Co-production, and Cultural Exchange relating to DD/SAVE programmes.
4.	Coverage of Sports events/functions by Doordarshan/AIR including sharing of Sports events with other sports channels.
5.	Audit para/C&AG Report/Implementation of PAC recommendation etc. on the content matter of DD and AIR.
6.	All Parliament matters, MP/VIP references, Parliament Questions etc. on the content matter of DD/AIR.
7.	Court Cases on content matter of Doordarshan.
8.	Membership of Asia-Pacific Institute for Broadcasting Development (AIBD) and related works including Annual Subscription fee/Training Fund to AIBD.
9.	Standing Committee on IT/Consultative Committee references relating to content matter of DD/AIR.
10.	Grievance petition relating to content matter of AIR/Doordarshan.
11.	RTI matters relating to content matter of AIR/Doordarshan.

## **BAP SECTION**

1.	Matters related to amendment of Prasar Bharati(Broadcasting Corporation of India) Act 1990 and matters related to various Rules/Regulations framed under this act.
2.	Notifying the new Recruitment Regulations for posts in Prasar Bharati and amendment of existing Recruitment Rules for the categories of posts dealt in this section.
3.	Issues related to various Standing Committees of Parliament i.e. Standing Committee on IT on Demand for Grants, Standing Committee on Labour etc.
4.	Appointment of Chairperson and other Members of Prasar Bharati Board and Director Generals of All India Radio and Doordarshan.
5.	Matters relating to salary, allowances and other entitlements of Chairman and other Members in Prasar Bharati.
6.	Policy issues related to administrative matters of Prasar Bharati and issues related to officers of IB(P)S cadre i.e. DPCs, Ad-hoc promotion cases, etc.
7.	Defending the Ministry's interest in court cases related to this section in various courts of law.
8.	<p>Issues concerning personnel management and cadre control of Govt. employees on deemed deputation to PrasarBharati till retirement i.e. officers and employees covered in Section 11(1) and 11(2), pertaining to the following cadres/posts:-</p> <ol style="list-style-type: none"> <li>a. Indian Broadcasting Programme Service</li> <li>b. Appointment and promotion to Group 'A' posts in All India Radio pertaining to the cadres of Announcers, Newsreaders-cum-translators, Instrumentalists, Musicians, Music Composers, Translators-Cum Announcers (Indian language, and foreign language), Supervisors (Foreign language) and Translators-cum-Announcers (Foreign Nationals)</li> <li>c. Appointment and promotion to Group 'A' posts in Sub-ordinate Administrative Cadre, Sub-ordinate Programming Cadre, Stenographers Cadre of Prasar Bharati, Audience Research Unit, Assistant Director (Official Language) of AIR and Doordarshan.</li> <li>d. Framing/Amendment of Recruitment Rules of categories mentioned above.</li> <li>e. All Disciplinary cases relating to dismissal, removal or compulsory retirement not having vigilance angle, in respect of above categories of Officers/Staff.</li> <li>f. Addressing/replying to Parliament questions, public grievances, RTI applications, annual/ quarterly/ monthly reports, VIP references, references received from various national commissions, etc., related to this section.</li> </ol>

## **BAE SECTION**

1.	All Matters relating to Indian Broadcasting (Engineering) Services.
2.	All service matters relating to Helper/Senior Broadcast Technician/Lightning Assistant and Casuals of Doordarshan.
3.	All service matters relating to Assistant Engineer (AE), Sr. Engineering Assistant (SEA), and Engineering Assistant (EA).
4.	All service matters relating to Library Cadre in All India Radio.
5.	All service matters relating to Floor Assistant.
6.	All service matters relating to Make-up-Artist.
7.	All service matters relating to Cameraman Cadre.
8.	All service matters relating to Civil construction Wing(CCW)-All India Radio.
9.	Framing/amendment of Recruitment Rules of the categories mentioned above.
10.	All Disciplinary cases relating to Dismissal, Removal and compulsory in respect of above categories of Officers/Staff.
11.	Review of cases under FR 56(J) in respect of Officers and Staff belonging to organized and Non-organized Cadres working in Media Unit(s) controlled by the Section
12.	MP/VIP/PMO references/Parliament questions/Assurances, court cases, Standing Committee References, on the subjects mentioned herein.
13.	Preparation and timely submission of various Reports viz. Monthly Significant Activities Reports, Pending ACC Proposals, Hindi Quarterly Report/ Status report on pending issues.
14.	Handling Grievances on CPGRAMS portal.

### **BROADCASTING (DEVELOPMENT) SECTION**

1.	Monitoring and implementation of Central Sector Scheme "BIND" for Prasar Bharati
2.	DD Free Dish DTH service
3.	Spectrum allocation related matter of Prasar Bharati
4.	Matters related to Left Wing Extremism(LWE) areas
5.	Permanent transfer of land of Prasar Bharati
6.	Security matters of Prasar Bharati
7.	Appointments of board level employees/non-official Directors / Government Directors on the Board of Broadcast Engineering Consultants India Ltd (BECIL)
8.	Implementation of pay commission in BECIL
9.	Laying of Annual Report of BECIL in the parliament.
10.	Signing of Memorandum of Understanding (MoU) between BECIL and M/o I&B
11.	Miscellaneous matter related to above works of Prasar Bharati and BECIL

### **BROADCASTING (FINANCE) SECTION**

<b>1.</b>	Budget related matters of Prasar Bharati
<b>2.</b>	Release of Grants-in-aid under 'Other Central Expenditure (Salaries)' and 'Central Sector (BIND) Scheme' to Prasar Bharati
<b>3.</b>	Laying of Annual Report and the Annual Audited Accounts of PrasarBharati in both the Houses of Parliament
<b>4.</b>	Granting 'Make in India' exemption clause to Prasar Bharati for procurement of Broadcasting related Equipments.
<b>5.</b>	Delegation of Financial power to CEO, Prasar Bharati
<b>6.</b>	Remainder Issues related to Common Wealth Games, 2010
<b>7.</b>	Signing of MoU between Ministry of I&B and Prasar Bharati.
<b>8.</b>	Financial restructuring of Prasar Bharati.
<b>9.</b>	Purchase and condemnation of vehicles of Prasar Bharati.
<b>10.</b>	Renting out of Prasar Bharati's vacant and surplus spaces.
<b>11.</b>	Miscellaneous matters such as Grants, Parliament questions, Assurances, MPs/VIPs references, RTI, Audit Paras, Court Cases, Standing Committee, Consultative Committee References, PAC matters relating to the allotted items of works.



**FILM CERTIFICATION [F(C)] DESK**

1.	All Administrative and Financial matters relating to Central Board of Film Certification Board
2.	The Cinematograph Act, 1952, The Cinematograph (Certification) Rules, 2024 and guidelines issued there under; The Cinematograph (Adjudication of Penalty) Rules, 2024
3.	Appointment of non-official members in the CBFC, viz Chairperson, Board Members and Advisory Panel Members
4.	Co-ordination work of Film Wing-I
5.	All disciplinary cases not having a vigilance angle in respect of Group A Officers/Staff of CBFC
6.	Review of cases under FR 56(J) in respect of Officers and Staff belonging to non-Organized Cadres working in Media Unit(s) controlled by the Desk
7.	All the matters relating to NFDC - NFAI, Pune
8.	Implementation of Guidelines for Accessibility Standards in the Public Exhibition of Feature Films in Cinema Theatres for Persons with Hearing and Visual Impairment
9.	Matters related to piracy of films
10.	Exemption of films from the provisions of certification under section 9 of the Cinematograph Act, 1952
11.	All matters related to National Film Heritage Mission
12.	All Parliament matters, President Office/VIP/MPs/PMO references, audit objections, Standing committee references/Implementation of PAC recommendations/, Court cases, RTI matters, Grievance Petition, Co-ordination with other Sections/Divisions in Ministry and all other ancillary works on the above subjects
13.	Any other office related work entrusted by superiors in time of exigency

## **FILM FESTIVAL [F(F)] DESK**

1.	The activities relating to selection of awardees for National Film Awards (NFA) which includes approval of Regulations, constitution of various panels, organization of Jury Screenings of the films received as entry for the awards etc and organization of National Film Awards Presentation Ceremony.
2.	Organization of International Film Festival of India (IFFI), through National Film Development Corporation (NFDC) in collaboration with the State Government of Goa, Appointment of Festival Director (IFFI), Constitution of various panels
3.	Organisation of Mumbai International Film Festival (MIFF) and docu film bazaar
4.	Organisation of International Children Film Festival of India (ICFFI) and National Children Film Festival of India (NCFFI)
5.	India's participation in various International Film Festivals viz. Cannes International Film Festival, Berlin International Film Festival, Toronto International Film Festival, Tashkent International Film Festival etc
6.	Financial assistance to Domestic Film Festivals to promote the significance of Cinema under DCDFC Scheme
7.	Preparation of SOP for release of funds under DCDFC Scheme
8.	Handling of budget Matters relating to DCDFC Scheme of Films Wing viz. Revised Estimates and Budget Estimates in respect of Development, Communication and Dissemination of Filmic Content (DCDFC) Scheme under Category-II: Central Sector Scheme are prepared for efficient and effective utilization of the funds allocated
9.	Arbitration Matters/ Handling of Court Cases/ Parliament Questions/RTI Matters/VIP references/ CPGRAMS/ Audit paras related to IFFI and NFA

**FILM INDUSTRY [F (I) ] DESK**

1.	All matters relating to Film Industry, Film Organizations, Film Society etc.
2.	FDI proposals in respect of film production.
3.	FIPB/Project Import Proposals
4.	Audio-Visual Co-Production Agreements with various countries.
5.	Incentives for foreign film shooting in India and co-production and works related to Champion Service Sector Scheme merged into DCDFC Scheme.
6.	Permission to foreign film makers to shoot feature film in India.
7.	Exemption of Customs duties to temporary imported films/DVDs arriving for exhibition in various Film Festivals in India.
8.	Production of any kind of films anywhere that includes production of documentary films, children's films, various regional languages films among other things.
9.	Grant for promotion of films.
10.	Webcasting of Film Archives.
11.	Exhibition of Children's Films in School
12.	Works related to India Cine Hub (ICH).
13.	Parliament Questions/ Assurances, Court Cases, VIP/MP/PMO references, audit objections and all other ancillary works on the above subjects.

## **WAVES**

1.	National Centre of Excellence for Animation, Gaming & Visual Effects.
2.	Organization of World Audio Visual & Entertainment Summit (WAVES)
3.	AVGC-XR (Animation, Visual Effects, Gaming, Comics) Policy
4.	Parliament Questions/ Assurances, Court Cases, VIP/MP/PMO references, audit objections and all other ancillary works on the above subjects.

## **FILMS (PUBLIC SECTOR UNDERTAKINGS) DESK**

1.	Administrative matters of National Film Development Corporation (NFDC).
2.	Revision of Memorandum of Articles of Association (MoAA) of NFDC for implementation of the decision of the Union Cabinet on merger of Film Media Units.
3.	Handling of Human Resources in NFDC in consultation with DPE, M/o Finance.
4.	All proposals of RE/BE/appropriation, re-appropriation related to Grants-in-Aid (General, Creation of Capital Assets, Swacchta Action Plan) to NFDC, created after merger of four Film Media Units.
5.	Release of GIA to NFDC for establishment expenditure of the merged four Film Media Units namely FD, DFF, NFAI and CFSI.
6.	Maintenance of assets of four merged film media units.
7.	Appointment of MD, Director (Finance), Director (HR, Film Production & Promotion) and Chairman, NFDC and appointment of Non-official Directors in the Board of NFDC.
8.	Pay fixation/revision of pay of Board of Directors and fixation of terms and conditions of appointment as per DPE guidelines and also their personal matters.
9.	Signing of MoU as per DPE guidelines for evaluating performance of NFDC each financial year. Examination of performance evaluation report of NFDC as per signed MoU.
10.	Compliance of Corporate Governance Guidelines - quarterly examination of reports and submission to DPE, M/o Finance.
11.	Laying of Annual Reports & Audited Accounts and MoU in both the Houses of Parliament, materials for Annual Reports of Ministry pertaining to NFDC.
12.	Providing various information to DPE pertaining to NFDC like Corporate Governance Guidelines, PE survey, CAPEX of NFDC, etc.
13.	Court cases pertaining to NFDC.
14.	Various Audit Paras related to NFDC.
15.	General Parliament matters like SCIT, Study visits by MPs, Board meetings of NFDC, Annual General Meeting/Extra-ordinary General Meeting of NFDC, VIP/MP References, Parliament Questions, various information sought by PC Cell, Policy Planning Cell, Parliament, Cell etc, RTI, Information regarding Monthly D.O. to be sent to Finance Secretary & Secretary (Expenditure), information regarding guarantees given by NFDC etc.

## **FILMS TELEVISION INSTITUTE (FTI) DESK**

1.	Administrative matters of Film and Television Institute of India (FTII), Pune and Satyajit Ray Film and Television Institute (SRFTI), Kolkata.
2.	Setting up of Film and Television Institute in Arunachal Pradesh viz. Construction, supply of electricity and water, access to network, disruption in construction activity by locals, running of temporary campus at Itanagar etc.
3.	Appointment of President and Non-official members of FTII Society
4.	Appointment of President and Non-official members of SRFTI Society
5.	Appointment of Director, FTII and Director, SRFTI
6.	Seeking approval from Appointment Committee of Cabinet (ACC) for post of Director in FTII and SRFTI
7.	According status of "Institutions of National Importance"/ Deemed University status to FTII and SRFTI in consultation with Department of Higher Education, Ministry of Education.
8.	Laying of Annual Report of FTII and SRFTI in Parliament.
9.	EPF issue of SRFTI and proposal of approving matching contribution in respect of SRFTI employees.
10.	Applicability of CPF to FTII employees.
11.	Procurement of foreign equipment by SRFTI.
12.	Creation of Posts of NEFTI and of EDM Wing of SRFTI, Kolkata
13.	Release of GIA to FTII and SRFTI under Other Central Expenditure.
14.	Upgradation of Pay Level of Chief Accounts Officer, Administrative Officer, Accounts Officer, Production Manager and Accountant at SRFTI.
15.	Approval of additional manpower in SRFTI, Kolkata
16.	Approval of extending benefits of 7 <sup>th</sup> CPC to Casual Workers with temporary status (CWTS) in SRFTI.
17.	Various audit paras related to SRFTI and FTII.
18.	Study visit of Parliamentary Committee to SRFTI and FTII.
19.	Preparation of reply of list of points raised by Standing Committee on Communications and Information Technology
20.	Issue of Land decretal award of SRFTI, Kolkata.
21.	Convening of Governing Council (GC), Society and Standing Finance Committee (SFC) meeting of SRFTI and FTII

22.	Processing of Foreign visit proposal of FTII and SRFTI officials.
23.	Recruitment of staff in FTII and SRFTI under Mission Mode
24.	All Parliament matters, President Office/PMO/MPs/VIPs references, Standing/ Consultative Committee, References/ Implementation of PAC recommendations, RTI matters, Grievance Petition, co-ordination with PMS Section, PPC Section, Admin. Section, Economic Wing, Finance Wing, Rajbhasha Section on different issues.

## **FILM ADMINISTRATION DESK**

1.	Implementation of the decision of the Union Cabinet on Merger of four Film Media Units viz. Films Division, Directorate of Film Festivals, National Film Archive of India and Children's Film Society, India into National Film Development Corporation:
	<ul style="list-style-type: none"> <li>• Redeployment of surplus staff who are placed in Surplus Staff Establishment (SSE) in consultation with DoPT.</li> </ul>
	<ul style="list-style-type: none"> <li>• Special VRS to surplus staff, who opted for the scheme.</li> </ul>
	<ul style="list-style-type: none"> <li>• Establishment matter of Surplus Staff Establishment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Plan/Plan Schemes/Budget Proposals for Surplus Staff Establishment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Administrative issues/Court Cases of SSE arising out of merger activities including redeployment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Abolition of posts of Film Media Units viz. Films Division, DFF and NFAI.</li> </ul>
	<ul style="list-style-type: none"> <li>• Closure of Branch Offices of Films Division and transfer of its space etc. to NFDC/other Media Units in this Ministry.</li> </ul>
2.	Monitoring and granting approval of para-wise comments/Counter Affidavit in court cases of service matters of erstwhile Films Division and CFSI.
3.	All Disciplinary, Vigilance cases and Audit Paras pending with erstwhile Films Division and CFSI.
4.	Framing of policy guidelines on exhibition of Public Service Awareness (PSA) films in Cinema theatres of the country.
5.	Exhibition of Public Service Awareness (PSA) films received from various Ministries/Departments and PMO in Cinema theatres of the country.
6.	Parliament Questions/ Consultative Committee/implementation of PAC recommendations and other Parliamentary matters.
7.	President Office/PMO/MP/VIP references
8.	RTI application seeking information under Right to Information Act, 2005
9.	Grievance Petitions received on CPGRAMS portal
10.	Co-ordination within Films-II Wing and co-ordination with PMS Section, PPC Section, Admin. Section, Economic Wing, Finance Wing, Rajbhasha Section, IP&MC Section etc. on different issues of this Ministry.



### **PLAN COORDINATION CELL (PC CELL)**

1.	Outcome Monitoring Framework (OOMF) of Central Sector Schemes with Annual & Quarterly Targets and Progress.
2.	Coordination with Ministry of DoNER in respect to allocation and expenditure under 10% GBS of NER component of Ministry of I&B.
3.	Matters relating to Non-Lapsable fund for North Eastern Region Component in Annual Plans.
4.	Monitoring & Evaluation of Central Sector Schemes.
5.	Coordination of ongoing Capital Projects in respect of M/o I&B.
6.	Standing Committee on IT – Examination of Demand of Grants- Plan Schemes, Action Taken Report.
7.	Matters relating to Data & Strategy Unit in Ministry of Information & Broadcasting for ensuring Data Governance Quality.
8.	Inputs for President's Address to both the Houses of Parliament.
9.	Matters relating to various national and global Indicators and Rankings.
10.	Coordination on Inter-ministerial issues on Economics and Statistics.
11.	Matters related to Website and Performance Dashboard of M/o I&B.
12.	Matters relating to Sectoral Group of Secretaries (SGoS-9).
13.	Preparation of Vision India @2047 in Ministry of I&B - reg.
14.	Review of Autonomous bodies of Films Wing.
15.	Coordination of SFC/EFC of Plan Schemes of other Wings of the Ministry.
16.	Finalization and monitoring of internal and extra budgetary resources of AIR and Doordarshan and other PSUs under M/o I&B.
17.	Examination of SFC/EFC Memos/ Notes received from other Ministries/ Departments.
18.	Performance / progress of Report of Plan Schemes for Annual Report of the Ministry.
19.	Matters relating to RTI and Parliament Questions with respect to the above-mentioned subjects.
20.	VIP References w.r.t. BE, and schemes of the Ministry and related Studies, Seminars, Evaluation (excluding Prasar Bharati).
21.	Public Health Response to pandemics: Review of pandemic situation and response preparedness – Meeting of the Empowered Group (EG-8).

## **PERFORMANCE MANAGEMENT SECTION (PMS)**

1.	Coordination of inputs on Draft Cabinet Notes received from various Ministries for Inter Ministerial Consultation.
2.	e-Samiksha Portal updation on Cabinet Decisions (UIDs), Cabinet Observations (OBS) and Committee of Secretaries (CoS)
3.	Issue relating to Cyber Security & Hacking etc.
4.	Furnishing of material for Annual Report of Ministry
5.	Implementation of e-office project including e-office consultation with NICSI e-office Division/Project Management Unit
6.	Preparation & Updation of Disaster Management Plan of the Ministry.
7.	Hiring of Technical Manpower for NIC and processing of bills related to hired technical manpower.
8.	Swachhata Activities: Record Room (Management of File weeding)
9.	Increasing Efficiency in Decision Making (IEDM): Delaying, Digitization and Delegation.
10.	Special Campaign on disposal of pending matters
11.	Progress of Swachhata activities and SCDPM Portal monthly updation
12.	Coordination with all the Wings/Division for comments/ATRs on the agenda Points/Minutes of the meeting of various Zonal Councils and issues related to M/o I&B.
13.	Allocation of disputed receipts.
14.	Circulation of general instructions received from DAR&PG and Coordination on various other matters.
15.	Review/formulation of Record Retention Schedule of substantive functions
16.	Review of Channel of Submission/Induction Material
17.	Review of periodical reports/returns
18.	Inspection of Departmental Record Room of Main Secretariat by NAI
19.	Inter Media Publicity Coordination Committee Nomination of Chairperson/Dy. Chairperson
20.	Parliament questions: Un-starred and Starred related to subject dealt by section.

21.	MP/VIP references
22.	PMO references
23.	Launching of Special drives for Recording, Review and Weeding out of files
24.	Monthly statement of files Recorded, Reviewed and Weeded out
25.	Monthly statement showing disposal of VIP/MP and PMO references and files
26.	Submission of quarterly report to Hindi Section
27.	RTI matters of PMS

## **RTI CELL**

1.	Receiving RTI applications/appeals;
2.	Facilitating visitors by providing information on different matters related to this Ministry;
3.	Submission of Monthly Report of pending cases in a time-bound manner;
4.	Submission of data for Quarterly Report to CIC;
5.	Forwarding notice of appearance/decision of CIC, representations and periodical reminders to the concerned CPIOs/FAAs on urgent basis;
6.	Appointment of CPIOs/FAAs;
7.	Compilation of information on suo-motu disclosure of information under section 4 of the RTI Act, 2005;
8.	Third Party Audit on suo-motu disclosure under RTI Act, 2005.
9.	Follow-up other directions of DOPT and Central Information Commission on the subject related to RTI Act, 2005 etc.

## **CPGRAMS**

1.	To identify & forwarding of grievances received on the online Portal from PMO, DARPG, DOPPW, PRESC and MOIAB to concerned PG Officers on daily basis.
2.	To forward/Transfer of Physical Grievances received from various Ministries/persons to the concerned/other Ministries.
3.	To update CPGRAMS related data on dashboard on monthly/daily basis.
4.	To prepare and forward Monthly reports to PMS and PPC Sections.
5.	To coordinate/prepare/upload of the data/inputs related to implementation of CPGRAMS 7.0
6.	As per the requirement of DARPG, necessary changes/updation/launch of new version of CPGRAMS Portal, etc. are made/carried out, by co-ordinating and compiling the inputs/suggestions received from all the concerned sections.
7.	To Prepare and submitting daily pendency report.
8.	To send weekly e-mail reminders to all concerned on pending grievances and appeals.
9.	To liaison with all Sections to dispose of the grievances pending for more than 21 days and appeals pending for more than 30 days.
10.	To organise regular meetings with defaulting Section/Media Units.
11.	To organise regular meetings with PG Officers of Section/Media Units on pending Grievances/Appeals.
12.	In order to monitor & dispose pendencies, Section prepares reports regularly for expeditious action.
13.	Work related to various Review meeting convened by DOPPW/DARPG.

## **PARLIAMENT CELL**

1.	Co-ordination/compilation and furnishing of information/replies to the question / assurances pertaining to other Ministries/Departments of the Government of India for attempting replies there to / fulfilment of assurances given in their replies
2.	Co-ordination/compilation of material for inclusion in the President's address to the two Houses of Parliament when they assemble together before the Budget Session of Parliament
3.	Co-ordination/compilation and furnishing of Legislative Business of the Ministry to be taken up during the each Session of Parliament, to Ministry of Parliamentary Affairs
4.	Work relating to Co-ordination / monitoring of timely fulfilment of assurances given in replies to Lok Sabha / Rajya Sabha Question
5.	Circulation of the list of pending assurances from time with a view to expedite their fulfilment. Holding of meetings with a view to review the position of pending assurances.
6.	Co-ordination / monitoring of timely furnishing of replies to matters of urgent public importance raised under Rule 377 in Lok Sabha and by way of Special Mentions in Rajya Sabha
7.	Work relating of Joint Committee on Office of Profit, Committee on Subordinate Legislation
8.	Work relating to meeting of the Standing Committee on Communication and Information Technology, Committee on Papers to be Laid and other Parliamentary Committee on the topics pertaining to Ministry of I&B, to be Held in Delhi as well as study tours outside Delhi
9.	All work Relating to holding of meeting of the Consultative Committee of MPs attached to the Ministry of I&B, in Delhi and outside Delhi anywhere in India
10.	To visit Lok Sabha / Rajya Sabha Secretariat, concerned branches of the Ministry of Parliament Affairs with a view to maintain good liaison and interaction in connection with Parliamentary work relating to the Ministry of I&B and apprise HMIB/HMOSIB/Secretary and other Sr Officers of the Ministry about the important business in Parliament relating to this Ministry
11.	Arrange entry passes/official gallery passes and car park labels for Sr Officers of the Ministry during the Session period and for the meeting to be held in Parliament / Parliament House Annexe

## **HINDI SECTION**

1.	Translation from English to Hindi language and vice-versa.
2.	To work as a check point in ministry regarding implementation and compliance of Official Language Policy of Govt of India and Act, Rules related their to and in this respect various orders, guidelines and instructions issues by Official Language Department, MHA from time to time.
3.	Co-ordination and follow-up action on quarterly progressive reports in regard to progressive use of Hindi received from various Media Units & Sections of the Ministry.
4.	Circulation of various circulars, orders and instructions in regard to progressive use of Hindi received from the Department of Official Language, Ministry of Home affairs, from time to time.
5.	To Collect, compile and send information in regard to various matters connected with Hindi to the Deptt. of Official Language as asked for by them from time to time.
6.	Constitution of Hindi Advisory Committee and Official Language Implementation Committee of the Ministry and Organize their meetings.
7.	Matters related to the Central Hindi Committee, Parliamentary Committee on Official Language, Central Official Language Implementation Committee and Official Language Implementation Committees of the Media Units of the ministry.
8.	Preparation of Annual Assessment Report and sending it to the Department of official language for the promotion of Hindi and to accelerate the progressive use for various official purposes.
9.	To Prepare roster of the officials of the Ministry for imparting training in Hindi language, Hindi typewriting and Hindi Stenography under Hindi Teaching Scheme.
10.	Nomination of officials of the Ministry for training in Hindi language, Hindi typewriting and Hindi Stenography and to ensure their attendance in the classes
11.	To monitor the progress regarding nomination of officials by the Media Units for training in Hindi language, Hindi typewriting and Hindi Stenography.
12.	To organise Hindi Pakhwara and Hindi Workshops in the ministry.
13.	To participate in Hindi Conferences/Workshops organized by various Media Units/NGOs.
14.	Parliament Questions/Assurances/VIP/MP/PMO references, regarding above mentioned subjects.

## **INTEGRATED FINANCE DIVISION**

### **FINANCE-I SECTION**

Cases in respect of all Autonomous Bodies/PSU and Media Units under Ministry of I&B namely Broadcasting Wing [Prasar Bharti (AIR & DDN), BECIL, EMMC, FM], Film Wing (FTII, SRFTI) and Information Wing [IIMC, CBC, NMW, PIB] forwarded by respective Administrative Wings on following aspects.	
1.	Release of Grant-in-Aid
2.	Fixation of pay in individual cases involving relaxation of rules
3.	Scrutiny and concurrence of Plan Schemes/Projects of Broadcasting and Information Wings to be approved by SFC & EFC
4.	Scrutiny and examination of schemes of SFC chaired by Secretary(I&B).
5.	Court cases related to the aforesaid Media Units having financial implications.
6.	Scrutiny and financial concurrence of the following cases: - <ul style="list-style-type: none"><li>• Interpretation of all financial rules and rules relating to conditions of service</li><li>• Creation/Continuation of temporary posts.</li><li>• Conversion of temporary posts into permanent ones</li><li>• Adoption of new scales of pay and other forms of remuneration or emoluments other than those approved or prescribed, revision of pay scales of existing posts</li><li>• Creation/Revival of posts with relation to above organizations.</li><li>• Special pay not already prescribed by rules or order</li><li>• Proposals for delegation of powers of the above organizations</li><li>• Processing of cases of delegation/ deputation abroad of employees of the above organizations including those which require the approval of Screening Committee.</li><li>• Revision of pay scales and fees to staff of the above organizations</li><li>• Processing and examining proposals of above organizations for sanction of expenditure beyond the competence of the HoDs.</li><li>• Condemnation/replacement of vehicles in respect of above Organizations.</li><li>• Financial concurrence for the procurement of equipment beyond the delegated powers of these organizations</li><li>• All cases which are required to be sent to the Ministry of Finance for approval in respect of above Organizations.</li><li>• Vetting of replies of concerned Division with respect to Audit proposals appearing in report of the CAG.</li></ul>



## **FINANCE II SECTION**

cases in respect of Main Secretariat and Attached bodies/PSU under Ministry of I&B namely Photo Division, Press Registrar General of India(PRGI), Publications Division, National Films Development Corporation and Central Board of Film Certification (CBFC) forwarded by respective Administrative Wings on following:

1.	Fixation of pay in individual cases involving relaxation of rules
2.	Scrutiny and concurrence of Plan Schemes/Projects of Main Secretariat/Film Wing/ Information Wings to be approved by SFC & EFC.
3.	Scrutiny and examination of schemes of SFC chaired by Secretary(I&B).
4.	Court cases related to the aforesaid Media Units having financial implications.
5.	Scrutiny and financial concurrence of the following cases: - <ul style="list-style-type: none"> <li>• Interpretation of all financial rules and rules relating to conditions of service</li> <li>• Creation/Continuation of temporary posts.</li> <li>• Conversion of temporary posts into permanent ones</li> <li>• Adoption of new scales of pay and other forms of remuneration or emoluments other than those approved or prescribed, revision of pay scales of existing posts</li> <li>• Creation/Revival of posts with relation to above organizations.</li> <li>• Special pay not already prescribed by rules or order</li> <li>• Proposals for delegation of powers of the above organizations</li> <li>• Processing of cases of delegation/ deputation abroad of employees of the above organizations including those which require the approval of Screening Committee</li> <li>• Revision of pay scales and fees to staff of the above organizations</li> <li>• Processing and examining proposals of above organizations for sanction of expenditure beyond the competence of the HoDs.</li> <li>• Condemnation /replacement of vehicles in respect of above Organizations.</li> <li>• Financial concurrence for the procurement of equipment beyond the delegated powers of these organizations</li> <li>• All cases which are required to be sent to the Ministry of Finance for approval in respect of above Organizations.</li> <li>• Vetting of replies of concerned Division with respect to Audit proposal appearing in report of the CAG.</li> </ul>

## **BUDGET & ACCOUNTS SECTION**

1.	Allocation and distribution of Budgetary Grants as approved by Parliament and notified by Ministry of Finance. It also includes the allocation and distribution of funds through Supplementary Demands for Grants, monitoring and review of expenditure of the accepted grants during the ensuing Financial Year.
2.	<p><b>Establishment Expenditure</b> for Secretariat Expenditure; New Media Wing; Press Information Bureau; Central Bureau of Communication; Press Registrar General of India (PRGI); Directorate of Publication Division (DPD); Contribution to International Programme for the Development of Communication (IPDC); Central Board of Film Certification (CBFC); Electronic Media Monitoring Centre; Private FM Radio Station; Payment of Annual Membership Subscription to Association of Moving Images (AMIA); Contribution to Membership of International Archive Organizations; Payment of Annual Membership Subscription to Asia Pacific Institute for Broadcasting Development (AIBD);</p> <p><b>Provisioning for Central Sector Schemes</b> viz. Development Communication and Information Dissemination (DCID); Development Communication and Dissemination of Filmic Content (DCDFC); Supporting Community Radio Movement in India; and Broadcasting Infrastructure and Network Development (BIND) of Prasar Bharati;</p> <p><b>Grant-in-aid</b> to six Autonomous Bodies/PSU viz. Indian Institute of Mass Communication (IIMC); Press Council of India (PCI); Films and Television Institute of India (FTII), Pune; Satyajit Ray Film &amp; Television Institute (SRTI), Kolkata; Prasar Bharati; National Film Development Corporation (NFDC)</p>
3.	Scrutiny and finalization of Budget Estimates/Revised Estimates and Final Grants in respect of the Ministry including Media Units, autonomous bodies and Public Sector undertakings.
4.	Scrutiny and finalization of budget relating to Loans and Advances.
5.	Re-appropriation, Surrender and Savings in respect of the above items.
6.	Compilation and printing of Detailed Demands for Grants.
7.	Supplementary Grant proposals.
8.	Preparation of Budget Briefs.
9.	Monitoring and updating of Manpower Management Information System (MMIS) on pay and allowances of Central Government Employees.
10.	Opening of new Sub-Heads of expenditure.
11.	Advance(s) from Contingency Fund of India.
12.	Submission of proposals for Budget Announcements to MoF and implementation of such Budget Announcements.

13.	Maintenance of expenditure figures.
14.	Follow up action on the Economy Instructions of Ministry of Finance.
15.	Follow up action on the Reports of Public Accounts Committee and Committee on Public Undertakings.
16.	Follow up action on the Report of Comptroller and Auditor General along with monitoring and reviewing of outstanding Audit paras and Inspection Reports.
17.	Parliament Questions/Assurances/VIP references etc. on the above subjects.
18.	Examination of Appropriation Accounts.
19.	Vote on Accounts Proposal.
20.	Estimated Strength of Establishment / submission of other Budget Statement to M/o Finance relating to Printing of Expenditure Budget and Expenditure Profile.
21.	Monitoring the Audit Paras and Inspection Reports arising pertaining to Secretariat and Subordinate/Attached Offices under this Ministry.
22.	Status of Implementation of Budget Announcement uploaded on eSamiksha portal by B&A Section.

## CHIEF CONTROLLER OF ACCOUNTS

1	Acts as overall charge of the accounting organization of the Ministry. Responsible for release of fund, budgeting, accounting and Internal Audit.
2	<b>Pr. AO (Administration):</b> All administrative and coordinating functions, rendering financial, technical, accounting advice to department as well as to local and outstation Pay & Accounts Offices.
3	<b>Pr. AO (Budget &amp; Accounts):</b> Preparation of Finance Account, Receipt Budget and Annual Appropriation Accounts of the Demands for Grants controlled by Ministry/Department; Submission of Statement of Central Transactions and material for the Finance Account of the Union Govt. (Civil) to Controller General of Accounts (CGA); Ensure efficiency, accuracy and timely submission of monthly and annual account to CGA; Preparation of annual Accounts at a Glance in r/o MIB; Ensure timely accurate comprehensive relevant and useful Financial reporting; Monitor the adherence to prescribed accounting standards, rules and principles; Monitor the clearance of balances under Debt, Deposit, Suspense and Remittance (DDSR) heads and take timely corrective actions to clear adverse balances under the heads; Monitor opening of appropriate heads of account for new schemes as per Budget Circular and LMMH etc.
4	<b>Pr. AO (Internal Audit):</b> Audit of accounts of various offices of the Ministry to ensure that prescribed rules, regulations and procedures are adhered to in their day to day functions; to provide valuable information to rectify the procedural mistakes and deficiencies.

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