

SECTION-WISE WORK DISTRIBUTION IN THE PRIME MINISTER'S OFFICE

<u>ESTABLISHMENT SECTION</u>	Tele No. 011-23018529
<ol style="list-style-type: none">1. Establishment work (including recruitment, seniority, confirmation, verification of character & antecedents, medical examination, framing of Recruitment Rules) for various Group 'D'/Group 'C' posts not included in any organised service. Creation and continuance of temporary posts.2. Personnel Administration (including re-verification of character & antecedents, preparation and maintenance of service books/leave account, issue of sanctions relating to increments, fixation of pay, grant of leave, preparation of pension papers, etc.) concerning officers and staff.3. Welfare of staff4. Parliament Questions relating to establishment matters and such other questions which do not fall within the purview of distribution of work of any other Section5. Grant of special pay & awards to the officers/staff for undertaking successful training and winning competitions under Hindi Teaching Scheme6. Nomination of officers/staff for in-service training conducted by various institutions (like ISTM, NIC, etc.) and to national/international conferences besides processing the cases of foreign assignments of officers.7. Vigilance work of PMO.8. Annual Immovable property returns of officers/staff and maintenance of confidential rolls9. Allotment of Govt. accommodation to official under 'Key Officials Quota'.	

1. Issue of sanctions regarding various advances like (a) Leave Travel Concession (b) Leave Salary Advance (c) House Building Advance (d) Advance of purchase of conveyance, computer, fan (e) Festival Advance (f) TA advance (g) Advance and withdrawal from Provident Fund.
2. Issue of sanctions regarding re-imburement of tuition fee and grant of Children's Educational Allowance, Family Planning Allowance.
3. Celebration of days of national importance, like birth/death anniversaries of Indian leaders, issue of passes of Independence & Republic Day Celebrations.
4. Maintenance of CGHS Index cards, Permission of Medical Treatment to officers/staff and their Medical Reimbursement.
5. Accommodation – correspondence with Directorate of Estates in respect of allotment, transfer & vacation of govt. quarters; obtaining, scrutinizing and forwarding of annual applications; etc.
6. Work relating to PMO Canteen.
7. Work relating to PMO Security.

1. Modernisation of office under the Plan Scheme of Dept. of Administrative Reforms & Public Grievances.
2. Staff Cars, Motor Cycles and Three wheelers – purchase, maintenance, disposal thereof, scrutiny of log-books, recovery of non-duty journeys, co- ordination and management of pool cars, hiring of cars, holding of auctions.
3. Stationery - procurement & distribution, including local purchase and passing of bills.
4. Furniture – purchase & distribution, passing of bills & holding auctions.
5. Office equipment like typewriters (manual & electronic), cycles, photocopiers, binding machines, shredding machines, duplicating machines, FAX machines, franking machines - purchase & maintenance thereof.
6. Photo-copying unit.
7. Purchase & issue of liveries for Group `D` staff and Drivers.
8. MTNL phones, RAX, Sacra-phone, PBX exchange at PM's House, Cellular phones, intercom lines and internet lines - installation, shifting, transfer & passing of bills, printing of internal telephone directory.
9. Installation of news scanners and passing of bills, payment of Newspapers, periodicals, entertainment & canteen bills.
10. Foreign Tours - Handling of protocol work regarding PM's foreign tours, preparation of passports, obtaining of visa & air-tickets, preparation of itinerary for officers on foreign deputation, payment of Air-India Charter fare, arrangement of foreign exchange, handling of related Parliament Questions.
11. House-keeping - maintenance & cleanliness of all rooms including the PM's room, co-ordination with agencies like CPWD, etc. for civil & electrical works.
12. Miscellaneous - preparation & despatch of PM's greeting cards and any other work which strictly do not fall within the duties allocated to other sections.

1. Preparation of bills relating to pay, overtime, contingent expenses, TA, LTC, reimbursement of tuition fee, Children's educational allowance, GPF advances/withdrawals, conveyance advance, night duty, HBA, medical charges, etc.
2. Maintenance of Pay Bill Registers & monthly expenditure register.
3. Submission of quarterly expenditure returns to M/o Finance
4. Correspondence with Directorate of Estates – for matters relating to Licence fee.
5. Correspondence with other Ministries/Departments regarding GPF account, statement & other related matters
6. Maintenance of GPF account of Class IV staff
7. Calculation of Income-tax, issue of TDS certificates and filing of TDS returns
8. Processing of papers on account of superannuating officials
9. Issue of certificates in respect of rent recovered in r/o accommodation allotted to Officials.
- 10 Cashier: Disbursement of salary, budgeting and other related work, submission of bills to PAO, reconciliation of accounts, contingency payments, maintenance of cash book, submission of returns to M/o Finance.
11. Overall budget of Prime Minister's Office and monthly expenditure return.
12. Pre-check of bills.

1. To examine and deal with all the complaints of corruption against Public Servants received in the Anti-Corruption Unit of PMO;
2. To ensure timely submission and monitoring of feedback reports on complaints from all Ministries/Departments.
3. To analyse the feedback reports on complaints submitted by Ministries/Departments and to take corrective action wherever required.
4. To analyse the Fortnightly Reports submitted by CBI, DoPT and Revenue Departments on the progress of Anti-Corruption measures.
5. To analyse in detail the feedback reports with critical assessment of functioning of vigilance units of the Ministries/Departments.
6. To deal with the Parliament Questions regarding the Anti-Corruption Unit.

1. To receive, open and sort out all mail. The dak includes all communications – classified/unclassified, official/personal, telegrams, greetings, etc. addressed to the PM/officers of PMO.
2. To receive all files and communications sent to PMO by various Ministries/Departments
3. After scrutiny/marking, sending the dak/communication to the PS to PM and to the concerned officers according to the distribution of work
4. To receive general public/courier dak at counter and diarisation of all such communications
5. Diarisation/entries of Cheques/Bank Drafts/Cash and to send them to funds Section
6. Fax letters: in-coming/out-going and their diarisation
7. MPs/VIP letters: submission of draft acknowledgement for PM through concerned Sectoral Officers
8. VIRs: diarisation/up-dating and submission of monthly report.

1. All despatch work emanating from officers and Sections located in South Block, which involves preparation of envelopes in most cases, working entries in Despatch Register and Peon Books and delivery of the same through Peons/Despatch Riders
2. Night Duty Functions
3. Attending telephone calls after office hours and taking appropriate action
4. Distribution of papers received from public wings within the office.
5. Spiral binding work in respect of all officers & sections located in South Block.
6. Safe custody of the duplicate keys of the security locks of the rooms in the South Block
7. Safe custody of the keys of Cabinet of all Sections of Office in South Block.
8. Routing of Dak/signature pads between South Block and Public Wing (Rail Bhavan)/Parliament Section (Parliament House)

1. Proper arrangement, maintenance and preservation of records (recorded files, registers, etc.) received from various Sections Units in PMO and under its custody.
2. To monitor the progress of Record Management in the Sections/Units in PMO, as mentioned under Chapter XI of the Manual of Office Procedure.
3. To assist Records Officer in discharging his duties mentioned under para 5 (1) of the Public Records Act, 1993.
4. To assist the officer authorised by PMO under the provisions of Rule 7 of Public Records Rules, 1997, for evaluating and downgrading the classified records being maintained by PMO.
5. To assist the Branch Officers/Sections in consultation with National Archives of India for appraisal of recorded files of permanent nature, which are more than 25 years old, with a view to retaining them in PMO or transferring them to NAI.

1. Ministry of Micro, Small and Medium Enterprises
2. Ministry of Coal
3. Ministry of Mines
4. Ministry of Commerce and Industry
5. Ministry of Communications & Information Technology
6. Ministry of Finance
7. Ministry of Heavy Industries and Public Enterprises
8. Ministry of New and Renewable Energy
9. Ministry of Petroleum and Natural Gas
10. Ministry of Power
11. Ministry of Shipping, Road Transport and Highways
12. Ministry of Civil Aviation
13. Ministry of Railways
14. Ministry of Steel
15. Ministry of Corporate Affairs
16. PM's Advisory Councils, Industry Associations
17. All States & Union Territories

1. Ministry of Agriculture
2. Ministry of Chemicals and Fertilisers
3. Ministry of Consumer Affairs, Food and Public Distribution
4. Ministry of Tourism & Culture
5. Ministry of Environment and Forests
6. Ministry of Food Processing Industries
7. Ministry of Health and Family Welfare
8. Ministry of Human Resource Development
9. Ministry of Information and Broadcasting
10. Ministry of Labour
11. Ministry of Personnel, Public Grievances and Pensions
12. Ministry of Planning including Planning Commission
13. Ministry of Rural Development
14. Ministry of Social Justice and Empowerment
15. Ministry of Statistics and Programme Implementation
16. Ministry of Tribal Affairs
17. Ministry of Urban Development and Poverty Alleviation
18. Ministry of Youth Affairs and Sports
19. Ministry of Water Resources
20. Department of Ocean Development
21. Department of Space
22. Ministry of Science and Technology
23. Ministry of Textiles
24. Department of Atomic Energy

1. Implementation of Official Language Policy.
2. Nomination of Staff for Hindi, Hindi Typing and Stenography training under Hindi Teaching Scheme.
3. Propagation of use of Hindi in the office (Celebration of Hindi Day/Fortnight, organising various Hindi competitions).
4. Translation of PM's Speeches, Messages, TV talks, Statements and general letters.
5. Draft acknowledgements and reply on behalf of the PM to the letters received in Hindi from VIPs and general public.
6. Endorsement and draft acknowledgements of letters to be sent by higher officers
7. Preparation of PM's messages in Hindi.
8. Editing of PM's Hindi speeches and messages received from Ministries/Departments/Organizations.
9. Preparation of gist (English & Hindi) of letters received from VIPs/State Govts./General Public.
10. Translation of general orders, memoranda, letters, notifications etc.

1. Preparation of sets of clippings of important news, comments relevant to PMO from national as well as inter-national newspapers and magazines, orderly arrangement thereof and highlighting important parts of the news and comments in the original set.
2. Submission of such sets to PS to PM, Principal Secretary and other higher officers
3. Providing clippings from newspapers/magazines including back-number issues to senior officers.
4. Preparation of subject-wise set of clippings, on instructions for onward submission to PM.
5. Monitoring the 24-hour PTI news scanner throughout the day for the use of officers. Immediate circulation of important news items to PS to PM, Principal Secretary and other concerned officers.
6. Sending important news-items from newspapers, magazines and PTI-printer through fax to officers dealing with information, without delay during PM's tour in India or abroad.
7. Dealing with requests for PM's photographs, speeches, interviews and bio-data.
8. Chronological maintenance of copies of PM's speeches.
9. Subject-wise classification and indexing of PM's speeches.
10. Ministry-wise, State-wise & subject-wise classification of press clippings.

1. Monitoring of matters relating to the North East Region (including Sikkim), particularly the economic package announced in 1996 and subsequently by Prime Minister(s)
2. Parliament Questions relating to the North East Region (including Sikkim)
3. Department of Development of North Eastern Region
4. Announcements made by PM in respect of Jammu & Kashmir

1. Custody, movement, retrieval and issue of all Top Secret communications and internal notes
2. To watch follow up action/reports from Ministries/Departments, to put up reminders, if necessary, and put up connected Top Secret papers on receipt of replies.
3. Diarising, indexing, custody and retrieval of notes for Cabinet Committee on Political Affairs / CCS meetings and their briefs.
4. Diarising, indexing, custody and retrieval of Top Secret notes and briefs relating to Cabinet, Cabinet Committee on Economic Affairs and Secretaries meetings.
5. Diarising , movement and custody of all actionable and non-actionable Top Secret, CCB Telegrams.
6. Diarising and custody of all non-actionable periodical (weekly, fortnightly etc.) reports from IB and NSCS.
7. Despatch of all Top-secret communications to Ministries/ Departments.
8. Monitoring of the acknowledgments for top-secret communications in the prescribed forms, to send reminders, if necessary. Submit weekly report in this regard to controlling officer.
9. Distribution of top-secret seals and top-secret boxes amongst officers in PMO and to send half-yearly return to MHA about safe custody of top-secret seals.
10. Custody, indexing & retrieval of old papers of CCPA meetings and other top secret papers transferred by political and E&S sections to NGO.
11. Custody, indexing and retrieval of secret/confidential papers which are desired to be kept in NGO at the discretion of officers in PMO
12. Parliament questions relating to the papers in NGO section.
13. Issuance of tour programmes of Prime Minister, within India.

1. Coordination of parliamentary work like Questions, Motions, Assurances, Laying of papers on the Tables of Lok Sabha/Rajya Sabha concerning PM's Office and Ministries/Departments directly under the charge of PM. Other works relating to PM as the Leader of Lok Sabha and as Head of the Government — No-confidence Motions, Censure Motions, Adjournment Motions, Obituary References, Introduction of Ministers, PM's speeches in Parliament on significant occasions and during important debates, etc.
2. To apprise PM of important business coming up during the day.
3. Work connected with President's Addresses to Parliament at various stages: collection of material from Ministries for drafting the Address; preparation of gist of points raised by various participants in the debates on the Motions of Thanks on the Address, for use by PM during his speech on the debates.
4. Coordination of convening the meetings of Consultative Committees of Ministries/Departments presided over by Prime Minister and PM's meetings with the Leaders of Opposition.
5. Organising and coordinating Prime Minister's briefing meetings with the Ministers and Secretaries, etc. of Departments under Prime Minister's direct charge, about Parliament Questions, Consultative Committees, etc.
6. Obtaining of General Passes, Passes for entry into the Parliament House Complex, Official Gallery passes for PMO officials and Parking Labels for their official vehicles. Arrangement of all kinds of visitors' passes, DVG, Speaker's Gallery, Public Gallery, etc., for the personal guests of PM and senior officers of PMO as and when required. Obtaining casual entry passes for the visitors of the Prime Minister in Parliament House and ensuring their entry there without any inconvenience.
7. Scrutinising the printed lists of Parliament Questions and submission to senior officers of PMO, such of Question and later their answers, as merit their attention. As regards questions relating to Prime Minister and the Ministers of State under his direct control, a system for approval and the manner in which they will be dealt with is decided before each session of Parliament for which a note is put up by the Section.
8. Apprise PM and other senior officers of the happenings in Parliament. Preparation & submission of a synopsis of the salient points of the day's proceedings in the two Houses of Parliament to PM and senior officers of PMO for information, every evening. Submission of draft communications from PM in connection with Parliamentary work.
9. Maintenance of liaison with the Lok Sabha/Rajya Sabha Secretariats, M/o Parliamentary Affairs and Ministries/Departments under PM's direct charge, to ensure smooth flow of papers between the Departments and PMO.
10. Maintenance of list of VVIPs (former PMs, Governors, etc.) for sending birthday greetings from PM.

1. Ministry of External Affairs – correspondence between PM and foreign Heads of States and PMs, etc. Situation obtaining in foreign countries, international political developments, United Nations and its allied bodies, foreign policy, PM's visits abroad, visits abroad by Cabinet Ministers, Chief Ministers, MPs and non-officials, protocol arrangements. Indian Missions abroad and foreign Missions in India. Visa, passport, citizenship and visits of foreign Head of States/Governments and other VIPs. Diplomatic appointments and ICCR matters. Pravasi Bhartiya Samman Award and related issues. Matters relating to PIO cards and dual citizenship.
2. Ministry of Defence -- correspondence with Dept. of Defence Production & Supplies, DRDO, Ordnance Factory Board, Cantonment Boards. Use of defence's aircraft by VIPs, defence cooperation between Indian & other foreign countries, visits of Indian service Chiefs abroad & foreign service Chiefs to India, Independence/Republic Days' celebration, Defence Awards, NCC, Coast Guard, Border Roads Organisation, Defence Intelligence Agency, service matters, facilities to ex-servicemen, Defence celebrations.
3. Ministry of Home Affairs – Law & order and communal situation in the country, Inter-State border dispute, police affairs, Centre-State relations, Criminal Procedure Code, President and Council of Ministers. Sikh affairs, Promotion of Urdu & languages included in the 8th Schedule of Constitution, Code of Conduct, National Integration, Awards (Padma, Police & Bravery) Freedom-fighters pension facilities, Communal Harmony Award. Facilities to the President, ex-President, Governors & MPs, Dept. of J&K Affairs, creation of separate states, Warrant of Precedence. Nomination to Rajya Sabha/Lok Sabha, relief & rehabilitation of riot-affected people. Monthly reports from Governors. National Human Rights Commission, Inter-State Council Secretariat, Justice Mukherjee Commission of Inquiry, Disaster Management, Department of Official Language, All Ayodhya related matters including Parliament Questions.
4. Department of Personnel & Training – High Level appointments regarding IAS, IFS, IPS, IB, Railways, Public Sector Enterprises and allied services, etc. Allegations against Chief Ministers, state & Central Ministers, Declaration of Public Holidays.
5. Ministry of Law & Justice – Correspondence with and about Judges of the Supreme Court and High Courts, appointment of judges in the Supreme Court and High Courts. Judicial administration, judicial reforms, Law Commission, Muslim Personal Law, etc. Constitutional amendments, Uniform Civil Code, appointment of standing counsels, etc.
6. Cabinet Secretariat – Allocation of Business Rules, Transaction of Business Rules, papers relating to meetings of Cabinet Committees, Group of Ministers and Committee of Secretaries on various subjects (except CCS). Matters relating to Council of Ministers: formation, Code of conduct, maintenance of annual statements of assets & liabilities of Ministers. Appointments, service matters, foreign deputation pertaining to National Authority for Chemical Weapon Convention (CWC).
7. Matters relating to Ministry of Parliamentary Affairs, complaints against MPs and Parliamentary Conference.
8. Matters relating to IB, R&AW, DGS, ARC, SSB and SPG, central para-military forces, CMs' conference, DGP/IGP conferences.

9. Matters relating to National Security Council Secretariat, National Security Advisory Board, National Security Advisor's visits abroad and foreign NSAs' visits to India.
10. Matters relating to Minorities (like Muslims, Sikhs, Bohra community), National Minorities Commission and political parties including opposition parties.
11. Matters relating to General Elections, bye-election to Legislative Assemblies of States and Lok Sabha & Rajya Sabha. Electoral reforms and matters relating to Election Commission of India.
12. Appointment of Dy. Chairman and Members of Planning Commission.

1. Petitions, Complaints and grievances addressed to PM received from general public including Government Servants belonging to Uttarakhand and Uttar Pradesh; examination & follow-up thereof.
2. Janta Darshan Programme of PM – petitions relating to Uttarakhand and Uttar Pradesh and follow-up thereof.
3. Co-ordination and maintenance of record room in Public Wing.
4. Co-Ordination of Parliament questions relating to Public Wing.
5. Preparation of Weekly/Monthly arrears statement for Public wing.
6. Collection/handling of petitions presented at PM House.
7. Sorting/Distribution of Dak received from South Block.
8. Attending petitioners from Uttarakhand and Uttar Pradesh.

1. Petitions, Complaints and grievances addressed to PM received from general public including Government Servants belonging to Delhi, Tamil Nadu, West Bengal and Orissa; examination & follow-up thereof.
2. Janta Darshan Programme of PM – petitioner from all over India (except Uttarakhand and Uttar Pradesh), and follow-up thereof.
3. Petitions given to PM on tour of various states & follow up thereof.
4. Despatch work of Public Wing.
5. Attending petitioners from Delhi, Tamil Nadu, West Bengal and Orissa.

1. Petitions, Complaints, Grievances and Anonymous letters from the general public including Government Servants, addressed to the PM and other officers of PMO from Assam, Meghalaya, Arunachal Pradesh, Manipur, Tripura, Mizoram, Nagaland, Sikkim, Andhra Pradesh, Himachal Pradesh, Punjab, Rajasthan, Maharashtra and Union Territories; examination & follow-up thereof.
2. Co-Ordination of translation of petitions received in regional languages into English.
3. Co-ordination of Photostat work in Public Wing
4. Attending petitioners from the states mentioned in Point No.1 above.

1. Petitions, Complaints and grievances addressed to PM received from general public including Government Servants belonging to Haryana, Gujarat, Madhya Pradesh, Chhattisgarh, Bihar, Jharkhand, Kerala, Karnataka, Jammu & Kashmir and Foreigners; examination & follow-up thereof.
2. Issue of replies to the greetings to the PM from the public.
3. Attending petitioners from the states mentioned in Point No.1 above.

- (i) Receipt and acknowledgement of contributions to PMNRF and NDF.
- (ii) Disbursement of ex-gratia from PMNRF and implementation of rehabilitation schemes under the aegis of the PMNRF in accordance with the directions of the Prime Minister and monitoring utilization thereof.
- (iii) Implementation of schemes (Scholarships etc.) under the aegis of the NDF in accordance with the directions of the Executive Committee of NDF headed by the Prime Minister.
- (iv) Processing the recommendations for grant of assistance from PMNRF (other than medical assistance), NDF, PM's Discretionary Fund.
- (v) Budgeting of and disbursement out of PM's Discretionary Fund.
- (vi) Maintenance of accounts of PMNRF through 20 collecting banks, periodic review and reconciliation of receipts/payments relating to these accounts, investments, periodic review of income and expenditure, conduct of annual audit.
- (vii) Maintenance of record of disbursement from NDF, PM's Fund for Students' Aid, PM's Fund for Promotion of Folk Arts.
- (viii) Maintenance of contents relating to these funds on PMO website.
- (ix) Parliament Questions, Court Cases and RTI queries pertaining to these funds.

(i) Data entry of applications seeking financial assistance from PMNRF for medical treatment received from the following states/UTs:

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| 1. Uttar Pradesh | 2. Kerala |
| 3. Andhra Pradesh | 4. Gujarat |
| 5. Jharkhand | 6. Uttarakhand |
| 7. Assam | 8. Andaman & Nicobar Islands |
| 9. Tripura | 10. Sikkim |
| 11. Mizoram | 12. Daman & Diu |

(i) Acknowledgement of MP's letters recommending financial assistance under PMNRF from above states/UTs.

(ii) Random draw for selecting cases for processing as per norms.

(iii) Processing of cases for medical assistance under PMNRF of the above states/UTs including issue of sanction order, disbursement of grant, utilization and refund of grant and other related issues.

(iv) Empanelment of hospitals of the above states/UTs under PMNRF.

(v) Record management of the cases of the above states/UTs.

(vi) Preparation of daily statement for issuing demand drafts by the bank.

(vii) RTI matters of above States/UTs.

(viii) Any other issue from these states/UTs related to medical assistance under PMNRF.

- (i) Data entry of applications seeking financial assistance from PMNRF for medical treatment received from the following States/UTs:
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| 1. Maharashtra | 2. Karnataka |
| 3. Rajasthan | 4. Orissa |
| 5. Delhi | 6. Punjab |
| 7. Chhatisgarh | 8. Chandigarh |
| 9. Puducherry | 10. Nagaland |
| 11. Dadra & Nagar Haveli | 12. Goa |
- (ii) Acknowledgement of MP's letters recommending financial assistance under PMNRF from above States/UTs.
- (iii) Random draw for selecting cases for processing as per norms.
- (iv) Processing of cases for medical assistance under PMNRF of the above States/UTs including issue of sanction order, disbursement of grant, utilization and refund of grant and other related issues.
- (v) Empanelment of hospitals of the above States/UTs under PMNRF.
- (vi) Record management of the cases of the above States/UTs.
- (vii) Preparation of daily statement for issuing demand drafts by the bank.
- (viii) RTI matters of above States/UTs.
- (ix) Any other issue from these States/UTs related to medical assistance under PMNRF.

- (i) Data entry of applications seeking financial assistance from PMNRF for medical treatment received from the following states/UTs:
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| 1. West Bengal | 2. Tamil Nadu |
| 3. Bihar | 4. Madhya Pradesh |
| 5. Haryana | 6. Manipur |
| 7. Jammu & Kashmir | 8. Himachal Pradesh |
| 9. Arunachal Pradesh | 10. Lakshadweep |
| 11. Meghalaya | |
- (ii) Acknowledgement of MP's letters recommending financial assistance under PMNRF from above States/UTs.
- (iii) Random draw for selecting cases for processing as per norms
- (iv) Processing of cases for medical assistance under PMNRF of the above States/UTs including issue of sanction order, disbursement of grant, utilization and refund of grant and other related issues.
- (v) Empanelment of hospitals of the above States/UTs under PMNRF.
- (vi) Record management of the cases of the above States/UTs.
- (vii) Preparation of daily statement for issuing demand drafts by the bank.
- (viii) RTI matters of above States/UTs.
- (ix) Any other issue from these States/UTs related to medical assistance under PMNRF.

RTI SECTION

Tele No. 011-23384619

All matters pertaining to implementation of RTI Act 2005 in respect of Prime Minister's Office.