

**SEPTEMBER, 2009**

**INDEX (PINK BOOK)**

**I. MINISTRY OF HOME AFFAIRS**

<b>Sl. No</b>	<b>Name of the Division</b>	<b>Page No.</b>
1.	Admn. Division	1-17
2.	BM Division	18-21
3.	Coord. Division	22-31
4.	CS Division	32-38
5.	DM Division	39-41
6.	Finance Division	42-47
7.	FFR Division	48-53
8.	Foreigners Division	54-64
9.	IS-III Division	65-70
10.	IS.I Division	71-76
11.	IS.II Division	77-82
12.	J&K Division	83-92
13.	Judicial Division	93-94
14.	NE Division	95-97
15.	NM Division	98-102
16.	PP Division	103-104
17.	Police.I Division	105-111
18.	Police.II Division	112-117
19.	Police Modernization Division	118-122
20.	UT Division	123-131

II. **DEPARTMENT OF JUSTICE** - ..... 132-135

III. **DEPARTMENT OF OFFICIAL LANGUAGE**- -- 136-143

IV. **REGISTRAR GENERAL AND CENSUS  
COMMISSIONER, INDIA** ..... 144-145

V. **CHIEF CONTROLLER OF ACCOUNTS** ----- 146-148

## ADMINISTRATION DIVISION

### Ad. I Section

1. Reporting of vacancies in Group 'A' posts to the EO's office and calling of panel of names for selection.
2. Appointment of officers under the Central Staffing Scheme.
3. Appointment/ Promotion of officers included in the Select List of Grade I and Selection Grade of CSS.
4. Allocation of charge to Group 'A' officers.
5. Nomination of officers to various DPCs/ Committees etc.
6. Nomination of Officers as Election Observers.
7. Review under FR 56(j) – forwarding of recommendations to Deptt. of Pers. & Trg. in respect of Group 'A' officers.
8. Cadre Administration of officers belonging to the Section Officers Grade of CSS.
  - i) Appointments to the Section Officer Grade.
  - ii) Completion of Probation of Direct Recruit Section Officers.
  - iii) Promotions / Postings/ Transfers of CSS.
  - iv) Confirmation of Direct Recruit Section Officers.
  - v) Review under FR 56(j)/ Rule 48 of CCs (pension) Rules of CSS.
  - vi) Preparation of Seniority Lists of CSS.
  - vii) Court Cases relating to Service matters of Officers of CSS.
  - viii) Processing of resignation/ voluntary retirements cases of officers working in MHA Cadre of CSS.
  - ix) Forwarding of application for outside jobs/ posts (except deputation posts.) of CSS.
9. Personnel Administration of Officers of and above the level of Section Officers.

- i) Fixation of Pay.
- ii) Grant of 1<sup>st</sup> and 2<sup>nd</sup> increments to Section Officers (Probationer).
- iii) Stagnation increment/Special Pay etc.
- iv) Verification of service on completion of 25 years of service.
- v) Processing of intimations under CCS/AIS Conduct Rules.
- vi) Issue of leave sanction orders.
- vii) Maintenance of Service Book/ Leave Account.
- viii) Engagement of consultants in MHA(P).
- ix) Forwarding of application of officers/ officials under the Administrative control of Ad. I Section for issue of Identity Card, Parking Label and BCAS Passes.

#### **Ad. I (A)Section**

1. Cadre Administration of officers belonging to the Stenographers of Merged Grades 'A' and 'B' of the CSSS. Cadre Administration consists of the following work:
  - i) Appointments to the Stenographers Merged Grade 'A' and 'B'.
  - ii) Promotions / Postings/ Transfers.
  - iii) Review under FR 56(j)/ Rule 48 of CCS(pension) Rules of CSS.
  - iv) Preparation of Seniority List.
  - v) Court Cases relating to Service matters.
  - vi) Processing of resignation/ voluntary retirements cases.
  - vii) Forwarding of application for outside jobs/ posts (except deputation posts.).
2. Appointment of formal staff in the office of Home Minister and the Ministers of State.

3. Personnel Administration of CSSS officers/officials[Sr.PPS/ PPS/PS/PA/Steno Grade "D"] posted in MHA(P) including DOL and DOJ and Personal Staff of Ministers.
  - i) Appointments/ Fixation of Pay.
  - ii) Special Pay/Release of Increments.
  - iii) Verification of service /Verification of service particulars for Govt Accommodation, GPF, LTC and other advances etc.
  - iv) Maintenance of Service Book/ Leave Account.
  - v) Processing of intimations under CCS/AIS Conduct Rules.
  - vi) Issue of leave sanction orders.
  - vii) Forwarding of application of officers/ officials under the Administrative control of Ad. I (A)Section for issue of Identity Card, Parking Label and BCAS Passes.
  - viii) Deployment of Stenographers in MHA/DOL/DOJ.
  - ix) Deployment of Stenographers for Control Room Duty on Holidays and Gazetted Holidays.
  - x) Deployment of Stenographers for verbatim duty, i.e. taking dictations during the official meetings presided over by Ministers and Higher level officers.
  - xi) No Objection Certificate for Passport/Permission for visit abroad.
  - xii) RTI matters.
4. Grant of Honorarium to officers/officials of all the grade of MHA (P) (including DOL and DOJ)

### **Ad. II Section**

1. Personnel Administration in respect of Assistants, UDCs, LDCs, Group 'C' (Non-ministerial), Hindi Translators (Jr. & Sr.), and 'D' Employees of the MHA(P) which, inter-alia consists of following items of work:

- (i) Taking staff on the strength of MHA(P) and maintenance of Monthly and Quarterly Incumbency.
- (ii) Posting and Transfers of Assistants, UDCs, LDCs, Group C(Non-Ministerial) and Group D employees of the MHA(P)
- (iii) Preparation & Maintenance of Service Books in respect of all non-gazetted non-technical staff of Group 'C'(Non-Ministerial) and Group 'D' employees.
- (iv) Sanction of Leave to all Assistants, UDCs, LDCs, Group C(Non-Ministerial) and Group D employees of the MHA(P)
- (v) Fixation of Pay on promotion / appointment of the officials, service books maintained, Grant of leave to all non-gazetted & non-technical employees.
- (vi) Grant of Special pay/ Annual increments/ Stagnation increments/advanced increments.
- (vii) Relieving after retirement/ Transfer/Promotion etc. Issue of orders.
- (viii) Dealing with the cases of un-authorized absence etc., in respect of all the non-gazetted, non technical employees.
- (ix) Verification of Service under FR 56(J) in respect of all the officials, service books maintained.
- (x) Forwarding of applications for typewriting tests and for higher posts to cadre authority.
- (xi) Permission/ Intimation under Central Civil Service (Conduct) Rules
- (xii) Verification of LTC claims and their entries in the Service Book.
- (xiii) Attending personal inquiries, etc.

2. Cadre administration in respect of Group'C'(NM) and 'D' Employees:

- i) Appointment in the grade, C & A verification, medical examination.
- ii) Compassionate appointment in the grade of Group' D'.

- iii) Confirmation and promotions including financial up gradation under the ACP Scheme.
  - iv) Preparation and maintenance of the Seniority lists.
  - v) Court Cases in respect of service matters.
  - vi) Periodical Returns/Reports.
3. Matters relating to allotment of residential accommodation by the Directorate of Estates.
  4. Training to Staff of the MHA (P) under Hindi Teaching Scheme and In house computer training-Nomination regarding.
  5. Appointment of Junior Hindi Translator in MHA (P) after completion of pre-appointment formalities.
  6. Processing of Bills & and issue of sanction orders for translation from languages other than Hindi or English.
  7. Recreation Club:- Holding elections and Grants-in-aid.
  8. Procurement and supply of uniforms to Group 'C' (NM), and 'D' Employees (Livery Items).
  9. Scrutiny and Forwarding of applications for Identity Cards, Parking Levels, Memberships of Libraries/Societies/Admission forms for Central School. etc.
  10. JCM/ Office Council MHA- Matters regarding.
  11. Processing of Bills of Government Counsels in respect of Court Cases relating to the Section.
  12. Matters connected with canteens, etc
  13. All the welfare activities of MHA (including immediate relief to the family of the deceased employees).
  14. Matters regarding Daily Wager of the MHA (P)-engagement, maintenance of Service books, Grant of leave orders, Monthly payment on the basis of attendance, etc.
  15. Maintenance of Personal Profiles of employees under the control of Ad.II, in PIS (Personnel Information System) of NIC.

### **Administration-III/Ad.III-A Sections**

1. Office Accommodation
2. Office furniture
3. Office Stationery
4. Telephones and telephone bills
5. Staff Cars
6. Bicycles and Motor cycles for messengers
7. Arrangement for entertainments, conferences etc.
8. Weather comforts in office
9. General cleanliness
10. Shifting of offices
11. Maintenance of Records of duplicate keys of Steel Almirahs
12. Fixing of Night Latches to the doors of rooms occupied by officers/sections dealing with the work of secret nature.
13. Provision of call bell
14. Maintenance of the office Building
15. Supply of computers
16. AMC of Computers/Printer/UPS, photocopier and FAX machines/KTS
17. Supply of various standardized forms
18. Disposal of waste paper
19. Auction of condemned stores
20. Supply of Computer/FAX machine consumable items

21. Supply of photocopier/FAX machines
22. Holding of Anti-Terrorism Day, National Integration, Quami Ekta Day celebrations.
23. RAX telephones (transferred from IS Division)
24. Employment of Coolies and Daily Wagers.
25. Display of portraits Photograph of national Leaders.

### **Ad.V Section**

1. Pension cases in respect of all officers and staff working in Ministry of Home Affairs (Proper), Department of Official Language (Sectt.) and Department of Justice.
2. Training of officers of MHA (P), Deptt. of Official Language & Deptt of Justice in India and abroad.
3. Framing of Recruitment Rules for various ex-cadre and isolated posts in Ministry of Home Affairs (Proper), Deptt. of Official Language (Sectt.) and Deptt. of Justice.
4. Filling up of ex-cadre/ isolated posts in Ministry of Home Affairs (Proper), Deptt. of Official Language (Sectt.) and Deptt. of Justice.
5. Forwarding of applications in respect of officers in MHA (Proper) and Deptt. of official and Deptt. of Justice for deputation/ foreign service for gazetted posts in other Departments/Offices/Organizations.
6. Personnel Administration of Officers and staff holding ex-cadre/ isolated posts in Ministry of Home Affairs (Proper), Deptt. of Official Language (Sectt.) and Deptt. of Justice.
7. Settlement of Leave Salary and Pension contribution cases in respect of Officers on foreign service & deputation on gazetted posts.
8. Creation/Continuation & revival of posts required in Ministry of Home Affairs (Proper), Deptt. of Official Language (Sectt.) and Deptt. of Justice.
9. Promotion and Personnel administration of Chief Security Officer of Secretariat Security Organisation.



10. Settlement of family pension in respect of dependents of deceased Government servants of erstwhile Political Department.

**Ad.VI Section**

1. Cadre Administration of officers belonging to Assistants Grade of the Central Secretariat Service, UDCs and LDCs of the Central Secretariat Clerical Service and Stenographers Grade II & III (Personal Assistant and Grade 'D' ) of the Central Secretariat Stenographers Service of the Ministry of Home Affairs Cadre, Cadre Administration consists of the following work :
  - i) Appointment.
  - ii) Completion of Probation.
  - iii) Confirmation.
  - iv) Promotion.
  - iv) A.C.P.
  - vi) Review at the age of 50/55 years under FR 56(j).
  - vii) Posting and transfer to various cadre units.
  - viii) Preparation and updating of Seniority Lists.
  - ix) Court Cases relating to service matters of the above mentioned grades.
  - x) Resignations.
  - xi) Imparting of training to non-gazetted staff at ISTM.
  - xii) Issue of NOC for transfer from Delhi to any Central Government Office located outside Delhi.
  - xiii) Maintenance of Reservation Rosters for SC/ST, OBC and P.H. categories.
  - xiv) Forwarding of applications for outside jobs.
  - xv) Voluntary Retirements.
2. Compassionate Appointment.
3. Maintenance of Seniority List of Group 'D' Educationally qualified category.

4. Deputation of officers belonging to decentralized grades of the CSS./CSSS and CSCS Cadre of the Ministry of Home Affairs to ex-cadre posts.

#### **Ad.VII Section**

1. Matters relating to intra-division coordination pertaining to Administration Division.
2. Furnishing of various fortnightly/ monthly/Quarterly & Annual returns in respect of Administration Division to the concerned Divisions of MHA.
3. Work relating to the allocation/transfer of subjects among various Divisions of the MHA.
4. Residual matters which are not specifically allocated to any Division.
5. Allotment of disputed receipts.
6. Miscellaneous receipts/communications/MP/VIP references received in the Ministry but not concerning any Section/Division in MHA.
7. Issuing notice/preparing minutes of the weekly/fortnightly meeting of Officers of Admn. Division taken by Joint Secretary (Admn.)

#### **Public Section**

1. Bharat Ratna and Padma awards.
2. Ashoka Chakra series of Gallantry awards for civilians.
3. Jeevan Raksha Padak awards.
4. National Flag of India.
5. National Anthem of India.
6. State Emblem of India.
7. Table of Precedence.
8. Issue of instructions relating to protocol to be observed on the death of high dignitaries.
9. Authentication (Orders & Other Instruments) Rules.
10. Order of Precedence of wearing of President's medals and decorations.

11. Approval for institution of new awards/decorations by various Ministries/Departments of the Government of India.
12. Issue of instructions to State/UT Governments, Central Ministries/Departments etc., on the pattern of celebrations to be observed on Republic Day, Martyr's Day (30 January), Independence Day, Anti-Terrorism Day, and UN Flag Day.
13. Issue of Gazette Notification regarding assumption of office by the President and the Vice-President of India and making arrangements for the swearing-in-ceremony.
14. National Calendar.
15. Official Dress
16. National Festival

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### **Vigilance Cell**

1. Liaison relating to all vigilance matters within the purview of the Chief Vigilance Officer of Ministry of Home Affairs. (There is separate CVO for Department of Official Language).
2. Positive Vetting in respect of officers posted in Ministry of Home Affairs and Department of Justice.
3. Vigilance cases in respect of officers and members of staff in the Ministry of Home Affairs (Proper), Department of Official Language and Deptt. Of Justice. (Chief Vigilance Officer, Department of Official Language deals with the cases of officials in attached/subordinate offices under Department of Official Language as well as officers of Official Language Service and other ex-cadre posts in the Department of Official Language).
4. Disciplinary cases involving procedural lapses, indebtedness, delays and other administrative lapses where disciplinary action is envisaged, these will be dealt with in the initial stages in the respective Administrative Sections. If as a result of preliminary finding, it is decided to take disciplinary action, such cases will be transferred to the Vigilance Section for initiating disciplinary proceedings and taking it to final conclusion and issue of penalty order etc.
5. Complaints about corruption in r/o officials posted in MHA received from CVC, CBI, Department of Personnel & Training etc.

6. Coordination of information pertaining to vigilance cases, submission of reports and returns prescribed by Central Vigilance Commission and Department of Personnel & Training.
7. Circulation of orders/decisions relating to blacklisting of firms and contractors (other than the matters handled in Procurement Wing).
8. Custody of ACRs in respect of all Section Officers/Private Secretaries posted in MHA, Department of Justice, Department of Official Language as well as Cadre Units of MHA.
9. The ACRs of LDCs/UDCs/Assistants/PAs posted in Cadre Units will be maintained and kept in their custody by Cadre Units and will be provided to Vigilance Section, as and when needed for confirmation, promotion etc.
10. Maintenance of ACRs in respect of Group A officers posted in MHA and Department of Justice. However, after completion of the ACRs, these will be sent to Department of Personnel & Training or the other concerned Cadre Controlling authorities for their custody.
11. Matters relating to adverse entries in respect of officers and staff posted in MHA and Department of Justice.
12. Compilation/maintenance of immovable property returns in respect of officers posted in MHA and Department of Justice. In respect of officers posted on deputation, the property returns will be sent to the concerned Cadre Controlling authorities for their custody.
13. Top Secret seals.
14. Instructions relating to implementation of security measures in MHA and Department of Justice, except instructions relating to Cyber/Computer security.
15. Sending Half Yearly report to IB in respect of security inspections conducted by Departmental Security Officer.
16. Preparation of greed List and List of Officers of Doubtful Integrity in respect of officers of MHA(P), D/o Justice and D/o Official Language.

### **Cash-I Section**

1. Drawal and disbursement of Pay and Allowances and Wages to the members of staff of Ministry of Home Affairs, Deptt. of Official language and Deptt. of Justice.

2. Effecting of un-official recoveries i.e. Electricity and water charges, Dues of Co-operative Societies, LIC premium and Benevolent Fund from pay and Allowances.
3. Issuing Last Pay Certificate.
4. Drawal and disbursement of Overtime Allowance, Honorarium, Tuition Fee, Night Duty and Day Duty Allowance etc.
5. GPF /CPF
  - i) Maintenance of GPF and CPF accounts of all officers excluding AIS officers. Calculation of Interest of GPF/CPF accumulations. Issuing annual statement.
  - ii) Drawal and disbursement of GPF advance, part withdrawal and final withdrawal.
6. Drawal and disbursement of short term advances such as Festival Advance, Flood Relief Advance, Table Fan Advance and Cycle Advance.
7. Drawal and disbursement of Long Term Advances such as House Building Advance, Motor Car / Motor Cycle Advance and personal Computer Advance.
8. Drawal and disbursement of Travelling Allowance to Gazetted and Non-Gazetted Officers.
9. Issuing Exchange Order for obtaining Air Tickets on credit basis from Air India, Indian Airlines and Vayudoot, Balmer & Lawrie and Pawan Hans and making payments to these firms.
10. Drawal of Advance and disbursement of cash (on the spot payment) to the Non- Official members who attend the High Level meetings and various award functions.
11. Drawal and disbursement of Leave Travel concession to Gazetted and Non-Gazetted officers.
12. Re-imbusement of conveyance charges.
13. Drawal and disbursement of Contingent bills.
14. Drawal and disbursement of Grant-in-aid sanctioned by various divisions.
15. Residuary work concerning pay and allowances in respect of various commissions / committees.

## **Cash-II Section**

1. Preparation of the Budget proposals for the Secretariat Expenditure of Ministry of Home Affairs (Proper), Deptt. of Official Language and Deptt. of Justice.
2. Budgetary provision for hospitality expenses of Ministry of Home Affairs.
3. Budgetary provision for advances to Central Govt. Servants for the purchase of conveyance in Ministry of Home Affairs, Deptt. of Official Language and Deptt. of Justice.
4. Reconciliation of the Expenditure with the Pay and Accounts Offices of MHA and Ministry of Law and Justice.
5. Maintenance of Expenditure Register and issue of monthly expenditure Statements.
6. Quarterly returns in respect of Pay and various types of allowances to the Central Govt. employees required to be sent to Ministry of Finance.
7. Test Audit Notes and Audit objections of the Ministry of Home Affairs (Proper) (Administration side), Deptt. of official Language and Deptt. of Justice.
8. Allotment of GPF numbers to the staff and officers of MHA, Deptt. of Official Language & Deptt. of Justice.
9. Transfer of GPF balance of staff & officers joining MHA from other Ministries/Deptts.
10. Grant of advances and withdrawals from GPF accounts to the staff & officers including officers of AIS.
11. Final payment of GPF balance to the Class-IV employees of Deptt. of Justice on retirement or on quitting service or to their families in case of death during service.
12. Restrictions on the grant of Over Time Allowance.
13. Grant of Advance for the purpose of purchase of plot of land or for House Building, addition and alteration to houses etc.
14. Grant of Advance for purchase of Motor Car, Personal Computer, Motor Cycle/Scooter, Cycle & Table Fan.
15. Children's Education Allowances.
16. Reimbursement of Tuition Fee.

17. Issue of CGHS Cards to the employees of MHA including Deptt. of OL & Deptt. of Justice.
18. Medical reimbursement in accordance with CGHS Rules and C.S. (Medical Attendance) Rules.

### **RTI Section**

1. Preparation of internal policy in respect CPIOs in MHA and other works relating to RTI Act, 2005.
2. Forwarding of applications received under the RTI Act, 2005 to the concerned Public Information Officers/Appellate Authorities in MHA/outside MHA,.
3. Monitoring and Reporting under the RTI Act, 2005.
4. Nomination of Nodal officer and Updation of lists of Appellate Authorities/CPIOs of MHA alongwith work allotted to them.
5. Collation/Preparation of Quarterly/Annual returns under Section 25 of the RTI Act, 2005 from all Central Public Information Officers/Appellate Authorities in this Ministry.
6. On line submission of Annual/Quarterly return to the Central Information Commission in respect of this Ministry & attached & Subordinate Offices and Delhi Police.
7. Preparation of various internal reports/returns on issues relating to the Section.
8. Miscellaneous work relating to the RTI Act, 2005.

### **Secretariat Security Organization**

1. Policy matters relating to Govt. Building Security.
2. Processing and examination of proposals for extension of MHA security cover to Government buildings housing Ministries/Departments/Offices of the Central Government and related matters.
3. Coordination with various security agencies involved in Govt. buildings security.

4. Secretariat Security Instructions-interpretation, amendment and implementation of.
5. Coordination of preliminary investigation of the theft cases in Government buildings under MHA security cover.
6. Cadre Administration and personnel administration of the officers belonging to the Secretariat Security Force and Group 'B' and 'C' officers of the Reception Organization.
7. Creation and continuance of posts required in SSF and Reception Organization.
8. Disposal of unserviceable items of stores in respect of Secretariat Security Force.
9. Procurement/Supply of uniforms, kits, Arms & Ammunition for SSF & ROs.
10. House keeping functions in respect of SSF & ROs.
11. Preparation of Budget Proposal for SSO.
12. Welfare measures in respect of SSF and Reception Organization.
13. Issue of CGHS Cards to Group 'B' 'C' and 'D' employees of Reception Organization and SSF.
14. Medical reimbursement claims/LTC of Group 'B' 'C' and 'D' employees of Reception Organization and SSF.

### **Cash-III Section**

1. Drawal and Disbursement of Pay and Allowances to the member of staff of Reception Organisation and Secretariat Security Force.
2. Effecting of Un-official recoveries i.e. Dues of Co-operative Societies, LIC premium and Benevolent Fund, from Pay and Allowances.
3. Issuing of Last Pay Certificates and Income Certificate.
4. Drawal and Disbursement of Overtime Allowance Honorarium, Cash Award etc.



5. Maintenance of GPF Accounts of all Officers of Reception Organisation and Secretariat Security Force, Calculation of Interest of GPF accumulations, Issuing annual statement.
6. Drawal and Disbursement of GPF advance, Part with-drawl.
7. Final Payment of GPF balance to the ex-employees on retirement or on quitting service or to their families in case of death during service.
8. Drawal and Disbursement of short term advances such as Festival Advance, Food Relief Advance, Table Fan Advance, Pay Advance and Cycle Advance.
9. Drawal and Disbursement of Long term advances such as HBA, Motor Cycle Advance, Computer Advance etc.
10. Drawal and Disbursement of Travelling Allowance to member of Reception Organization and Secretariat Security Force.
11. Drawal and Disbursement of LTC to the member of Reception Organization and Secretariat Security Force.
12. Re-imbusement of Conveyance charges and Medical Claim.
13. Preparation of Bills for contingent expenditure "Office Expenses", etc.
14. Re-imbusement of Tuition Fees.
15. Issuing of Form-16/Annual Income Certificate.
16. Issuing of License Fees Certificate.

### **Pass Cell**

1. Issue of Identity Cards to the employees of various Ministries/Departments, State Governments, Public Sector Undertakings, Autonomous Bodies and other related matters.
2. Issue of Non-official identity cards.
3. Issue of Validation Cards to the employees of other Security Organizations of Government of India viz. Ministry of Defence, Lok Sabha Rajya Sabha, Security Staff attached to Ministers, All India Radio, etc. for entry into Government buildings under MHA security cover.

4. Issue of Accreditation to the holder of PIB Cards; and
5. Issue of MHA Car/Scooter parking labels to official vehicles in various Ministries/Departments, State Governments, Public Sector Undertakings and Autonomous Bodies and personal vehicles of officers located at North Block/whose Administration Sections are located at North Block.

### **Reception Organization**

1. Issue of daily visitor's pass to the visitors for entry into Government buildings under MHA security cover.
2. Issue of Temporary Pass to Officials/non-officials.
3. Issue of advance pass for Saturday, Sunday and other holidays.
4. Issue of Special Duty Pass for Republic Day.
5. Maintenance of records pertaining to the visitors.

### **Protocol Section**

1. Travel arrangements including facilitation for officers (JS and above) at airports especially international airport;
2. Custody/Renewal etc. of travel documents i.e. passport, visas and related issues;
3. Reception etc. of important visitors/delegations to MHA and escorting them upto the indicated venue.

## **BORDER MANAGEMENT DIVISION**

### **BM-I Desk**

1. All matters relating to management of Indo-Pak border (excluding LoC in Jammu & Kashmir sector) and Indo-China border.
2. Matters relating to fencing and flood lighting of Indo-Pak border.
3. Strengthening of border policing, surveillance and patrolling in respect of Indo-Pak border.
4. Creation of infrastructure including construction of motorable roads, provision of communication facilities etc. in the border belt.
5. Matters relating to Samjhauta Express.
6. Analysis of the intelligence reports and sharing of actionable intelligence with concerned agencies relating to Indo-Pak and Indo-China borders.
7. MHA's inputs in regard to demarcation of Indo-Pak and Indo-China borders.
8. Composite strategy defining complementary roles of the State Governments and of the Centre in Border Management.

### **BM-II Desk**

1. All matters relating to management of border with Myanmar.
2. Strengthening of border policing, surveillance and patrolling.
3. Creation of infrastructure including construction of motorable roads, provision of communication facilities etc. in the border belt.
4. Analysis of the intelligence reports and sharing of actionable intelligence with concerned agencies relating to Indo-Myanmar border.
5. MHA's inputs in regard to demarcation of border.
6. Matters relating to border trade with Myanmar.
7. Survey of Boundary Pillars along Indo-Myanmar border.

8. Composite strategy defining complementary roles of the State Governments and of the Centre in Border Management.

### **BM-III Section**

1. All matters relating to management of Indo-Bangladesh border.
2. Matters relating to fencing and flood lighting of Indo-Bangladesh border.
3. Strengthening of border policing, surveillance and patrolling.
4. Creation of infrastructure including construction of motorable roads, provision of communication facilities etc. in the border belt.
5. Analysis of the intelligence reports and sharing of actionable intelligence with concerned agencies relating to Indo-Bangladesh border.
6. MHA's inputs in regard to demarcation of border.
7. Matters relating to border trade with Bangladesh.
8. Survey of Boundary Pillars along the border.
9. Composite strategy defining complementary roles of the State Governments and of the Centre in Border Management.
10. Matters relating to Indian Enclaves.

### **BM-IV Section/ Coastal Security Section**

1. All matters relating to the coastal border including island territories of Andaman & Nicobar Islands and Lakshadweep etc.
2. Strengthening of coastal policing, surveillance and patrolling.
3. Creation of infrastructure in the coastal belt.
4. Composite strategy defining complementary roles of the State Governments and of the Centre in Border Management.
5. Island Possessions of India.
6. Matters relating to Lead Intelligence Agencies.

### **BM-V Section**

1. All matters relating to management of border with Nepal and Bhutan.
2. MHA's inputs in regard to demarcation of border.
3. Strengthening of border policing, surveillance and patrolling along Indo-Nepal & Indo-Bhutan borders.
4. Creation of infrastructure including construction of motorable roads, provision of communication facilities etc. in the border belt.
5. Analysis of the intelligence reports and sharing of actionable intelligence with concerned agencies relating to Indo-Nepal and Indo-Bhutan borders.
6. Matters relating to border trade with Nepal and Bhutan.
7. Survey of Boundary Pillars along the border.
8. Composite strategy defining complementary roles of the State Governments and of the Centre in Border Management.

### **BM-VI Section**

1. All matters relating to general coordination of all aspects of border management.
2. Coordination within the various Division of MHA and Ministries/Departments of the Government regarding the preparation of the Action Taken Report on the recommendation of the Group of Ministers on Border Management.
3. Coordination in the matters pertaining to intelligence reports being received from Border Guarding Forces, Intelligence Bureau, etc.
4. Deployment of hi-tech electronic surveillance equipment on the International Borders of the country.
5. Monitoring and controlling indiscriminate growth of religious fundamentalist institutions along the border.
6. O&M and other returns/reports of Border Management Division.

### **BADP Section**

All matters relating to implementation of Border Area Development Programme.

### **ICP Section**

Development of Integrated Check Posts (ICPs) on the land borders of the country including setting up of Land Ports Authority of India (LPAI).

## **COORDINATION DIVISION**

### **Parliament Section**

1. Distribution of various Notices, Questions, Resolutions, Legislative Business, Lok Sabha and Rajya Sabha bulletins etc. concerning MHA.
2. Collection of replies to Questions etc. and preparation of pads for Minister.
3. Preparation of Roster of officers for taking down important points during debates/discussion in both the Houses of Parliament, Motion of Thanks on the President's Address, Budget (General) and Home Ministry's Demands for Grants and functioning.
4. General circulars issued by the Ministry of Parliamentary Affairs, Lok Sabha Secretariat and Rajya Sabha Secretariat, (except those relating to PAC + Estimates Committee ) + correspondence with them in this regard.
5. Coordination work in respect of Assurances given in Parliament concerning MHA.
6. Work relating to Consultative Committee for MHA. (Action taken reports on the points contained in the minutes of the meetings will be sent by the Divisions direct to HM endorsing copies to Parliament Section.
7. Passes for official galleries in Parliament
8. References regarding Parliament Questions to be answered by other Ministries.
9. Translation from English into Hindi and vice-versa of the Parliament Questions, all matters relating to Calling Attention Notices including factual notes, Short Duration Notices, all types of Statements of the Ministers, speeches of the Ministers to be given in the Parliament, Assurances, Annual Report, Citations of Police Gallantry awards including the lists of the names of the awardees, all matters including agenda and minutes of the meetings relating to Consultative Committee, Notices to Parliament by the Ministers, all other documents to be laid in the Parliament and any other work assigned by the Director(OL).
10. Collection of material for Legislative proposals/business to be taken during the Budget, Monsoon and Winter Sessions of Parliament from various Divisions of MHA.
11. Action Taken Report and Statements to be made by the Hon'ble Minister on status of implementation of recommendations of the Parliamentary Standing Committee on MHA in connection with Demands for Grants + other allied work.

12. Review of pendencies of Parliamentary Assurances, Matters raised by way of Special Mentions in Rajya Sabha & under Rule 377 in Lok Sabha + Matters relating to Committee on Government Assurances in respect of MHA.
13. Preparation of the consolidated response of the Ministry of Home Affairs on the recommendations of Committee on Subordinate Legislation, Assurance Committee etc.
14. Circulation of the recommendations etc. of various Parliamentary Committees. (except PAC + Estimates Committee)
15. Circulation of instructions issued by the M/o Parliamentary Affairs/Lok Sabha/Rajya Sabha Sectt. (except those relating to PAC + Estimates Committee)
16. Matters relating to Joint Committee on Offices of Profits sought by the Lok Sabha Sectt.
17. Matters relating to nominations of Members of Parliament on Committees, Councils, Boards, Commission etc. set up by the Government.
18. Forwarding of papers pertaining to Demands for Grants of the Ministry as prepared by IFD to the Department – related Parliamentary Standing Committee on Home Affairs. (Copies of detailed Demands for Grants of MHA are to be supplied to Table Office and Publication Counter of Lok Sabha and Rajya Sabha by the O/o CCA).
19. Issue of aide-memoires and list of Questions finally admitted for answer.
20. Monthly report of laying of papers on the Table of both the Houses and related coordination work.
21. Quarterly return on delay in framing of rules/regulations under a Statue.
22. Coordination of work regarding sending of floppies containing text of Answers of Parliament Questions to Lok / Rajya Sabha Sectt. + Monitoring work of the exercise to examine the text of answers of all the Questions (of MHA) as posted in Parliament website with the hard copy available with the Division.
23. Issue of aide-memoires and list of Questions finally admitted for answers.
24. Attendance in both Houses of Parliament and supply of material etc. required by Ministers and Senior Officers.



25. Correspondence with Lok Sabha/Rajya Sabha reg. Questions, Motions etc. which do not pertain to MHA and to settle the issues.
26. Work related to the Inter Parliamentary Union ((IPU).

### **Coordination-I Section**

1. Review of implementation of the decisions of the Cabinet/Cabinet Committees and forwarding monthly report to Cabinet Secretariat.
2. Coordination and compilation of work relating to MHA on achievements of Government and feature to be published by PIB (material sought by PMO, PIB etc.)
3. Review of monthly status report pertaining to MP/VIP; PMO references; cases and receipts. Circulation of compiled consolidated statement of MP/VIP, PMO references, receipts and cases among various divisional Heads
4. Coordination and forwarding of quarterly status report to PMO on items, relating to MHA, mentioned in PMO Thrust Areas.
5. Coordination and compilation of monthly reports pertaining to Notes sent to Cabinet/ Cabinet Committees; Committees of Secretaries.
6. Obtaining monthly report of pending receipts/ cases from various divisions of MHA
7. Compilation and forwarding of monthly summary for the Cabinet on important matters/ developments to Council of Ministers.
8. Coordination and forwarding of quarterly return of implementation of recommendations of High Powered Commissions/ Committees to Cabinet Secretariat.
9. Coordination and compilation of quarterly report relating to observance of proper procedure in official dealings between the Administration and Members of Parliament and State Legislature.
- (\*)10. Coordination, compilation and forwarding of consolidated information on other misc. items requiring information from more than one Division of MHA.
11. Amendment of AOB Rules as desired by Cabinet Sectt.
12. Circulation of amendments to Govt. of India (Allocation of Business) Rules, 1961, Govt. of India (Transaction of Business) Rules 1961 and Manual of Office Procedure

13. Circulation of minutes of meetings of Cabinet/Cabinet Committees etc.
14. Circulation of classified/un-classified references received from PMO/Cabinet Secretariat/other Ministries/ Departments.
15. Circulation of composition of Cabinet Committees etc.
16. Revision of Pink Book.
17. Adoption of a policy for declaration of National/ International Days.
18. Coordination of work relating to Second ARC report concerning more than one Divisions of MHA. Reports concerning individual Division will be dealt by the concerned Division.
19. Preparation of Monthly D.O. letter from HS to Cabinet Secretary, reflecting major/significant events in MHA.

**(\*) :- Coordination of division specific work would be handled by the concerned Divisions.[e.g. Work relating to Administration, court cases, RTI, Police, DM etc.)**

### **Coordination – II Section**

1. Obtaining information from all Divisions, editing, proof reading, HM's approval, and printing of Annual Report of the Ministry of Home Affairs.
2. Forwarding of Public Grievances (PGs) to different Divisional Heads and other organizations and their follow up for expediting disposal.
3. Review of cases relating to (PGs) by JS(C&PG)
4. Collection / Compilation of periodical returns in respect of representation of SCs/STs in services for submission to DOPT.
5. Collection / Compilation of periodical returns regarding representations of Persons with Disabilities in services for submission to DOPT.
6. Examination of proposals for de-reservation of posts of all Attached/Subordinate Offices.

### **Information and Facilitation Centre**

1. Preparation of Half yearly Return on functioning of Information and Facilitation Centre for submission to DARPG.
2. Receipt and forwarding of PGs to different Divisional Heads and follow up action.

3. Receipt of applications and fees under RTI Act, 2005 and handing over them to RTI Section and Cashier respectively.
4. Providing of general information about the Ministry including details of PGs received in the Ministry and status thereof, list of rules / regulations concerning MHA, Guidelines for conferment of Padma Awards, etc.

### **Record Section**

1. All matters relating to Record Management.
2. Proper maintenance and management of the semi-current records.
3. Compilation and periodic revision of Record Retention Schedule of the Ministry.
4. Return about appraisal and weeding out of records.
5. Compilation and issue of the Annual Index of Records and Microfilming of files etc.
6. Liaison with the National Archives and other Ministries on matters relating to records management.
7. Special drive for review of recorded files- Reports sent to National Archives of India.

### **Library**

1. Reconstitution of Books Selection Committee to advise on purchase of books on the various subjects in English and Hindi for the Library.
2. Purchase of books, Govt. Publications, Civil Lists, Central Gazettes, Codes, Maps, District Gazetteers, etc.
3. Subscription of Newspapers and Journals (including Foreign Journals).
4. Issue and return of books including Inter-Library Loan Services, No Demand Certificates.
5. Classification and cataloguing of publications and Books and their maintenance.
6. Physical Verification of books
7. Scrutiny of Catalogues of various publications received in the Library, daily newspapers, journals, magazines, list of additions, etc.

8. Circulation and supply of journal and newspapers to Ministers and Senior Officers.
9. Matters relating to Audit Objections relating to Library.
10. To make available Central Gazettes to Officers and Sections on demand.
11. Circulation of journals/magazines (including foreign periodicals and journals) to officers of the level of Under Secretary and above.
12. Work relating to payment of bills of purchase of books, newspapers, journals, maps, gazettes, etc. to the suppliers, book – sellers, agencies.
13. Reminders to the readers to return books, journals, etc.
14. Weeding out of old and mutilated books, publications, etc.
15. Supply of photocopies of important articles, Acts, cases, judgments of various courts, etc. to various officers/sections on demand.
16. Binding of Books, Journals, Newspapers, Gazettes, etc.
17. Enrollment of new members of the Library and issue of Pass Books and Borrowers' Tickets and cancellation on transfer, deputation, superannuation, etc.
18. Process of re-imbursement of monthly news paper bills of all officers to the rank of Section Officers and above of MHA (P), DOPT, DOL and DOJ and deduction of 15% amount from the officers who had opted to retain the newspapers / magazines.
19. Recovery on account of loss of books/Borrower's Ticket (s) and deposit the recovered amount with cashier of MHA (P).

### **IT Cell**

1. Processing of IT related project proposals common for all Divisions of MHA.
2. Arrange Computer Training Programmes for employees.
3. Implementation of e-Governance initiatives/ computerization activities in MHA through NIC.
4. All coordination matters relating to addition/ deletion/updation of material on MHA's website with NIC and other divisions of MHA.

5. National e-Governance Plan – Monitoring of Mission Mode Projects under the Plan.
6. Creation of e-mail IDs through NIC for officers and staff of MHA.
7. Conferences/Meetings etc. relating to Information Technology.
8. Cyber Security Matters in MHA including trainings on Cyber Security.

### **Coordination – III Section**

1. Preparation of notes on specific issues likely to be raised in the Parliament, sought by Rajya Sabha Secretariat/Ministry of Parliamentary Affairs/PMO/HM's Office.
2. Material for Budget Speech of Finance Minister, President's address to both Houses of Parliament/Budget Brief.
3. Monthly analysis of pending court cases.
4. Collection / compilation of notes on various issues likely to be raised in the each Session of Parliament.
5. Quarterly meetings to review pending court cases/ contempt cases and undertaking arrear clearance campaigns receipt.
6. Comparing work of parliamentary Questions (Starred).

### **T Branch**

1. Top Secret matters relating to Security, Jammu & Kashmir, Internal Security and Police Divisions.
2. Handling of N.G.O. Documents.
3. Typing and dispatch of all Top Secret communications (U.O./D.O./Official letters etc.).
4. Top Secret work relating to the Emergency.

### **Central Registry**

1. Receipt and distribution of local and postal dak (except those addressed to an officer). Registration of classified documents etc.
2. Obtaining translations of communications in languages other than Hindi or English.
3. Delivery of urgent communication at the residence of the officers after the office hours.

### **R & I Section**

1. All Typing and comparing of communications marked for issue (both in Hindi & English)
2. Dispatch of all the letters/communications to addresses after they are signed by the officers concerned.
3. Issues of local/postal communications received from various sections both through beat and by post.
4. Typing, comparing (both in Hindi & English) and making required number of copies of all the Parliament Questions and their replies.
5. Risography and set making work involving 200 copies and more.
6. Receipt and delivery of dak to and from all Sections/Desks/Attached and Subordinate Offices.

### **IWS Unit**

1. WORK MEASUREMENT STUDIES:
  - (a) Undertaking work measurement studies, including scrutiny of proposals for creation of posts received from other Sections/Divisions and attached and subordinate Organisation.
  - (b) Assisting staff Inspection Unit in work measurement studies.
  - (c) Drawing up and reviewing output norms.
2. MANUALISATION

Over-seeing prompt compilation and mineralization of administrative orders and instructions by the Section concerned.
3. Reports of the Administrative Reforms Commission, DAR, Staff Inspection Unit and other external bodies, their processing and implementation.

(These reports will be handled by the Internal Work Study Unit only if the recommendations therein relate to the work allotted to the Internal Work Study Units. In all other cases they will be handled by the respective Sections who will correspond direct with the reporting Organisations).

4. ORGANISATION AND METHODS STUDIES:

- (a) Rationalisation of structures and procedures suo-moto or on request including those relating to activities where the public comes into contact with Governmental administration with a view to obviating harassment to the public.

(For these studies they will compile and maintain up-to-date information concerning the organisation and functions of the Ministry Department including an organisational chart).

- (b) Information system (review and rationalisation of reports and returns, devising procedures for facilitating proper collection, transmission, distribution, processing storage and easy and prompt retrieval of information etc.)

- (c) Forms design and control.

5. Identification of problem areas in and under the Ministry department, including cases of delay, either while performing the functions under I to IV above or otherwise (e.g. scrutiny of reports of Parliamentary Committees, other Committees or Commissions of Inquiry or at the instance of higher officers in the Ministry/Department) and study of such problems Cases, with a view to:-

- locating common types of defects and devising suitable remedies to prevent their recurrence;

OR

- taking up the matter with the Department of Personnel and Administrative Reforms making suggestions for improvement, if that is necessary.

**Secret Issue Section**

1. Typing and dispatch of all secret and confidential communications (U.O. / D.O. / Official Letters etc.)

**Hindi Section**

1. Translation from English into Hindi and vice-versa of the Ministry of Home Affairs including all matters relating to Parliamentary Standing Committee and

the speeches of the Ministers other than those to be given in the Parliament but excluding translation work assigned to Hindi Unit of the Parliament Section.

2. Implementation of the Official Language Act in the Ministry of Home Affairs and its attached and subordinate offices.
3. Inspection of all offices under the Ministry for ensuring implementation of the Official Language Act.
4. Holding of the meetings of the Hindi Salakhar Samiti and the Official Language Implementation Committee of the Ministry of Home Affairs and also attending the meetings of OLICs of the offices under the Ministry of Home Affairs.
5. Organise Hindi workshops for imparting training in Hindi noting and drafting to the Hindi-knowing employees/officers of the Ministry.
6. Participation in the inspection of offices of the Ministry of Home Affairs conducted by the Committee of Parliament on Official Language and monitor the progress of implementation of assurances given to the Committee.
7. Conducting the Cash Award Scheme for promotion of use of Hindi in noting and drafting in the Ministry of Home Affairs.
8. Preparation of Padma awardees' citations in Hindi including the lists of the names of the awardees and any other work assigned by the Director (OL)
9. Conduct shield scheme for attached/subordinate offices.
10. Updating MHA Website in Hindi.

Note: In the event of any exigency of translation work, the personnel of Hindi Unit of Parliament Section and those of Hindi Section shall have to extend the requisite assistance to one another on the directives of the Director (OL).



## CS DIVISION

### CSR-I Desk

1. General Centre-State Constitutional matters.
2. Constitutional crisis in States.
3. Proclamation and revocation of President's Rule.
4. Article 258 of the Constitution – Entrustment of functions to State Governments – coordination work.
5. Legislative and Administrative matters relating to States under President's Rule.
  - (A)(1) Appointment of Advisers to the Governors: -
    - (i) terms and conditions of their appointments; and
    - (ii) other allied matters.
  - (2) Delegation of powers Act.
  - (B)(i) Consultative Committees:-
    - (a) References regarding its constitution from time to time.
    - (b) Holding of periodical meetings.
  - (ii) Legislation relating to States under President's Rule:-
    - (a) Promulgation of Ordinances.
    - (b) Enactment of president's Acts.
    - (c) Laying Statutory Rules / Notifications/ Orders etc. (Which do not concern other Divisions of Ministry) on the Table of both Houses of Parliament.
  - (iii) Budget and other financial matters relating to States under President's Rule.
  - (iv) Petitions and complaints in respect of States under President's rule.

- (v) Coordination of matters dealt with other Ministries / Departments in respect of States under President's Rule.
- 6. Reports from Governors and State/UT Governments regarding developments in States.
- 7. Conferences of Chief Ministers/Chief Secretaries.
- 8. Lotteries, Sweepstakes etc.
  - (i) Policy regarding conduct of
  - ii) Permission to States for conduct of.
  - (iii) Complaints.
- 9. Prize Competition Act and Rules thereunder:
  - (i) Complaints.

### **CSR- II Desk**

- 1. Implementation of Sarkaria Commission's Report.
- 2. Reports relating to Centre-State relationships.
- 3. Inter-State Council.
- 4. Electoral Reforms.
- 5. Defections.
- 6. Code of Conduct during elections for -
  - (a) Legislators.
  - (b) Political Parties.
- 7. All Co-ordination work in CS Division including the following monthly and quarterly reports/returns in respect of CS Division :-
  - (a) Disposal of VIP references.
  - (b) Review and disposal of Court Cases and Contempt of Court Cases.

- (c) Disposal of PMO references.
  - (d) Disposal of cases pending for over a month.
  - (e) Disposal of receipts based on weekly arrear statement.
  - (f) Review of pending Assurances/Special Mentions.
  - (g) Quarterly review of Annual Action Plan.
8. General matters regarding elections:-
    - (i) Elections to Lok Sabha and to Legislative Assemblies.
    - (ii) Mid-term elections in the States under President's Rule.
  9. DGHC matters and creation of a new Council under Sixth Schedule for the hill areas of Darjeeling district of West Bengal in place of DGHC.
  10. Commission on Centre-State Relations.
  11. All miscellaneous matters not specifically allotted to any other Desk/Section of CS Division and coordination work regarding supply of consolidated information on Budget/ Annual Plan/Annual Report etc., in respect of CS Division and organisations under it.

### **CSR-III**

1. Matters relating to general crime including cyber crime excluding crime against SCs/STs, Women, Children, Elderly persons and any other vulnerable sections of society.
2. References on individual IPC and Cr. P.C. crime cases excluding subjects specifically allotted to the concerned Divisions, viz., crimes under special laws administered by respective agencies, territories covered under U.T. and N.E Divisions and Department of J&K Affairs, matters of political murders, bomb blasts, sabotage, complaints against police, extradition, narcotics smuggling, communal violence etc.
3. Crime Statistics.
4. Organized Crime excluding terrorism and requests for extradition.
5. Issues relating to UN Convention on Transnational Organised Crime & its Supplementary Protocols, viz., (i) Protocol to prevent, suppress and

punish Trafficking in Persons, especially Women and Children (Trafficking in Persons Protocol); (ii) Protocol against the Smuggling of Migrants by Land, Sea and Air (Migrants Protocol and UN Commission on Crime Prevention and Criminal Justice.

6. Complaints against MPs/MLAs (criminal or otherwise):- “Matters relating to arrest of Members of Parliament” and “Matters relating to breach of privilege of Members of Parliament”.

#### **CSR IV Section**

1. All administrative, financial and project related matters of National Crime Records Bureau (NCRB).

#### **SC/ST-W Cell**

1. Crime against the members of SCs& STs including atrocities committed under POA Act, 1989 and PCR Act, 1955.
2. Crime against women and children.
3. Crime against elderly persons and other vulnerable sections of the society excluding crime against minorities.

#### **Anti Trafficking Cell**

1. Trafficking in human beings, especially, women and children excluding legislative, welfare and promotional aspects, which are subject matters of Department of Women & Child Development.

#### **M & G Section**

1. Issue of gazette notification regarding assumption/ relinquishment of office by Union Ministers and Parliamentary Secretaries of the Union.
2. Matters relating to salaries, allowances and privileges of the President, Union Ministers and Parliamentary Secretaries.
3. Matters relating to appointment, allowances and privileges of Governor of all States, including modification and upkeep of Raj Bhawans.
4. Work relating to Committee on Rationalisation of Expenditure in Raj Bhawans and Rashtrapati Bhawan and on the reports committee.
5. Model Rules of Business for State Governments.

6. Nomination to Rajya Sabha.
7. Nomination of Anglo-Indians to Lok Sabha.
8. Changes in names of villages, towns and railway stations etc.
9. Code of Conduct for Ministers.
10. Courtesies to be shown to various dignitaries viz., President, Vice-President, Prime Minister, Governors, Lt. Governors, Speaker of Lok Sabha, Union Ministers, Dy. Speaker of Lok Sabha, Chairman, Rajya Sabha, visiting States and Union Territories.
11. Disposal of gifts received by Ministers from foreign dignitaries.
12. Facilities to former Prime Ministers.
13. Pension and other retirement benefits to former vice-Presidents.
14. Role of Governors – constitutional and allied issues.
15. Conferences of Governors

### **SR Desk**

1. Parliamentary legislation under article 2 of the Constitution and in respect of matters specified in articles 3 and 4 of the Constitution of India.
2. Inter-State boundary disputes except disputes between / among the North Eastern States.
3. Demand for formation of new states/Union Territories
4. Interpretation of provisions of the States Reorganization Act, 1956 and other reorganization laws.
5. Apportionment of assets and liabilities consequent on reorganization of States.
6. Rules, regulative Orders, adaptations, unification of laws etc. consequent on reorganization of States.
7. Common Institutions – Directions to the State Governments regarding facilities to be provided under section 113 of the States Reorganization Act, 1956 and corresponding provisions in other State Reorganization Acts.

8. Inter-State Corporations – Directions of the Central Government for their proper functioning and orders under the Inter-State Corporation Act, 1957 for reorganization and reconstitution thereof.
9. Matters regarding--
  - (i) Article 371(2) of the Constitution with regard to Maharashtra and Gujarat, and
  - (ii) Article 371-D of the Constitution with regard to Andhra Pradesh.
10. Matters bearing on the implementation of the scheme of Federal Financial Integration.
11. Financial and administrative matters relating to Zonal Councils which require approval of the Government of India.
12. Jharkhand problems.
13. Family pension cases of the ex-employees of Part 'C' States i.e. Ajmer & Coorg.

### **PR Section**

1. Matters relating to prisons:
  - (i) Prison reform, except those relating to promotion of human rights of prisoners and prevention/checking of human rights violations of prisoners.
  - (ii) Prison legislation-Reforms, Amendment etc.
  - (iii) Prison Staff–Recruitment, training, promotion, grievances etc.
  - (iv) Riots, violence, jail-breaks etc.
  - (v) National/International Conferences/ Congresses/ Conventions on prison matters including Asia–Pacific Conference of Correctional Administrators and other international bodies on Correctional Administration.
2. Matters relating to prisoners:
  - (i) Prisoners legislation-Reforms, Amendment etc.
  - (ii) Release/remission/parole/transfer of prisoners.

- (iii) Complaints regarding tortures, malpractices corruption against jail administration.
- 3. Poisons Act.
- 4. Processing and coordination of the recommendations of various Committees including Parliamentary Committee on Prison Reforms in consultation with concerned Ministries/Departments of Central Government, State Governments and UT Administrations including follow up action on the various recommendations made by various Committees.
- 5. Implementation of Scheme relating to Prison Reforms.
- 6. Repatriation of Prisoners Bill and bilateral treaties thereunder.
- 7. Transfer of prisoners from one state to another including administration of Transfer of Prisoners Act excluding those from J&K, UTs and North East States.
- 8. Work relating to Crime & Criminal Tracking Network System (CCTNS) stands transferred from PM Division.

## **DISASTER MANAGEMENT DIVISION**

### **NDM-I Section**

1. Resource Mobilization for Response and Relief for Natural Disasters.
2. National Disaster Management Control Room and Situation Reports.
3. Matters relating to Calamity Relief Fund (CRF),
4. Matters relating to National Calamity Contingency fund(NCCF) and
5. USAID – assisted DMS project.
6. Parliamentary and other references relating to above matters.

### **NDM-II Section**

1. Disaster Preparedness, Response Planning and Mock Drills,
2. Natural Hazard Surveillance Protocol
3. International Cooperation – response and preparedness
4. National Disaster Response Force (its constitution, training and equipping)
5. Capacity Building for Search and Rescue in States
6. Crisis Management Plan and Mock Drills in respect of natural calamities
7. Multi-Hazard Early Warning Systems, and
8. Parliamentary and other references relating to above matters.
9. Incident Command System.

### **DM-III Section**

1. Post-disaster/Long term rehabilitation and reconstruction including tsunami related work and matters arising out of inadequate rehabilitation measures.



2. Disaster Mitigation programmes and projects.
3. National Programmes for Capacity Building of Architects and Engineers in Earthquake Risk Management (NPCBAERM & NPCBEERM)
4. GOI-UNDP Disaster Risk Management Programme
5. Disaster Communication Network including National Emergency Communication Plan.
6. Database for Disaster Management (IDRN)
7. NGO, Youth Coordination and School education.
8. International cooperation relating to disaster mitigation & reconstruction including foreign deputation cases thereof.
9. Role of Civil Society in measures relating to management of disasters(natural and man-made) and provision of necessary training.

#### **DM-IV Section**

1. Administration of Disaster Management Act, 2005
2. National Policy on Disaster Management
3. Plan and Budget (Disaster Management Schemes)
4. Administrative and Financial matters of National Disaster Management Authority (NDMA)
5. Administrative and Financial matters of National Institute of Disaster Management (NIDM)
6. Disaster management Faculties/Centers in ATIs and other institutes in States
7. Administration and Coordination of matters relating to DM-II Division

#### **AD(CD) Section**

1. All matters relating to Civil Defence and Home Guards including Director General of Civil Defence (DG CD), National Civil Defence College (NCDC) and National Fire Service College (NFSC).

2. Strengthening of Fire and Emergency Services
3. Plan and Budget (Civil Defence, Home Guards & Fire Services)
4. Revamping of Civil Defence.

## **FINANCE DIVISION**

### **Budget-I Section**

1. Finalization of RE/BE (Budget), Demands for Supplementary Grants, Surrender, Re-appropriation and Appropriation Account in respect of the following grants:-
  - i) Ministry of Home Affairs
  - ii) Cabinet
  - iii) Police
  - iv) Other expenditure of the Ministry of Home Affairs.
2. Detailed Explanatory Note on these Grants for discussion with Secretary (Expenditure).
3. Compilation and Printing of the Detailed Demands for Grants of the Ministry of Home Affairs (Vol.I).
4. Preparation of Budget Brief for these four Grants for the Standing Committee of Parliament.
5. Opening of new heads of accounts for these Grants.
6. Preparation of audit paras involving more than one office.
7. Preparation of Savings Notes & Notes on Excess in respect of these grants.

### **Gender Budgeting Cell**

Gender Budgeting Cell handles the following items of work relating to the gender budgeting in the Ministry as well as its attached/subordinate Offices/Organizations, whose Budget is controlled by MHA:-

- i) Preparation of list of Schemes and programmes which are gender specifies.
- ii) Indicating activities undertaken under the programme for women.
- iii) Indicating expected output indicators like number of women beneficiaries increase in employment of women. Post project increase in resources/income/skills.

- iv) Quantifying allocation of resource in annual Budget and physical targets benefiting women.
- v) Constitution of GB Cell and holding of its meeting etc.
- vi) Gender Budgeting.

### **Budget –II Section**

1. Finalization of Budget, Demand for Supplementary Grants, Surrender of funds, Re-appropriation of funds, Appropriation Accounts, Note for regularization of excess expenditure and other related budgetary matters concerning the following Union Territories (without Legislature).
  - (i) Andaman and Nicobar Islands
  - (ii) Chandigarh
  - (iii) Lakshadweep
  - (iv) Dadra & Nagar Haveli
  - (v) Daman & Diu.
2. Compilation and Printing of Detailed Demands for Grants relating to the Union Territories (Without Legislature).
3. Monitoring of monthly receipts and expenditure in respect of the grant relating to the Union Territories (without Legislature)
4. Audit Observations (other than audit paras) and Inspection Reports relating to the Ministry of Home Affairs and its attached and subordinate offices, Deptt. of J&K Affairs, Deptt. of Border Management and Union Territories (without Legislature).
5. Compilation and printing of Outcome Budget of Ministry of Home Affairs
6. Monthly, quarterly and half yearly returns of Inspection Reports and Audit Paras.
7. Coordination of Public Accounts Committee, Estimates Committee, PSU Committee and C & AG Reports concerning Ministry of Home Affairs, Deptt. of J & K Affairs, Deptt. of Border Management and Union Territories.

8. Co-ordination of Budget relating to various Advances including House Building Advances to Government servants.
9. Performance Budget/ Outcome Budget/ Performance Audit

### **AFA (PERS)**

1. Expenditure proposals for Ministry of Personnel, PG, Pensions and Its attached and subordinate offices and UPSC.
2. Expenditure proposal of all Union Territories (with Legislature)
3. Expenditure proposal of all Union Territories (without Legislature).

### **Finance-I Desk**

1. Expenditure proposals for MHA/Ministry of personnel PG & Pensions, DOJ, DOL and all their attached and subordinate offices including CPOs relating to :-
  - i) Delegation of powers to subordinate authorities and Uts under revised arrangements of budgeting and financial control.
  - ii) Deputation/Delegation abroad.
  - iii) telephones & related matters.
  - iv) Liveries/Uniforms.
  - v) Medical reimbursement.
  - vi) Economy instructions.
  - vii) Condemnation of stores/vehicles, disposal of stores/vehicles and other related matters".
  - viii) Hiring of Building.

### **Finance-II Desk**

1. Expenditure proposals/Schemes relating to:-

Department of Official Language and its offices viz., Central Translation Bureau, Central Hindi Training Institute and Parliamentary Committee on Official Language.

2. The following matters including expenditure proposals of personnel matter from Union Territories, Ministry of Home Affairs and its attached and subordinate Offices including Central Police Organisation and Ministry of Personnel, PG & Pensions and its various offices, Deptt. Of Justice, Deptt. Of Official Languages and RGI.
  - i) Interpretation/application/relaxation of :-
    - a) FRs/SRs/GFRs/Pension/LTC Rules/Provident Fund/Staff Car Rules.
    - b) DA/HRA/Border Allowance /CHCA /Risk /Project /Water Allowance etc./CEA.
  - ii) Honorarium/Deputation (Duty) allowance/HBA.
  - iii) Air journeys/by non-entitled officers.
3. Establishment/Administrative work relating of Chief Controller of Accounts, MHA, Controller of Accounts, MHA and Controller of Accounts, Ministry of Personnel, PG & Pensions.
4. Financial/Service matters of national Foundation for Communal Harmony.
5. Circulation of Orders/instructions on financial matters issued by Ministry of Finance, DOP&T/DGP&W etc.
6. Proposals relating to implementation of the recommendation of Central Pay commission.”.

### **Finance-III Desk**

1. Expenditure proposals of BSF, CRPF, CISF, ITBP and NSG.
2. Matters relating to HLEC on Indo-Bangladesh Border, Indo-Pak Border, Indo-China Border and their Technical Committees.
3. Expenditure proposals of Indo Pak Borders, Inter-Bangladesh Border and Coastal Borders.
4. All other matters relating to above points (except establishment matters like fixation of pay, grant of increment, interpretation/application of rules and matters dealt on functional basis in other Desk).

5. Policy matters regarding procurement of stores through Procurement Wing of MHA.
6. Vetting of strength and quantities for the provisioning of stores by different CPMFs.
7. Coastal Patrolling scheme.

#### **Finance –IV Desk.**

1. Expenditure proposals of IB, BPR&D, DFS, NPA, NEPA, CFSL, NCRB, DCPW, DGCD, RGI, NCB and NICFS.
2. Release of assistance to the State Government under the following centrally sponsored schemes:-
  - i) Modernization of State Police Forces.
  - ii) Modernization of Prison Administration.
3. Proposal connected with the reimbursement of the State for the following functions:-
  - i) Registration/Surveillance of Foreigners and under India Citizenship Acts.
  - ii) Implementation of the Police of Home Guards and Civil Defence.
  - iii) Implementation of various schemes towards relief and rehabilitation of refugees, viz. Srilankan, Tibetan from erstwhile east-west Pakistan etc.
  - iv) Re-imburement of PIF/MTF Scheme.

#### **Finance-V Desk**

1. Expenditure Proposals other than personnel related matters of MHA(Proper), Commissions of Enquiry, National Integration Council, Human Right Commission and BADP.
2. Expenditure proposals of Deptt. of J&K Affairs.
3. Expenditure proposals from SSB and Assam Rifles.
4. Matters relating to grant of pension to Freedom Fighters.
5. Re-imburement of SRE (i) J&K (ii) NE and (iii) LWE States.

6. Coordination work relating to IFD.
  7. Finance Commission -
    - i) Grants for upgradation of Revenue and District Administration
    - ii) General Coordination for MHA (\*)
- (\*) Financial advice on the above issues (Sl.No.7) will be given by IFD but substantial examination to be done by concerned administrative Division including coordination by Coordination Division.



## **FREEDOM FIGHTERS & REHABILITATION DIVISION**

### **FF(P) Section**

1. All matters relating to formulation/revision of policy for grant of Samman pension to freedom fighters.
2. Grant of suo-moto pension to freedom fighters.
3. Matters relating to grant of dependent Family Pension.
4. Supply of application forms and copies of Swatantrata Sainik Samman Pension Scheme, 1980
5. Matters relating to Home for freedom fighters.
6. Grant of Tamrapatras to freedom fighters.
7. Allotment of Government accommodation to freedom fighters.
8. Matters relating to grant of concessions/facilities to freedom fighters.
9. Coordination of work relating to preparation of budget in respect of FFR Division.
10. Preparation and submission of returns/reports, material for monthly summaries to Cabinet Secretary in respect of FFR Division.
11. Matters relating to medical facilities and issue of free railway passes to freedom fighters.
12. Matters relating to Committee of Eminent Freedom Fighters.
13. Work relating to Home Minister's Discretionary Grant.
14. Reconciliation of sanction orders regarding grant of pension and Pension Payment Orders.
15. Release of dearness relief to freedom fighters.
16. Coordination of work relating to Parliament questions/other Parliamentary matters in respect of FFR Division.
17. Compilation/updating of Compendium on Freedom Fighter Pension Scheme.

18. Implementation of Cabinet decisions relating to freedom fighters.
19. RTI cases in respect of subjects allotted to FF(P) Section.
20. Website and vigilance related work.
21. All administrative works in respect of FFR Division.

### **FF(EZ) Section**

1. All matters relating to grant of pension to freedom fighters of West Bengal, Orissa, Assam, Tripura, Meghalaya, Manipur, Nagaland, Sikkim, Arunachal Pradesh, Mizoram and Andaman & Nicobar Islands (except cases relating to Goa Liberation Movement, Hyderabad Liberation Movement, Arya Samaj Movement and INA).
2. Court cases relating to grant of pension to freedom fighters of the above mentioned States/UT.
3. Parliament questions/other Parliamentary matters relating to grant of pension to freedom fighters of the above mentioned States/UT.
4. Matters relating to RTI Act regarding grant of pension to freedom fighters of above mentioned States/UT.

### **FF(WZ) Section**

1. All matters relating to grant of pension to freedom fighters of Gujarat, Maharashtra, Goa and Karnataka and UTs of Dadra & Nagar Haveli and Daman & Diu (except cases relating to Goa Liberation Movement, Hyderabad Liberation Movement, Arya Samaj Movement and INA).
2. All matters relating to grant of pension to freedom fighters who participated in Goa Liberation Movement.
3. Court cases relating to grant of pension to freedom fighters of the above mentioned States/UTs.
4. Parliament questions/other Parliamentary matters relating to grant of pension to freedom fighters of the above mentioned States/UTs.
5. Matters relating to RTI Act regarding grant of pension to freedom fighters of above mentioned States/UTs.

### **FF(CZ) Section**

1. All matters relating to grant of pension to freedom fighters of Bihar, Jharkhand, Madhya Pradesh and Chattisgarh (except cases relating to Goa Liberation Movement, Hyderabad Liberation Movement, Arya Samaj Movement and INA).
2. Court cases relating to grant of pension to freedom fighters of the above mentioned States.
3. Parliament questions/other Parliamentary matters relating to grant of pension to freedom fighters of the above mentioned States.
4. Matters relating to RTI Act regarding grant of pension to freedom fighters of above mentioned States.

### **FF(HC) Section**

1. All matters relating to grant of pension to freedom fighters who participated in Hyderabad Liberation Movement and Arya Samaj Movement.
2. Court cases relating to grant of pension to freedom fighters of the above mentioned movements.
3. Parliament questions/other Parliamentary matters relating to grant of pension to freedom fighters of the above mentioned movements.
4. Matters relating to RTI Act regarding grant of pension to freedom fighters of above mentioned movements.

### **FF(INA) Section**

1. All matters relating to grant of pension to freedom fighters of INA.
2. Court cases relating to grant of pension to freedom fighters of INA.
3. Parliament questions/other Parliamentary matters relating to grant of pension to freedom fighters of INA.
4. Matters relating to RTI Act regarding grant of pension to freedom fighters of INA.

### **FF(NZ) Section**

1. All matters relating to grant of pension to freedom fighters of Uttar Pradesh, Uttarakhand, Haryana, Punjab, Rajasthan, Himachal Pradesh, Jammu & Kashmir, NCT of Delhi and Chandigarh (except cases relating to Goa Liberation Movement, Hyderabad Liberation Movement, Arya Samaj Movement and INA).
2. Court cases relating to grant of pension to freedom fighters of the above mentioned States/UTs.
3. Parliament questions/other Parliamentary matters relating to grant of pension to freedom fighters of the above mentioned States/UTs.
4. Matters relating to RTI Act regarding grant of pension to freedom fighters of the above mentioned States/UTs.

### **FF(SZ) Section**

1. All matters relating to grant of pension to freedom fighters of Andhra Pradesh, Kerala, Tamil Nadu, Pondicherry and Lakshadweep (except cases relating to Goa Liberation Movement, Hyderabad Liberation Movement, Arya Samaj Movement and INA).
2. Court cases relating to grant of pension to freedom fighters of the above mentioned States/UTs.
3. Parliament questions/other Parliamentary matters relating to grant of pension to freedom fighters of the above mentioned States/UTs.
4. Matters relating to RTI Act regarding grant of pension to freedom fighters of above mentioned States/UTs.

### **RHS/MD Section**

1. Residuary work relating to resettlement of Tibetan refugees in various States.
2. Residuary work relating to resettlement of repatriates from Sri Lanka and other countries.
3. Grant of permission to the foreigners to visit Tibetan refugee settlements in India.

4. Matters relating to provision of relief, accommodation etc. for Sri Lankan refugees.
5. Reimbursement of expenditure to the State Governments of Tamil Nadu, Orissa etc. incurred on relief and rehabilitation of Sri Lankan refugees.
6. Sanction of staff to the Government of Tamil Nadu for relief and rehabilitation of repatriates from Sri Lanka and other countries and refugees from Sri Lanka.
7. Matters relating to Repatriates Co-operative Finance & Development (REPCO) Bank Ltd., Chennai.
8. Matters relating to REPCO Home Finance Ltd., Chennai.
9. Matters relating to Rehabilitation Plantations Limited (RPL), Punalur, Kerala.
10. Matters relating to admission/readmission of dependent members of refugees in relief Camps.
11. Associations of foreign/international agencies e.g. UNHCR etc. with affairs relating to Sri Lankan refugees.
12. Matters relating to Central Tibetan Schools Administration (CTSA)
13. Court cases relating to above mentioned subjects.
14. Parliament questions/other Parliamentary matters relating to above mentioned subjects.
15. Matters raised under RTI Act relating to above mentioned subjects.

### **R & SO Section**

1. Matters relating to refugees from erstwhile East Pakistan settled in Squatters' Colonies in West Bengal.
2. Residuary work relating to grant of financial relief in terms of Cabinet decision dated 25.7.2000 for Displaced Persons of 1947 from the Pakistan occupied areas of Jammu & Kashmir State.
3. Residuary work relating to claims of various State Governments against Central Government and vice versa in respect of Evacuee Properties.

4. Policy matters relating to disposal of Evacuee Property and payment of compensation to Displaced Persons from West Pakistan.
5. Residuary work relating to Chhamb Displaced Persons Rehabilitation Authority (Defunct).
6. Residuary work relating to grant of financial relief in accordance with the Cabinet decision dated 16.3.2000 for Non-Camp Displaced Persons from Chhamb-Niabat Area of Jammu and Kashmir who were uprooted due to Indo-Pak War, 1971.
7. All matters relating to Enemy Property.
8. Work relating to PAC Reports/Audit Paras concerning above mentioned subjects.
9. Matters raised under RTI Act relating to above mentioned subjects.
10. Parliament questions/other Parliamentary matters relating to above mentioned subjects.
11. Court cases relating to above mentioned subjects.

## **FOREIGNERS DIVISION**

### **Foreigners- I Section**

1. All matters relating to the Foreigners Act, 1946, Passport, (Entry into India) Act, 1920, Registration of Foreigners Act, 1939 and the rules and orders framed under these Acts (except persons from Pakistan, Bangladesh, Afghanistan, China and Sri Lanka)
2. Policy regarding Auroville matters.
3. Policy regarding entry into Restricted/Protected areas.
4. Policy relating to grant of visa to foreigners except the nationals of Pakistan, Bangladesh, Afghanistan, Sri Lanka and China.
5. Parliament work concerning above subjects.
6. Court cases concerning above subjects.
7. Grant of PIO Cards to the subjects of North & South America, France, Spain, Britain, Norway, Denmark, Finland, Iceland, Greece, Switzerland.
8. Matters relating to foreign nationals staying illegally in India.
9. Matters relating to security clearance of passengers including illegal emigration of Indian nationals.

### **Foreigners –II Section**

1. Grant of visa, entry and transit visa, extension of stay, deportation of nationals of the countries of North & South America, France, Spain, Britain, Norway, Denmark, Finland, Iceland, Greece, Switzerland and Italy etc.
2. Security clearance sought by PIB about accreditation of foreign Journalist.
3. Security clearance sought by various Ministries about foreign nationals who come to India under Teacher Exchange Programme, the foreigners who visit different IIT's etc., in India.
4. Grant of RAP/PAP to the subjects mentioned at S. No.1 above.

### **Foreigners-III Section**

1. General matters relating to stay in India of Pakistan nationals and working of Indo-Pakistan Visa system.
2. Long term visa cases of Pakistani Nationals except request of stay in the State of J&K.
3. References regarding grant of security clearance relating to Pakistan nationals visiting vital installations/PAP/RAP cases.
4. Amendment of the Foreigners Act and Rules etc. concerning Pakistan Nationals and matters relating to them.
5. Policy regarding prosecution and deportation of Pakistan nationals.
6. Returns and reports from State Government regarding arrest & deportation of Pakistan nationals.
7. Providing Consular Access to Indo-Pak prisoners under Foreigners Act.
8. Repatriation of Pakistan nationals detainees under Foreigners Act in exchange of India detainees held in Pakistan.
9. Welfare and whereabouts of Pakistan nationals detained in India.
10. All matters relating to Pakistan pilgrims.
11. VIP reference, Parliament question and Court cases relating to above subjects.

### **Foreigners-IV Section**

1. Security clearance for foreign crew members/technicians employed on ships/vessels on contract basis for visit to Indian territorial waters.
2. Research visa of all countries
3. Security clearance to all film projects by foreign TV teams.
4. Matters pertaining to Tibetan refugees and Myanmar refugees.
5. Special visa regime for Chinese nationals.



6. Entry and transit visas, extension of stay, Restricted and Protected Area Permit, deportation, arrest, security and police clearance certificates etc relating to the nationals of East Asia Countries, viz, Australia, Burma, China, Cambodia, Hong Kong, Indonesia, Japan, Korea, Laos, Malaysia, Mongolia, Singapore, New Zealand, Philippines, Taiwan, Thailand, Vietnam, East Timor, Laos, Mongolia. (Other than Missionaries).
7. Film projects by foreign T.V. teams and Research Project proposals of individual foreign scholars (Extension of stay, change of visa status, grant of RAP/PAP etc. is done by the section concerned with the nationality of foreigners.
8. Court cases relating to above subjects.
9. Parliament matters relating to above subjects.

### **Foreigners-V Section**

1. Grant of visa, entry and transit visa, extension of stay visa, issue of Restricted and Protected Area Permit (RAP/PAP) to the citizens of Algeria, Ethiopia, Egypt, Iraq, Libya, Mauritius, Maldives, Morocco, Jordan, Oman, Saudi Arabia, Syria, Uganda, Zaire, Zambia, Ghana, Kuwait, Lebanon, Malagasy, Madagascar, Bahrain, Zimbabwe, Botswana, Malawi, Mozambique, Tunisia, Qatar, Rwanda, Senegal, Iran, Somalia, Tanzania, Kenya, South Africa, Israel, Yemen, Turkey, Palestine, Afghan, Nigeria, UAE, Sudan.
2. Security clearance to Indian mission abroad/Central Govt. Ministries/State Govt. in respect of above nationals.
3. Visa policy relating to stay visa of Afghan nationals and issues relating thereto.
4. Grant of security clearance relating to foreigners referred to above for visiting vital installations.
5. Matters related to grant of PIO cards in respect of the above-mentioned nationals.
6. Matters related to arrest, deportation and other miscellaneous cases in respect of above-mentioned nationals.
7. MP/VIP references, Court cases and Parliamentary matters, concerning the above subject.

## **Foreigners-VI Section**

1. Grant of short term visas, entry and transit visa, extension of stay to Pakistan nationals including those serving in or retired from the following organizations:
  - (a) Police
  - (b) Railway watch and ward.
  - (c) Excise and Customs.
  - (d) Pakistan International Airlines.
2. Grant of permission to Pakistan nationals for Restricted and Protected Areas (RAP/PAP).
3. Grant of permission to Pakistan nationals to visit additional places in India and for change of route.
4. Visa policy in respect of Bangladeshi nationals.
5. Matters relating to arrest and deportation of Bangladeshi nationals.
6. Work relating to grant of visa, entry and transit visa, extension of stay and security clearance to Bangladesh nationals.
7. Security clearance to Indian mission abroad/Central Govt. Ministries/State Govt. in respect of above national.
8. Complaints against Bangladeshi nationals Tribunals under the Foreigners (Tribunals) Order-1964 and allied matters.
9. Tribunals under the Foreigners (Tribunals) Order-1964 and allied matters.
10. Parliament Questions/Court cases/VIP references relating to above subjects.

## **Foreigners-VII Section**

1. Grant of Visa and extension, security clearance, RAP/PAP, court cases, deportation, exit permission, arrest cases etc. in respect of the following nationals: -

Canadian, German, Romanian, Bulgarian, Croatian, Bosnian & Herzgovinian, Serbian, Montenegrin, Macedonian, Slovenian, Slovak, Polish, Portuguese, Czech, Austrian, Sri Lankan, Russian, Ukrainian, Kazakhstani, Belarussian, Uzbekistani, Turkmenistani, Azerbaijani, Georgian, Armenian, Kyrgyzstani, Tajikistani, Moldovan, Estonian, Latvian, Lithuanian.

2. Grant of Visa and extension, security clearance, RAP/PAP, court cases, etc. to
  - a. Missionaries.
  - b. Foreign Crew Members/Pilots/Engineers and related employees of all domestic airlines operating in India.
3. TLF to chartered/non-scheduled airlines' Crew Members/Pilots/Engineers and related employees.
4. Policy : regarding Sri Lanka nationals and Foreign Missionaries.

### **Computer Cell**

1. Security clearance for International Conferences/Seminars /Symposiums /International sports events held in India.
2. Security clearance of Research Projects involving foreign collaboration of individual foreign scholars.
3. Mountaineering visa of all Countries. Matters pertaining to Security clearance of all Expeditions (mountaineering/tracking/car rally, etc.) by the foreigners.
4. Issue of Blacklisting circulars/deletion circulars in respect of foreigners including foreigners of Indian origin whose entry in the country is considered against the national interest.
5. Maintaining/Updating data of Negative List.
6. Preparation of CD's of Negative List of the foreigners and sending to all Indian Missions abroad/ Security Agencies/Immigration Check Post and State Governments.
7. All co-ordination work of the Foreigners Division.
8. Procurement and supply of Visitor forms for distribution to the foreigners

### **Indian Citizenship-I Section**

1. Administration of Citizenship Act, 1955 and Citizenship Rules, 1956.
2. Policy and general questions regarding citizenship.
3. Disposal of Revision Petition u/s 15 of the Citizenship Act, 1955.
4. Disposal of Revision Petition u/s 15 A of the Act.
5. Determination of national status u/s 9(2) of the Act.
6. Termination/deprivation of Indian citizenship u/s 10 of the Act.
7. References on grant of Indian citizenship to Persons of Indian Origin (PIOs) residing abroad.
8. References from MEA and other Ministries regarding citizenship issues.
9. Parliament matters.
10. Budget (Reimbursement of expenditure to State Governments)/UT Administrations on performing functions under Citizenship Act.
11. Court cases in respect of determination of national status under Section 9(2) and work relating to I.C. –I. Section.
12. Claim of Indian Citizenship u/s 3, u/s 7 of the Act and under the various provisions of the Constitution of India.
13. RTI matters relating to the work in the section.

### **Indian Citizenship-II Section**

1. Grant of Indian citizenship by Registration u/s 5 of Citizenship Act, 1955.
2. Grant of Indian citizenship by Naturalization u/s 6 of the Act.
3. Grant of Indian citizenship by Descent u/s 4 of the Act.
4. Maintenance of Registers on grant of Indian Citizenship u/s 5 & 6 of the Act.
5. Renunciation of Indian citizenship u/s 8 (1) of the Act.

6. Issue of certificate of Indian citizenship in case of doubt u/s13 of the Act.
7. Misc. representations regarding grant of Indian citizenship.
8. Compilation of information for Parliament questions.
9. Court cases in respect of the work dealt within IC-II Section.
10. RTI matters on grant of Indian Citizenship
11. Verification of genuineness of Indian Citizenship Certificates for the purpose of issuing passports.

### **Immigration Section**

1. Policy matters related to Immigration functions.
2. Mission Mode Project (MMP)-Immigration, Visa and Foreigners Registration and Tracking.
3. Modernization and Strengthening of Immigration Check Posts (ICPs)
4. Budget matters relating to BoI and Foreigners Division regarding reimbursement to States/UTs for performing agency functions on behalf of the Central Government.
5. Complaints against immigration staff.
6. Permission for Immigration clearance at domestic airports.
7. Policy matters regarding Collective Landing Permits (CLP) for group tourists.
8. Issue of guidelines and review and updation of negative list in respect of Indians.
9. Advance Passenger Information Systems (APIS).
10. Staffing pattern of BoI.
11. Parliament matters in respect of above matters.
12. Liaison with M/o External Affairs in respect of issue of passport & police verification for passport etc.

### **OCI Cell**

1. Policy and guidelines regarding registration as Overseas Citizen of India (OCI).
2. Grant of registration as Overseas Citizenship of India (OCI) u/s 7A of Citizenship Act., 1955.
3. Renunciation of OCI u/s 7C of this Act.
4. Cancellation of registration as OCI u/s 7D of this Act.
5. Pre and post verification of applications filed all over the world.
6. Court Cases regarding OCI.
7. Misc. representations regarding OCI registration.

### **FCRA-I SECTION**

1. Educating associations for the timely submission of foreign contribution accounts.
2. Maintaining records of annual accounts in respect of each association registered or granted prior permission under FCRA.
3. Computerisation of FC returns.
4. References from other Departments/ Institutions about project proposals etc. submitted by associations registered or granted prior permission under the Act.
5. Parliament questions on the above matters.

### **FCRA-II Section**

1. Consideration and disposal of applications for registration under Foreign Contribution (Regulation) Act, 1976. Since 1.1.2007 applications are being received online.
2. Request from registered organizations/associations for exemption from the provisions of Section 4(1)(b) of the Act.
3. Handling of petitions/representations received through MPs/VIPs etc. against the orders refusing registration under the Act to the associations/organizations.

4. Request for change of bank and bank account number and issue of revised registration letter to the association/Organization.
5. Request for change of name of the association, change of address and change of office bearers.
6. Cancellation of registration on the request of the Organization.
7. Violations noticed while processing registration cases and issuance of necessary orders under the Act.
8. Consideration and issuance of orders on representations against the above said orders.
9. Parliament questions on the above matters.
10. References from monitoring units and other Sections of FCRA Division for verification of registration numbers, bank account numbers etc.
11. Preparation and maintenance of lists of associations registered under Section 6 (1) of the Act.
12. Notification of organizations of political nature not being a political party under Section 5(1) of the Act.

### **Policy Matters**

1. Policy/guidelines for implementation of the Foreign Contribution (Regulation) Act, 1976.
2. Review/amendment of FC(R) Act, 1976, FCR Rules and Foreign Contribution (acceptance and retention of gifts or presentations) Regulations, 1978.
3. Clarifications provided on the provisions of the Acts/Rules/Regulations.
4. Consideration and disposal of applications from organizations/individuals seeking exemption under Section 31 of the FC (R) Act, 1976.
5. FCRA clearance for project proposals received from organizations which do not require either registration or prior permission under the FC® A, 1976.

6. Court cases challenging the validity of the provisions of FC® Act, 1976, FCR Rules and Foreign Contribution (acceptance and retention of gifts or presentations) Regulations, 1978.
7. Parliament questions on the above matters.

### **FCRA-III Section**

1. Consideration and disposal of applications for prior permission u/s 5 (1), 6 (1A) and 10 (b) of the Foreign Contribution (Regulation) Act, 1976.
2. Violations noticed while processing prior permission cases and issuance of necessary orders under the Act.
3. Consideration and issuance of orders on representations against the above said orders.
4. Change of bank account no. and address of the association in the case prior permission granted.
5. References from other Departments/Institutions about project proposals etc. submitted by associations which have obtained prior permission under the Act.
6. Parliament questions on the above matter.
7. Court cases relating to decisions in respect of associations for prior permission.
8. Consideration and disposal of applications for prior permission for acceptance of foreign hospitality by Members of any Legislature, Judges of Supreme Court, High Courts and Office bearers of political parties and Govt. servants and employees of corporations.
9. Consideration and issuance of orders prohibiting the persons from accepting any foreign hospitality.
10. Processing of online FC-1A form for grant of prior permission to receive foreign contribution.
11. Permission to accept scholarship/stipend/prizes/awards etc. or any payment of like nature from a foreign source by Indian nationals and Indian Organizations.



12. Permission to accept scholarship/stipend/prizes/awards etc or any payment of like nature from a foreign source by Indian nationals and Indian Organizations.

**FCRA (Monitoring Cell)**

1. Scrutiny of Annual FC records of associations receiving foreign contribution to verify proper utilization of foreign contribution by the association
2. Issuing show cause notice to non-reporting associations and those which have received foreign contribution in violation of the provisions of the Act.
3. Monitoring associations which are sensitive or are receiving substantial foreign contribution or have record of violations in consultation with IB, R & AW and concerned State Govts.
4. To carry out inspections of accounts of associations as and when authorized under Foreign Contribution (Regulation) Act.
5. Examine complaints against associations/individuals for violation of FC® Act/Rules and issuance of necessary orders under the Act.
6. Consideration and issuance of orders on representations against the above said orders.
7. Follow-up action Viz., court cases, issuance of sanction for prosecution in CBI cases etc. in respect of associations/persons whose activities are found to be adverse or who have violated the Foreign Contribution (Regulation) Act 1976.

**Ministry of Home Affairs**  
**Internal Security - III Division**  
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Ministry of Home Affairs is the Nodal Ministry for Human Rights matters. The general items of work being handled by IS - III Division include the following:-

**(i) HUMAN RIGHTS UNIT which deals with**

Administration of the Protection of Human Rights Act, 1993, examination and preparation of replies on allegations of human rights violation received from the National Human Rights Commission and the Permanent Mission of India in Geneva besides serving as administrative Ministry for NHRC.

**(ii) NATIONAL INTEGRATION UNIT which deals with**

All matters concerning National Integration Council, monitoring of communal situation in the country, attending to complaints and grievances of minorities having communal angle/overtone, keeping a watch over the activities of individuals and organizations having a bearing on peace and communal harmony, steps for promotion of communal harmony. Serves as administrative Ministry for National Foundation for Communal Harmony (NFCH) besides issues relating to inclusion of languages in the Eighth Schedule of the Constitution.

**(iii) AYODHYA UNIT which deals with**

All issues arising out of court cases pertaining to title/ownership of disputed property/premises commonly known as Ram Janma Bhoomi-Babri Masjid(RJB-BM) at Ayodhya, court cases pertaining to demolition of disputed structure of RJB-BM, maintenance of status quo on the land acquired by Central Government under the provisions of the Acquisition of Certain Area at Ayodhya Act, 1993 in accordance with the orders of the Supreme Court/High Court and promotion of communal harmony.

**IS-III Division**

**NI-I Desk**

1. Communal riots/incidents of law and order in nature occurring between Hindus and Muslims and incidents involving Christians and other minorities;
2. Monthly and other periodical returns regarding Hindu-Muslim communal incidents and incidents involving Christians as received from IB and the State Governments and detailed analysis thereof;
3. Periodical Review of Communal Situation in the country;

4. Reports to be furnished to MEA regarding major communal incidents in the country in respect of various communications received from the foreign organizations;
5. Matters relating to the Aligarh Muslim University;
6. Matters relating to the Dar-ul-Uloom, Deoband;
7. All complaints and Grievances/court cases, including unauthorized Construction of temples, mosques and other places of worship in respect of Hindus vs Muslims/Christians and other religious minorities excluding those which come under other Wings like J & K Division, NE Division, Border Management Division, IS Division, CS Division etc;
8. Other matters having a bearing on Hindu-Muslim/Christian etc. communal situation (not involving actual communal incidents);
9. Communal Press (relating to Hindu-Muslim/Christian etc. communal situation);
10. Communal/law and order aspects relating to Madrasas; and
11. Monitoring of point Nos. 13, 14 and 15 (relating to Communal Riots) of the Prime Minister's New 15 Point Programme for the Welfare of Minorities.

#### **NI-II Desk**

1. Proposals received from various voluntary organizations /institutions, Universities, etc. for sanctioning of grant-in-aid, for holding the various activities in the cause of National Integration/communal harmony;
2. Follow-up action on sanctioning of grant-in-aid to grantees;
3. Sanctioning/releasing grants-in-aid to States/UTs for arranging Essay Competitions for school children at district levels and for college students at State/UT levels;
4. Preparation of budget proposals for grant-in-aid to NGOs and States/UTs for Essay Competition Scheme and payment of TA/DA and other payments for holding the meetings of National Integration Council and its sub-committees and presentation of Kabir Puraskar;
5. Inclusion of languages in the VIII Schedule to the Constitution;
6. Co-ordination/issuing instructions regarding celebration of Sankalp Diwas And Quami Ekta Week;

7. Reconstitution of National Integration Council and its Committees;
8. Change of nomination of members in NIC, Standing Committee and other Sub-Group/Sub-Committees;
9. Convening of meetings of NIC and meetings of Standing Committee etc.;
10. Follow-up action by Ministries and State Governments on the recommendation of the NIC (The Ministries/Sections/Desks concerned with any individual aspect will deal with particular recommendation);
11. Payment of TA/DA to the members of NIC and its committees;
12. National Integration and steps regarding unity of the country including representation received on the subject;
13. All India National Integration activities;
14. Obtaining nominations for Kabir Puraskar, announcement of Puraskar and making arrangements for presentation of the Puraskar to the awardees;
15. Problems of Inter-State migration (Sons-of-the-soil problems etc. in the context of communal harmony in the country); and
16. Conversions to Islam/Christianity, vice-versa and reconversions etc.

### **NI-III Desk**

1. Monitoring of activities of Religious Fundamentalists Organizations;
2. All work relating to Students Islamic Movement of India (SIMI) including issue of declaring SIMI an unlawful association under the subsection (1) of Section 3 of the Unlawful Activities (Prevention) Act, 1967;
3. Action against Government Servants and Public Sector employees for participation in political and subversive activities of a communal nature;
4. Other matters having bearing on the Hindu-Muslim (in regard to Religious Fundamental Organizations);
5. All administrative matters pertaining to National Foundation for Communal Harmony (NFCH) including appointment of Secretary, NFCH;
6. Laying of annual reports and audited accounts of NFCH in Parliament.
7. Valuable comments for the meetings of Governing Council and Executive Council of NFCH;

8. Reconstitution of Governing Council and Executive Council of NFCH;
9. Verification of nominations for the Communal Harmony Awards; and
10. Parliament Questions on the above subjects.

#### **HR – I Desk**

1. References pertaining to UN Special “Rapporteurs on Torture & Extra Judicial, Summary or Arbitrary Executions, Working Groups on Enforced or Involuntary, Disappearances received through PMI Geneva/MEA;
2. UN Commission on Human Rights and related matters;
3. Reports of the Human Rights Organizations (Amnesty International, HRW/Asia, PHR etc.);
4. Monthly summary for the Cabinet;
5. O & M matters; and
6. Parliament Questions on the above subject.

#### **HR – II Desk**

1. All complaints/references under 1503 Procedure (UN) received through Permanent of India, Geneva;
2. Individual references received from various sources such as our Missions abroad, Human Rights Organisations, MPs, PMO etc. on Human Right Violations;
3. Coordination of references from National Human Rights Commission regarding allegations of violations of human rights;
4. Individual incidents requiring reports from State Governments;
5. Policy vis-à-vis various International Human Rights groups/Organizations;
6. Non-governmental Organisations (national) and related activities in the field Of Human Rights in India;
7. International Conferences on Human Rights;
8. Coordinating activities relating to Human Rights training of security forces Personnel;

9. Prison Reforms in so far as they relate to promotion of human rights of prisoners and prevention/checking violation of human rights prisoners;
10. Parliament Questions on the above subject; and
11. Custodial Death.

### **HR – III Desk**

1. All Covenants/Conventions & International Treaties relating to Human Rights including International Covenants on Civil and Political Rights (ICCPR) and International Covenants on Economic, Social and Cultural Rights (ICESCR);
2. All Administrative matters pertaining to National Human Rights Commission, including permanent absorption and extension of deputation of officers/staff of NHRC;
3. Budget and Financial matters relating to NHRC i.e. release of grants etc;
4. Appointment of Members and Chairperson of NHRC;
5. States Human Rights Commissions;
6. Organising Seminars on Human Rights in different States;
7. The Protection of Human Rights Act, 1993 and framing of Rules there under;
8. Laying of Annual Reports and Annual Accounts of NHRC in Parliament;
9. All Court cases relating to violation of Human Rights;
10. Foreign deputation of NHRC Officials/Chairpersons/Members; and
11. Parliament Questions on the above subject.

### **Ayodhya Section**

1. Matters relating to the land acquisition at Ayodhya under the Acquisition of Certain Area at Ayodhya Act, 1993;
2. Matters relating to development of the acquired land preparation of concept plan for the development work and taking action as per the concept plan;
3. Monitoring the progress of CBI case filed before the Special Court at Rai Bareli and Lucknow Bench of Allahabad High Court;
4. Matters relating to the law and order and the security of the acquired area at

Ayodhya and take appropriate action from time to time (these are however the responsibility of the State Government.);

5. Arrangement for proper management of the acquired property;
6. Matters relating to office of the Authorised Person-Cum-Commissioner;
7. Monitoring the proceedings before the Claims Commissioner through the Authorised Person. Protection of Governments interest before the Claims Commissioner and arrange for payment of compensation and proper accounting;
8. Matters relating to negotiations held during the years 1989, 1990-91 and 1992;
9. All court cases relating to RJB-BM dispute and any other matter relating to court proceedings both in the High Courts and the Supreme Court. Follow up actions in respect of orders passed by the court regarding provision of documents as per observations made by the court from time to time;
10. Monitor proceedings of various court cases, submission on behalf of the Government of India, filing affidavits, etc;
11. Appointment of Counsels, settlement of fees and other matters;
12. Closely follow the proceedings of the Liberhan Ayodhya Commission of Inquiry Take action whenever necessary, for making submissions on behalf of Government of India and for assisting the Commission for completing the Inquiry;
13. Take follow-up action on the report of the Commission when received;
14. Liaisoning with the State Government of Uttar Pradesh, CBI, IB, CPMFs & others in regard to the evidence required to be finalized by Government of India;
15. Appointment of advocates for representing the Central Government, terms And conditions of the advocate, settlements of bills of advocates;
16. Appointment of staff in the Commission;
17. Looking after the matters relating to accommodation and other infrastructure of the Commission;
18. Budget/Funds for the Commission;
19. Any other residual matter relating to the Liberhan Ayodhya Commission of Inquiry;

## IS-I Division

### IS-I Desk

1. Prosecution sanction under OSA, 1923.
2. Analyzing of the intelligence inputs received from various intelligence agencies and follow up action.
3. Sale-purchase of property by foreign Mission/Organizations and Individual in India.
4. Permission to rent out houses to foreign nationals and others.
5. Employment of the members of the family of a Government servant in foreign missions and foreign organization in India.
6. Work relating to espionage modules detected/busted.
7. Declaration of prohibited area by State Governments under OSA, 1923.
8. Inputs on Anti-National Activities including espionage, sabotage, subversion & follow up.
9. Activities of Foreign Missions in India
10. Contracts of Government servants with Foreign Missions and Foreigners.
11. Emergency:-
  - (i) Legislation and rule making
  - (ii) Assessment
  - (iii) Reaction to
  - (iv) References from other Ministries
  - (v) Emergency Committee of Secretaries.
  - (vi) Action under DISIR pertaining to Internal Security
  - (vii) Misuse of Emergency Power
12. Inputs on Central Intelligence Agency(CIA)
13. Administration of Essential Services Maintenance Act.



14. Coordination work pertaining to IS Division.
15. Matter relating to Anad Marg
16. Extremists organizations.
17. LTTE Activities – Ban under the Unlawful Activities (Prevention) Act, 1967.
18. All the work relating to Students Islamic Movement of India (SIMI). This will also involve the issue of declaring SIMI an unlawful association in future under the Unlawful Activities (Prevention) Act, 1967. However, HR Division will continue to look after the ongoing court cases relating to ban on SIMI.

### **IS-II Desk**

1. Tapping of Telephones under Section 5(2) of the Indian Telegraph Act, 1885.
2. Declaration of Notified Areas other than J&K and North-East under Criminal Law Amendment Act, 1961.
3. Matters relating to impounding/revoking of passports
  - (i) Proscription of books/maps and other literatures published in the country.
  - (ii) Prevention of undesirable foreign literature under Section 11 of the Customs Act.
5. Grant of W.T. Licenses etc. – security clearance regarding
6. Security clearance in respect of Indian and NRI Directors for scheduled and non-scheduled air transport service including air taxi and chartering helicopters, opening of flying clubs/flying training institutes etc.
7. Security clearance on various proposals relating to setting up of transponders, up-linking with Indian/Foreign Satellites, F.M. Radio etc.
8. Security clearance for modernization of Airports and Re-development of various Ports.
9. Security clearance for FDI in Print Media, FIPB cases, setting up of units in SEZ.

10. Restriction of travel of Indians abroad on security grounds (passport cases)
11. Problems relating to Indian immigrants abroad
12. Security clearance for grant of License for Petroleum Exploration/Mining License to ONGC/oil
13. Security clearance for grant of Industrial License to set up units to manufacture explosives
14. Security clearance for grant License for PEL/ML to Private Organizations.
15. Pre-War detenus/Residual matters of occupied territories.
16. Censorship
17. Young Persons(Harmful Publication) Act, 1956
18. Interception of perusal articles under Indian Post Office/Act
19. Punjab Special Power (Press) Act, 1950
20. Bomb Detection/Disposal Squads.
21. Rifle Clubs/Associations.
22. Civiliary Rifle Training Scheme.
23. Central Board on Rifles Training Schemes.

#### **IS-IV Desk**

1. Submission and action on the reports received from State Governments and IB on the matters relating to public order and agitation in areas other than those allocated to other divisions.
2. Reference made about bills regarding law and order angle except those specifically allocated to other desks/Divisions.
3. Submission and action on the reports received from State Governments and IB on matters relating to students and teachers/agrarian problems/labour problems

4. Submission and action on the reports received from State Governments and IB on matters relating to law and order problems of Minority Community
5. Submission and action on the reports received from State Governments and IB on matters relating to caste violence (specific cases of caste violence will be dealt with by the concerned territorial desks. Atrocities against SC/STs and against women and children will continue to be dealt with in CS Division)
6. Murders due to political rivalry
7. Sending ATR on recommendations of GoM on Internal Security to NSCS
8. MHA's comments on notes from NSCS on Internal Security
9. Submission of external intelligence reports received from R&AW
10. Suggesting agenda items, on behalf of IS Division for various Conferences such as CM/CS&DGP Conference on Internal Security, Governors Conference, DGP/IGPs Conference, Zonal Council Committees etc.
11. Advisories to be sent to States/UTs to strengthen security arrangements based on intelligence inputs
12. All residual items on Internal Security
13. Coordination of Intelligence requirements for the MHA.
14. Matters relating to (Integrated Operations Centre) IOC, MHA
15. Activities of political parties
16. Report from I.B. and other sources on political developments
17. Voluntary organizations having political implications
18. Religious movements with political implications (matters relating to communal organization will be dealt with by DO-V)
19. Matters relating to War Book (Union, States & UTs)
20. Vulnerable points and vulnerable areas under Union War Book
21. Internal Security Schemes of all the States and UTs.

22. Matter relating to:
  - (a) Students and Teachers
  - (b) Agrarian problems
  - (c) Labour problems.
23. Weekly report on Law and Order to the Cabinet Sectt.

### **IS-VI Desk**

1. H.S. level talks with Pakistan on terrorism and drug trafficking under the composite dialogue process
2. Pilgrimage of Sikh/Sehajdhari Jathas to Pakistan on the occasion of Guru Nanak Birthday, Guru Arjan Dev Martyrdom Day, Maharaja Ranjit Singh B'day and Baisakhi
3. Counter Terrorism Doctrine
4. Setting up of a Special Economic Intelligence Cell for obtaining hard and actionable intelligence to restrict the flow of funds to terrorists
5. Setting up of a Special Cell to Monitor the growth of Madarassas on Indo-Nepal and Indo-Bangladesh Border
6. Intelligence inputs/Reports on terrorism from the IB/R&AW/NSCS Forces/MEA and individuals
7. Inputs for International treaties, JWGs, Special Sessions/Seminars and UN initiatives on terrorism)
8. Advisories to State Governments/UTs on Terrorism.
9. Media/News Items on Terrorism.
10. Individuals complaints/References regarding terrorism.

### **IS-VII Desk**

1. Matters relating to security situation in Punjab except demands of and talks with Akali Dal

2. Notes on situation in Punjab for discussion in internal meetings
3. Monthly report about major developments in Punjab
4. Fortnightly report on migration from/to Punjab to PM office
5. Matters pertaining to Sikh extremist activities abroad
6. Implementation of Memorandum of Settlement on various issues, signed by the Prime Minister and late Shri harcharan Singh Longowal, President, SA(DL) on 24.07.85 at New Delhi
7. All cases of Sikh terrorist violence, even outside Punjab
8. Compilation and analysis of intelligence reports on the subject
9. Reports on foreign broadcasts/foreign dispatches relating to Punjab situation
10. Action on R&AW and IB Reports
11. Fortnightly review of activities of Sikh extremists abroad
12. Unlawful Activities Prevention (Amendment) Act, 2004
13. Press reports on Punjab situation
14. Matters relating to Shiromani Gurudwara Prabandhak Committee(SGPC)
15. The Sikh Gurudwaras Act, 1925
16. Residual matters on POTA
17. Court matters regarding militancy in Punjab and POTA
18. Reimbursement of SRE to Punjab for militancy period

## **IS- II DIVISION**

### **Coordination Section**

1. Matters relating to arrest of Members of Parliament.
2. Matters relating to breach of privilege of Members of Parliament.
3. Matters pertaining to Justice Mukherjee Commission of Inquiry.
4. Residuary matters pertaining to Shah Commission of Inquiry, Maruti Commission of Inquiry, Khosla Commission of Inquiry, Kudal Commission of Inquiry, Thakkar Commission of Inquiry and Jain Commission of Inquiry.
5. Parliament work relating to items at S.No. 1,2,3 and 4 above.
6. Manual of Departmental Security Instructions.
7. Coordination work in respect of NCB, Arms, NSA and Legal Cell.

### **Legal Cell- I**

1. Matter relating to the Terrorists Affected Areas (Special Courts) Act 1984 and Terrorist and Disruptive Activities (Prevention) Act, 1985.
2. Court matters regarding Terrorist and Disruptive Activities (Prevention) Act/ Terrorists Affected Areas (Special Courts) Act.
3. Extradition.
4. Disposal of Estates in foreign courtiers and enquiries in connection with estate in India of deceased persons.
5. Reciprocal arrangements with foreign countries for issue of commissions in criminal matters.
6. Work pertaining to 'Police firing' to maintain law and order.
7. Matters pertaining to Court cases relating to State Police (other than IPS and UT Police) and Complaints against State Police excluding IPS officers and U.T. police (these will be complaints urging action against the police in regard to acts of omission /commission, misconduct, etc.)
8. ICPO (International) and deputation of officers to Interpol Conference.

9. Receipt of evidence from a court or authority in a foreign country in response to the letter of request sent by a court or authority in a foreign country under section 166A, and its dispatch to the concerned court in India.
10. Receipt of request from a court or authority in a foreign country under sub-section(1) or section 166B, and after scrutiny thereof by the Interpol wing of the CBI forwarding the same for taking appropriate action to the Magistrate or police officer, as the case may be.
11. Receipt of all evidence taken or collected by the Magistrate or the police officer, as the case may be under sub-section(2) of section 166B, and its dispatch to the court or authority in the foreign country from whom the request was received, through the diplomatic channel.
12. (i) Issue of summons (ii) letter of requests outside India (through the MEA).
13. Receipt of request for mutual assistance in criminal matters from a court or an authority in a foreign country and its dispatch to the concerned authority or court in India for appropriate action, to be dealt with under section 105(i), (ii), chapter VII A and section 290 to Cr. P. C. ; and
14. Receipt of request, Summons and Warrants under Section 105, Chapter VII, 166A and 285(3) Cr. P. C
  - The subject matter of Extradition is allocated to Ministry of External Affairs as per Allocation of Business Rules, 1961. References received in this regard are transferred to CPV Div. of MEA.

#### **Legal Cell-II of Internal Security Division.**

1. Sanction for prosecution of Non-IPS Police Officials of States under President's Rule.

#### **NCB Section**

1. Administration of Narcotic Drugs and Psychotropic Substances Act (NDPS), Act, 1985, in so far as subjects allotted to Ministry of Home Affairs are concerned.
2. All administrative and establishment matters of Narcotics Control Bureau
3. Administration of Budget of Narcotics Control Bureau and financial monitoring

4. Examination of International agreement/MOU proposed to be signed with other nations for co-operation in the field of administration of drug related statutes.
5. Periodical DG Level Talks between India and Pakistan
6. Bilateral talks between India and China.
7. All Parliamentary matters concerning NCB.
8. Court cases pertaining to NCB (administrative and enforcement cases)
9. Inter Ministerial references pertaining to NCB and its mandate.
10. Processing of nomination of NCB officials to various conferences, Seminars etc. in India and abroad.
11. All matters relating to release of central financial assistance to States to strengthen their enforcement capabilities.
12. Amendment/framing of Recruitment Rules for all level posts in Narcotics Control Bureau:
  - (i) Group 'A'
  - (ii) Group 'B' and
  - (iii) Group 'C' and 'D'
13. Creation/abolition/continuation of posts in Narcotics Control Bureau.
14. Recruitment to the post of Assistant Director and above in Narcotics Control Bureau on transfer on deputation basis in consultation with UPSC/Cabinet Committee wherever required.
15. All matters relating to extension of officials on deputation in NCB beyond the normal tenure.
16. Appointment of Special Public Prosecutors for various Zonal Units of Narcotics Control Bureau.
17. Purchase of land for Office-cum-Residential Complex for various zonal units of NCB.
18. Condemnation/Purchase of vehicles of NCB.
19. Various reports (like Monthly/Quarterly reports, Drug Seizure Reports etc.) and other miscellaneous matters.



20. Implementation status of pending GoM Recommendations pertaining to NCB.
21. Implementation/interpretation of Economy instructions and other misc. matters.
22. Matters to be sorted out with the Department of Revenue regarding amendment to NDPS Act, etc.
23. Complaint against NCB officers.
24. Information seeking under Right to Information Act, 2005
25. Examination of various draft Cabinet Notes having direct or indirect relation with Narcotic Drugs and Psychotropic substances received from Ministry of finance (Department of Revenue), Ministry of Social Justice and Empowerment, Ministry of Health and Family Welfare and Ministry of Chemicals and Petro-chemicals/State Government.
26. Representations etc. received from Drug Manufactures' Association about various aspects concerning NCB.

### **NSA Section**

1. Administration of the National Security Act, 1980 and related policy matters on preventive detentions.
2. Individual detentions/releases made by the States, Union Territories and the Central Government under this Act.
3. Examination of reports received from State Governments and Union Territories under Section 3(5) of the National Security Act.
4. Statutory representations addressed to the Central Government in regard to the detentions made under the National Security Act, 1980 made by the detenues and his/her family members or by others on his/her behalf and also examining the comments of the State Government on such representations.
5. Writ Petitions arising out of detentions made under the National Security Act, 1980.
6. Filing of Special Leave Petition in the Supreme Court of India challenging the orders of High Courts.

7. Dealing with references received from President's Secretariat, Prime Minister's Office and other VIP references on matters relating to the National Security Act, 1980 and detentions there under. Parliament work relating to the above subjects.
8. Examination of draft cabinet notes/ordinance to be issued by State Government having a bearing on preventive detentions under National Security Act, 1980.

### **ARMS SECTION**

1. Interpretation of Arms Act and Rules.
2. Delegation of powers under Arms Act and Rules.
3. Manufacture of fire arms and ammunition – Policy regarding.
4. Proof testing of fire arms – Policy regarding.
5. Manufacture of arms and ammunition in the Private Sector.
6. Possession of machinery to manufacture exempted type of air weapons.
7. Exemption under the Arms Act and Rules.
8. Prohibited Bore Fire Arms – Policy, interpretation and classification, Licenses for PB Weapons.
9. Confiscation and seizure of fire arms and their disposal policy regarding.
10. Import and Export of arms – Policy under the Arms Act and Rules.
11. Possession licenses granted by District Magistrates / State Governments / State Revenue Board under the Arms Act and Rules – representation, appeal, classification etc.
12. Theft / unlawful possession of fire arms and ammunition.
13. Stricter control on arms and ammunition – measures for.
14. Reports and Returns under Arms Act and Rules.
15. Explosive Substance Act :-
  - (i) Interpretation.

- (ii) Amendment
- (iii) Delegation
- (iv) Leakage / theft of explosives – measures for prevention of.

16. Parliament work : Question / Resolution etc. Rajya Sabha/Lok Sabha.
17. Extradition, Smuggling of firearms, drugs and counterfeit currency.
18. Protocol against the illicit Manufacturing and Trafficking in Firearms, their Parts and Components and Ammunition (Firearms Protocol)

## J & K DIVISION

### K-I Desk

#### 1. Legal & Constitutional Matter

- i. General Policy matters regarding J&K.
- ii. Constitutional matters including Article 370 and conditions of the Instrument of Accession, and demands of autonomy by State Government.
- iii. All Legal matters, amendments in various Central Acts and in Constitution in relation to J&K, Imposition of Governor's Rule or President's Rule, Statutory amendments during the President's rule. Bills reserved by Governor of J&K for President's assent.
- iv. Cases under TADA/POTA in J&K and J&K PSA, 1978 and cases regarding J&K being investigated by CBI (In association with IS Div. which deals with TADA/POTA cases in the country).
- v. PUA Act in J&K and banning of militant outfits for unlawful activities, setting up of Tribunal in this connection. Keeping a record of the history of militant groups in J&K. Declaration of disturbed areas in J&K.

#### 2. Political & Security Matters

- i. Anti-national activities of Central/State Government employee.
- ii. Political parties and personalities in J&K.
- iii. Police Administration and plans for modernization/upgradation of J&K Police.
- iv. Coordination arrangements for the conduct of Parliamentary, Vidhan Sabha, Civic Bodies and Panchayat Elections in J&K.
- v. Matters relating to the Hurriyat Conference and other separatist groups.
- vi. Coordination with IS Division to check flow of hawala funds to Jammu and Kashmir/Kashmiri terrorists.
- vii. Political processes in J&K.

- viii. Coordination with IS Div. and PM Div. of MHA regarding Arms seized/captured from militants and their subsequent disposal/use.
  - ix. Coordination with DM Div. regarding Civil Defence in J&K.
3. **Visa related matters**
- i. Policy matters in coordination with Foreigners Division.
  - ii. Clearance for issue of Visa/grant permission to Pakistani nationals and persons of Pak origin to visit Jammu and Kashmir.
  - iii. Black listing for issue of visa and objectionable cases of visits of foreigners/journalists.
  - iv. Clearance for issue of Passport in respect of secessionist leaders of J&K and migrants living outside.
4. **State Administration**
- i. General Policy matters on administrative set up.
  - ii. Governor's monthly reports/special reports.
5. **Security Related Expenditure**
- i. All matters relating to SRE (Police) and release of funds SRE (police) and SRE (Relief and Rehabilitation).
  - ii. Grant of financial assistance to J&K for security related aspects in connection with conduct of elections (Election related SRE).
  - iii. Civic Assistance programmes to be carried out by JKP – Fixing of norms.

**K-II Desk**

- 1. Terrorism/Militancy in J&K – steps for countering the same.
- 2. Coordination with PM Division of MHA and State Government with regard to provision of security to VIPs etc. in J&K.
- 3. Coordination with PM Division of MHA and State Government with regard to security of important installations, ongoing & new projects including Srinagar and Jammu airports, Jammu Railway Station etc.

4. Law and Order and terrorist/Militant incidents and daily situation reports.
5. Counter-insurgency groups and matters connected therewith.
6. Coordination with BM Division and MOD regarding Border Management by Army along Line of Control.
7. Coordination with Police Division, MHA, CPOs, Ministry of Defence and State Government regarding deployment of forces for counter-terrorism work in J&K, etc. including special deployments for election related work in J&K or for events like Amarnath Yatra security.
8. Coordination and control aspects among various CPMFs/Army/J&K Police.
9. Functioning of State Government's Unified Headquarters to fight terrorism in J&K and Ops/Int Groups in J&K.
10. Impact of Infiltration/exfiltration upon militancy in J&K. Infiltration routes within J&K.
11. Coordination with PM Division regarding purchase of sophisticated security devices required for Jawahar Tunnel and various other important installations etc. in J&K.
12. Coordination with State Government regarding security of Shrines, remote, scattered and minority populations etc.
13. Hostages issue – coordination with concerned countries/State Government/Intelligence agencies to sort out issues relating to fresh abduction/kidnapping of foreigners or VIPs.
14. Spill over of militancy from J&K into Himachal Pradesh and related coordination efforts between the two States and the security forces etc.
15. Activities of J&K militants in Nepal/Bangladesh and review of matters connected therewith in coordination with IS Division of MHA.
16. Interrogation reports of various militants apprehended by different agencies in the State and follow-up action thereon.
17. Issue of alert messages on militant activities/their plans of sabotage etc. – periodic review of security situation and preparation of notes/reports on the subject, etc. Sharing intelligence inputs with State Government and DGP J&K.

18. Reports of intelligence agencies and BSF, CRPF, ITBP, MOD, DGMI, DGMO, AHQ regarding intelligence inputs and assessments related to J&K – and sharing the important leads with the State Government for action/report etc. Meetings regarding intelligence related matters connected to J&K including meetings of Int. Group under SS (IS).
19. NSCS meetings and NSCS related matters pertaining to J&K.
20. Situation reports about the current problem areas of militancy in J&K and constant monitoring of situation including reports about various regions/districts affected by terrorism.
21. Village Defence Committees and policy matters connected therewith.
22. Servicing the Internal Security Ops Group for J&K constituted under Special Secretary (IS). High Level security review meetings regarding J&K conducted by HM and HS.
23. Strategic Policy Group, Chief of Staff Committee, Committee of Secretaries on Security matters, etc. pertaining to J&K.
24. Internal Security Actions Plans for Security Forces and Intelligence Agencies to tackle militancy in J&K. Preparation of Sub-Strategies on Various Aspects of Counter Terrorism in J&K.
25. Security related aspects for CBMs pertaining to J&K.
26. Analysis/Interpretation of statistical data regarding terrorist violence received through IB, R&AW, State Government, BSF, etc and of media reports.
27. Government's policy for surrender including surrenders on LoC.

### **K-III Desk**

1. **Media, Publicity and Counter Propaganda regarding J&K**
  - i. Media Strategy for J&K.
  - ii. Psywar Strategy for J&K.
  - iii. Committee of Secretaries meetings on Media in J&K/Task Force on Psywar.

- iv. Reviewing the progress of Ministry of Information and Broadcasting's Special package for TV/Radio/Hardware development in J&K and suggestions about hardware and software development required to be taken up in J&K by I&B Ministry as per media & Psywar strategy.
- v. All matters related to Perception Management, Counter propaganda and publicity.
- vi. Matters pertaining to Documentation Centre.
- vii. Maintenance of CPG budget regarding J&K and accounts thereof. Preview of CPG cassettes/films/publications etc. and post viewing of films shown on TV etc. Meeting of CPG for J&K and Media Advisory Committee, etc.

2.

- i. Development with regard to J&K including PoK, Gilgit and Baltistan at the International Level including United Nations, USA, UK and other European Countries, OIC, other Islamic countries, POK, Northern Areas and Pakistan etc. Expatriate Kashmiri Organizations like the Kashmir Study Centre (USA), Kashmiri American Council (USA), World Kashmir Freedom Movement (UK). Groups in USA, Canada, UK, Germany and other European or Islamic countries having links with secessionists or terrorist groups in J&K.
- ii. Interaction with diplomatic missions, international organizations and coordination of visits of foreign dignitaries or other foreigners to J&K (in Co-ordination with MEA).
- iii. Coordination with MEA. Briefings regarding J&K to be given to foreign diplomats, other foreign visitors, etc.
- iv. Dealing with G 4 Ambassadors and foreign visitors regarding the 1995 kidnapping of foreigners in J&K.
- v. Happening in POK, Gilgit and Baltistan, which are of relevance to J&K.
- vi. Matters related to UNMOGIP (in co-ordination with MEA).
- vii. Organising and Arranging Studies on Specific Topics and programmes as required by Department of J&K Affairs.
- viii. Special schemes for visit of youths from J&K to the rest of the country.



- ix. Co-ordination within K.I Br. And Co-ordination with K.II Br.
- x. All security related matters of Ladakh region including coordination with MOD, BM Division of MHA, State Government etc. regarding matter related to Line of Control / Actual Ground Line Control, terrorism within Ladakh region etc.
- xi. Coordination with Policy Planning Division of MHA regarding aspects of war against International Terrorism and Joint Working Groups on Counter Terrorism which are relevant from point of view of J&K.
- xii. Providing back ground material to MEA for Indo-Pak Talk.

#### **K-IV Desk**

1. Monitoring Economic Packages Announced from time to time by the Prime Minister for Jammu and Kashmir, including Prime Minister's Reconstruction Plan for J&K announced in 2004.
2. **Special Central Assistance**
  - i. Grants by Ministry of Finance of increased Central Plan Assistance for J&K.
  - ii. Examination of State Annual Plan/Budget proposals of J&K.
  - iii. Examination of various Finance Commission Reports and Planning Commission documents with reference to J&K.
3. **Employment Opportunities for J&K Youth**
  - i. Holding of COS meetings through Cabinet Secretariat, taking follow-up action for COS meetings and interaction with various Departments/Ministries and State Government on the issue of providing employment opportunities for J&K Youth.
  - ii. Matters relating to education for youth in J&K. Pursuing recruitment of educated J&K Youth in PSUs/Private Sectors through FICCI/ASSOCHAM/CII, etc.
  - iii. State Government's self-employment schemes and implementation of various employment oriented schemes in J&K through other Ministries/Departments.

4. **Coordination work relating to development matters relating to J&K**
  - i. Standing Committee on Central & Centrally Sponsored Schemes & Projects for J&K.
  - ii. Sub Groups on Central & Centrally Sponsored Schemes & Projects for J&K.
  - iii. Other Coordinational efforts through meeting or otherwise.
5. Preparation of Material on development matters for the visits to J&K by Prime Minister, Home Minister, etc.
6. Inter-Ministerial issues on development matters and coordination with Cabinet Secretariat and other Ministries/Departments.

#### **K-V Desk**

1. **Kashmiri Migrants related matters**
  - i. Policy matters relating to Kashmiri migrants- Coordinating with State Governments, Union Territories, etc.
  - ii. Fixing norms for reimbursement of funds to Government of J&K for relief to Kashmiri migrants.
  - iii. Reviewing State Governments schemes for return and rehabilitation of Kashmiri migrants to their native places.
  - iv. Review of problems of Kashmir migrants.
  - v. Coordinating with State Government for protection of the properties of the migrants left in the Valley.
  - vi. Fixing norms for reimbursement of funds to Government of Jammu and Kashmir for improvement of facilities in Kashmiri migrant camps in Jammu.
  - vii. Dealing with representative groups of Kashmiri migrants.
  - viii. NHRC matters relating to Kashmiri migrants.
  - ix. Central Assistance for improvement of facilities in Migrant camps.
  - x. Other miscellaneous rehabilitation schemes.

2. **Other Relief Matters**

- i. Fixing norms for reimbursement of funds to Government of J&K for Ex-gratia relief to Kashmiri migrants or other civilians for damage to immovable property in terrorism related incidents.
- ii. Fixing norms for reimbursement of funds to Government of J&K for Ex-gratia relief to victims of terrorism for death, injury, etc. in terrorist incidents.
- iii. Fixing norms for reimbursement of funds to Government of J&K for payment of relief to families of victims of, or those affected by Pak firing and to Border Migrants.

3. Coordination of Parliament related matters for the Division.

4. **Miscellaneous Matters**

- i. Matters relating to payment of rent by State Government for properties occupied by security forces.
- ii. Matters relating to public complaints /grievances, day to day miscellaneous representations related to the Division and miscellaneous complaints about administrative matters relating to the State Government.
- iii. Coordination of follow-up of actions required to be taken by Department of J&K Affairs as a result of PM/Ministers/VIPs visits to J&K.
- iv. Marking of Dak received from CR Section to various Desks in the Department.
- v. Matters relating to giving ST status to Argons and Paharis, etc. ( in coordination with Ministry of Tribal Affairs).

**K-VI Desk**

1. Matters relating to Human Rights violations by security forces.
2. Matters relating to MoU with ICRC and visits thereunder.
3. Matters relating to Border Area Development Programme (BADP) in Jammu and Kashmir (Coordination with BM Division and State Government).

4. State Advisory Board, Tribal Advisory Group, Matters relating to Gujjar and Bakerwal communities.
5. Tribal sub-plan in J&K (in coordination with Ministry of Tribal Affairs).
6. Matters relating to rehabilitation of militancy hit widows, orphans, etc.
7. Matters relating to revival of Tourism in Jammu and Kashmir (Coordination with Ministry of Tourism and State Government of Jammu and Kashmir).
8. Matters related to Essential Supplies in J&K including Winter Stocking.
9. Haj Pilgrimage in respect of pilgrims of Jammu and Kashmir.
10. **Matters relating to Annual Amarnath Yatra**
  - i. Civic arrangements in coordination with State Government.
  - ii. Ex-gratia relief regarding deaths, etc. during the Yatra.
  - iii. Court Cases relating to Amarnath Yatra.
11. **Development activities in Ladakh region (in coordination with State Government of Jammu and Kashmir and other Ministries/Departments at Centre)**
  - i. Matters relating to Ladakh Autonomous Hill Development Councils, Leh and Kargil.
12. Matters related to setting up of new districts.
13. **Regional Autonomy and Balanced Regional Development**
  - i. Matters related to Regional Autonomy within J&K and balanced regional development within J&K (this would not include demands for autonomy for the State of J&K as a whole which is a subject matter of K.I Desk of K.I Branch).
  - ii. Efforts at ensuring balanced regional development in J&K.
  - iii. Matters related to delegation of powers/activities/funds by State Government to Panchayat bodies.
14. **Special Concessions/Facilities given to Central Government Employees**

- i. Retention of Government accommodation at New Delhi by AIS officers posted in J&K- each case to be examined and comments sent to Urban Development Ministry before the case is submitted to CCA for decision.
  - ii. Package of incentives/concessions given to Central Government employees and employees of Central PSUs posted in Kashmir Valley. Periodic review regarding extension of the facilities taking into account the changing scenario in the Valley.
  - iii. Age relaxation to Kashmiris in Central Government recruitments.
15. O&M Matters for the Entire Department ( in coordination with other Desks) including O&M returns, Annual report, Monthly summary of important events to be included in the MHA's month summary to the Cabinet and Monthly D.O. letter to the Cabinet Secretary.
16. Matters related to shifting of J&K detenues to and from various State jails in coordination with CS Division.

## **JUDICIAL DIVISION**

### **Judicial & Political Pensions Section**

1. Bills and Cabinet Notes sponsored by other Ministries/Departments for comments of the Ministry of Home Affairs- coordination of.
2. State Legislation:-
  - i) Bills for assent of the President under Article 201 of the Constitution.
  - ii) Ordinances (Proviso under clause 1 of Article 213).
  - iii) Bills for previous sanction of the President as required under proviso to Article 304(b) of the Constitution.
  - iv) Bills for administrative approval before introduction in the State Legislature.
  - v) Regulations framed by the Governors and reserved for the assent of the President.
3. Legislative aspects of the Commissions of Inquiry Act, 1952- Amendment of the Act and Rules there- under.
4. Arrangements with State Governments for defending suits in matters not specifically assigned to other sections.
5. Matters relating to the former rulers of Indian States and their families arising out of the abolition of privy purse and privileges.
6. Political Pensions.
7. All issues regarding Commissions of Inquiry Act, 1952 – legislative aspects and amendments to the Acts and Rules.
8. Coordination of Court Cases (including summons, judgments etc.) pertaining to matters not specifically assigned to other Sections in Ministry of Home Affairs – forwarding the same to the concerned Ministries/Departments/State Governments. Also coordination of notices under Section 80 C.P.C. and summons from courts pertaining to matters not specifically assigned to other sections in the MHA including monitoring replies to legal notices u/s 80 of CPC etc.

## **Judicial Cell**

1. All matters connected with legislative aspect of the Code of Criminal Procedure, 1973, as amended from time to time, other than the implementation of its provisions.
2. All matters connected with the legislative aspects of the Indian Penal Code, 1860, as amended from time to time other than those (i) which are primarily the concern of other Divisions in the Ministry; and (ii) which relate to the implementation of its provisions, i.e. crimes committee under various provisions.
3. Writ Petitions challenging the validity of the provisions of the Code of Criminal Procedure, 1973.
4. Writ Petitions challenging the validity of the provisions of the Indian Penal Code other than those which are primarily the concern of other Divisions/ Departments.
5. Examination of Penal provisions in the Central and State Legislations.
6. Requests for sanction for prosecution under Section 188 Cr.P.C. (and not under Section 197 Cr.P.C.) other than those from C.B.I. and Foreign Governments.
7. Requests for permission for withdrawal of cases under Section 321 Cr.P.C. other than those investigated by the C.B.I. or launched under DIR or DISIR.
8. Petitions for mercy, remission and pardon made to the President of India under Article 72 of the Constitution of India.
9. All matters (not specifically allotted to any section/Desks in MHA) relating to proposals of amendment to Cr.PC, IPC.

## **NORTH-EAST DIVISION**

### **NE-I Desk**

1. Matters relating to insurgency in North-East States except Assam.
2. Scheme of Special Central Assistance in kind of the North-Eastern States for Modernization of Police Force.
3. Scheme of National Highways Patrolling in the North East.
4. Matters relating to SRE claims of North Eastern States except Assam.
5. Issue relating to vacation of Kangla Fort housed by Assam Rifles.
6. Matters relating to Naga Peace Talks.
7. Functioning of NGOs in Manipur.
8. NE ops group.

### **NE-II Desk**

1. General issues relating to Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Tripura, Sikkim particularly:
  - Shifting of First Assam Rifles from Aizwal to Zokhawsang area in Mizoram.
  - Matters relating to Chakma Refugees in A.P Grant of Citizenship etc.
  - Repatriation of Reang refugees from Tripura to Mizoram.
  - Matters relating to Autonomous District Councils in Mizoram.
2. Security clearance for Nagas and other NE residents for the purpose of issue of passport.
3. Helicopter services to NE States.
4. Policy issues regarding RAP/PAP/ILP in North East.
5. Matters relating to Dalai Lama.
6. Matters relating to Karmapa (UTD).
7. Matters relating to Rumtek Monastery in Sikkim.



8. Influx of Tibetan Refugees – security issues.
9. Matters relating to National Meetings & JWG between India and Myanmar.

#### **NE-III Desk**

1. Miscellaneous representations from the general public of Assam.
2. Court cases against Army action/Human Rights violation.
3. Monitoring activities of pro-militant NGOs.
4. Co-ordination work of NE Division
5. Implementation of Armed Forces (Special) Powers Act, 1958.
6. Implementation of Unlawful Activities (Prevention) Act, 1967 – in NE States.
7. Matters relating to security of various projects in NE States.

#### **NE-IV Desk**

1. Implementation of Assam Accord.
2. Issues connected with erstwhile Illegal Migrants (Determination by Tribunals) Act, 1983 and Administration of Foreigners Tribunal in Assam.
3. Implementation of Bodo Accord.
4. All matters relating to Sixth Schedule to the Constitution in Hill Districts of Assam and other States of North East.
5. Political & Socio-Economic grievances of minorities and tribal communities in Assam.
6. Border disputes between Assam and its neighbouring States, including Nagaland.
7. Matters regarding revision of Electoral Rolls in Assam having a bearing on the issue of presence of foreigners in the State.
8. Publicity measures for NE.
9. Matters relating to National Level and JWG meeting between India-Bangladesh.

10. SRE claims of the Government of Assam and modernizations of State Police Force in Assam.
11. Surrender & Rehabilitation policy and its implementation.
12. Monitoring of Law & Order situation in Assam.
13. Extremist activities in Assam.
14. Pak ISI/Muslim fundamentalists in Assam.
15. Matters relating to problems arising out of Bangladesh infiltration in NE States.
16. The Kamtapuri Movement and similar activities and their links with NE insurgent groups.

## **NM DIVISION**

### **NM-I Desk**

1. Ensure that socio-economic development initiatives are put in place to accelerate integrated development in the naxal affected areas.
2. Ensure that naxal affected States put in place improved monitoring and delivery mechanisms, including filling-up of vacancies in backward regions in such areas, for accelerated development.
3. Review implementation of various Central schemes and programmes being undertaken particularly in the naxal affected areas, including clearance / follow-up on infrastructural proposals under Forest Conservation Act, 1980.
4. Review progress and monitor implementation of land reforms and national policies for resettlement and rehabilitation.
5. Closely review / monitor implementation of schemes like Backward Districts Initiative (BDI) and Backward Regions Grant Fund (BRGF), etc., specially approved for naxal affected areas.
6. Putting in place of public grievances redressal mechanisms.
7. Putting in place of suitable recruitment and transfer policies for young and committed officials working in naxal affected areas.
8. Ensure suitable delegation of powers for speedy implementation of development activities.
9. Parliament Questions / VIP references.
10. Media and public perception management; follow-up of environment clearances of projects from naxal affected areas; proposals from naxal affected areas under special allocation in PMGSY; important legislations and policies (tribal rights, tribal development, land acquisition, rehabilitation & resettlement, mining etc.)
11. Scheme of Special Infrastructure in Leftwing Extremism affected States.

### **NM-II Section**

1. Will deal with the monitoring and review mechanism. The items include:

- i) Meetings of the Standing Committee of Chief Ministers of naxal affected States.
  - ii) Meetings of the Task Force.
  - iii) Meetings of the Coordination Centre.
  - iv) Meetings of the Empowered Group of Ministers.
  - v) Other high-level meetings.
2. Follow-up of the decisions taken in the above meetings.
  3. Parliament Questions / VIP references.
  4. Protocol obligations.
  5. Preparation of briefs / speeches, etc.
  6. Administration matters.
  7. High-level meetings (PM, NSCS, SPG, Cabinet Secretary, etc).
  8. Integrated security and development action plans for holistic anti-naxalite action.

### **NM-III Section**

1. Will deal with the schemes like Security Related Expenditure (SRE) scheme, etc. The items include:
2. Framing, modification and administration of Security Related Expenditure (SRE) scheme in naxal affected areas.
3. Coordination, including law and justice issues and Parliament Questions on all security-related issues.
4. National Security Council Secretariat (only for LWE).
5. Monthly reports to Cabinet Secretariat / PMO.
6. Parliament Questions / VIP references.

## **NM-IV Desk**

1. Will deal with intensifying monitorable action plans of the concerned Ministries in the Government of India relating to identified infrastructure needs and their monitoring, poverty alleviation and employment generation programmes and ensuring mechanisms for implementation of land reforms, land rights, extension of PESA, in a time-bound manner. These include:
2. Coordinating preparation of action plans by different Ministries in the Government of India for the development of naxal affected States.
3. Preparation of action plans under National Common Minimum Programme, universal food security, strengthening public distribution system, overall strategy and programme and tribal land alienation.
4. Liaison with Ministries of Environment and Forests, Finance, Social Justice and Empowerment, Tribal Affairs, Textiles, Agriculture, Water Resources, Agro and Rural Industries, Elementary Education and Literacy, Health and Family Welfare, Women and Child Development, Panchayati Raj, etc. for preparation of action plans for infrastructural development of the naxal affected States.
5. Meetings of the Inter-Ministerial Group (IMG).
6. Legal issues relating to naxal affected areas.
7. Preparation of the Annual Report, etc.
8. Inter-Ministerial Coordination of development activities, including Cabinet Notes.
9. Matters pertaining to Right to Information Act, 2005.
10. Parliament Questions / VIP references.

## **SO (ANO) I**

1. Analysis of intelligence inputs received from various intelligence agencies.
2. Follow-up action on intelligence inputs.
3. Work relating to detection and busting of LWE hideouts / modules.

4. Inputs on anti-naxal activities, including espionage, sabotage and subversion, and follow-up.
5. Emergency:
  - i) assessment.
  - ii) reaction to the situation.
  - iii) references from Intelligence agencies /States.
6. Issues related to explosives and mines.
7. Advisories and alert messages.
8. Submission and action on the reports received from the State Governments, IB, RAW and matters relating to LWE violence and law and order problems.
9. Compilation of Intelligence requirements relating to naxal affected areas and forwarding them to NSCS.
10. Monitoring of naxal activities, infiltration (including arms) and training camps all along naxal borders.
11. Acts to be used in the naxal affected States will be looked into separately.
12. Operational matters in integrated security and development action plans.

## **SO (ANO) II**

1. Policies relating to security of railway property, passengers, passenger areas and infrastructure.
2. Deployment of CPMFs utilization audit and coordination thereof.
3. Matters relating to training of State Police forces.
4. Meeting of the Task Force under SS(IS), and follow-up of the decisions taken in the said meetings.
5. Matters relating to Modernization of State Police Forces (MPF) scheme in naxal affected areas.
6. Intelligence sub-plans, monitoring and administration.

7. Issues relating to CPN (Maoist) and Indo-Nepal and Indo-Bhutan borders.
8. Any other Left Wing activities across the border.
9. Activities of political parties, front organizations.
10. Matters relating to impounding/revoking of passports of naxals.
11. Matters related to the security of vital installations and infrastructure in naxal affected areas.
12. Matters pertaining to analysis of important cases of naxal violence, compilation of lessons learnt and sharing with BPR&D & other training institutions.
13. Amendments of SOP of Anti Naxal Operations from time to time.
14. Operational matters emanating from the deliberations of the Task Force under the Cabinet Secretary.

## **POLICY PLANNING DIVISION**

### **PP-I**

1. Matters relating to SAARC Summit and the meetings of the SAARC Police Chiefs/Home Secretaries/Home Ministers.
2. Coordination of PP Division for all O&M, other periodical returns and other matters.
3. Coordination within the Ministry in respect of UN Resolutions, UN Conventions and other International Conventions pertaining to International Terrorism in consultation with IS Division.
4. Management & holding of international Conference/Seminar viz. SAARC Conference, Commonwealth meets etc.

### **PP-II**

1. Coordination with MEA in Joint Working Groups (JWGs) on Counter Terrorism.
  - i) Processing of proposals for deputation relating to JWG meetings in respect of MHA officers and agencies under the administrative control of MHA.
  - ii) Processing of proposals of the nominations for other international meetings and Conferences on the subject as a follow up of JWG meetings.
  - iii) Follow up action on decisions of JWGs on MHA related issues.
2. Coordinating high level foreign visits of Home Minister/Home Secretary for countries not specifically allotted to other divisions of MHA.
3. Furnishing comments of MHA in respect of miscellaneous Bilateral Treaties/Agreements/Memorandum of Understandings on matters excluding Mutual Legal Assistance, Drugs & Extradition.
4. Any other issue concerning PP Division but not allotted to any other section.
5. International Conventions and Agreements on counter terrorism which concerns more than one section of the Ministry.



6. UNO Agencies i.e. matters regarding International Conventions and Agreements which concerned more than one section of the Ministry.

**PP-III**

1. All matters relating to;
  - i) Signing of Mutual Legal Assistance Treaties in Criminal Matters.
  - ii) Examination of Drug related Agreements received from the Department of Revenue.
  - iv) Examination of Extradition Treaties received from Ministry of External Affairs.
  - iv) Mutual Legal Assistance Treaty (MLAT) and drug related issues.

## POLICE – I DIVISION

### IPS-I

1. Interpretation, clarification and processing of matters concerning the following Rules/Regulations pertaining to the Indian Police Service and considering proposals for amendments therein:-
  - (a) IPS (Cadre) Rules, 1954 (other than Rule 2,5and 6 concerning deputation/change of Cadre of IPS officers).
  - (b) IPS (Fixation of Cadre Strength) Rules, 1954.
  - (c) IPS (Probation) Rules, 1954 (in respect of promotee officers)
  - (d) IPS (Recruitment) Rules, 1954 (in respect of appointment by promotion).
  - (e) IPS (Appointment by Promotion) Regulations, 1955.
  - (f) IPS (Regulation of Seniority)
  - (g) Rule 11(7) of IPS (Pay) Rules, 2007
  - (h) Rule 3(2) (ii) of IPS (Pay) Rules, 2007
2. Holding of Selection Committee Meetings and preparation of Select Lists.
3. Appointment of State Police Service Officers to IPS from the Select Lists.
4. Fixation of inter-se-seniority of State Police Service Officers appointed to IPS.
5. Holding of quinquennial Cadre Reviews of IPS Cadre and revision of the cadre Strength.
6. Compilation / preparation of Civil List of IPS Officers as on the 1<sup>st</sup> of January annually.
7. Dealing with Court cases arising out of promotion of State Police Service Officers into Indian Police Service and fixation of seniority of State Police Service Officers in the IPS.

8. Conveying approval of the Central Govt. to the State Govt. for creation/operation of ex-cadre posts at all levels, holding of Cadre posts etc.
9. Confirmation of promotee IPS officers in the IPS.
10. Dealing with cases relating to change of date of birth.
11. Dealing with cases relating to modification/change of name etc. of IPS officers.
12. Reports about death of IPS officers.
13. Any other item of work specifically assigned.

### **IPS-II**

1. Cadre Controlling Authority of Indian Police Service (IPS).
2. Matters relating to IPS officers under IPS (Pay) Rules, 2007.
3. Matters relating to IPS officers under All India Service (Conduct) Rules, 1968.
4. Matters relating to IPS officers - Departmental proceedings, suspension etc. under AIS (D&A) Rules, 1969.
5. Matters relating to IPS officers under AIS (Leave) Rules, 1955.
6. Matters relating to IPS officers under AIS (Study Leave) Regulations, 1960.
7. Review of cases of IPS officers beyond 50 years of age under rule 16(3) of AIS (Death-cum-Retirement Benefits) Rules, 1958.
8. Matter relating to IPS officers under ACR/PAR Rules, 2007 and consideration of appeals/memorial made under these Rules.
9. Matters relating to IPS (Uniform) Rules, 1954.
10. Settlement of Group Insurance claims of IPS officers under AIS (Group Insurance) Rules, 1981.
11. Matters relating to pension and promotion of IPS Officers.

12. Grant of cadre clearance, vigilance clearance of IPS officers.
13. Complaints against IPS officers.
14. Matters relating to grant of sanction of prosecution to IPS officers under the P.C. Act/Cr. P.C.
15. Maintenance of Annual Property Returns of IPS officers.
16. Maintenance of ACR/PAR dossiers and Executive Records Sheets of IPS officers.

### **IPS-III**

1. Matters relating to Central deputation of IPS officers from the level of DIG to DG.
2. Preparation of offer list of DIG and above level IPS officers for central Deputation.
3. Foreign Assignment of IPS officers against open advertisement.
4. Any other items of work specifically entrusted.

### **IPS-IV**

1. Recruitment to Indian Police Service through Civil Services Examination.
2. Allocation of State Cadres to the Members of IPS.
3. Confirmation of Directly recruited IPS officers in the service.
4. Inter-cadre transfer of IPS officers under IPS (Cadre) Rules, 1954.
5. Inter-cadre deputation of IPS officers.
6. Central deputation of IPS officers of SP Level.
7. Empanelment of IPS officers for posts of IG/equivalent level at the Centre.
8. Empanelment of IPS officers for posts at DIG/equivalent level at the Centre.

9. Sponsoring of IPS officers for empanelment as Joint Secretary/Additional DG level posts at the Centre, to the Department of Personnel and Training, Additional Secretary level posts to Cabinet Secretariat.
10. Sponsoring of IPS officers for empanelment as DG, Secretary, and Addl. Secy. Level posts at the Ctr. to Cabinet Sectt.
11. Verification of character and antecedents of the candidates (Direct Recruits) who are appointed to the Indian Police Service on the basis of the Civil Services Examination conducted by the UPSC.

### **Resettlement & Welfare Directorate**

1. To formulate policies for re-settlement and rehabilitations and welfare of Ex-CPF personnel, widow/NOKs (next of kin) of CPF personnel laying down their lives in various operations.
2. Clarification about pension matters
3. Matters related to GIA.
4. Creation of CPOs fund for rehabilitation of CPF personnel.
5. Court cases of Ex-CPF personnel regarding CGHS facilities pending with Delhi High Court.
6. To maintain liaison with Central/State Government Education Deptt/Tech Educational Institutions to provide seats to the wards of serving/Ex-CPF personnel according to the employability within CPF.
7. Imparting self employment training to the widows and disabled CPF personnel.
8. Matters related to canteen facilities to CPFs.
9. Matters related to Insurance Scheme of CPFs.
10. Matters related to Welfare and Rehabilitation Board for CPFs.
11. Court cases relating to welfare of serving/retired CPF personnel.
12. Grant of financial relief to ex-CPF personnel and their dependents from various welfare schemes run by CPFs.

13. To Provide assistance to Ex-CPF personnel, their families and their NOK in settlement of financial problems such as pension and other retirement benefits/dues, grants from Central/State Governments.
14. Representations/legal notices received from Ex-CPMF personnel/NOKs of deceased personnel and pensioners.
15. Condolence Messages relating to CPMF Personnel.
16. Implementation of action plan for prevention of HIV Aids against CPF Personnel.

### **PMA Cell**

1. Institution of Medals for award of Police Forces of States/UTs and Central Police Organisations/CPMFs.
2. Award of Gallantry Medals
3. Award of Service Medals to the Police Forces of States/UTs. and Central Police Organisations/CPMFs,
4. Award of Areas Medals to the Police Forces of States/UTs and Central Police Organisations/CPMFs.
5. Police Cooperation with Foreign Countries.
6. Deployment of Police Personnel to UN Peacekeeping Missions
7. Deployment of Police Personnel for the Security of High Commission or Embassies of India abroad.
8. Matters relating to award of Prime Minister's Medal for Life Savings.
9. Matters relating to Training of Police Personnel covered under Police Reforms.
10. Matters relating to expenditure on various medals awarded to Police Personnel.
11. Training Courses to Police Personnel organized by the Ministry of Defence and Department of Personnel and Training.
12. Police Training Courses in India or abroad offered by foreign Agencies.

13. Visits of various foreign delegation to NSG for demonstrating equipments etc.
14. Training of foreign Police personnel in various institutions in India.
15. Issue of Computerized Identity Card to Service Medal/Gallantry Medal awardees.

### **PT Section**

1. Administrative & financial matters of SVPNPA, Hyderabad and BPR&D, New Delhi.
2. Training of IPS officers in NPA Hyderabad.
3. Policy on Centre of Excellence of Central Para Military Forces (CPMFs.).
4. Mid Career Training Programme for IPS Officers.
5. Training programme for CPFs

### **P.C. Section**

1. Administrative and financial matters of North Eastern Police Academy, Shillong.
2. Following matters of Police Division:
  - a. Matters relating to intra-division coordination pertaining to Police Division.
  - b. Preparation/modification of Delegation of Financial Power, Channel of submission and Level jumping in Police Division.
  - c. Maintenance of Pink Book. Allocation of various subjects among Police Division.
  - d. All Reports & Returns which are not pertain to particular section of Police Division. It includes Monthly O&M Returns, Cabinet Committee, Cabinet Note, Public Grievance, Monthly Summary for the Cabinet, PMO/MP/VIP cases etc. reports.
  - e. Quarterly & Annual reports under RTI Act, 2005. RTI matters where more than one section/ no section of Police Division is involved.
  - f. Monthly Court Cases Reports and their reviews.

- g. Co-ordination on matters which are not part of any particular section especially letters received from Coordination, Administration, IT, RTI, Vigilance Sections of Ministry of Home Affairs.
  - h. Compilation of information on pending Parliament Assurances Matters raised by way of special mentions in Rajya Sabha & under Rule 377 in Lok Sabha, Issues likely to be raised in Parliament relating to Police Division.
  - i. Coordination in updation of web-site material of Police Division.
  - j. Honorarium to officials of Police Division.
3. Plan Budget under the head "Police Education & Training" sub-head 'Other Charges' and cases processed on allocation of funds under this head to CPFs only.
  4. Co-ordination in preparing Action Taken Report on various conferences/seminar relating to Internal Security viz., DGP/IGP Conference, CM Conference.
  5. Annual Report of Police Division, Ministry of Home Affairs.
  6. Circulation of various circulars to Police Division and CPOs.
  7. Residual matters which are not specifically allocated to any sections of Police Division.
  8. Preparation of "Brief on Police Division", "Induction material of Police Division".
  9. Diary and dispatch of all Dak received from Central Registry to Sections of Police Division. Diarizing in OPA and dispatching of Dak received from sections of Police Division to CPOs.



## **POLICE – II DIVISION**

### **Police Finance –I Desk**

1. All financial matters\* relating to BSF.
2. Common financial proposals of CPFs/IB concerning Police Division including housing.
3. Audit of assets and liabilities of CPFs.
4. Review and monitoring of Capital budget and expenditure on works of CPFs & IB.
5. Monthly/quarterly expenditure statements of all CPFs & IB.
6. Proposal for participation of sports personnel of BSF in international events.
7. All matters relating to coordination between more than one Desk in PF Branch.
8. All VIP references relating to subjects allotted to the Desk.
9. All audit matters pertaining to subjects allotted to the Desk.
10. All Court cases pertaining to subjects allotted to the Desk.
11. All Parliamentary matters pertaining to subject allotted to the Desk.
12. Any other work specifically assigned.

### **Police Finance –II Desk**

1. All financial matters\* relating to
  - (i) CISF
  - (ii) IB
2. Induction of CISF.
3. Fixation of deployment costs of CPFs in PSUs and other Government units.
4. Proposal for participation of sports personnel of CISF and IB in international events

5. Sanction of contingency advance, telephone, Fax etc. for CPFs deployed on Election or C.I etc. duties.
6. All audit matters pertaining to subjects allotted to the Desk.
7. All Court cases pertaining to subjects allotted to the Desk.
8. All Parliamentary matters pertaining to subject allotted to the Desk.
9. All VIP references relating to subjects allotted to the Desk.
10. Any other work specifically assigned.

### **Police Finance –III Desk**

1. All financial matters\* relating to CRPF.
2. Raising of Battalions in Forces on IMG Recommendations.
3. Proposal for participation of sports personnel of CRPF in international events.
4. All audit matters pertaining to subjects allotted to the Desk.
5. All Court cases pertaining to subjects allotted to the Desk.
6. All Parliamentary matters pertaining to subject allotted to the Desk.
7. All VIP references relating to subjects allotted to the Desk.
8. Sanction of contingency Advance/telephone etc. in respect of CRPF.
9. Medical Restructuring in CPMFs.
10. Any other work specifically assigned.

### **Police Finance –IV Desk**

1. All financial matters\* relating to Assam Rifles and SSB
2. Proposals from States regarding claims from Centre in respect of costs of raising of India Reserve Bns.
3. Proposal for participation of sports personnel of AR and NSG in international events

4. All audit matters pertaining to subjects allotted to the Desk.
5. All Court cases pertaining to subjects allotted to the Desk.
6. All Parliamentary matters pertaining to subject allotted to the Desk.
7. All VIP references relating to subjects allotted to the Desk.
8. Any other work specifically assigned.

**Police Finance –V Desk**

1. All financial matters\* relating to NSG and ITBP
2. Reimbursement of expenditure to State Government on account of deployment of State Armed Police Battalions in other States.
3. Reimbursement to Railways on account of deployment of RPF/RPSF as per orders of MHA.
4. Fixation of deployment costs of CPFs in States/UTS.
5. Proposal for participation of sports personnel of NSG and ITBP in international events
6. All audit matters pertaining to subjects allotted to the Desk.
7. All Court cases pertaining to subjects allotted to the Desk.
8. All Parliamentary matters pertaining to subject allotted to the Desk.
9. All VIP references relating to subjects allotted to the Desk.
10. Any other work specifically assigned.

\* The term financial matters mentioned for all the Police Finance Wing includes:-

- i). Creation/up-gradation of posts and relaxation of ban on creation of posts.
- ii) Re-organization and restructuring of the strength of respective CPFs and IB.

- iii) Matters relating to Land, Accommodation, Works, Office Expenses of the respective CPFs & IB.
- iv) Amendments to the provisions in the Acts and Rules, which have a financial bearing.
- v) Delegation of financial powers to Heads of respective CPFs & IB.
- vi) The financial matters of all forces will be dealt by PF side except application of the policies, interpretation or grievances in individual cases shall be dealt with by Pers. Side even if it has financial implications.

### **Pers. Wing**

#### **Pers-I**

1. All personnel and Parliamentary matters relating to ITBP, CISF, IB.
2. Policy matters relating to reservations in services for SC/ST, OBC, and Physically Challenged Women, Minorities in CPFs.
3. Matters relating to women in CPFs and benefits provided for PH Persons in CPFs.

#### **Pers-II**

1. All matters including role, functions and personnel matters excluding financial, provisioning and matters allocated to other Desks, in respect of following Forces/ Organisations:
  - I) CRPF
  - II) NSG

#### **Common Policy matter of all CPFs:-**

2. All matters relating to framing/amendments of Acts & Rules of these Forces.
3. Policy and Schemes for recruitment of CPFs personnel.
4. Criteria of SHAPE & per-promotional training in CPFs.
5. Deputation of CPF personnel to SPG/NSG & other organizations.

6. Policies related to rendition channel of ACRs, ACR writing and Benchmark and holding of DPCs.
7. Common personnel matters of CPF not allotted to other Desks.
8. All Parliamentary matters relating to the aforesaid subjects.
9. All Court cases related to such matters dealt in the Desk.
10. VIP references related to these Forces.
11. Nomination for MBBS and BDS seats.
12. Any other work specifically assigned.
13. Combatisation of Civilian employees in CPFs and induction of ex-serviceman in CPFs

### **Pers-III**

1. All matters including role, functions and personnel matters excluding financial, provisioning and matters allocated to other Desk, in respect of following Forces:
  - i) BSF
  - ii) SSB
  - iii) Assam Rifles.
2. All matters relating to framing/amendments of Act & Rules for these Forces.
3. Monitoring of Recruitment Rules.
4. Attachment of CPFs personnel in MHA or other Ministries/organizations.
5. All Parliamentary matters relating to the aforesaid matters.
6. VIP references related to these Forces.
7. All Court cases related to the matters allotted to the Desk.

8. Matters relating to providing manpower to BSF Air Wing on deputation and "Terms & Conditions" for operation of BSF Aircraft by IAF pilots/engineers on deputation.
9. Any other work specifically assigned.

**G-Desk**

1. Deployment of Central Police Forces like BSF, CRPF, ITBP, CISF and SSB.
2. Deployment of State Armed Police Bns of one State in another.
3. Use of BSF Aircrafts / Helicopters.
4. Requisitioning of IAF Air Crafts / Helicopters by CPFs or Ministry of Home Affairs.
5. Deployment of Rapid Action Force.
6. Placing CPFs under Army's Ops Control.
7. Matters arising out of deployment of concerned CPFs.
8. Reports sent by IB/CPFs to Joint Secretary (Police).
9. Standard Operating Procedure for deployment of CPFs and Quarterly Review of Joint Audit of deployment.
10. Participation of CPFs in Republic Day Parade.
11. Parliament matters and VIP references pertaining to the above.
12. Any other work specifically assigned.

## **POLICE MODERNIZATION DIVISION**

### **PM-I Section**

1. Scheme for Modernization of Police Forces in the States, including budget, financial sanctions, control of expenditure etc., including Mega City/Desert Policing.
2. Common Integrated Police Application (CIPA) Project – Implementation of Plan Scheme
3. Matters connected with the budget/sanction of grants-in-aid to States for Police Welfare.
4. Welfare and moral of Police personnel including associations-General Police and coordination for State Police Forces.
5. Strength of armed and unarmed forces in India overall Policy and Planning.
6. The Private Security Agencies (Regulation) Act, 2005.
7. Private Security Guards and Agencies
8. Matters relating to Private Detective Agencies.
9. Parliament Questions and RTI matters in respect of above subjects.

### **PM-II Section**

1. Use of Police Wireless Grids for transmission of messages relating to non-law and order matters.
2. Miscellaneous matters relating to DCPW, Cryptography and Breaches of Radio Security.
3. Central Advisory Committee on Forensic Sciences.
4. Forensic Science – fellowship Scheme.
5. Directorate of Forensic Science and its outlying Units like CFSLs and GEQDs.
6. Work relating to Administrative and Financial matter of DCPW.
7. Work relating to Administrative and Financial matter of CFSL, CBI.
8. Work relating to Administrative and Financial matter of LN/JN NICFS.

9. Work relating to Administrative and Financial matter of DFS.
10. Police Reforms.
11. Enactment of State Police Acts
12. Processing of reports of National Police Commission.
13. Parliament Questions relating to above subjects.

### **Procurement**

1. Procurement of various equipment for Central Para-military Forces where the value of procurement is beyond their delegated financial powers.
2. Procurement of various equipment required by Central Forensic Science Laboratories and GEQD's
3. Representing MHA in Tender Purchase Committee Meetings held at Headquarters of Central Para Military Forces for the procurement of stores within their delegated powers.
4. Advise and issue necessary directions and orders to Central Para-military Forces on procurement related issues whenever such advice is sought.

### **Provisioning-I Desk**

1. Introduction/authorization/laying down of scale of various equipments, clothing items, motor vehicles other than Arms & Ammunitions and Tear Smoke material for CPMFs.
2. Processing proposal for CPMFs for foreign deputation due to various reasons.
3. Enhancement of delegated financial powers to DG/IG/DIG etc from time to time in respect of 5 Provisioning Heads.
4. Condemnation/Write off sanction in respect of stores/vehicles the value of which exceeds the delegated financial powers of DGs of CPMFs.
5. Acquisition of Aircraft and Water Crafts for BSF.
6. Constitution of Sub-Group for laying down the QRs in respect of various security items except weaponry items and its finalization.



7. Monitoring of Expenditure incurred by CPMFs on 5 Provisioning Heads i.e. Arms & Ammunitions; Motor Vehicles; Machine & Equipments Information Technology, CTS.
8. Monitoring of implementation of Modernization Plan of CPMFs.
9. Grant of Customs Duty exemption on various security related equipments except Arms & Ammunitions.
10. Processing of requests from CPMFs/State Govts. for obtaining clearance from Cabinet Secretariat for importing certain security equipment.
11. Fixation of life span of various items to be used by CPMFs.
12. Examination of technical literatures of security items except arms, ammunitions & accessories received from various firms in consultation with concerned CPMFs viz. BPR&D and organizing of presentation of such items.
13. Examination of the recommendation made by BPR&D with regard to introduction of various new items other than arms, ammunitions & accessories for use by CPMFs.
14. Parliament matters on the aforementioned issues.
15. Acquisition of Bullet Proof vehicles.

### **Provisioning-II Desk**

1. Procurement including compilation of yearly demand and finalization of allocation of Arms, Ammunitions & its Spares/Components, Explosive items for CPMFs/SPOs/UTs.
2. Co-ordination with the Min. of Defence (Ordnance Factory Board) and CPOs/SPOs/UTs.
3. Grant of Excise Duty Exemption for Pistol 9mm Auto being issued by M/s BDL to SPOs and UTs.
4. Introduction/authorization/laying down of scale of various arms & ammunitions for CPMFs.
5. Sanction for condemnation/write off of weaponry stores of the value exceeding the delegated financial powers of DGs of CPMFs
6. Finalization of Qualitative Requirements (QRs) of various weaponry items.

7. Distribution of surplus items of weaponry amongst needy State Police Forces.
8. Policy regarding disposal of empty Fired Cartridges by CPMFs.
9. Issuance of NOC import permission and Custom Duty Exemption Certificate for Arms & Ammunitions being imported by CPOs/SPOs/UTs.
10. Examination of technical literatures/brochures pertaining to arms, ammunitions & accessories received from various firms in consultation with concerned CPMFs viz. BPR&D and to organize of presentation of such items.
11. Examination of the recommendation made by BPR&D with regard to introduction of new weaponry items including accessories for use by CPMFs.
12. Parliament matters on the aforementioned issues.

### **VIP Security Section**

1. Security of President and Vice-President.
2. Security of Prime Minister.
3. Security of Union Council of Ministers.
4. Security of Speaker, Deputy Speaker (LS) and Deputy Chairman (RS)
5. Security of Chief Justice and Judges of the Supreme Court.
6. Security of Chief Justice and Judges of Delhi High Court.
7. Security of Supreme Court of India and Delhi High Court.
8. Security of Ex-Presidents, Ex-Vice Presidents and Ex-Prime Ministers.
9. Security of Rashtrapati Bhavan, Parliament House including Annexe.
10. Deployment of NSG for special protection to VVIPs / VIPs.
11. Deputation of officers abroad of security matters.
12. Security of Ambassadors, High Commissioners and Personnel belonging to foreign missions in India.
13. Security of visiting foreign VVIPs and VIPs.

14. Security of other VIPs including MPs, Ex-Union Ministers, Ex-Supreme Court Judges, Attorney General, Chairman-UPSC, Chief Election Commissioner, other officers of the rank of Secretary to the Govt. of India and above.
15. Security of Foreign Missions in Delhi/New Delhi.
16. Requests for security from persons residing in Delhi but not belonging to VVIP/VIP category on grounds of threat.
17. Requests for security from persons not residing in Delhi on grounds of threat.
18. Anti-Hijacking & Security measures at airports.
19. Security (Civil) works at residences of protected persons.
20. Flying Restriction etc. on Safdarjang Airport.
21. Commissions of inquiry relating to security matters.
22. Security to Parliamentary delegation/Committee during their visits outside Delhi.
23. Security of VIP's during National events like Republic Day and Independence Day.
24. Coordination with other Sections/Desks on security matters.
25. Parliament Question in the related subject
26. RTI matters.
27. Security of Vital Installations.
28. Security of religious shrines/places except Ram Janam Bhoomi/Babri Masjid, Ayodhya.
29. Commonwealth Games.

## UT DIVISION

### ANL Desk

1. Matters arising out of regulations promulgated for the Union Territory of (i) A&N Islands and (ii) Lakshadweep ; but excluding promulgation of Regulations with is under UTL Section.
2. General approach to perspective planning and policy in respect of (i) Andaman and Nicobar Islands and (ii) Lakshadweep.
3. General Development and regulatory matters in respect of (i) Andaman and Nicobar Islands and (ii) Lakshadweep broadly relating to the following matters:
  - (a) Natural resources, power, industry and commerce;
  - (b) Forest, fisheries, agriculture and education;
  - (c) Health, social welfare and tribal development;
  - (d) Air, road and sea transport;
  - (e) Works and Housing;
  - (f) Relief from natural calamities, rehabilitation of displaced persons of various types;
  - (g) Function of Home Minister's Advisory Committees in respect of (a) Andaman & Nicobar and (b) Lakshadweep.
  - (h) All matters relating to security.
4. Personnel Administration in respect of (i) Andaman and Nicobar and (ii) Lakshadweep, broadly relating to :-
  - (a) Formulation and interpretation of service rules.
  - (b) Creation/continuance/conversion of posts.
  - (c) Equation/up-gradation/revision of pay scales of posts.
  - (d) All matters relating to labour.
  - (e) All matters relating to pay, special pay, increment, allowances etc.

- (f) All matters relating to pension and other retirement benefits including extension of service and re-employment.
- (g) Disciplinary matters.

Note: Matters relating to officers belonging to IAS (UT) Cadre and DANI Cadre are not looked after by ANL Section, but are looked after by UTS Section.

5. Financial management broadly in respect of the following:

- (a) Foreign exchange requirements
- (b) Write off of losses/stores
- (c) Waiving of recoveries and other payments
- (d) Discretionary grants
- (e) Delegation of powers (other than those issued by Ministry of Finance)

6. All matters relating to Parliament work including Parliamentary Committees.

### **CPD Desk**

1. Service matters in respect of establishment under Government/Administration of Chandigarh (except Joint Service Cadres including IAS and Judicial Commissioners' Court).
2. General Administration of Union Territories of Dadra and Nagar Haveli, Daman and Diu and Puducherry broadly related to personnel administration and financial matters as indicated below:

#### **Personnel Administration:**

- (a) Formulation and interpretation of service rules;
- (b) Creation/continuance of posts and equation/upgradation/revision of pay scales;
- (c) Formation of seniority etc.;
- (d) Pay and Special Pay etc.;

- (e) All matters relating to pension and other retirement benefits; and
- (f) Extension of service and re-employment.

Financial matters:

- (a) Write off of losses/stores;
  - (b) Waiving of recoveries etc;
  - (c) Delegation of Powers.
3. Liaison with other Ministries in expediting progress of development schemes.
  4. Deputation of officers (except officers of Departments with which other Ministries are concerned)
  5. Notices under Section 80 CPC and other Court cases.
  6. Delegation of powers to the Administrator and other officers under FRs and SRs.
  7. All matters relating to Parliament work including Parliament Committees.

**UTL Desk**

1. Proposals relating to Parliamentary Legislation in respect of Union Territories regarding matters with which other Ministries or other Sections of the Ministry are not specifically concerned.
2. References from other Ministries or Sections regarding proposals relating to Parliamentary Legislation for the Union Territories.
3. Extension of laws to the Union Territories of Delhi, Puducherry, Daman & Diu, Dadra and Nagar Haveli and Chandigarh.
4. Promulgation of Regulations under article 240 of the Constitution for the Union Territories (other than Delhi and Chandigarh) to the extent mentioned in item no.1.
5. Approval of Legislation (other than Appropriation Bills) including Ordinances sponsored by the Government of Union Territories having Legislatures.
6. Securing President's assent to Bills (other than Appropriation Bills) passed by Assemblies of Union Territories.

7. Delegation of powers and functions under article 239 of the Constitution to the Administrators of all Union Territories.
8. Administration of the Government of Union Territories Act, 1963.
9. Administration of the Government of National Capital Territory of Delhi Act, 1991.
10. U.T. Government Employees Group Insurance Scheme, 1984.

### **Delhi-I Desk**

1. Processing of references on service matters received from Government of National Capital Territory of Delhi viz. revision of pay scales, fixation of pay, clarification on ACP scheme, etc.
2. Issues related to Delhi Home Guards, Delhi Fire Service, Tihar Jail, Delhi Jal Board, Delhi Administration Accounts Service, Delhi Administration Subordinate Services.
3. Court Cases relating to the above matters/organizations
4. Parliamentary matters on above issues
5. RTI Applications/Appeals on above issues
6. MP/VIP/PMO References
7. Miscellaneous references including complaints from general public.

### **Delhi-II Desk**

1. Constitution and powers of the New Delhi Municipal Council
2. Matters relating to Municipal Corporation of Delhi
3. Court cases, Parliament Questions and other Parliamentary matters concerning New Delhi Municipal Council and Municipal Corporation of Delhi
4. PM/MP/VIP references concerning New Delhi Municipal Council and Municipal Corporation of Delhi

5. Disciplinary cases relating to officers serving in Government of NCT of Delhi except those relating to IAS/IPS/DANICS and DANIPS, which are dealt in UTS-I and UTS-II Desks

### **Planning Cell**

1. Examination of the proposals for Revised Estimates and Budget Estimates in respect of UT Governments of Puducherry and NCT of Delhi under Non-Plan and Plan with a view to arrive at the quantum of grants-in-aid and loans to be provided in the Central Budget of the Ministry of Home Affairs. Participate in finalisation of RE/BE proposals of UTs without legislature with Budget Division of MHA.
2. Release of funds both under Plan and Non-Plan on monthly basis.
3. Preparation of Statement of Budget Estimates in respect of Puducherry and NCT of Delhi and issue to Budget Division, Deptt. of Economic Affairs, Ministry of Finance.
4. Examination of Annual Financial Statement and Supplementary Demands for Grants in respect of Union Territory Governments of Puducherry and NCT of Delhi for obtaining Presidential approval for laying the same before their respective Legislative Assemblies.
5. All budgetary exercise viz., Re-appropriation proposals, surrenders, obtaining supplementaries/verification of figures of budget provision and vetting of Appropriation Accounts under the Grant – Transfers to UT Governments.
6. General Coordination work of Union Territories other than that relating to Police, Service matters and legislative matters handled by UTP, UTS and UTL Sections respectively.
8. Coordinate and attend Quarterly Performance Review Meetings conducted by Planning Commission in respect of UTs
9. Collection/compilation and editing the material received from Union Territories for inclusion in the Annual Report of the Ministry of Home Affairs.
10. Coordination work relating to Annual Plan proposals of the Ministry of Home Affairs and follow up action with Planning Commission and various Divisions in the Ministry.
11. Coordinate and compile the material for Quarterly Performance Review Meetings on Annual Plan Schemes of Ministry of Home Affairs conducted by the Planning Commission.



12. Compilation of O&M returns of the Division and forwarding to concerned Divisions of the Ministry.

### **Nanavati Cell**

1. Providing assistance to the CBI and monitoring the re-investigation of the criminal cases against the politicians indicted by the Justice Nanavati Commission of Inquiry;
2. Re-examination of the departmental proceedings instituted against the police personnel indicted by the Justice Nanavati Commission of Inquiry;
3. Monitoring the implementation of the "Rehabilitation Package" by the States on a regular basis and assisting the States in cases of difficulties;
4. Making of budget proposal for re-imbusement of expenses incurred by the States and re-imbusement of expenses incurred by the States after receipt of Utilization Certificates;
5. Examination of innumerable petitions submitted by the riot victims to the President, PM, HM and to the MHA, etc. for giving directions to the States;
6. Preparation and sending of fortnightly reports on (i) to (iv) above to the PMO;
7. Handling of court cases filed by the victims in Supreme Court, High Courts and Lower Courts for payment of compensation;
8. Attending to the Parliament Questions and Assurances relating to the above items.

### **UTS-I Desk**

1. All personnel matters relating to IAS/IPS of the AGMU cadre
2. Appointment by promotion to IAS from Arunachal Pradesh, Goa, Mizoram and UT Segments of AGMU cadre
3. Appointment by promotion to IPS from Arunachal Pradesh, Goa Mizoram and UT Segments of AGMU cadre.
4. Transfer/promotions/postings of IAS/IPS officers in various segments of AGMUT Cadre.
5. Maintenance of ACRs of IAS and IPS officers of AGMU Cadre

6. Convening of Screening Committee meetings for empanelment of IAS officers of AGMU Cadre for promotion to various grades
7. Convening of Screening Committee meetings for empanelment of IPS officers of AGMU Cadre for promotion to various grades
8. Conveying of Cadre/Vigilance clearance for training/assignment abroad/ex-India leave
9. Processing of tour/leave matters of Lt. Governors of UTs
10. Cadre management of IAS/IPS of AGMU Cadre
11. Appointment of Administrators of Union Territories and their terms of appointment
12. Sponsoring of names of IAS/IPS officers for central deputation
13. Publication Civil List of IAS/IPS officers of AGMU cadre
14. Disciplinary cases of IAS/IPS officers of AGMUT Cadre

#### **UTS-II**

1. Cadre management of DANICS/DANIPS
2. Framing/amendment of Recruitment Rules
3. Cadre Review of the DANICS/DANIPS
4. Transfer/posting of officers among various constituent UT segments
5. Convening of meetings of the Screening Committees/forwarding proposal to UPSC for promotion to various grades of DANICS/DANIPS
6. Grant of Cadre/Vigilance clearance in respect of DANICS/DANIPS officers
7. Maintenance of ACR dossiers of DANICS/DANIPS officers
8. Processing of disciplinary cases in respect of DANICS/DANIPS officers
9. Publication of Civil List of DANICS/DANIPS Cadre
10. Court cases

11. RTI Matters
12. Other Misc. items of work in respect of DANICS/DANIPS

**UTP Section**

1. Proposals relating to creation/continuance of posts for Delhi Police.
2. Service matters including those relating to pay & allowances of subordinate staff of Delhi Police.
3. Implementation of recommendations of BPR&D.
4. Matters relating to deployment of CPMF and State Police Force in Delhi.
5. Matters relating to housing for Delhi Police/Delhi Police Housing Corporation.
6. Police Modernization Scheme for UTs.
7. Disciplinary proceedings against Delhi Police personnel.
8. All Parliamentary matters relating to law and order, security situation etc. in Delhi and services conditions of sub-ordinate ranks Delhi police personnel.
9. Deputation/delegation abroad of Delhi Police Personnel.
10. Correspondence with MEA/Legal Cell of MHA regarding serving of summons, seeking information from Foreign Countries in court cases etc. relating to Delhi Police.
11. Matters relating to crime & crime statistics in Delhi.
12. Matters relating to condemnation/replacement/purchase of vehicles for Delhi Police.
13. Court cases relating to services matters of Subordinate ranks of Delhi Police personnel and law and order matters relating to Delhi.
14. Matters relating budget/review of expenditure of Delhi Police.
15. MP/VIP References relating to Law and order situation in Delhi, Complaints/grievances of public against the Delhi Police personnel etc.
16. Petitions/complaints received from general public relating to Delhi Police

17. Memorials/Petitions etc. in connection with disciplinary proceedings relating to subordinate staff of Delhi Police.
18. References from PMO/President's Secretariat/ Vice President's Secretariat relating to Delhi Police.
19. Matters relating to grant of permission for holding functions at and around India Gate.

## DEPARTMENT OF JUSTICE

### US (DESK – I)

1. All matters relating to establishment and jurisdiction of Benches of High Courts and Supreme Court.
2. Strength of Judges in Supreme Court and High Courts.
3. Appointment, resignation and removal of Judges of the High Courts of Andhra Pradesh, Bombay, Gujarat, Karnataka, Kerala and Madras.
4. Transfer of judges from one High Court to another.
5. Complaints (including permission for prosecution under Section 197 Cr.P.C.) against Judges of the above mentioned High Courts.
6. Gradation list of District and Sessions Judges.
7. Appointment of ad-hoc Judges to the above mentioned High Courts.
8. Visits abroad of Judges of Supreme Courts and High Courts.
9. Reports on Jaswant Singh Commission.
10. RTI matters.

### US (DESK – II)

1. Policy matters relating to appointment of Judges to Supreme Court and High Courts.
2. Appointment, resignation and removal of Judges of the Supreme Court and of High Courts of Allahabad, Calcutta, Chattisgarh, Delhi, Gauhati, H.P., J&K, Jharkhand, Madhya Pradesh, Orissa, Patna, Punjab & Haryana, Rajasthan, Sikkim and Uttarakhand.
3. Transfer of Judges from one High Court to another.
4. Appointment of ad-hoc Judges to the 15 High Court mentioned above.
5. Complaints (including permission for prosecution under Section 197 Cr.P.C.) against Judges of the Supreme Court and the 15 High Courts mentioned above.

6. National Judicial Commission.
7. Publication of Handbook of Judges of Supreme Court and High Courts.
8. RTI matters.

#### **Judicial Reforms Desk (JR Desk)**

1. Work relating to the National Judicial Academy
2. Implementation of the recommendations of the Law Commission relating to arrears of cases in Courts.
3. Visit of Judges of foreign countries to India.
4. Work relating to formation of All India Judicial Services.
5. Matters relating to Treaties in the foreign countries in respect of judicial co-operation.
6. Matters connected with externally funded projects relating to judiciary – like ADB, UNDP etc.
7. Scheme of Computerization of District and Subordinate Courts (E. Courts).
8. Centrally Sponsored Schemes relating to infrastructural facilities for the judiciary.
9. Scheme regarding Judicial Impact Assessment.
10. Residuary matters relating to Judicial Reforms.
11. RTI matters.

#### **Justice Section**

1. Service conditions of Supreme Court and High Court Judges, including leave, pension, medical cases etc.
2. Matters relating to official residences of High Court Judges.
3. Matters relating to Provident Fund Advance to High Court Judges.

4. Contempt of Court Act references.
5. Court fees, including realization of court fee, pauperis cases.
6. Matters relating to Judicial services and courts in Delhi and the establishment of the Delhi High Court.
7. Matters relating to Judicial services and courts in the Union Territories other than Delhi, and the establishment of the Punjab & Haryana High Court.
8. General matters and complaints relating to subordinate judiciary in the States.
9. References regarding State Legislations.
10. Presidential requests to Judges of Supreme Court and High Courts.
11. Miscellaneous complaints against Subordinate Judiciary.
12. Supreme Court Rules.
13. All work relating to (FNJPC) Shetty Commission particularly UTs.
14. Matters relating to SC/ST reservation in Judicial Service
15. RTI matters.

#### **Monitoring Cell (M. Cell)**

1. Collecting Data and the analysis regarding cases instituted, disposed of and pending in District Courts, High Courts and Supreme Court.
2. Arrears and causes of delay.
3. Coordination of Parliament work, Consultative Committee work, Annual Report etc.
4. Miscellaneous returns/information asked for by the other Ministries, Monthly Summary for Cabinet, Fortnightly Note for P.M., Monthly return regarding implementation of Cabinet decisions etc.
5. Implementation of the resolutions passed in the Chief Justices' and Chief Minister's Conference.

6. Finance Commission recommendations, Central Assistance to States for upgradation of standards of judicial administration.
7. Matters relating to Family Courts.
8. Constitution and organization of Special Courts and related matters.
9. Reports on administration of Justice in States.
10. Preparation of Budget proposals of Department of Justice.
11. Scheme for release of grants to States for Fast Track Courts.
12. RTI matters.



## **DEPARTMENT OF OFFICIAL LANGUAGE**

### **Policy-I**

1. Matters regarding amendment of the provisions of the Constitution and the Official Language Act, 1963 relating to Official Language.
2. Proposals regarding fresh legislation of Official Language.
3. Matters regarding enforcement of the provisions of the Official Language Act, 1963.
4. Matters regarding framing of rules under Official Language Act.
5. Suggestion for the Annual programme for the progressive use of Hindi for the official purposes of the Union.
6. Interpretation/clarification of the provisions of the Official Language Act, 1963 and Official Language (use for the official purposes of the Union) Rules, 1976.
7. Cases relating to use of Hindi in companies/corporations owned or controlled by the Central Government.
8. Cases relating to use of Hindi and languages policy in the Union Territories.
9. Matters relating to formation of Central Hindi Committee and its meetings.
10. Cases relating to use of Hindi in High Courts and Supreme Court.
11. Coordination of work relating to Annual Plans and Budget (Plan/Non-Plan).
12. Matters relating to Parliamentary Committee on Official Language and Administrative matters of Gazetted Staff.
13. Coordination work of Right to Information Act, 2005 in D/OL.
14. Any other matter relating to policy on language.

### **Policy-II**

1. Coordination of work (including follow \_ up action) relating to Hindi Salahkar Samities.
2. Incentive for increasing the use of Hindi for the official purposes of the Union.
3. Supervision and management of the Wing Registry.

4. Coordination of matters relating to the Parliamentary consultative Committee of the Ministry of Home Affairs.
5. Coordination work relating to Record Management of the D/OL.
6. Miscellaneous issues relating to the above subjects.

#### **Policy & Coordination Desk**

1. Administrative and Establishment matters relating to Central Translation Bureau.
2. Matters relating to option for use of Hindi in Departmental and Direct Recruitment Examinations (including interviews).
3. Advising various Ministries/Departments, their attached and Sub-ordinate offices and companies and corporations owned and controlled by the Central Government in matters relating to creation of posts for Hindi work.
4. Fixation of norms for creation of Hindi posts on the basis of minimum requirement.
5. Fixation of duties and norms of Hindi Officers, Hindi Translators, etc.
6. Fixation of norms for Translators, vettors, Hindi Typists etc.
7. Arrangement for translation of manuals and other non-statutory material excluding statutory material to be placed before Parliament and rules, regulations, etc. which are to be notified in the Gazette of India.
8. Arrangements for translation of rules, regulations, etc. of companies, corporations and Autonomous bodies owned and controlled by the Central Government.
9. Organisation of O&M meetings of Department of Official Language and follow up action on the decisions taken in such meetings.
10. Internal coordination of Department of Official Language.

#### **Implementation-I**

1. Administration of Regional Implementation Office at Mumbai, Kolkata, Bangalore, Guwahati, Ghaziabad, Bhopal, Cochin and Delhi.
2. Setting up of new Implementation Offices and strengthening the existing ones.

3. M.P. letters on related matters.
4. Parliamentary work relating to above items of work.

### **Implementation-II**

1. Matters relating to Town Official Language Implementation Committees.
2. Implementation of Official Language Policy in Ministries/Departments. Collection of quarterly progress reports and correspondences thereon.
3. Notifying Offices and subjects under Section 10(4) and 8(4) of Official Language Act & Rules.
4. Correspondence relating to holding of Official Language Conferences, Exhibitions.
5. Assessment for Regional Rajbhasha Awards and distribution thereof in functions.
6. Inspection of Ministries/Departments regarding implementation of Official Language Policy.
7. Assessment for the Indira Gandhi Rajbhasha Awards at National Level and distribution thereof.
8. Assessment for the Rajiv Gandhi National Gyan-Vigyan original book writing in Hindi and distribution thereof in a Function.
9. Holding of Central Official Language Implementation Committees` Meetings.
10. Monitoring the functioning of Regional Implementation Offices under the department.
11. Matters relating to exemption from provisions of Official Language Rules relating to purchase of Hindi Typewriter, Bilingual printing of codes, manuals etc.
12. Budget Provision and Sanctions relating to all schemes being implemented by the Department for the encouragement and propagation of Hindi.
13. Preparing answers of Parliament Questions and note for supplementary for starred Questions relating to implementation of Official Language Policy of the Union.

## **Complaint Cell**

1. Coordination of action for complaints/grievances received from individuals/various govt. and non governmental organizations regarding the non-implementation Official Language Policy and violation of Rules in Central Government Ministries/Departments and the Banks, Undertakings, Corporations, PSUs/Autonomous Bodies under their Control.
2. Dealing with and co-ordination work relating to references received under Right to Information Act, 2005, for the implementation in Division.
3. Answering Parliament Questions on 1 & 2 above.

## **Training Desk**

1. General Policy regarding teaching Hindi for acquiring working knowledge to the Central Government employees.
2. Modernization of Hindi Teaching/Hindi Training.
3. Training in Hindi Typewriting and Stenography to the L.D.Cs and Stenographers under the Central Government.
4. Training in Hindi to the employees of industrial establishments including PSUs/Corporation/Banks etc. who require to do desk work.
5. Interpretation of orders relating to Hindi Teaching Scheme:
  - (i) Working knowledge of Hindi in respect of Central Government employees having passed their Matriculation examination from Non-Hindi speaking States with Hindi as a Second, Third Language or as a Composite subject.
  - (ii) Admissibility of Personal Pay on passing Hindi examinations under the Hindi Teaching Scheme.
  - (iii) Admissibility of cash award under the Hindi Teaching Scheme.
  - (iv) Admissibility of Lump sum awards under the Hindi Teaching Scheme.
  - (v) Categorisation of Central Government employees for admissibility of Cash awards under the Hindi Teaching Scheme.
  - (vi) Revision in the rates of Cash awards.

- (vii) Revision in the rates of Lumps sum awards and continuance of the Scheme on year to year basis.
- 6. Recognition of Various Hindi examinations below Matric standard for exemption of Hindi training, conducted by various Voluntary Organisations registered with Akhil Bhartiya Hindi Sanstha Sangh.
- 7. Exemption from training in Hindi to the Central Government employees having passed the Hindi examinations of and above Matriculation from various Voluntary organizations.
- 8. Matters relating to Hindi Workshops:
  - (i) Syllabus for Workshops
  - (ii) Duration of Workshops
  - (iii) Revision in rates of Honorarium
  - (iv) Clarification on miscellaneous Matters.
- 9. Seeking Extension of period for Hindi Training.
- 10. Handling of financial proposals relating to revision of rates of cash awards/lump sum awards and honorarium etc. pertaining to Hindi Training received from CHTI/HTS.
- 11. Matters relating to Central Hindi Training Institute/Hindi Teaching Scheme incorporated in the report of the committee of Parliament on Official Language.
- 12. Administrative and financial management of the Central Hindi Training Institute:-
  - (i) Appointment to the post of Director, CHTI
  - (ii) Promotion from the post of Assistant Director (Language) to Deputy Director (Hindi Teaching Scheme).
  - (iii) Promotion from the post of Assistant Director (Typewriting/Stenography) to the post of Deputy Director (Typewriting & Stenography).
  - (iv) Appointment to the post of Joint Directors and Director, Central Hindi Training Institute.
  - (v) Appointment to the post of Administrative Officer, Central Hindi Training Institute.

- (vi) Promotion and ACP benefits of Hindi Pradhyapak to the post of Assistant Director, Hindi Teaching Scheme.
- (vii) Confirmation of Assistant Director (Typewriting & Stenography).
- (viii) Vigilance Cases.
- (ix) Matters relating to Disciplinary proceedings against Group 'A' & 'B' officers.
- (x) Court Cases relating to Central Hindi Training Institute.
- (xi) Matters relating to Plan Schemes relating to Hindi Teaching Scheme/Central Hindi Training Institute.
- (xii) Handling of financial proposals relating to CHTI/HTS.
- (xiii) Handling of all service/extension matters.
- (xiv) All matters relating to framing of Recruitment Rules of all Group 'A', 'B', 'C' & 'D' posts under Hindi Teaching Scheme/Central Hindi Training Institute and their notification.

### **OL(Service) Section**

1. Cadre Controlling of officers of all grades of Central Secretariat Official Language Service which consists of the following work:-
  - i) Recruitment/appointment/Transfer of all CSOLS officers on regular basis and on Deputation.
  - ii) Completion of probation.
  - iii) Confirmation.
  - iv) Promotion.
  - v) Postings, transfers to various participating offices.
  - vi) Review at the age of 50/55 years.
  - vii) Fixation of seniority and preparation of seniority lists.
  - viii) Fixation of Authorized Permanent Strength.

- ix) Maintenance of C.R. Dossiers of members of Central Secretariat Official Language Service.
  - x) Grant of ACP to CSOLS officers
2. Matters relating to deputation of officers of Central Secretariat Official Language Service to ex-cadre posts including forwarding of applications.
  3. Matters relating to inclusion/exclusion of posts in Central Secretariat Official Language Service and fixation of seniority of incumbents of posts inducted after initial constitution.
  4. Matters relating to Framing and amendment of Recruitment Rules for CSOLS.
    - i) Central Secretariat Official Language Service (Group `C` posts) Rules 1981.
    - ii) Central Secretariat Official Language Service (Group `A` and Group `B` posts) Rules, 1983.
  5. Advising various Ministries/Departments and their attached and subordinate offices not participating in Central Secretariat Official Language Service and other organizations in matters relating to framing/amendments of recruitment rules for posts similar to those included in Central Secretariat Official Language Service and other connected matters.
  6. Transfer relating to CSOLS Service matter incorporated in the reports of the committee of Parliament on official Language.
  7. Obtaining of Competent Authority for taking disciplinary/administrative action against group "A" CSOL Officers.

### **R & A Unit**

1. Preparation, publishing and distribution of the Annual Programme relating to implementation of Official Language.
2. Preparation, publishing, laying on the table of Parliament and distribution of Annual Report of the Department.
3. Preparation, publishing, laying in the Parliament and distribution of the Annual Assessment Report.
4. Publishing and distribution of orders, instructions, etc. issued by the Department of Official Language.

5. Compilation, publishing and distribution of Act, Rules, Resolution and Statutory provision relating to the Official Language.
6. Assessment of research and publication work relating to the Official Language.
7. Co-ordination with Voluntary Organizations/NGO's engaged in the promotion of Official Language, Hindi.
8. Arrangement of printing and publication of all other document/material relating to Department of Official Language.
9. Procurement and distribution of publicity and promotional material including posters, pamphlets, etc. for publicity and spread of Official Language.
10. Preparation of T.V./Radio spots and production of films pertaining to the Official Language through Ministry of Information & Broadcasting.
11. Publication of a Quarterly Magazine "Rajbhsha Bharti".
12. Preparation of list of standard books in Hindi.
13. Miscellaneous matters regarding Research and Patrika in respect of Official Language.

### **Technical Cell**

1. Advising Government Ministries/Banks/Public Sector Undertakings regarding use of modern electronic bilingual facilities available in the country for implementing the Official Language Policy.
2. To organize Seminars and computer exhibitions of bilingual facilities to promote use of Official Language in Central Government Departments/Banks/Public Sector Undertakings.
3. Arranging computer training programmes in Hindi through various Government organizations for the employees of Central Government Ministries/Banks/Public Sector Undertakings.
4. Development of Language Application Tools for Rajbhasha.  
  
Advising Central Government Ministries/Banks/Public Sector Undertakings in developing bi-lingual websites.



**OFFICE OF THE REGISTRAR GENERAL AND CENSUS COMMISSIONER,**  
**INDIA**

**Administration Division**

Establishment and administration matters. This includes budget and accounts of the ORGI, vigilance matters, establishment matters pertaining to Assured Career Progression Scheme, Compassionate appointment, grievances redressal, Recruitment, Conducting of test, Recruitment Rules, Service matters of personnel of all Groups.

**Census Division**

All matters relating to Census including planning, pre-testing of questions/schedules, conduct of census, tabulation from census data and its dissemination.

**Map Division**

Concerned with providing Town/ Ward Maps for the smooth conduct of Census besides matters relating to cartographic work, preparation of maps including thematic mapping of census data, provision of cartographic services to other govt. departments/other organization.

**Language Division**

Matters relating to Mother Tongue and Language data collected in census including classification of Mother tongues under broad Linguistic groupings.

**Social Studies Division**

Finalization of data relating to the Scheduled Castes and Scheduled Tribes, village and town studies, data on infrastructure facilities in rural and urban areas. Work on inclusion in and exclusion from the list of the Scheduled Castes and Scheduled Tribes.

**Demography Division**

Fertility and mortality studies based on census data, analytical/ technical studies for working out the population projections.

### **Data Processing Division**

Electronic data processing of all the schedules that are canvassed during House listing as well as population enumeration.

### **Vital Statistics Division**

#### **Civil Registration System (CRS)**

Unifying & coordinating the activities of the Chief Registrars of Births and Deaths of various States/Uts. Clarification required on legal issues in implementation of the RBD Act, 1969 besides giving financial and technical support to States/Uts for strengthening of the Civil Registration System.

#### **Sample Registration System (SRS)**

Data on fertility and mortality indicators at State and national level and generation of data on 'causes of deaths' by age and sex , statistics on Medical Certification of Causes of Death (MCCD) from different States/Uts, Financial support to State/Uts for imparting training to medical professionals and coders for improving the quality of MCCD data.

### **MNIC Division**

Preparing National Population Register (NPR), for giving unique identity number to each individual.

## **CHIEF CONTROLLER OF ACCOUNTS ORGANISATION**

### **Receipts, Payments and Accounts:**

1. Accurate and timely payments in conformity with prescribed rules and regulations.
2. Timely realization of receipts.
3. Timely and accurate compilation and consolidation of monthly and annual accounts.
4. Efficient service delivery to the Ministry/Department by the banking system.
5. Adherence to prescribed accounting standards, rules and principles.
6. Timely, accurate, comprehensive, relevant and useful Financial Reporting.

### **Internal Audit/Performance Audit/Security Related Expenditure Audit/Disaster Risk Management Audit/Internal Audit of Police Modernization and Internal Audit of Modernization of Prison Scheme.**

1. Assessment of adequacy and effectiveness of Internal controls in general, and soundness of financial systems and reliability of financial and accounting reports in particular;
2. Identification and monitoring of risk factors (including those contained in the Outcome Budget);
3. Critical assessment of economy, efficiency, and effectiveness of service delivery mechanism to ensure value for money; and
4. Providing an effective monitoring system to facilitate and course corrections

### **Other financial management activities:**

1. Budget formulation including the 'Outcome' and 'Performance Budget'
2. Expenditure and Cash Management.
3. Estimation and flow of non-tax revenue receipts.
4. Monitoring of Assets and Liabilities.
5. Disclosure and reporting requirements under Fiscal Responsibility

6. Budget Management Act.

**The Accounts organization is also responsible for:**

1. Ensuring prompt payments
2. Speedy settlement of Pensions, Provident Fund and other claims
3. Compilation and submission of Monthly and Annual Accounts, Finance Accounts to CGA.
4. Making available accounting information to concerned authorities for effective Financial management.
5. Implementation of COMPACT and E-Lekha in all PAOs of MHA.
6. Internal Audit of all Units (622 units) under MHA.
7. Conducting Risk-based Internal Audit of Plan Schemes.
8. Internal Audit of Security Related Expenditure (SRE).
9. Internal Audit of Police Modernization.
10. Internal Audit of Modernization of Prison Scheme.
11. Assisting implementing divisions in the monitoring of releases made under plan scheme.

**The Pay and Accounts Office**

1. Pre – Audit and payment of bills, including those of loans and grants-in-aid, submitted by Non – Cheque Drawing DDOs.
2. Issue of quarterly Letters of Credit to Cheque Drawing DDOs and post audit of their vouchers.
3. Compilation of monthly accounts of receipts and payments made by them incorporating therewith the accounts of the Cheque Drawing DDOs.
4. Maintenance of GPF accounts and authorization of retirement benefits.

## **The Principal Accounts Office**

1. Consolidation of accounts of Ministry and its submission to the CGA
2. Annual Appropriation Accounts
3. Statement of Central Transactions
4. Preparation of 'Accounts at a Glance'
5. Union Finance Accounts which are submitted to the CGA, Ministry of Finance and Director General of Audit, Central Revenue.
6. Payment of loans and grants to State Governments.
7. Rendering technical advice to all PAOs and Ministry; if necessary in consultation with other organization like DOPT, CGA, etc.
8. Preparation of Receipt Budget
9. Preparation of Pension Budget
10. Procuring and supplying cheque books to PAO/Cheque drawing DDOs
11. Maintenance necessary liaison with Controller General of Accounts office and to effect overall co-ordination and control in accounting matters and accredited Bank. Verify and reconcile all receipts and payments made on behalf of Ministry of Home Affairs through the accredited Bank, State Bank of India.

Maintaining accounts with Reserve Bank of India relating to Ministry of Home Affairs and reconciling the cash balances.