

Preface

The Department of Pension and Administrative Reforms had issued instructions in 1978 that each Ministry/Department should prepare an Induction Material setting out the aims and objects of the Department, detailed functions of the various divisions and their inter-relationship which would be useful for the officers of the Ministry/Department specially the new entrants. In pursuance of this, Department of Economic Affairs is bringing out 'Induction Material' since 1981. The present Edition, which is Tenth in the series, has been prepared in furtherance of these instructions.

2. Department of Economic Affairs is the nodal agency of the Government to formulate and implement economic policies and programmes. In the present day context of global slowdown, energy crises, changing views on foreign bilateral assistance and increased importance of industrial development, the role of the Department of Economic Affairs has assumed a special significance. Keeping this backdrop in view, an attempt has been made to set out the aims and objectives of the Department in the present edition of the Induction Material for understanding the role of the Department of Economic Affairs in its true perspective.

3. The Induction Material sets out to unfold the working of the Department up to the level of the Primary Functional Units, i.e. Sections. The officers and sections of the Department should find it useful to identify the section/officer concerned with any particular item of work. The other Ministries and Departments will find it useful in identifying the division or the officer to whom the papers are to be addressed.

4. To serve the interest of the newly inducted officers and employees of this Department and also for the existing ones, for the first time, efforts have been made to make the web-version of this Induction Material as informative as possible by providing useful hyperlinks on various issues, which require a better elaboration, however, the information/views available on the hyperlinked sites may not necessarily be the views of Department of Economic Affairs and readers are advised to exercise their discretion for information available on non-Government websites.

5. It is believed that all users will find this edition of Induction Material a handy and very useful guide to the functions and working of the Department of Economic Affairs. It is also hoped that with the sustained interest of all the Divisions in the Department, the utility of the material will steadily increase.


(R. GOPALAN)

SECRETARY
DEPARTMENT OF ECONOMIC AFFAIRS
MINISTRY OF FINANCE

New Delhi,

Dated the 17th August, 2011.

Chronology of Editions

First Edition	...	15.06.1981
Second Edition	...	01.01.1984
Third Edition	...	30.06.1986
Fourth Edition	...	01.06.1989
Fifth Edition	...	08.05.1993
Sixth Edition	...	14.12.1995
Seventh Edition	...	18.06.1998
Eighth Edition	...	17.12.2002
Ninth Edition	...	15.09.2009
Tenth Edition	...	17.08.2011

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LIST SHOWING THE NAMES OF MINISTER OF FINANCE

Sl. No.	Period	Name of Finance Minister
1.	Till 13.08.1947	Sh. Liaquat Ali Khan
2.	15.08.1947 17.08.1948	Sh. R.K. Shanmukham Chetty
3.	17.08.1948 22.09.1948	Sh. Jawahar Lal Nehru
4.	22.09.1948 01.06.1950	Dr. John Mathai
5.	01.06.1950 24.07.1956	Sh. C.D. Deshmukh
6.	24.07.1956 30.08.1956	Sh. Jawahar Lal Nehru
7.	30.08.1956 14.02.1958	Sh. T.T. Krishnamachari
8.	14.02.1958 22.03.1958	Sh. Jawahar Lal Nehru
9.	22.03.1958 31.08.1963	Sh. Morarji Desai
10.	31.08.1963 31.12.1965	Sh. T.T. Krishnamachari
11.	01.01.1966 12.03.1967	Sh. Sachindra Chaudhary
12.	13.03.1967 16.07.1969	Sh. Morarji Desai
13.	16.07.1969 27.06.1970	Smt. Indira Gandhi
14.	27.06.1970 10.10.1974	Sh. Y.B. Chavan
15.	10.10.1974 24.03.1977	Sh. C. Subramaniam
16.	24.03.1977 26.03.1977	Sh. Morarji Desai
17.	26.03.1977 24.01.1979	Sh. H.M. Patel
18.	24.01.1979 16.07.1979	Chowdhary Charan Singh
19.	16.07.1979 28.07.1979	Sh. Morarji Desai
20.	28.07.1979 19.10.1979	Sh. H.N. Bahuguna
21.	19.10.1979 14.01.1980	Chowdhary Charan Singh
22.	14.01.1980 15.01.1982	Sh. R. Venkataraman
23.	15.01.1982 31.12.1984	Sh. Pranab Kumar Mukherjee
24.	31.12.1984 24.01.1987	Sh. Vishwanath Pratap Singh
25.	24.01.1987 25.05.1987	Sh. Rajiv Gandhi
26.	25.05.1987 25.06.1988	Sh. N.D. Tiwari
27.	25.06.1988 02.12.1989	Sh. S.B. Chavan
28.	06.12.1989 10.11.1990	Prof. Madhu Dandavate
29.	10.11.1990 21.11.1990	Sh. Chandra Shekhar
30.	21.11.1990 21.06.1991	Sh. Yashwant Sinha
31.	21.06.1990 16.06.1996	Sh. Manmohan Singh
32.	16.05.1996 01.06.1996	Sh. Jaswant Singh
33.	01.06.1996 21.04.1997	Sh. P. Chidambaram
34.	21.04.1997 01.05.1997	Sh. I.K. Gujral
35.	01.05.1997 19.03.1998	Sh. P. Chidambaram
36.	19.03.1998 13.10.1999	Sh. Yashwant Sinha
37.	13.10.1999 01.07.2002	Sh. Yashwant Sinha
38.	2002-04	Sh. Jaswant Singh
39.	2004-08	Sh. P. Chidambaram
40.	2009 onwards	Sh. Pranab Mukherjee

LIST SHOWING THE NAMES OF MINISTER OF STATE

Sl.No.	Year	Minister of State	Sl.No.	Year	Minister of State
		Shri/Smt.			Shri/Smt.
1.	1952-53	Mahavir Tyagi	21.	1986-89	B.K. Gadhvi
2.	1954-57	Arun Chandra Guha	22.	1987	Brahm Dutt
3.	1955-57	Manilal C. Shah	23.	1988-89	Ajit Panja
4.	1958-62	B. Gopala Reddi	24.	1988-89	Edwardo Faleiro
5.	1964-66	B.R. Bhagat	25.	1991	Rameshwar Thakur
6.	1967-68	K.C. Pant	26.	1991	Dalbir Singh
7.	1969	P.C. Sethi	27.	1991	Shanta Ram Potdukhe
8.	1970-71	V.C. Shukla	28.	1993-94	Dr.Abrar Ahmed
9.	1972-75	K.R. Ganesh	29.	1993-95	M.V.Chandrashekara Murthy
10.	1974-77	Pranab Mukherjee	30.	1995-96	Dr.Debi Prosad Pal
11.	1977-79	Satish Aggarwal	31.	1997	M.P.Virendra Kumar
12.	1977-79	Zulfiquarulla	32.	1997-98	Satpal Maharaj
13.	1979	S. Gopal	33.	1998	R.K.Kumar
14.	1979	R.N. Mirdha	34.	1998	K.M.R.Janarthanan
15.	1980-81	Jagannath Pahadia	35.		Balasaheb Bikhe Patel
16.	1980-81	S.S.Sisodia	36.	1999-02	V.Dhananjaya Kumar
17.	1980-82	Maganbhai Baroat	37.	2000	G.N. Ramachandran
18.	1982	R.B. Pattabhi Rama Rao	38.	2002	Ananth G. Geete
19.	1982-88	Janardhana Poojari	39.	2002-04	Anantrao V. Adsul
20.	1984	S.M. Krishna	40.	2004-09	S. S. Palanimanickam
			41.	2006-09	Pawan Kumar Bansal
			42.	2009 onwards	S. S. Palanimanickam Namo Narain Meena

LIST SHOWING THE NAMES OF DEPUTY MINISTER

Sl.No.	Year	Deputy Minister	Sl.No.	Year	Deputy Minister
		Shri/Smt.			Shri/Smt.
1.	1954-55	Manilal C. Shah	7.	1970-71	K.R. Ganesh
2.	1956-60	B.R. Bhagat	8.	1972-77	Smt. Sushila Rohtagi
3.	1957-64	Smt. Tarakeshwari Sinha	9.	1980	Maganbhai Baroat
4.	1964-65	Rameshwar Sahu	10.	1981	Janardhana Poojari
5.	1965-66	L.N. Misra	11.	1990	Anil Shastri
6.	1968-69	Jagannath Pahadia	12.	1990	Digvijay Singh

LIST SHOWING NAMES OF SECRETARY (EA)

Sl.No.	Year	Secretary (EA)	Sl.No.	Year	Secretary (EA)
		Shri/Smt.			Shri/Smt.
1.	1950-55	K.G. Ambegaonkar	18.	1990	Dr. Bimal Jalan, Fin.Secy.
2.	1955-57	H.M. Patel	19.	1990-91	S.P.Shukla, Fin.Secy
3.	1957-58	H.M. Patel, Prin.Secy.	20.	1991	M.S. Ahluwalia, Secy (EA).
4.	1958-59	B.K. Nehru	21.	1993-98	M.S. Ahluwalia, Fin.Secy.
5.	1959-60	A.K. Roy	22.	1998-99	Dr.Vijay Kelkar, Fin.Secy.
6.	1960-64	L.K. Jha	23.	1999-00	E.A.S.Sarma, Secy. (EA)
7.	1964-66	S. Boothalingam	24.	2000-01	Ajit Kumar, Fin. Secy.
8.	1966-68	S. Jagannathan	25.	2001-02	C.M.Vasudev, Secy.(EA)
9.	1968-70	Dr. I.G. Patel, Spl.Secy.	26.	2002-03	Dr.S.Narayan, Fin.Secy & Secy (EA)
10.	1970-72	Dr. I.G. Patel	27.	2003-04	D.C. Gupta, Fin. Secy & Secy (EA)
11.	1972-76	M.G. Kaul	28.	2004-05	Dr. Rakesh Mohan, Secy (EA)
12.	1976-80	Dr. Manmohan Singh	29.	2005-07	A.K. Jha, Fin. Secy & Secy (EA)
13.	1980-82	R.N. Malhotra			(FS w.e.f. 01.11.2006)
14.	1982-83	M.Narasimham, Fin.Secy.	30.	2007-08	Dr. D.Subha Rao, Fin.Secy & Secy (EA)
15.	1983-85	P.K.Kaul, Fin. Secy.			(FS w.e.f. 04.07.2007)
16.	1985-89	S.Venkitaramanan, Fin.Secy.	31.	2008-11	Ashok Chawla, Secy (EA)
17.	1989	G.K. Arora, Fin.Secy			(FS w.e.f 11.05.2009)
			32.	2011 onwards	R.Gopalan (w.e.f 01.02.2011)

CHIEF ECONOMIC ADVISER

1.	1986-88	Dr. Bimal Jalan
2.	1988-90	Nitin Desai
3.	1990-91	Dr. Deepak Nayyar (CEA)
4.	1991-93	Dr. Ashok Desai, Chief Consultant & Secy.
5.	1993-98	Dr. Shankar N.Acharya (CEA)
6.	1998-2002	Dr. Rakesh Mohan, Adviser to FM & CEA
7.	2002-2007	Dr. Ashok K. Lahiri, CEA
8.	2007 -2009	Dr. Arvind Virmani, CEA
9.	2009 onwards	Dr. Kaushik Basu

THE GOVERNMENT OF INDIA (ALLOCATION OF BUSINESS) RULES

THE SECOND SCHEDULE (Rule 3)

DISTRIBUTION OF SUBJECTS TO MINISTRY OF FINANCE DEPARTMENT OF ECONOMIC AFFAIRS (ARTHIK KARYA VIBHAG)

I. FOREIGN EXCHANGE MANAGEMENT

- 1.(a) Administration of Foreign Exchange Management Act, 1999 (42 of 1999) other than enforcement work mentioned under the Department of Revenue.
(b) Work relating to the Financial Action Task Force (FATF) and related inter-Ministerial Coordination.
2. Policy relating to exchange rates of Rupee.
3. Management of the foreign exchange resources including scrutiny of proposals for imports from the foreign exchange point of view.
4. Foreign and Non-Resident Indian Investment excluding functions entrusted to the Ministry of Overseas Indian Affairs and Direct Foreign and Non-Resident Indian Investment in Industrial and Service projects.
5. Indian Direct Overseas Investment.
6. Matters concerning commercial borrowing from abroad, including terms and conditions thereof.
7. Matters concerning gold and silver.
8. Approval for foreign travel of Ministers of State Governments/Union Territories, Members of State Legislature/Union Territories and State Government Officials.
9. Management of external debt.

II. FOREIGN AID FOR ECONOMIC DEVELOPMENT

10. All matters relating to-
 - (a) India Development Forum;
 - (b) loans, credits and grants from foreign countries, special agencies, non-governmental foundations agencies and voluntary bodies;
 - (c) loans and credits and grants from multilateral agencies;
 - (d) withdrawals and borrowings from International Monetary Fund;
 - (e) policy for private sector financing from International Finance Corporation.
11. Technical and Economic assistance received by India as under-
 - (a) *****
 - (b) The United Nations Technical Assistance Administration Programmes;
 - (c) Ad-hoc offers of technical Assistance from various foreign countries, special agencies, non-Government entities;
 - (d) United Nations Office of Project Services.
12. *****
13. *****
14. All matters relating to credits extended by Government of India to other countries except Nepal, Bhutan and Bangladesh.

15. Technical assistance received by India from or given to foreign governments, international institutions and organisations, except such as are relatable to subjects allocated to any other Department.
16. All matters concerning [United Nations Development Programme](#) (UNDP) including Programmes or Projects funded out of UNDP Budget.
17. Foreign Investment Promotion Board (FIPB).
18. Policy issues relating to the United Nations Fund for Population Activities (UNFPA) and contributions to the specialised agencies of the United Nations and other U.N. Bodies.
19. All matters relating to the Foreign Volunteers Programmes in India including the incoming United Nations Volunteers (UNV) but excluding programmes in India for overseas Indian Volunteers and outgoing volunteers under UNV.
20. All funding by United Nations agencies.
21. Commonwealth Fund for Technical Cooperation (CFTC).

***** Deleted by amendment series no. 297 dated 5th June 2010.

III. DOMESTIC FINANCE

22. All matters relating to –
 - (a) currency and coinage including its designing;
 - (b) the Security and Currency Printing Presses, the Security Paper Mills and the Mints including the Assay Department and Silver Refinery, Gold Refinery, and Gold collectioncum-delivery centres;
 - (c) production and supply of Currency Note Paper, Currency and Bank Notes and Coins including Commemorative coins, postal stationary, stamps and various security forms/items.
 - 23 (a) Policy measures for the regulation and development of the securities market and investor protection.
 - (b) New Investments and Securities for mobilising resources from the Capital Markets. Investment Policy including investment policy of Life Insurance Corporation of India, and General Insurance Corporation of India.
 24. Investment pattern for Employees' Provident Fund and other like Provident Funds.
 25. Financial Policy in regard to the process of disinvestments including Disinvestments Proceeds Fund and Asset Management Company.
 26. All matters relating to Tax Free Bonds.
- ### **IV. BUDGET**
27. Ways and means.
 28. Preparation of Central Budget other than Railway Budget including supplementary excess grants and when a proclamation by the President as to failure of Constitutional machinery is in operation in relation to a State or a Union Territory, preparation of the Budget of such State or Union Territory.
 29. Market Borrowing Programme of Central and State Governments and Government Guaranteed Institutions.
 30. Floatation of Market Loans by Central Government and issue and discharge of Treasury bills.
 31. Administration of the [Public Debt Act, 1944 \(18 of 1944\)](#).

32. Fixation of interest rates for Central Government's borrowings and lending.
33. Policy regarding Accounting and Audit procedures including classification of transactions.
34. Financial matters relating to Partition, Federal Financial integration and Reorganisation of States.
35. Contingency Fund of India and administration of the [Contingency Fund of India Act, 1950](#) (49 of 1950).
36. Monitoring of budgetary position of the Central Government.
37. Sterling Pensions-Transfer of responsibility of U.K. Government and actual calculations of liability involved.
38. [Public Provident Fund Scheme](#).
39. [Finance Commission](#).
40. Resources of [Five Year and Annual Plans](#).
41. National Deposit Scheme, Special Deposit Schemes, Compulsory Deposit Scheme, Other Deposit Schemes of the Central Government.
42. Small Savings, including the administration of the National Savings Institute.
43. Duties and Powers of the Comptroller and Auditor General.
44. Laying of Audit Reports before the Parliament under article 151 of the Constitution.
45. Financial emergency.
46. Government guarantees.
47. Functions of the Treasurer of Charitable Endowments for India.

V. *****

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VI *****

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VII. MANAGEMENT OF THE INDIAN ECONOMIC SERVICE

79. Management of Indian Economic Service – its cadre and all matters pertaining thereto.

VIII. ECONOMIC ADVICE

80. Advice on matters which have a bearing on internal and external aspects of economic management including prices.
81. Credit, fiscal and monetary policies.

IX. MISCELLANEOUS ACTS

82. [The Government Savings Bank Act, 1873](#) (5 of 1873).
83. Section 20 of the [Indian Trusts Act, 1882](#) (2 of 1882) dealing with investments.
84. [The Metal Tokens Act, 1889](#) (1 of 1889).

85. [The Charitable Endowments Act, 1890](#) (6 of 1890).
86. [The Indian Coinage Act, 1906](#) (3 of 1906).
87. [The Indian Security Act, 1920](#) (10 of 1920).
88. The Currency Ordinance, 1940 (4 of 1940).
89. [The International Monetary Fund and Bank Act, 1945](#) (00 of 1945).
90. [The Finance Commission \(Miscellaneous Provisions\) Act, 1951](#) (33 of 1951).
91. [The Government Savings Certificates Act, 1959](#) (46 of 1959).
92. [The Compulsory Deposit Scheme Act, 1963](#) (21 of 1963).
93. [The Unit Trust of India Act, 1963](#) (52 of 1963).
94. [The Legal Tender \(Inscribed Notes\) Act, 1964](#) (28 of 1964).
95. [The Asian Development Bank Act, 1966](#) (18 of 1966).
96. [The Public Provident Fund Act, 1968](#) (23 of 1968).
97. [The Small Coins \(Offences\) Act, 1971](#) (52 of 1971).
98. [The Comptroller and Auditor General's \(Duties, Powers and Conditions of Service\) Act' 1971](#) (56 of 1971).
99. [The Additional Emoluments \(Complusory Deposit\) Act, 1974](#) (37 of 1974).
100. [The African Development Fund Act, 1982](#) (1 of 1982).
101. [The African Development Bank Act, 1983](#) (13 of 1983).
102. [The Securities and Exchange Board of India Act, 1992](#) (15 of 1992).
103. The Administration of [Securities Contracts \(Regulation\) Act, 1956](#) (42 of 1956).
104. [The Depositories Act, 1996](#) (22 of 1996).
105. [The International Finance Corporations \(Status, Immunities and Privileges\) Act 1958](#) (42 of 1958).

***** Deleted by amendment Series No. 290 dated 28th June, 2007.

I. ADMINISTRATION DIVISION

(Joint Secretary: [Sh. Prabodh Saxena](#))

Administration I Section

- (i) All administrative/establishment matters including matters relating to personal and terminal benefits in respect of all Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- (ii) Sanctions of all type of loans and advances and related matters in respect of all Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- (iii) All matters relating to General and other Elections.
- (iv) Forwarding of application for the membership of Finance/[Central Secretariat Library](#) in respect of all Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- (v) All cases relating to payment of honorarium to the officials of DEA.
- (vi) Preparation of BE/RE of object heads "Professional Services" and "Publication" and "Advertisement & Publicity" for inclusion in Demands for Grant and issuance of financial sanctions relating to these object heads.
- (vii) Cases relating to issuance of [CGHS cards](#) and medical/tuition fee reimbursement claims in respect of all Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- (viii) All matters relating to the functioning of Departmental Staff Council, Office Council etc.
- (ix) Issue of passes for Flag Hoisting Ceremony on Independence Day, Republic Day Parade and Beating of Retreat and Ceremonies at the Rashtrapati Bhawan in connection with Republic Day and Independence Day.
- (x) DEA Internship Scheme.
- (xi) Sectoral charge: [Election Commission of India](#).
- (xii) All matter relating to Benevolent Fund of DEA.

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Ms. Latha Yadav Tele. No. 23095111 I.Com 5111 Room No. 230 North Block Email: latha.yadav@nic.in	Shri Ashok Kumar Tele. No. 23092872 I.Com 5061 Room No. 234 North Block Email: ashok.kumar65@nic.in	Sh. Sagar Mehra Tele.No.23092100 Internal No. 5089 Room No.66-C North Block. Email: sagar.mehra@nic.in	Shri Prabodh Saxena Tel No.2309 3558 I.Com 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in

Administration IA

- (i) All administrative/establishment matters including personal matters and terminal benefits pertaining to ex-cadre posts, both Gazetted and Non-Gazetted, posts in the OL cadre and ICOAS.
- (ii) All administrative/establishment matters pertaining to IES officers posted in DEA.
- (iii) Appointment of Consultants.
- (iv) Framing/Amending of Recruitment Rules for all Ex-cadre posts borne on the strength of DEA.
- (v) Filling up of all ex-cadre posts.

- (vi) Sanction of all type of loans and advances and related matters in respect of staff mentioned at Sl. No. (i) & (ii) above.
- (vii) Cases pertaining to issue of CGHS Card and Medical reimbursement in respect of officers holding ex-cadre posts as mentioned in (i) & (ii) above.
- (viii) Forwarding of application for the membership of Finance Library/Central Secretariat in respect of staff mentioned at Sl. No.(i) & (ii) above.
- (ix) Sectoral Charge - [UPSC](#)

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Ms. G.S. Chitra Tele. No. 23095110 I.Com 5110 Room No. 230 North Block Email: gs.chitra@nic.in	Ms. Neelam Vohra Tele. No. 23093744 I.Com 5062 Room No. 66 B North Block Email: neelam.vohra@nic.in	Sh. Sagar Mehra Tele.No.23092100 Internal No. 5089 Room No.66-C North Block. Email: sagar.mehra@nic.in	Shri Prabodh Saxena Tel No.23093558 I.Com 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in
Ms. Satinder Jit Kaur Tele. No.23095249 I.Com 5249 Room No. 230 North Block Email: satinder.kaur@nic.in			

Administration II Section

- i) All administrative/establishment matters including matters relating to personal and terminal benefits in respect of all Gazetted officers and the CSSS cadre staff, but excluding ex-cadre and isolated posts.
- (ii) Sanction of all types of loans and advances and related matters in respect of all Gazetted officers and the CSSS cadre staff, but excluding ex-cadre and isolated posts.
- (iii) Implementation of ERC/SIU's report in respect of DEA.
- (iv) Cases pertaining to issue of CGHS cards and medical/tuition fee reimbursement in respect of all Gazetted officers and the CSSS cadre staff, but excluding ex-cadre and isolated posts.
- (v) Restructuring of DEA.
- (vi) Forwarding of applications for the membership of Finance/Central Secretariat Library in respect of all Gazetted officers and the CSSS cadre staff, but excluding ex-cadre and isolated posts.
- (vii) Appointment of Authorized Medical Attendants.
- (viii) Sectoral charge: [Ministry of Home Affairs](#), including [NHRC](#) and National Security Council.

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Shri Surojit Ghosh Tele. No. 23095113 I.Com 5113 Room No. 230 North Block Email: s.ghosh@nic.in	Shri Ashok Kumar Tele. No. 23092872 I.Com 5061 Room No. 234 North Block Email: ashok.kumar65@nic.in	Sh. Sagar Mehra Tele.No.23092100 Internal No. 5089 Room No.66-C North Block. Email: sagar.mehra@nic.in	Shri Prabodh Saxena Tel No.2309 3558 I.Com 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in

Administration III Section

- Issuance of sanction orders for officers of DEA for official visits abroad, on receiving the proposals from the Division concerned with necessary administrative and financial approvals to this effect.
- Issuance of sanction orders for officers of DEA for foreign training/workshop/seminars/study tour, on receiving the proposals from the Division concerned with necessary administrative and financial approvals to this effect.
- Grant-in-aid to Economic Research Oriented Institutions. Laying of the annual reports/audited statement of accounts of such grantee institutions before the Parliament.
- Budget and Audit matters in respect of Grant-in-aid dealt with by Admn.III Section.
- Administrative matters pertaining to the [Economic Wing, Embassy of India, Washington DC](#) i.e creation/ abolition/ upgradation and filling up the posts (Group-A) created for the Economic Wing
- Administrative matters pertaining to the [Economic & Commercial Wing, Embassy of India, Tokyo](#) i.e creation / abolition/upgradation and filling up the posts (Group-A) created for the Economic Wing.
- Administrative matters pertaining to [Economic Wing, Embassy of India, Beijing](#) i.e creation / abolition/upgradation and filling up the posts (Group-A) created for the Economic Wing.
- Budget matters in respect of the Economic Wing, Embassy of India, Washington DC, Tokyo and Beijing. Miscellaneous matters pertaining to the three Economics Wings.
- Nominations from DEA for Domestic Training programmes being conducted by [DOP&T/ISTM](#).
- Monthly Report to the Cabinet Secretary on important policy decisions pertaining to DEA along-with status report on the decisions of the Cabinet/Cabinet Committee and Committee of Secretaries on the matters pertaining to DEA
- Circulation of the unclassified portion of the Monthly Summary in respect of DEA to all Ministries/Departments of Government of India.
- Compilation of material in respect of Administration Division of DEA for inclusion in the [Annual Report of Department of Economic Affairs, Ministry of Finance](#)
- Compilation of material in respect of DEA for inclusion in the [President's Speech before the Parliament during the Budget Session](#).
- Compilation of statistical data regarding representation of SCs/STs/OBCs/Minorities /Ex-servicemen/Persons with disabilities in DEA and its attached/ subordinate offices as and when requested by DOP&T.
- Appointment of Liaison Officer (s) for the work relating to SCs/STs/OBCs/Persons with disabilities in DEA (Main).
- Constitution of [Complaints Committee on Sexual Harassment of Women Employees in DEA](#) (Main).
[Note: Vigilance Section provides Secretarial Assistance to the Complaints Committee]
- Creation of the posts for the Finance Commission and miscellaneous matters pertaining to the Finance Commission. (Note: All the residuary matters of the erstwhile Finance Commission are dealt by Finance Commission Division of Department of Expenditure.)
- [Government of India \(Transaction of Business\) Rules, 1961](#)
- Administrative control of Departmental Record Room of Department of Economic Affairs.

Sectoral Charge: [Cabinet Secretariat](#), [PMO](#)

Name and designation of officers:-

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri M. Sudheer Babu Tele NO. 23095112 Internal No. 5112 Room No. 268-D North Block Email: sudheer.m@nic.in	Shri Sanatan Tele No. 23092639 Internal No. 5745 Room No. 233 North Block Email: sanatan@nic.in	Shri V. K. Sharma Tele No. 23092883 Internal No. 238-B North Block Email: Sharma.vijayk@nic.in	Shri Prabodh Saxena Tele No. 23093558 Internal No. 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in
Smt. Sarita Gulati Section Officer Departmental Record Room Tele No. 23095122 Internal No. 5122 Room No. 251-D North Block Email: s.gulati@nic.in			

Administration IV Section			
All matters relating to installation/shifting/disconnection/transfer of Office/Residential telephones.			
Scrutiny of telephone bills and settlement thereof.			
Arranging payments of telephone bills in respect of residential/office telephones.			
Liaison work with various telephone exchanges at New Delhi.			
Preparation of Telephone Directory/Chart of DEA .			
Maintenance of telephone registers in respect of residential/official calls and recovery of excess calls.			
All matters relating to purchase/repairs/servicing and maintenance of office equipments			
Purchase, servicing, repairs and maintenance of staff cars and hiring of vehicles.			
All matters relating to purchase of stationery articles/computer consumables/electronic typewriter consumables and sundry items.			
Distribution of stationery and sundry articles/computer and electronic typewriter consumables amongst various officers/sections in the Department of Economic Affairs.			
Furnishing of rooms and purchase/repair/maintenance of furniture. Procurement of furniture and fixtures for office accommodation.			
Purchase/repairs of wall clocks, time pieces and electrical items (heaters, table lamps, table fans, emergency lights etc.).			
Installation/repairs/maintenance of Air-conditioners and water coolers.			
Hiring/purchasing of room coolers/desert coolers and filling water in them during summer season.			
Purchase of suitcases and brief cases for officers.			
Purchase of buckets (Iron & Plastic), dustbins and crockery items and their distribution.			
Purchase and distribution of cycles to the Class IV employees.			
Forwarding of application forms for residential accommodation to the Directorate of Estates.			
Arrangements for refreshments/lunch for official meetings and booking of conference rooms for the same in North Block premises			
Arrange disposal of waste paper/ condemned articles etc.			
Purchase and distribution of livery items.			
Forwarding of application forms to the MHA for issue of identity cards and Vehicle parking labels to the officers/officials of DEA.			
Correspondence with CPWD for renovation of rooms & maintenance of Stair cases, open courtyards and toilets on the ground floor.			
Modernization/renovation of office accommodation.			
<u>Name and designation of officers:-</u>			
Section Officer	Under Secretary	Director	Joint Secretary
Sh. M.L. Sood Tele: 23092279 Internal No.5114/5218 Room No.47 North Block Email:	Sh.S.K. Ghildiyal Tele.No.23092684 Internal No.5063 Room No.48-B North Block. Email: usad4-dea@nic.in	Sh. Sagar Mehra Tele.No.23092100 Internal No. 5089 Room No.66-C North Block. Email: sagar.mehra@nic.in	Sh. Prabodh Saxena Tele.No.23093558 Internal No.5084 Room No.40-B North Block. Email: prabodh.saxena@nic.in

Administration V Section	
<ul style="list-style-type: none"> • Coordination work of subjects which are not specifically allocated to any Division/Section of DEA. • Compilation of periodical reports/returns for forwarding to other Ministries/Department/UPSC, issue of circulars received from other Ministries/Departments. • Coordination work relating to public grievances. • Coordination work relating to references from PM's Office for work not specifically allotted to any other section. • Coordination work relating to recommendations of Pay Commission. • Collection/ compilation of information on Parliament Questions (received from various Ministries/Departments) on subjects not allocated to any Division/section. • Compilation/submission of monthly progress report on pending Parliamentary Assurance of the Department 	

[of Economic Affairs.](#)

- Quarterly reports on Framing of Rules under Central Acts.
- Quarterly report on High Powered Committees.
- [Allocation of Business Rules](#) and correspondence relating thereto.
- Work relating to preparation of brief for new Finance Minister/ Finance Secretary.
- Monitoring of ACC Vacancy Monitoring Systems (AVMS) for ACC and non-ACC posts.
- Quarterly report to D/o Legal Affairs on Pending Central Govt. Cases in Districts/Subordinate Courts.
- Quarterly report to DOPT on monitoring the implementation of the Judgements/orders of the CAT.
- Coordination work on issues likely to be raised in Lok Sabha & Rajya Sabha during various sessions in the year.
- Coordination work on Government Business of Parliament.
- Follow up action on Budget announcements made by the Finance Minister viz. monthly monitoring of status of implementation of Budget Announcement made by FM with various central Ministries/Departments, preparation of material for [Mid Year Review](#), holding of Budget Monitoring meeting, preparation of [ATR on status of implementation of Budget Announcement](#).

Sectoral Charge: [Lok Sabha](#) & [Rajya Sabha](#) Secretariat, [President](#) & [Vice President](#) Secretariat.

Name and designation of officers:-

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Smt. Sikha Das Tele No.: 23095115 Internal No. 5115 Room No. 265 North Block Email: sikha.das@nic.in	Shri Sanatan Tel No.: 23092639 Internal No. 5745 Room No. 233 North Block Email: sanatan@nic.in	Shri V. K. Sharma Tele No: 23092883 Internal No. 5069 Room No. 238-B North Block Email: Sharma.vijayk@nic.in	Shri Prabodh Saxena Tele No.: 23093558 Internal No. 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in

Cash, Accounts & Budget Section

Preparation of Pay bills of all employees of DEA
Preparation of T.A. Bills (Foreign and Domestic) on tours/transfer
Preparation of OTA Bills and furnishing of monthly and quarterly returns;
Preparation of Medical, Tuition fees and Budget Honorarium bills.
Preparation of Loans and Advances Bills like, House Building Advance, Motor car/Personal Computer/Scooter/Cycle/Table Fans/Festival/Flood relief; etc.
Preparation of contingent bills of Budget Press, and the Department of Economic Affairs (Main Sectt.);
Preparation of Entertainment and Hospitality and Professional/Special Services bills;
Preparation of Publication bills received from various branches of the Departments;
Preparation of air-fare bills and their settlement.
Preparation of LTC Advance and Final Adjustment Bills,
Preparation of conveyance Bills.
Disbursement of Pay and Allowances every month including daily payment of supplementary and contingent bills;
Writing of Cash Book and check thereof;
Sending of Salary to the Bank for disbursement through ECS.
Preparation of Grants-in-aid Bills.
Maintenance of GPF Accounts of all classes and calculation of interest accrued thereon.
Issue of GPF Statements at the close of each financial year.
Final Payment of GPF Balance to subscribers at the time of retirement etc.
Transfer of GPF Accounts on transfer of officers/officials to other departments.
Calculation of Income-tax liability of the officers/officials.
Filing of Quarterly TDS returns with the Income Tax Department.
Maintenance of Court attachment orders and payment to the courts concerned.
Preparation of challans in respect of miscellaneous amounts deposited into the Government Account.
Proper up-keep of all accounts/advance registers.
Effecting recoveries of various Co-operative Societies & Finance Stores.
Benevolent fund, Co-operative Stores and miscellaneous ones.
Maintenance of Accounting of House Building /Motor Conveyance advances/Computer/Scooter etc.
Calculation of Interest on Loans and Advances granted to the officers and staff of this Department for the purpose of House Building, Motor Cars/Scooters/Cycles and other interest bearing advances i.e. Computer etc.
Miscellaneous Work:
Issue of Income-tax Certificates. (Form 16 etc.)

Issue of Pay Certificates.

To tender advice on accounting matters arising out of Departmentalization of accounts referred to this section by its lower formations.

Preparation Bills in respect of Gratuity, Commutation of Pension and Final payment of GPF.

Calculation of payment of encashment of Leave Salary to retiring persons.

Calculation of up-to-date GPF balance of officers and staff who want to withdraw or take advance from their GPF Accounts and issue of certificates in this regard.

Tracing of old missing credits as and when pointed out by the Pay and Accounts Officer or officers and issue of certificate in this behalf.

Budget and Accounts Work:

Maintenance of Appropriation Registers for expenditure under different Heads/Sub-Heads.

Maintenance of Expenditure Control Register.

Preparation of Annual and Supplementary Budget of the Department, Budget Press, and Sanctioning of Budget Proposals of Subordinate Offices like Office of the CCA .

Periodic Review of Budgetary Expenditure and monitoring of Economy Instructions.

Preparation of Budget of Loan to Govt. servants (including House Building Advances of the Department) Budget Press, Office of the CCA, Currency and Coinage Division, National Savings Organisations/13th Finance Commission etc.

To attend the audit objection relating to Cash Section only.

Submission of quarterly expenditure returns to the Department of Expenditure.

Reconciliation of Accounts with P & A.O.

Name and designation of officers:-

Section Officers	Under Secretary	Director	Joint Secretary
Sh. Ajay Kr. Sawhney Tele.No. 23095116 Internal No. 5116/5118 Room No.260 North Block Email: aksawhney@nic.in	Sh.S.K. Ghildiyal Tele.No.23092684 Internal No.5063 Room No.48-B North Block. Email: usad4-dea@nic.in	Sh. Sagar Mehra Tele.No.23092100 Internal No.5089 Room No.66-C North Block. Email: sagar.mehra@nic.in	Sh. Prabodh Saxena Tele.No.23093558 Internal No.5084 Room No.40-B North Block. Email: prabodh.saxena@nic.in

Finance Library & Publication Section

The Finance Library functions as a Central Research and Reference library in the Ministry and caters to the needs of officers of all the five Departments and Divisions of the Ministry and Committees and Commissions set up from time to time. This library has a specialized collection of about two lakhs documents on economic and financial matters and other related subject fields. Finance library receives about 600 newspapers & periodicals. Library prepares ad-hoc bibliographies and issues a documentation list 'Weekly Bulletin' indexing selected articles from 150 newspapers & periodicals with a list of new additions to the Library. The Finance Library also undertakes the work "Scanning the Public Grievances appearing in the leading newspapers relating to the Department of Economic Affairs". The collection of this library is being managed through its under mentioned 5 Sections: -

1. Economics.
2. Reference.
3. Periodicals and Serials.
4. General (Hindi and English).
5. Indian Official Documents Section.

The Library also serves as the Publication Section of the Ministry, coordinating the procurement and distribution of rules books, codes, manuals, other official publications, Reserve Bank of India publications, exchange of Government of India's publications with foreign governments under Delivery of Books Act.

Finance library is situated in North Block Annexe near Gate No.10 in between North Block and 'L' Block.

Name and designation of officers:-			
Lib. & Inf. Officer	Under Secretary	Director	Joint Secretary
Ms. Savitri Devi Tel:23093852 Internal No.5197 North Block Annexe Email: library@nic.in	Shri S.K. Ghildiyal Tel: 23092684 Int.5063 Room No. 48-B, North Block Email: usad4-dea@nic.in	Shri Sagar Mehra Tel:23092100 Internal NO.5089 Room No.66-C North Block Email: sagar.mehra@nic.in	Sh. Prabodh Saxena Tele.No.23093558 Internal No.5084 Room No.40-B North Block. Email: prabodh.saxena@nic.in
Protocol Section			
<p>Receiving and sending off of foreign dignitaries /Ministers (who are visiting India on the invitation of the Department of Economic Affairs, Ministry of Finance/Minister(s) and other officers of the rank of Addl. Secretary and above in DEA, at the time of arrival and departure on their official tours abroad from Indira Gandhi International Airport, terminal-II, New Delhi.</p> <p>Travel formalities:- Arranging issuance of Diplomatic/Official passport in respect of officers of DEA. Visa formalities: - Submission/Collection of Visa documents on receipt of the same from officers of DEA. Hotel accommodation and transport arrangements in India for foreign dignitaries visiting India at the invitation of the Department of Economic Affairs. Printing of Invitations on receipt of confirmed guest list from the concerned Division and general arrangements for official lunch/dinner and reception etc. hosted outside the office premises by the Department of Economic Affairs.</p> <p>Purchase of gifts for officers of DEA, for presentation to foreign dignitaries. Preparation and Monitoring of Budget for Minor Head- "Other Administrative Expenses" under Demand No.-31 Department of Economic Affairs.</p>			
Name and designation of officers:-			
Section Officer	Under Secretary	Director	Joint Secretary
Sh. A.K. Pradhan Tele.No.23093724 Internal No.5117 Room No.63 North Block.	Shri S.K. Ghildiyal Tel: 23092684 Int.5063 Room No. 48-B, North Block Email: usad4-dea@nic.in	Shri Sagar Mehra Tel:23092100 Int. 5089 Room No. 66-C North Block Email: sagar.mehra@nic.in	Sh. Prabodh Saxena Tele.No.23093558 Internal No.5084 Room No.40-B North Block. Email: prabodh.saxena@nic.in
R & I Section			
<p>Receipt and distribution of Postal Dak/Registered letters/Telegrams and diplomatic bag etc. to all Officers in North Block.</p> <p>Receipt, Marking and Diarizing of the dak received from all Ministries/Departments/by post addressed to the Department of Economic Affairs.</p> <p>Dispatch of post communications received from the Sections/Offices and also from MOS (F)'s Office.</p> <p>Delivery of local dak to all the Ministries/Departments in New Delhi/Delhi received from various Sections/Officers and MOS (EB&I)'s Office through Messengers/T.S.R.</p> <p>Receipt and Dispatch of Telegrams, Cables, received from Sections and Officers etc.</p> <p>Cyclostyling work.</p> <p>Care-taking work: Opening, closing and cleaning of rooms of Officers/Sections of this Department including Office of MOS(E,B&I) and Supervision of the work of Frashes/Sweepers. Dispatch of immediate letters by Speed Post and Most Important letters by Courier Service. Transmission of Fax Message Distribution of Fax Message Received.</p>			

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Shri Justin Xalxo Tele.No.23092453 Intr: 5120 Room No.62-I North Block.	Shri S. K. Ghildiyal Tel:23092684 Int. 5063 Room No. 48 B, North Block Email: usad4-dea@nic.in	Shri Sagar Mehra Tel:23092100 Int. 5089 Room No.66-C North Block Email: sagar.mehra@nic.in	Sh. Prabodh Saxena Tele.No.23093558 Internal No.5084 Room No.40-B North Block. Email: prabodh.saxena@nic.in

RTI Section

RTI Cell and the Facilitation Counter under it receive RTI applications under the [Right to Information Act, 2005](#). These applications are forwarded to the [concerned CPIOs](#) in the Department. Applications pertaining to other Public Authorities are transferred under Section 6(3) of the RTI Act, 2005. In respect of the applications which require coordination, information is collected from the concerned divisions and provided to the applicants. The Cell, on receipt of applications from other Public Authority(PA)/ Authorities (PAs), deals with the applications and transfer the same to the PAs concerned if it is not related to Department of Economic Affairs. Besides, the Cell handles Appeals preferred by the appellants under the Act and references received from CIC. The quarterly Reports are regularly uploaded on [CIC's website](#). [Implementation of the Section 4\(1\)\(b\) obligation under the RTI Act, 2005](#) are coordinated and monitored by this Cell.

Name and designation of officers:-

Section Officer	Under Secretary	Deputy Secretary	Transparency Officer	Joint Secretary
Smt. Sadhna Sharma Tel.No. 23095146 Internal: 5146 Room No. 251-D North Block E-mail :- Sharma.sadhna@nic.in	Shri Sanatan Tel.No. 23092639 Internal: 5745 Room No. 233 North Block E-mail:- sanatan@nic.in	Sh. V.K. Sharma Tel.No. 23092883 Internal.5069 Room No. 238-B North Block E-mail :- sharma.vijayk@nic.in	Sh. Sagar Mehra Director (A) Tel.No. 23092100 Int.5089 Room No. 66-C North Block E-mail:- sagar.mehra@nic.in	Shri Prabodh Saxena Tel.No. 23093558 Int. 5084 Room No. 40-B, North Block E-mail :- prabodh.saxena@nic.in

Official Language Implementation Cell

Coordination work of Official Languages Implementation and communications/circulation of instructions/orders regarding Official Language Implementation received from the [Department of Official Language](#) to the attached/subordinate offices of the Department.

Compilation of Quarterly Progress Report regarding progressive use of Hindi in the work of the Department.

Review of O & M inspection reports of different Sections/Divisions.

Review of Quarterly Progress Report received from different Sections/Divisions of the Department/Attached/Subordinate Offices of the Department and follow-up action.

Functioning as office of the following two Committee: (i) Hindi Salahkar Samiti of the Department of Economic Affairs (Including Department of Financial Services) and its offices; (ii) Official Language Implementation Committee of the Department. Convening meetings of the HSS and the Official Languages Implementation Committee of the Department. Follow-up actions on the decisions taken in the meetings of the Central OLIC. Central Hindi Advisory Committee and other ad-hoc Committees/ Conferences convened by the Department of Official Language as well as the Department of Economic Affairs. Preparation of briefs/notes regarding position obtained in the Department with regard to the O.L. Implementation work for the use of higher officers attending meetings of the Committees/Conferences. Review of the decisions of OLIS of attached/subordinate offices and other work relating to propagating use of Official Languages in the Department of Economic Affairs and its attached/subordinate offices. Supply of information to Parliamentary Committee on Official Languages in respect of the Department, attached & subordinate offices regarding official Language.

Preparation and coordination in respect of Hindi version of the website of the Department. Implementation of scheme of Awards on Original Book Writing in Hindi on economic subjects.

Miscellaneous:

Handling all works regarding Official Languages Implementation in the Department of Economic Affairs and its attached/subordinate offices.

Sectoral Charge: [Department of Official Languages](#).

Name and designation of officers:-

Assistant Director	Deputy Director	Director	Joint Secretary
Shri M.C. Mishra Tele.No.23095119 Internal No.5119 Room No.263-A North Block. Email:	Sh. P. N. Arya Tele.No.23095742 Internal No.5742 Room No225-B North Block. Email: param.arya@nic.in	Sh. Amarnath Tele.No.23092473 Internal No.5214 Room No.238-B North Block. Email: a.siddha@nic.in	Shri Prabodh Saxena Tele. No. 23093558 I.Com 5084 Room No.40-B North Block Email: prabodh.saxena@nic.in

II. BILATERAL CO-OPERATION DIVISION (BC)

(Joint Secretary: Shri Prabodh Saxena)

I. Areas of Work

Areas of Work:

The functions of the Bilateral Cooperation Division are classified in the following areas:

Bilateral Development Cooperation

1. Formulation and monitoring of policy on development assistance from the bilateral sources.
2. Mobilization, negotiation and allocation of bilateral financial and technical assistance from [G8 countries](#) (excluding Russia) and primarily from Japan, UK, Germany, France, USA and the European Union.
3. Loans from [European Investment Bank](#) (EIB) under bilateral Framework.
4. Monitoring and review of the utilization of bilateral development assistance in financial and technical cooperation projects.
5. Coordination with CAA&A for preparation of budgetary/revised estimates for external assistance.
6. Implementation and maintenance of the web-based platform namely "[Coordination and Decision Support System](#) (CDSS)" for consolidating data on external assistance.
7. Assistance from foreign countries/international institutions (except UN bodies) to Indian NGOs/other entities.
8. [Short term foreign training courses/seminars/workshops being organized by foreign development agencies.](#)

India's Development Support Initiatives

1. Extending [Lines of Credit under Indian Development and Economic Assistance Scheme](#) (IDEAS) to countries of Asia (excluding Bangladesh, Nepal and Bhutan), Africa, CIS region and Latin American region.
2. Matters related to Government-to-Government Lines of Credit extended prior to IDEAS/India Development Initiative (IDI).

Bilateral Economic Cooperation

1. [India-US Economic and Financial Partnership.](#)
2. [India-UK Economic and Financial Dialogue.](#)
3. India-Japan Strategic Dialogue.
4. India-Japan High Level Policy Consultations.
5. India-Australia Economic Policy Dialogue.
6. India-New Zealand Economic Dialogue.
7. Bilateral Meeting between Senior Officers of Finance Ministries of India and Norway.
8. India-Brazil Economic and Financial Dialogue.
9. India-South Africa Economic and Financial Dialogue.
10. Indo-German Joint Commission on Industrial and Economic Cooperation.
11. Indo-German Senior Finance Ministries Officials' Meeting.

External Relations

1. Commonwealth matters in respect of (i) [Commonwealth Finance Ministers' and Senior Finance Officials' meetings](#) and (ii) [Commonwealth Fund for Technical Cooperation.](#)
2. Coordinating India's participation in the [High Level Forum on Aid Effectiveness](#) and other meetings on aid effectiveness.

**Japan
I**

- Bilateral Development Co-operation with Government of Japan.
- ODA Policy with Japan.
- Preparation of Rolling Plan for JICA ODA loan.
- Preparation of Shelf of Projects for JICA loan assistance from Japan.
- Preparation of signing of Exchange of Notes and Loan Agreements for ODA loan package.
- All formalities required for effectuation of projects selected for ODA loan package.
- India-Japan Strategic Dialogue.
- India-Japan High Level Policy consultations.
- Processing of the Legal Opinion for JICA Projects.
- Coordination of foreign visits of delegations from DEA to Japan in connection with subjects handled in the Desk and visits of Missions and foreign dignitaries to India from Japan.
- Parliament Questions/VIP reference/PMO references pertaining to the subjects handled in Japan-I Section;

External Territorial Charge – Japan

Internal Territorial Charge –Andaman & Nicobar Island, Dadar & Nagar Haveli

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Smt. Kaushalya Garg Tel: 23095131 IC No: 5131 Room No. 266 North Block Email: kaushalya.garg@nic.in	Shri Abhay Kumar Sharan Tel: 23093167 IC No: 5741 Room No. North Block Email: abhay.sharan@nic.in	Dr. Surendrakumar Bagde, Tel: 23092494 IC No: 5098 Room No. 78, North Block Email: surendra.bagde@nic.in	Shri Prabodh Saxena Tel No.23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in

**Japan
II**

- Grant Aid and Technical Cooperation from Japan.
- BE-RE for Grant Aid projects.
- Missions/visit from JICA for Development Study/Technical Cooperation.
- Government of Japan's NGOs Programmes.
- Grassroots Funding by Government of Japan.
- Green Aid Plan of Government of Japan.
- Japan Overseas Cooperation Volunteers (JOCV) Programme
- Third Country Training Programmes.
- Parliament Questions on subjects handled in Japan II Section.
- Project related counterpart training programmes.
- Misc. Training Programmes allotted to Japan II Section from time to time.

Sectoral Charge : Ministry of Youth Affairs and Sports

External Territorial Charge : Japan

Internal Territorial Charge: Lakshadweep, Daman & Diu, and Pondicherry

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Shri Mohan Singh Tel: 23095132 IC No: 5132 Room No. 273, North Block Email:	Shri Abhay Kumar Sharan Tel: 23093167 IC No: 5741 Room No. 276 North Block Email: abhay.sharan@nic.in	Dr. Surendrakumar Bagde, Tel: 23092494 IC No: 5098 Room No. 78, North Block Email: surendra.bagde@nic.in	Shri Prabodh Saxena Tel No.23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in

**Japan
III**

- Monitoring of disbursement of ongoing JICA loan assisted projects.
- Parliament Questions related to all ongoing projects.
- Coordination work of Japan Division.
- Submission of material for Annual Report, website material and External Assistance Brochure.
- Processing of requests of the Project Implementing Agencies for reallocation of funds and extension/termination of the loan agreement for all JICA assisted projects.
- Preparation of BE-RE for all ongoing JICA assisted projects.
- Conducting review meetings with line ministries, state governments, project implementing authorities and JICA.
- Dealing with all proposals received from Project Implementing Authorities/Line Ministries.
- All project related overseas training programmes conducted by JICA.
- MP/VIP/PMO references received on the subjects dealt in Japan III Section.

External Territorial Charge: Japan

Internal Territorial Charge: J&K

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Ms. Leaticia Gomes Tel: 23095133 IC No: 5133 Room No. 266-B North Block Email: gomes.leaticia@nic.in	Shri Abhay Kumar Sharan Tel: 23093167 IC No: 5741 Room No. 276 North Block Email: abhay.sharan@nic.in	Dr. Surendrakumar Bagde, Tel: 23092494 IC No: 5098 Room No. 78, North Block Email: surendra.bagde@nic.in	Shri Prabodh Saxena Tel No.23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in

CI E-II & IDEAS	<p><u>Special Initiatives and IDEAS</u></p> <ol style="list-style-type: none"> 1. Following matters relating to Indian Development and Economic Assistance Scheme (IDEAS): <ol style="list-style-type: none"> (i) Provide concessional Lines of Credit through Lending Agencies through Exim Bank of India to countries of Asia (excluding Bangladesh, Nepal and Bhutan), Africa, CIS region and Latin American region; (ii) Writing off past debts (pertaining to Govt. to Govt. GOI Lines of Credit) of Heavily Indebted Poor Countries (HIPC); 2. Matters relating to Government of India lines of credit (Government-to-Government) to countries of Asia (excluding Bangladesh, Nepal and Bhutan), Africa, CIS region and Latin American region. 3. <u>Special Initiatives</u>: Support to NEPAD, TEAM-9 and ASEAN. 4. <u>Sectoral Charge</u>: Ministry of External Affairs 5. <u>External Territorial Charge</u>: Africa (except South Africa) <p style="text-align: center;"><u>Name and designation of officers</u></p> <table border="1" data-bbox="240 763 1533 1088"> <thead> <tr> <th>Section Officer</th> <th>Under Secretary</th> <th>Deputy Secretary</th> <th>Joint Secretary</th> </tr> </thead> <tbody> <tr> <td>Shri H. N. Sah Tele No.2309 5205 IC No. 5205 Room No.275-A North Block Email: hriday.sah@nic.in</td> <td>Shri Mool Chand Tele No.23092639 IC No. 5065 Room No.233 North Block Email: mchand@nic.in</td> <td>Sh. Peeyush Kumar Tel:23092494 IC No. 5043 Room No. 78 North Block peeyush.srivastava@nic.in</td> <td>Shri Prabodh Saxena Tel.No.2309 3558 IC No.5084 Room No.40-B North Block Email: prabodh.saxena@nic.in</td> </tr> </tbody> </table>	Section Officer	Under Secretary	Deputy Secretary	Joint Secretary	Shri H. N. Sah Tele No.2309 5205 IC No. 5205 Room No.275-A North Block Email: hriday.sah@nic.in	Shri Mool Chand Tele No.23092639 IC No. 5065 Room No.233 North Block Email: mchand@nic.in	Sh. Peeyush Kumar Tel:23092494 IC No. 5043 Room No. 78 North Block peeyush.srivastava@nic.in	Shri Prabodh Saxena Tel.No.2309 3558 IC No.5084 Room No.40-B North Block Email: prabodh.saxena@nic.in
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Europe I	<ul style="list-style-type: none"> • Bilateral development cooperation with the United Kingdom. • India-UK Economic & Financial Dialogue. • Conducting high-level review meetings with State Governments, Line Ministries, Project Implementing Agencies and DFID. • Irish Aid to NGOs. • Matters relating to Commonwealth including Commonwealth Fund for Technical Co-operation. • Coordination of meetings in DEA for visiting foreign dignitaries from UK, Luxembourg and Ireland. • Coordination of foreign visits of delegation from DEA in connection with subjects handled in Europe-I Section. • Parliament Questions/VIP reference/PMO references pertaining to DFID (UK). <p>Sectoral Charge : Ministry of Social Justice & Empowerment, Ministry of Tourism & Ministry of Culture.</p> <p>External Territorial Charge: UK, Luxembourg, Ireland Internal Territorial charge : Nil</p> <p style="text-align: center;"><u>Name and designation of officers:-</u></p> <table border="1" data-bbox="240 1727 1469 2042"> <thead> <tr> <th>Section Officer</th> <th>Under Secretary</th> <th>Director</th> <th>Joint Secretary</th> </tr> </thead> <tbody> <tr> <td>Vacant Tel: 23095172 IC No: 5172 Room No. 266-B North Block</td> <td>Sh. Praveen Dudeja Tel: 23093515 IC No: 5073 Room No. 221-A North Block parveen.dudeja@nic.in</td> <td>Ms. Neeta Bhushan Tel. 23093752 IC No: 5020 Room No. 159-B North Block E-mail: neeta.bhushan@nic.in</td> <td>Shri Prabodh Saxena Tel: 23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in</td> </tr> </tbody> </table>	Section Officer	Under Secretary	Director	Joint Secretary	Vacant Tel: 23095172 IC No: 5172 Room No. 266-B North Block	Sh. Praveen Dudeja Tel: 23093515 IC No: 5073 Room No. 221-A North Block parveen.dudeja@nic.in	Ms. Neeta Bhushan Tel. 23093752 IC No: 5020 Room No. 159-B North Block E-mail: neeta.bhushan@nic.in	Shri Prabodh Saxena Tel: 23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in
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Europe II	<p>Bilateral Development Cooperation: - Norway, Sweden, Italy, Switzerland, Netherland and Denmark, Austria, Belgium, Finland, Portugal and Spain. Sectoral Charge: Nil External Territorial charge : Norway, Sweden, Italy, Switzerland, Netherland, Denmark, Austria, Belgium, Finland, Portugal, Spain. Internal Territorial Charge: Nil</p> <p style="text-align: center;"><u>Name and designation of officers:-</u></p> <table border="1" data-bbox="256 383 1453 703"> <thead> <tr> <th>Section Officer</th> <th>Under Secretary</th> <th>Director</th> <th>Joint Secretary</th> </tr> </thead> <tbody> <tr> <td>Shri Amiya Halder Tel.23095128 IC No: 5128 Room No. 69 North Block Email: amiya.halder@nic.in</td> <td>Sh S.K. Ghildiyal Tel: 23092684/23092684 IC No: 5063 Room No. 48-B North Block Email: usad4-dea@nic.in</td> <td>Shri Sagar Mehra Tel. 23092100 IC No: 5089 Room No. 66 C North Block Email: sagar.mehra@nic.in</td> <td>Sh. Prabodh Saxena Tele.No.23093558 Internal No.5084 Room No.40-B North Block. Email: prabodh.saxena@nic.in</td> </tr> </tbody> </table>	Section Officer	Under Secretary	Director	Joint Secretary	Shri Amiya Halder Tel.23095128 IC No: 5128 Room No. 69 North Block Email: amiya.halder@nic.in	Sh S.K. Ghildiyal Tel: 23092684/23092684 IC No: 5063 Room No. 48-B North Block Email: usad4-dea@nic.in	Shri Sagar Mehra Tel. 23092100 IC No: 5089 Room No. 66 C North Block Email: sagar.mehra@nic.in	Sh. Prabodh Saxena Tele.No.23093558 Internal No.5084 Room No.40-B North Block. Email: prabodh.saxena@nic.in
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Europe III	<ul style="list-style-type: none"> • Bilateral assistance from European Union and matters relating to European Investment Bank. (EIB) • Work relating to Economic and Financial Dialogue with Brazil and South Africa. <p>Sectoral Charge : Nil. External Territorial charge : Rest of Europe (Countries not covered in Europe I, II & IV Sections but excluding Russia) , Brazil and South Africa. not covered under Europe I, II and IV Sections. Internal Territorial charges : Nil</p> <p style="text-align: center;"><u>Name and designation of officers:-</u></p> <table border="1" data-bbox="256 1061 1426 1352"> <thead> <tr> <th>Section Officer</th> <th>Under Secretary</th> <th>Director</th> <th>Joint Secretary</th> </tr> </thead> <tbody> <tr> <td>Shri Baldev Kumar Tel.23095129 IC No: 5129 Room No. 69 North Block Email: baldevkumar@nic.in</td> <td>Sh. Anurag Rohatgi Tel. 23094966 IC No: 5025 Room No.241-E North Block Email: anurag.r@nic.in</td> <td>Ms. Neeta Bhusan Tel: 23093752 IC No.: 5020 Room No.: 159-B North Block Email: neeta.bhusan@nic.in</td> <td>Shri Prabodh Saxena Tel No.23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in</td> </tr> </tbody> </table>	Section Officer	Under Secretary	Director	Joint Secretary	Shri Baldev Kumar Tel.23095129 IC No: 5129 Room No. 69 North Block Email: baldevkumar@nic.in	Sh. Anurag Rohatgi Tel. 23094966 IC No: 5025 Room No.241-E North Block Email: anurag.r@nic.in	Ms. Neeta Bhusan Tel: 23093752 IC No.: 5020 Room No.: 159-B North Block Email: neeta.bhusan@nic.in	Shri Prabodh Saxena Tel No.23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in
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Europe IV	<ul style="list-style-type: none"> • Bilateral development cooperation with Germany including loan assistance from KfW and technical cooperation from GIZ • Bilateral development cooperation with France through the French Agency for Development (Afd). • Financing of projects under International Climate Protection Initiative of Germany. • Proposal for French technical assistance under FASEP facility. • Organizing training programme in cooperation with InWEnt(Germany) on Capacity Building on Monitoring and Evaluation. • Indo-German Joint Commission on Industrial and Economic Co-operation. • Indo-German Senior Finance Ministries Official's Meeting. • Coordination of meetings in DEA for visiting foreign dignitaries from Germany and France. • Coordination of foreign visits of delegations from DEA in connection with subjects handled in Europe-IV Section. • Parliament Question/VIP references/PMO references pertaining to Germany and France. <p>Sectoral charge: Nil External Territorial Charge: Germany and France. Internal Territorial charge: Nil</p>								

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North America Section	<ul style="list-style-type: none"> • Matters relating to Indo-US Financial and Economic Partnership. • Matters relating to United States Economic Assistance to India and other territorial matters concerning USA/Canada. • Matters relating to assistance under US Public Law 480 under which United States Agency for International Development (USAID) provides agricultural commodities for distribution through various organizations like CARE/ Catholic Relief Services etc. • Matters relating to extension of grants under Canadian Fund for Local Initiatives (CFLI), Ford Foundation (FF), International Development Research Center of Canada (IDRC) and Micronutrient Initiative (MI) of Canada to Indian entities /NGOs. • Aid Effectiveness • Bilateral Aid Policy <p>Sectoral Charge: Ministry of Information and Broadcasting.</p> <p>External Territorial Charge: USA & Canada.</p> <p><u>Name and designation of officers:-</u></p> <table border="1"> <thead> <tr> <th>Section Officer</th> <th>Deputy Director</th> <th>Director</th> <th>Joint Secretary</th> </tr> </thead> <tbody> <tr> <td>Shri D. K. Asija Tel: 23095134 IC No : 5134 Room No. 265 North Block Email: dk.asija@nic.in</td> <td>Shri Abhay Kumar Tel: 23093168 IC No. 5228 Room No. 79-A North Block Email: abhayk.dea@gmail.com</td> <td>Dr.Surendrakumar Bagde Tel: 23092494 IC No: 5098 Room No. 78 North Block Email: surendra.bagde@nic.in</td> <td>Shri Prabodh Saxena Tel No.23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in</td> </tr> </tbody> </table>			Section Officer	Deputy Director	Director	Joint Secretary	Shri D. K. Asija Tel: 23095134 IC No : 5134 Room No. 265 North Block Email: dk.asija@nic.in	Shri Abhay Kumar Tel: 23093168 IC No. 5228 Room No. 79-A North Block Email: abhayk.dea@gmail.com	Dr.Surendrakumar Bagde Tel: 23092494 IC No: 5098 Room No. 78 North Block Email: surendra.bagde@nic.in	Shri Prabodh Saxena Tel No.23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in
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PMU Section	<ul style="list-style-type: none"> • Short term foreign training courses/seminars/workshops. • Parliament Questions and Parliamentary Matters relating to external aid concerning more than one donor agency • Coordination work of BC Division. • Coordination work with the office of CAA&A in respect of External Aid. • Coordination work relating to preparation of Budgetary & Revised Estimates (BE & RE) in respect of Externally Aided Projects (to be sent to Office of the CAA&A) and for subheads "Foreign Travel Expenses", "Publication" and "Protocol & Hospitality"(to be sent to Admn. Division). • Monthly/Quarterly Reports>Returns. • Updation of website (for BC Division). <p>Sectoral Charge : DONER.</p> <p>External Territorial Charge : Australia, New Zealand and Oceania countries of Fiji, Kiribati, Marshall Islands, Micronesia, Naru, Plau, Papua New Guinea, Somoa, Soloman Islands, Tongo, Tuvalu, Vanuatu</p> <p>Internal Territorial Charges : North Eastern States.</p>										

Name and designation of officers:-

<u>Section Officers</u>	<u>Under Secretary</u>	<u>Deputy Secretary</u>	<u>Joint Secretary</u>
Smt. Neelam Sibal Tel: 23095135 IC No. 5135 Room No.271-B North Block Email: neelam.sibal@nic.in	Ms. Neelam Vohra Tele. No. 23093744 I.Com 5062 Room No. 66 B North Block Email: neelam.vohra@nic.in	Sh. Peeyush Kumar Tel: 23092494 IC No. 5043 R. No. 78 North Block Email: Peeyush.srivastava@nic.in	Shri Prabodh Saxena Tel No.23093558 IC No: 5084 Room No. 40-B North Block Email: prabodh.saxena@nic.in
Shri R. L. Machawal Tel: 23095196 IC No. 5196 Room No. 271-B North Block Email: roshan.machawal@nic.in	Shri Mool Chand Tele No.23092639 IC No. 5065 Room No.233 North Block Email: mchand@nic.in		

III. INFRASTRUCTURE AND INVESTMENT DIVISION (I&I)

(Joint Secretary: [Shri Rajesh Khullar](#))

I. Areas of Work – (A) Infrastructure

Major Function:

1. All policy related issues in infrastructure sectors including those concerning road, ports, shipping, railways, inland water transport, urban development, power, new and renewable energy, railways and telecommunication sector referred to the Department of Economic Affairs (DEA) by the concerned Administrative Ministries.
2. Examination of the investment proposals in these infrastructure sectors requires the approval of EFC/ PIB/ CCEA for their viability and justification.
3. Matters relating to infrastructure financing and promotion of investments in infrastructure sectors.
4. Policy matters related to Public Private Partnerships(including Model Concession Agreement)
5. On the investment front, all proposals for foreign direct investment which are not on the automatic route are processed and put up for approval of FIPB.
6. To facilitate investment abroad, negotiations are undertaken for signing Bilateral Investment Protection and Promotion Agreements .This provides a congenial atmosphere for Overseas Indian investments and facilitates repatriation of profits back home.
7. The foreign investment unit examines sectoral policy issues with respect to other ministries too.

(B) Investment

- All matters relating to Foreign Investment policy
- FIPB related work
- Investment Co- operation – Establishment Industries in foreign countries, JV's and subsidiaries abroad
- BIPA with other countries..

II. Sections

Infra -I

1. All policy related issue in infrastructure sector including those concerning roads, ports, shipping, inland water transport, urban development, power, railways and telecommunication sector referred to the Department of Economic Affairs (DEA) by the concerned administrative Minister or identified and examined by DEA. Examination of investment proposals in these sectors requiring the approval of EFC /PIB/ CCEA/ CCI/ COS.
2. Examination of the investment proposals in these infrastructure sectors requires the approval of EFC/ PIB/ CCEA for their viability and justification.
3. Agreement Policy matters related to Public Private Partnerships(including Model Concession) &
4. Internal territorial charge of Chattisgarh, Maharashtra, Gujrat, & Madhya Pradesh.

Name and designation of officers:-

Section	Deputy Director	Director	Joint Secretary
Shri B.L. Bairwa Tel : 2309 5158 Intercom : 5158 Room No: 242-C North Block Email: babulal.bairwa@nic.in	Dr. P.G.S. Rao Tel: 23093039 Intercom: 5258 Room No: 241-E North Block Email: dr_pgs@yahoo.com	Shri P.K. Mishra Tel: 2309 4154 Intercom: 5153 Room no: 70-C North Block Email: nmpkm2004@yahoo.co.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com

<p><u>Infra -II</u></p>	<p>Matter relating to infrastructure financing and promotion of investment in infrastructure sectors.</p> <p><u>Name and designation of officers:-</u></p> <table border="1" data-bbox="316 230 1536 566"> <thead> <tr> <th data-bbox="316 230 592 297">Section Officer</th> <th data-bbox="592 230 874 297">Deputy Director</th> <th data-bbox="874 230 1157 297">Director</th> <th data-bbox="1157 230 1536 297">Joint Secretary</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 297 592 566"> Ms. Rita Sachdeva Tel: 2309 5158 Intercom: 5158 Room No: 242-C North Block Email: rita.sachdeva@nic.in </td> <td data-bbox="592 297 874 566"> Ms. Priya P. Nair Tel: 2309 5162 Intercom: 5162 Room No: 273 North Block Email: priya.nair@nic.in </td> <td data-bbox="874 297 1157 566"> Ms. Anna Roy Tel: 2309 3314 Intercom: 5224 Room No: 131-B North Block Email: annaroy@nic.in </td> <td data-bbox="1157 297 1536 566"> Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com </td> </tr> </tbody> </table>	Section Officer	Deputy Director	Director	Joint Secretary	Ms. Rita Sachdeva Tel: 2309 5158 Intercom: 5158 Room No: 242-C North Block Email: rita.sachdeva@nic.in	Ms. Priya P. Nair Tel: 2309 5162 Intercom: 5162 Room No: 273 North Block Email: priya.nair@nic.in	Ms. Anna Roy Tel: 2309 3314 Intercom: 5224 Room No: 131-B North Block Email: annaroy@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com
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<p>Public Private Partnership (PPP) Cell</p>	<p>Policy matters related to Public Private Partnerships. The Public Private Partnership (PPP) Cell is responsible for matters concerning Public Private Partnerships, including policy, schemes, programmes and capacity building and all other matters relating to mainstreaming PPPs.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Matters relating to examination and approval of all Central sector PPP projects, in all sectors costing more than Rs.100 crore and less than Rs.250 crore and under NHDP costing Rs.250 crore or more and less than Rs.500 crore. 2. Matters and proposals relating to clearance by Public Private Partnership Appraisal Committee (PPPAC). 3. Matters and proposals relating to the Scheme for Financial Support to Public Private Partnerships in Infrastructure- Viability Gap Funding (VGF) Scheme 4. Matters and proposals relating to the Scheme for India Infrastructure Project Development Fund. 5. Developing multi-pronged and innovative interventions and support mechanisms for facilitating PPPs in the country, including Technical Assistance programmes from bilateral and multilateral agencies on mainstreaming PPPs and support to State and local governments. 6. Managing training programmes, strategies, exposures for capacity building for PPPs. 7. Subject of advocacy for greater acceptability towards PPPs. 8. Institution building for mainstreaming PPPs. 9. Matters relating to management of PPP related information, including www.pppinindia.com and www.pppindiadatabase.com 10. Other policy/Parliament related matters concerning PPPs. <p><u>Name and Designation of Officers:-</u></p> <table border="1" data-bbox="316 1615 1536 1939"> <thead> <tr> <th data-bbox="316 1615 603 1682">Section Officer</th> <th data-bbox="603 1615 895 1682">Deputy Director</th> <th data-bbox="895 1615 1187 1682">Director</th> <th data-bbox="1187 1615 1536 1682">Joint Secretary</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 1682 603 1939"> Shri V.K. Sikka Tel : 2309 5150 Intercom: 5150 Room No:251-C North Block Email: virender.sikka@nic.in </td> <td data-bbox="603 1682 895 1939"> Mr. Abhijit Phukon Telfax: 2309 2469 Intercom: 5100 Room No: 251-C North Block Email: abhijit.phukon@nic.in </td> <td data-bbox="895 1682 1187 1939"> Ms. Aparna Bhatia Tel: 2309 4443 Intercom: 5059 Room No. 61 North Block Email: aparna.bhatia@nic.in </td> <td data-bbox="1187 1682 1536 1939"> Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com </td> </tr> </tbody> </table>	Section Officer	Deputy Director	Director	Joint Secretary	Shri V.K. Sikka Tel : 2309 5150 Intercom: 5150 Room No:251-C North Block Email: virender.sikka@nic.in	Mr. Abhijit Phukon Telfax: 2309 2469 Intercom: 5100 Room No: 251-C North Block Email: abhijit.phukon@nic.in	Ms. Aparna Bhatia Tel: 2309 4443 Intercom: 5059 Room No. 61 North Block Email: aparna.bhatia@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com
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Energy Cell

The following subjects are dealt in Energy Cell:-

1. Energy Cell has sectoral charge of Ministry of Petroleum and Natural Gas, Ministry of Chemicals & Fertilizers (Department of Chemicals and Petrochemicals and Department of Fertilizers), Ministry of Coal,
 - a) Department of Information Technology,
 - b) Department of Posts,
 - c) National Skill Development Corporation and
 - d) National Skill Development Fund / Trust.
 This Cell is also responsible for examine the policy matter of (a),(b),(c) & (d)
2. Examination and furnishing of comments of DEA, Ministry of Finance on Cabinet Notes and its Committees relating to the sectoral Ministries.
3. Assistance to FM/ Secretary, DEA for the meetings of the cabinet, its committees, GoMs, the Committee of Secretaries, And Empowered Committee of Secretaries relating to the concerned Ministries.
4. Appraisal of Oil Economy Budget - foreign exchange budgets for import of crude oil And Petroleum product, and all connected and consequential work.
5. Providing brief and comments on the agenda notes relating to meetings of Board of Directors of Oil and Natural Gas Corporation (ONGC) and ONGC Videsh Limited (OVL) as Government Nominee on the Board of Directors.
6. Matters related to OPEC Fund for International Development (OFID).

Name and Designation of Officers:-

Section Officer	Deputy Director	Director	Joint Secretary
Shri Ashok Kumar Bhola Tel : 2309 5162 Intercom: 5162 Room No:273 North Block Email: ashokbhola@yahoo.com	Dr. P.G.S. Rao Tele No: 2309 3039 Intercom: 5258 Room No: 241-E North Block Email: dr_pgs@yahoo.com	Mr. Manoranjan Kumar Tel No: 2309 4140 Intercom: 5036 Room No. 51-A North Block Email: manoranjan.kumar@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com

Investment Sections**FIPB**

The FIPB unit receives and processes the application/proposals for foreign investment and places them before FIPB for consideration. Thereafter, it submits the recommendation of the Board to the Minister of Finance or CCEA, as the case may be, for decision. This unit is also responsible for communicating to the applicant the decisions of the Government on their proposals and carries on the activities relating to post-approval amendment, providing advice and guidance to the entrepreneur and investors and investment promotion and facilitation. For making efficiency and quality in the quick disposal of the FDI proposals. FIPB Unit has been categorized in three parts, namely. (i) Facilitation Counter, FIPB-I, and FIPB-II. Work allocated to each of them is as under:-

FIPB Facilitation Counter

1. Receipt of all fresh and amendment FDI proposals and registration thereof.
2. Circulation of registered fresh FDI proposals to all permanent FIPB members and Administrative Ministries inviting their comments. The Administrative Ministries are identified on the basis of activities of the Indian Company.
3. Transfer of all such proposals to FIPB Unit in North Block.
4. To attend to the queries of all Investors regarding their applications.
5. Scrutiny of proposals received by Dak and to call for additional information/necessary information from the applicant.

<u>Name and Designation of Officers:-</u>			
Section Officer	Under Secretary	Director	Joint Secretary
Shri Santosh Kumar Tel No: 2309 4031 Intercom NO. 5123 Facilitation Counter Near Gate No.9 North Block Email: santtiwary@yahoo.co.in	Shri A.K. Shrivastava Tel. No. 23094979 Intercom No. 5002 Room No. 63 North Block Email: us.fipb-mof@nic.in	Shri V.S. Chauhan Tele: 23094045 Intercom No: 5028 Room No.71-B North Block. Email: chauhan@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com
FIPB-I	<ol style="list-style-type: none"> 1. FDI policy including clarification on policy related matters 2. Scrutiny of fresh applications/proposals and preparation of summary thereon for FIPB 3. Preparation of agenda for FIPB meetings 4. Preparation of FIPB minutes 5. Issue of Press Release on receipt of approved minutes 6. Posting of agenda on the website 7. Posting of Press Release on website, on receipt of approved minutes 8. Circulation of FIPB minutes 9. Preparation of CCEA Note for seeking approval of CCEA based on FIPB recommendations, where required. 10. Follow up action on cases deferred by FIPB 11. Servicing of GoM on FDI and preparations/circulation of Cabinet/GoM notes on FDI policy. 12. Submission of all periodical reports 13. Preparation of summary/briefs for interaction of Senior Officers/ Hon'ble Minister with the investors in respect of fresh proposals. 14. Parliament Questions 15. Issue of approval/rejection, in respect of fresh proposals, as per approved minutes of the FIPB. 16. Facilitating of disseminating relevant/case specific information to the asking Ministries/Department for preparation replies to the Parliament Questions. 		
	<u>Name and Designation of Officers:-</u>		
Section Officer	Under Secretary	Director	Joint Secretary
Shri Vijay Kumar Tel No: 2309 5104 Intercom NO. 5104 Room No. B-14 North Block Email: vijay.anugral@nic.in	Shri A.K. Shrivastava Tel. No 23094979 Intercom No. 5002 Room No. 63 North Block Email: us.fipb-mof@nic.in	Shri V.S. Chauhan Tel No.23094045 Intercom No.5028 Room No.71-B North Block. Email: chauhan@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com

FIPB-II

1. Issue of approvals/rejections in respect of amendment proposals as per approved minutes of the FIPB
2. Circulation of amendment proposals
3. Scrutiny and examination of cases
4. Preparation of briefs/notes for consideration of FIPB on amendment proposals
5. Interaction with companies for documentation
6. Preparation of summary/briefs for interaction of Senior Officers/ Hon'ble Minister with investors in respect of amendment proposals.
7. Preparation of CCEA Note for seeking approval of CCEA based on FIPB recommendations where required
8. Parliament Questions
9. Facilitating of disseminating relevant/case specific information to the asking Ministries/Departments for preparation replies to the Parliament Questions

Name and Designation of Officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Shri Bhaskar Chakrobari Tel No: 2309 5105 Intercom NO. 5105 Room No. B-14 North Block Email: bhaskar.Chakrobari@nic.in	Shri A.K. Shrivastava Tel. No. 23094979 Intercom No. 5002 Room No. 63 North Block Email: us.fipb-mof@nic.in	Shri V.S. Chauhan Tele: 23094045 Intercom No: 5028 Room No.71-B North Block. Email: chauhan@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com

**FIPB
Facilitation
counter**

This is another section of the FIPB secretariat where proposals are received and the Following activities are carried out.

- 1) Receipt of all fresh and amendment FDI proposals and registration thereof.
- 2) Circulation of registered fresh FDI proposals to all permanent FIPB members and Administrative Ministries inviting their comments. The Administrative Ministries are identified on the basis of activities of the Indian Company.
- 3) Transfer of all such proposals to FIPB Unit in North Block.
- 4) To attend to the querries of all Investors regarding their applications.
- 5) Scrutiny of proposals received by Dak and to call for additional information/ necessary information from the applicant.

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Shri Santosh Kumar Tel no.:2309 4031 Intercom-5123 Facilitation counter Near Gate No.-9 North Block Email: santtiwary@yahoo.co.in	Shri A. K. Srivastava Tele. No. 23094979 Intercom No. 5002 Room No. 63 North Block Email: us.fipb-mof@nic.in	Shri V. S. Chauhan Tel. 23094045 Intercom No. 5028 Room No. 71 B North Block Email: chauhan@nic.in	Shri Rajesh Khullar Telefax : 23093881 Intercom: 5039 Room No: 39-B North Block Email: khullarrk@yahoo.com

FIU (Foreign Investment Unit)

Functions:

1. FDI Policy including FDI policy clarifications & related matters.
2. Comments of FIPB proposals from policy angle including other guidelines.
3. Foreign Investment in the NBFC Sector
4. Investment Commission - Follow up of recommendations of Investment Commission
5. Investment proposals in Print Media Sector
6. It also has Sectoral charge of Ministry of (with regard to policy matters) -
 - i. Industrial Policy and Promotion,
 - ii. Overseas Indian Affairs,
 - iii. Heavy Industry and Public Enterprise and
 - iv. Micro, Small and Medium Enterprises.
7. List of Guard Files which are maintained by the section are as below:
 - i. Parliament Questions (Rajya Sabha & Lok Sabha) and
 - ii. FIPB proposals.

Name and Designation of Officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Ms Pratibha Sharma Tel No: 2309 5109 Intercom NO. 5109 Room No. 64 North Block New Delhi-110001 Email: pratibha.sharma55@nic.in	Mr. Sitaram Yadav Tele. No.2309 2181 Intercom No. 5068 Room No. 269 North Block New Delhi-110001. Email: yadav.sitaram@nic.in	Mr. P.K Bagga Tel. 2309 4172 Intercom No. 5037 Room No. 51-C North Block New Delhi-110001. Email: pk.bagga@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com

International Co-operation (IC)

Functions:

- a. Negotiation and conclusion of Bilateral Investment Promotion & Protection Agreements (BIPA) with other countries.
- b. Nodal responsibility in relation to assistance in establishing various industries in foreign countries.
- c. Setting up of Joint Ventures and Subsidiaries abroad - Policy and briefs on individual cases considered in the Special Committee on Investment abroad.
- d. Territorial Charges: West Asia (excluding Saudi Arabia and Turkey) & Central Asian countries, South American countries (Excluding Brazil) and Central American countries.

List of Guard Files

1. Indian Joints Ventures and Subsidiaries abroad – Policy regarding
2. Parliament Questions
3. Compendium of BIPA Agreement with various countries

<u>Name and Designation of Officers:-</u>			
Section Officer	Under Secretary	Director	Joint Secretary
Ms Kaushalya Tel: 2309 5195 Intercom No. 5195 Room No. 64 North Block Email: kaushalya.birdi@nic.in	Shri A.K. Srivastava Tele. No. 2309 4979 Intercom No. 5002 Room No. 63 NorthBlock Email: us.fipb-mof@nic.in	Mr. V.S. Chauhan Tel. 2309 4045 Intercom No. 5028 Room No. 71-B North Block Email: chauhan@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com

Vigilance section			
<ul style="list-style-type: none"> • CCS (CCA) Rules, CCS (Conduct) Rules • Departmental Security • Annual performance Appraisal Report (APAR) • Property Returns • Blacklisting of firms/suppliers • Punctuality in attendance • Legislation on Serious Economic offences • Sectoral charge of CVC, CBI, all departments of the Ministry of Personnel, Public Grievances and Pensions including Department of Admn. Reforms & PG and SSC. 			
<u>Name and designation of officers:-</u>			
Section Officer	Under Secretary	Deputy Secretary	Joint Secretary/CVO
i) Ms Santona Ralhan ii) Sh. L.R. Ramnani Tele:2309 5161 Intr: 5161, 5242 Room No.224A North Block Email: lal.ramnani@nic.in	Ms. Urmila Rawat Tele:2309 3420 Intr: 5078 Room No.276F North Block Email : urmila.rawat@nic.in	Shri Swarn Dass Tel: 23092519 Intr: 5052 Room No.269-A North Block Email: swarn.dass@nic.in	Shri Rajesh Khullar Telefax: 23093881 Intercom:5039 Room No: 39-B North Block Email: khullarrk@Yahoo.com

IV. MULTILATERAL INSTITUTIONS DIVISION (MI)

(Joint Secretary: [Shri Venu Rajamony](#))

I. Areas of Work

- Matters relating to [IMF](#) (excluding G-20, G-24 related work)
- Matters relating to World Bank Group ([IBRD](#), [IDA](#), [IFC](#), [MIGA](#) & [ICSID](#))
- Matters relating to [Asian Development Bank](#) (ADB)
- Matters relating to [International Fund for Agricultural Development](#) (IFAD)
- Matters relating to [Global Environment Facility](#) (GEF)
- Matters relating to [Global Facility for Disaster Reduction Recovery](#)(GFDRR)
- Matters relating to [African Development Bank](#) (AfDB), Inter American Bank (IAB), [Caribbean Development Bank](#) (CDB) & other related matters.

II. Sections

FB-I

- Matters relating to IMF (excluding G-20, G-24)
- Matters relating to the appointment of Governors/Alternate Governors/Executive Directors and Senior Advisors/Advisors to ED, IMF.
- Matters relating to the International Monetary and Financial Committee (IMFC) of the IMF
- Financing facilities/Transaction of/with the IMF
- Matters relating to major policy decisions of the IMF: The Section is responsible for finalizing Government of India's views on all policy matters relating to the IMF.
- Quotas, SDR Allocation and payment of subscription to the IMF
- Annual Consultations with the IMF under Article IV
- Work relating to amendments to the International Monetary Fund and Bank Act 1945 (Portion relating to IMF).
- Other miscellaneous items of work: Visit of ED/IMF to India.
- Budget matters relating to IMF.
- Territorial charge: Delhi

Name and designation of officers:-

Assistant Director	Under Secretary	Director	Joint Secretary
Sh. Rakesh Chilaka Tele.No. 2309 5183 Intercom: 5183 Room No. 272 North Block Email : rakesh.chilaka@nic.in	Vacant Tel. No. Intercom Room No. North Block Email :	Sh. Sanjeev Kaushik Tele.No. 2309 2378 Intercom: 5046 Room No. 33 North Block Email :	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in

FB-II

- [World Bank IBRD](#), IDA policy matters.
- Annual and Spring Meetings of the World Bank & IMF (World Bank part).
- IBRD Capital Subscription, IDA & MIGA Subscription and Budget Requirements.
- IDA Replenishment.
- Membership of Other Countries in IBRD and IDA.
- Country Assistance Strategy policy matters and overview.
- Parliament Questions regarding policy matters of the World Bank.
- Matters relating to Country office of the World Bank.
- Issues relating to [Global Development Network Headquarters in New Delhi](#).
- All Trust Funds Policy matters.
- [World Bank Afghanistan Reconstruction Trust Fund](#) matters.
- Posts in the office of Executive Director (India), World Bank, Washington DC, USA.
- Visit of World Bank President, Managing Director, Vice President, - to India.
- Coordination in MI Division.
- Budget matters of World Bank assisted projects (coordination).
- Territorial charge: Chandigarh

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Sh. Navjot Singh Tele.No. 23095182 Intercom: 5182 Room No. 272 North Block navjot.singh@nic.in	Vacant	Sh. Nilaya Mitash Tele.No. 2309 2387 Intercom: 5050 Room No. 48-D North Block Email : nilaya.mitash@gmail.com	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in
Ms. Savita Sharma Tele.No. 23095183 Intercom: 5183 Room No. 272 North Block Email : savita53@nic.in			

FB-III

- World Bank Assisted Irrigation & Water Management Projects
- World Bank assisted Repair, Renovation and Restoration (RRR) of Water Bodies Projects.
- Maintenance of pipeline projects for possible World Bank assistance in Irrigation & Water Management sectors.
- World Bank's Seminars, Conferences, Workshops, AAA Studies relating to World Bank Assisted Irrigation & Water Management Sector.
- Implementation of the Budget announcement in respect of RRR Water Bodies.
- Budget matter pertaining to the work/Projects relating to the Section.
- Parliament Questions relating to subjects in the Section.
- Cabinet Notes, COS references, VIP references, PMO references relating to subjects in the Section.
- Territorial charge : Haryana
- Sectoral Charge: [Ministry of Water Resources](#)

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Sh. Manoj Manu Tele.No. 2309 5139 Intercom: 5139 Room No. 268 C North Block Email : manoj.manu@nic.in	Sh. Dalip Kapur Tele.No. 2309 3515 Intercom: 5072 Room No. 221- A North Block Email : dalip.kapur@nic.in	Ms. Kavita Prasad Tele.No. 2309 4913 Intercom: 5019 Room No. 67-A North Block Email : kavita.prasad@nic.in	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in

FB -IV

- World Bank Assistance in Financial Services Sector
- World Bank Assistance in Insurance sector, including agriculture insurance, crops insurance etc.
- World Bank Assistance for State Development Policy loans (DPL)
- World Bank assistance to Gujarat Earthquake Project
- World Bank Assistance for Disaster Management Capacity Building
- World Bank Assistance for Emergency Tsunami Reconstruction Project, Kosi Flood Recovery Project and National Cyclone Risk Mitigation Project etc.
- Examining issues relating to Global Facility for Disaster Reduction Recovery(GFDRR)
- Matters relating to grant / technical assistance of World Bank - DFID Trust Fund on Financial Services Sector and Disaster Management Capacity Building
- Maintenance of pipeline projects for possible World Bank assistance in these sectors
- Budget Matter pertaining to the work/Projects relating to the section.
- Policy matters relating to International Finance Corporation (IFC)
- Approvals to IFC investments in India
- Visit of IFC officials to India
- Parliament Questions and RTI matters relating to subjects allotted to the Section

- Territorial Charge : Karnataka
- Sectoral Charge: [Ministry of Women & Child Development](#)

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Sh. Rajesh Nagpal Tele.No. 2309 5238 Intercom: 5238 Room No. 268-C North Block Email : rajesh.nagpal@nic.in	Sh. S.K.Samantaray Tele.No. 2309 5238 Intercom: 5238 Room No. 268-C North Block Email : sk.samantaray@nic.in	Sh. Sanjeev Kaushik Tele.No. 2309 2378 Intercom: 5046 Room No. 33 North Block Email : sanjeev.kaushik@nic.in	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in

FB-V

- All work pertaining to World Bank Projects related to the Social Sector- Health & Education.
- Prepares BE-RE for all the ongoing projects in Health & Education Sector.
- Detailed Implementation Report in respect of five Health Sector Projects is constantly discussed between Officers of DEA, Health Ministry & CBI. This is a high priority work of classified nature.
- All matters relating to Global Fund Grants for TB, Malaria & HIV/AIDS.
- All matters relating to World Bank's reports for social sector.
- All matters relating to visits of World Bank team for review / discussion of the projects etc.
- Parliament Questions relating to subjects of the Section.
- Budget matters pertaining to the work/Projects relating to the section.
- RTI matters relating to World Bank assistance for Health, Education sectors.
- Territorial Charge : West Bengal and Kerala.
- Sectoral Charges: [Ministry of Health and Family Welfare](#), [Department of School Education and Literacy](#) and [Department of Secondary and Higher Education](#).

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Ms. Prem Lata Sehgal Tele.No. 2309 5141 Intercom: 5141 Room No. 272 North Block Email : prem.sehgal@nic.in	Sh. S.K.Samantaray Tele.No. 2309 5238 Intercom: 5238 Room No. 268-C North Block Email : sk.samantaray@nic.in	Sh. Sanjeev Kaushik Tele.No. 2309 2378 Intercom: 5046 Room No. 33 North Block Email : sanjeev.kaushik@nic.in	Sh. Venurajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in

FB- VI

- World Bank (IBRD / IDA) assisted infrastructure projects in Transport Sector including Road (both National Highways and State Roads), Railways, Shipping, and Ports.
- World Bank (IBRD / IDA) assisted infrastructure projects in Urban Sector including Urban Transport, Water Supply and Sanitation.
- World Bank assisted infrastructure projects in IT, Telecom, Posts sectors.
- World Bank Projects relating to Rural Water supply
- WB projects / issues relating to LA and R & R
- WB Projects / issues relating to Tribal Welfare
- Matters relating to Water Supply and Sanitation (WSP-South Asia).
- Other miscellaneous items of work: Workshop, Seminar, Exposure visits relating to WSP etc.
- All matters relating to visits of World Bank team for review / discussion of the projects etc.
- Budget matter pertaining to the work/Projects relating to the section.
- Parliament Questions relating to subjects of the section
- World Bank study reports in infra sector.
- RTI matters relating to World Bank assistance for Urban sector, Transport, IT, Telecom, Posts sector.
- Territorial Charge: Andhra Pradesh
- Sectoral Charge: [Ministry of Housing & Urban Poverty Alleviation](#)

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Sh. P K Srivastava Tele.No. 2309 5071 Intercom: 5071 Room No. 272 North Block Email : p.srivastava@nic.in	Vacant	Sh. Nilaya Mitash Tele.No. 2309 2387 Intercom: 5050 Room No. 48- D North Block Email : nilaya.mitash@gmail.com	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in

FB.VII

World Bank assisted projects in Agriculture Sector- Poverty Alleviation /PRI, IFAD related work.

- Matters related to World Bank assisted Agriculture, Rural Development, Poverty Alleviation and Panchayati Raj Institution Sectors projects;
- World Bank – DFID Trust Fund grant matters in Agriculture and Rural Development Sector;
- Maintenance of pipeline of projects for possible World Bank assistance in these sectors;
- World Bank’s Seminars, Conferences, Workshops, AAA Studies etc.
- Policy matters relating to IFAD;
- Contribution to IFAD (replenishment) and Budget requirements;
- IFAD’s Country Strategy Program (COSOP);
- IFAD assisted Agriculture, Rural Livelihoods and Tribal Development Sector projects in India;
- Maintenance of pipeline of projects for possible IFAD assistance in these sectors;
- Meetings related to IFAD: Governing Council; Executive Board Meeting
- Visit of IFAD President, Vice President, Secretary, etc. to India;
- Budget Matter pertaining to the work/Projects relating to the section.
- Parliament Questions relating to subjects of the section
- RTI matters relating to World Bank /IFAD assistance for Agriculture, Rural Development sectors.

Territorial charge: Orissa

Sectoral Charges: Department of Rural Development; and Ministry of Panchayati Raj and Department of Land Resources.

Name and designation of officers:-

Section Officers	Under Secretary	Director	Joint Secretary
Sh. Vinod Kumar, Tele.No. 2309 5144 Intercom: 5144 Room No. 221 North Block Email : v.kumar@nic.in	Sh. Dalip Kapur Tele.No. 2309 3515 Intercom: 5072 Room No. 221-A North Block Email : dalip.kapur@nic.in	Ms. Kavita Prasad Tele.No. 2309 4913 Intercom: 5019 Room No. 67-A North Block Email : kavita.prasad@nic.in	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in

FB.VIII

- World Bank assisted projects in Environment & Forestry Sector Projects
- WB assistance to Infrastructure Sectors-Power & Energy, Petrochemicals, Mines, Coal, Petroleum, Energy Affiliates and Oil & Gas.
- Matters relating to grant / technical assistance of World Bank, DFID Trust Fund on Infrastructure Sector (Power).
- Budget matters pertaining to the work/Projects relating to the section.
- Monitoring matters relating to the Pipeline Projects.
- All policy matters pertaining to Global Environment Facility (GEF).
- Matters relating to Climate Change including:
 1. Carbon Finance.
 2. Climate Change issues relating to World Bank group, Climate Investment Fund etc.
 3. World Bank Trust Funds relating to Climate Change.
- Parliament Questions relating to subjects of the Section
- RTI matters relating to World Bank assistance for Environment & Forestry and Energy Sectors.

Territorial Charge: Tamil Nadu.

Sectoral Charge: Department of Drinking Water Supply

Name and designation of officer:-

Section Officer	Under Secretary	Director	Joint Secretary
Sh. Rattan Singh, Tele.No. 2309 5145 Intercom: 5145 Room No. 221 North Block Email : rattan.singh@nic.in	Shri Sanjay Kumar Singh Tel.No.23095074 Intercom 5074 Room No. 276 North Block Email : sks.singh@nic.in	Ms. Kavita Prasad Tele.No. 2309 4913 Intercom: 5019 Room No. 67-A North Block Email : kavita.prasad@nic.in	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5190 Room No.-67-B North Block Email : venu.rajamony@nic.in

ADB.I

- All matters pertaining to ADB & the processing, negotiation, monitoring, review etc of all ADB loans/projects in all Sectors
- All TA assistances from ADB.
- Detailed examination of all policy papers circulated by Asian Development Bank for discussion by the Board of Directors of the ADB e.g. General Capital, Increase in the Capital Stock, Asian Development Fund, Technical Assistance Special Fund (TASF), Long Term Strategic Framework, Local Currency Lending, Management Posts in ADB etc.
- Processing, negotiating and monitoring Loans/Projects financing by ADB in Urban and Finance sectors.
- Nomination and recruitment of officers of central and state government/Public Sector Undertakings/Autonomous bodies; regular staff posts and consultant assignments in ADB financed projects in the member countries.
- Arranging payments of India's share of Capital increase, TASF and Maintenance of Value (MOV) etc. to ADB
- All matters relating to ADB's equity investments/loan in the private sector.
- All matters relating to Technical Assistance from ADB in the related sectors.
- Budget matter pertaining to the work/Projects relating to the section.
- Coordination and conduct of periodical project review meeting with ADB and executing agencies.
- Coordination in organising seminars/workshops/ trainings/ conferences etc. arranged by ADB either in India or outside India.
- Coordinating the visits of VIPs and various missions from ADB to India and vice versa.
- Coordination with ADB's Resident Office in New Delhi.
- Annual and other meetings of ADB.
- Detailed examination and processing of Cabinet notes of the concerned sectoral charge ministries.
- Examination and processing of Parliament Questions in respect of allotted sectors and applications under RTI Act.

Sectoral Charges: Nil.

Internal Territorial Charges: Punjab and Rajasthan

Name and designation of officers:-

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Dalbir Singh Tel. No. 23095157 Intercom 5157 Room No. 268-A North Block Email : dalbir.singh@nic.in	Shri S.K. Singh Tel. No. 23092229 Intercom 5074 Room No. 276 North Block Email : sks.singh@nic.in	Ms. Monika Dhama Tel.No.23093404 Intercom 5232 Room No. 272 North Block Email : monika.dhama@nic.in	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in

ADB.II

- Processing, negotiating and monitoring loans/projects financing in transport, power and Agriculture, Irrigation, Environment & Natural Resources sectors.
- Matters relating to Turkmenistan-Afghanistan-Pakistan-India (TAPI) pipeline project with assistance from ADB.
- Coordination of seminars/workshops/ conferences organised by ADB in respect of allotted sectors.
- Coordination and monitoring of the ADB Missions in respect of allotted sectors.
- Examination and processing of Parliament Questions in respect of allotted sectors.
- Matters relating to African Development Bank (AfDB), Inter American Bank (IAB), Caribbean Development Bank (CDB) & other related matters.
- Budget matter pertaining to the work/Projects relating to the section.
- Receipt and disposal of applications under RTI Act.
- Processing of Cabinet Notes relating to Atomic Energy*
- Processing and monitoring of matters i.e. clean energy issues and Clean Development Mechanism (CDMA) of ADB.

Sectoral charge: Departments of Bio Technology, Earth Sciences, Space and Science and Technology.
Territorial Charge: Goa

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Shri Sunil K Mandi Tel No. 23095130 Intercom 5130 Room No. 271-A North Block	Shri Jitender Malik Tel.No.23093035 Intercom 5082 Room No. 236 North Block Email: jitender.malik@nic.in	Sh. B. S. Rawat Tel.No.23092836 Intercom 5091 Room No. 33-A(i) North Block Email : rawatbs7@gmail.com	Sh. Venu Rajamony Tele No.2309 2154 Intercom. 5034 Room No.67-B North Block Email : venu.rajamony@nic.in

*MNRE and Department of Atomic Energy have been proposed for transfer to Energy Cell, I&I Division.

Sectoral Charge of Department of Posts, Department of Telecommunication, Department Information Technology and Electronics are with I&I Division as Office Order No.A-48011/55/2004-Admn.II dated 2nd November, 2010.

V. MULTILATERAL RELATIONS (MR) DIVISION

(Joint Secretary: Dr. Alok Sheel)

MAJOR FUNCTIONS OF MR DIVISION

- Matters relating to [G-20](#),
- Matters relating to [G-24](#),
- Matters relating to [UN](#), [UNDP](#), [ESCAP](#), [UN General Assembly](#), [ECOSOC](#), [UNIDO](#) etc.
- Matters relating to [Millennium Development Goals UNFPA](#)
- [UNV](#) (United Nations Volunteers)
- Matters relating to [G-8](#)
- Matters relating to [SAARC](#), [SAARC Finance Group](#), [SAARC Development Fund](#), Inter Governmental Export Group (IGEG) on Financial issues etc.
- Matters relating to [Chiang Mai Initiatives](#)
- Matters relating to [World Economic Forum](#) (WEF)
- Work related to Foreign Trade, [SEZ](#), EPZ, [GATT](#) & [WTO](#) etc.
- Matters relating to [OECD](#)
- [Asia Europe Meeting](#) (ASEM)
- India-EU Macro Economic Dialogue
- Matters relating to Russian Federation and CIS Countries
- Matters relating to Asia (South Asia, South East Asia, East Asia (except Japan), Central Asia (Saudi Arabia & Turkey), South America (Argentina) and North America (Mexico).

Section-wise allocation of work:

Coordination on India's engagement with [G-20](#).

Establishment matters including Training G-20.

Budget matters of G-20 Secretariat.

Matters relating to meetings of Apex Council, Advisory Group and inter-ministerial High Level Committee to [G-20](#).

Matters relating to G-20 Leaders' Summit, Finance Ministers' and Central Bank Governors' Meetings, and Sherpas' Meetings.

DEA-ICRIER Research Programme on G-20 issues.

G-20 Outreach, G-20 Business Summit.

Monthly bulletin, newsletter, G-20 website

G-20 Working group on Anti Corruption

All logistic matters relating to G-20, G-24, OECD, etc. meetings

Matters relating to G-24

Work relating to OECD

Work relating to Chiang Mai Initiative

Work relating to ASEAN+3

Coordination and policy concerning G-20 Sectt.

Work relating to General Administration like procurement, housekeeping, etc.

Work relating to India-EU Macro Economic Dialogue.

Name & Designation of Officers:-

Section Officer	US/ADs	Director	Joint Secretary
Sh. Devendra Kumar, Room No.69, NB, N.D. Tel.23095127 Fax: 23094423 Email: devendra.kumar@nic.in	Sh. B. Senapati, US (MR-I), Room No.273, North Block Tel.2309 5064 Email: b.senapati@nic.in Sh. S.A. Sabeer Room No.B-13 North Block, Tel. No.23092835 Intercom 5067 Email: s.a.sabeer@gmail.com	Ms. Usha Titus Director (MR-I), Room No.68, NB, N.D. Tel. No.23092247 Intercom:5038 Email: utitus@gmail.com	Dr. Alok Sheel , JS(MR) Room No.73, NB, N.D. Tel. No.23094905 Intercom:5015 Email: aloksheel@gmail.com

MR-I Section

**MR-II
Section**

Global Economy
 Framework for Strong Sustainable and Balanced growth including G-20 Framework Working Group.
 Reform of International Monetary System including G-20 IMS Working Group.
 Financial Sector Regulatory Reforms
 Global Financial Safety Nets
 Financial Transaction Tax
 Any additional items as may arise in G-20 Finance work stream

Name & Designation of Officers:-

Section Officer	OSD/US/AD	Director/Deputy Secretary	Joint Secretary
Ms. Neera Budhiraja, Ground Floor, Jeewan Vihar Building, 3, Parli Street, New Delhi-1 Tel. No.23748801/02 Extn. No. 223 Fax: 23748810	Dr. Ramesh Golait, OSD (RBI), Ground Floor, Jeewan Building,3,Parliament New Delhi-1 Tel: 23748809 (Direct) Tel: 23748801/02 (PABX) Extn. No. 215 Fax: 23748810	Sh. C. Vanlalramsanga Ground Floor, Jeewan Vihar Building, 3, Parliament Street New Delhi-1 Tel. 23748805 (Direct) Tel. 2378801/02 (PABX) Extn. No. 203 Fax: 23748807/10	Dr. Alok Sheel Intercom: 5015 Room No.73 North Block Tel: 23094905 Email: aloksheel@gmail.com
Ms. K. Saraswathy, Ground Floor, Jeewan Vihar Building,3, Parli Street, New Delhi-1 Tel. No.23748801/02 Extn. No.222 Fax: 23748810	Sh. Mudit Saxena, AD Ground Floor, Jeewan Vihar, 3, Parliament Street, New Delhi-1 Tel. 23748808 (Direct) Tel. 23748801/02 Extn. No. 214 Fax: 23748810 Email: mudit.saxena@nic.in		

**MR-III
Section**

Following issues being deliberated in G-20 Forum:

- Energy
- Commodities
- Maritime Environment
- G-20 Development Working Group (including Infrastructure, Domestic Resources Mobilisation, Knowledge Sharing, Remittance)
- Food Security
- Trade and Raw Materials
- Financial inclusion
- Labour issues
- All matters relating to BRICS and IBSA
- Any additional items as may arise in the G-20 Sherpas' stream
- Sectoral Charge: [M/o Environment & Forests](#)

Name & Designation of Officers:-

Section Officer	Deputy Secretary	Joint Secretary
Ms. Gracy James, S.O. (MR-III), Ground Floor, Jeewan Vihar, 3, Parliament Street, New Delhi-1 Tel. No.23748802 Extn. No.212 Email:	Ms. Reetu Jain, Deputy Secretary(MR-III), Room No.146 North Block, New Delhi-1 Tel. No. 23092374 Email: jain.reetu@gmail.com	Dr. Alok Sheel Tel: 23094905 Intercom: 5015 Room No.73 North Block Fax No. 23093422 Email: aloksheel@gmail.com

**MR-IV
Section**

- 1) All policy matters relating to the [United Nations Development Programme \(UNDP\)](#)
- 2) Financial assistance proposals under UNDP
- 3) UN Regional, Inter-regional and Global Projects, Seminars and Conferences financed from UNDP Funds
- 4) Administration of UNDP Local Office in Delhi
- 5) GoI's Contribution to UNDP and Local UNDP office
- 6) Government of India's contributions to the regular Programme of various UN Agencies controlled by other Ministries and covered under Pledging Conference
- 7) Preparation of briefs on relevant documents circulated in connection with meetings of the [UNDP Executive Board](#), [UN-ESCAP](#), [UN General Assembly](#), [ECOSOC](#), [UNIDO](#) etc.
- 8) Participation of Department of Economic Affairs in the Executive Board Meetings of the UNDP in New York/Geneva
- 9) Visit of UNDP Administrator and other Dignitaries of UNDP to India
- 10) Assistance to Least Developed Countries under UNDP
- 11) Policy issues relating to the United Nations Fund for Population Activities (UNFPA).
- 12) Matters relating to [Millennium Development Goals](#)(MDGs)
- 13) All matters relating to the Foreign Volunteers Programmes in India including the incoming United Nations Volunteers (UNV) but excluding programmes in India for overseas Indian volunteers and outgoing volunteers under UNV
- 14) Matters relating to Government Credits extended by the Government of Russia
- 15) Scrutiny of contracts signed between Indian organizations and organizations in Russia for utilization of credits
- 16) India-China Financial Dialogue
- 17) India-South Korea Finance Ministers Meeting.
- 18) Matters relating to [SAARC](#), including SAARC Development Fund(SDF), Inter-Governmental Expert Group on Financial Issues etc.
- 19) Asia-Europe Meetings(ASEM)
- 20) Work relating to overall coordination including RTI of MR Division
- 21) Territorial Charge of South Asia (Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka), South East Asia (Brunei, Myanmar, Cambodia, East Timor, Indonesia, Laos, Malaysia, , Philippines, Singapore, Thailand and Vietnam), East Asia (China, Korea (North and South), Mongolia, Hong Kong and Taiwan), Central Asia (Saudi Arabia, Turkey), South America (Argentina), North America (Mexico), Russia and CIS Countries (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan.
- 22) Sectoral Charge: [Ministry of Defence](#), [Ministry of Steel](#), [Ministry of Mines](#), [Ministry of Tribal affairs](#) and [National Productivity Council](#).

Name & Designation of Officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Mr. Ujjwal Kumar Tel.No. 23095160 Intercom : 5160 Room No. 266-B. North Block Email: ujjwal.kumar@nic.in	Mr. D.S. Gaur Tel:23093173 Room No.236 North Block. Email: gaurds@nic.in	Mr. Puneet Agarwal Tel:23092745 Intercom: 5035 Room No.66-B North Block. Email: puneet.agarwal@nic.in	Dr. Alok Sheel Tel: 23094905 Intercom: 5015 Room No.73 North Block New Delhi. Email: aloksheel@gmail.com
Mr. S. Subramoniam, Section Officer Tel.No. 23095160 Intercom : 5160 Room No. 266-B. North Block Email: subramoniam.s@nic.in			

Mr. Y.Y. Parate Tel: 23095166 Intercom:5166 Room No. 266-B North Block Email: yy.parate@nic.in			
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MR-V
Section

- 1) Export & Import Policy, Particularly the foreign exchange aspects thereof, matter to counter trade, matter relating to Deemed Exports, including issuance of Notification/Public Notices in terms of its provisions of EXIM Policy.
- 2) Providing advice to Department of Commerce from financial angle in matters relating to special Economic Zones/ Export processing Zones, Project Exports on deferred payment Terms, Border Trade, and Project Export Guidelines etc.
- 3) Foreign Exchange aspects relating to Import/Export of gold/silver.
- 4) Providing inputs relating to Financing Services under GATT at the WTO and also similar inputs in connection with Regional Trade Agreements, Comprehensive Economic Cooperation Agreement (CECA) etc. Negotiated under the aegis of Ministry of Commerce & Industry with various countries and regional blocs.
- 5) Work relating to Joint Commission and Economic Cooperation Agreements with countries in Asia and Africa and provides inputs on cooperation in financial Sectors for the meeting of the Joint Commissions.
- 6) Matters relating to meeting of Trade and Economic Relation Committee (TERC)
- 7) Matters relating to [World Economic Forum](#)
- 8) Payment of salaries/allowances, etc. to Indian lecturers deputed to Sherubtse College/ Gaeddu College, Bhutan (for the period up to 31.3.2010)
- 9) Reimbursement of expenditure incurred by various institutes – clearance of pending bills towards training under the TCS of Colombo Plan.
- 10) Budget related matters of Colombo Plan

Sectoral Charge: - [Ministry of Textiles](#) and [Ministry of Commerce & Industry](#)/.

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Shri A.K.Singh Tel No. 23095156 Intercom: 5156 Room No. 275-A North Block Email: akumar.singh@nic.in	Ms. Jyotsna Gupta Tel. No. 23092229 Intercom: 5223 Room No. 276-A North Block Email: jyotsna.gupta@nic.in Ms. Sumita Singh Room No. 272-A North Block Tel No. 23093182 Intercom: 5260 Email: sumita.singh@nic.in	Mr. Puneet Agarwal Tel:23092745 Intercom: 5035 Room No.66-B North Block. Email: puneet.agarwal@nic.in	Dr. Alok Sheel Tel: 23094905 Intercom: 5015 Room No.73 North Block Email: aloksheel@gmail.com

VI. CM DIVISION (Joint Secretary: Dr. Thomas Mathew)

Primary Market Section

Subjects dealt within the Section :

- Primary Market
- Related Intermediaries and Participants
- Board Meeting (Primary responsibility)
- [SEBI Act](#)
- [Related Rules and Regulations](#)
- Corporate Bond/Debt Market Development
- Union Budget related matters
- [National Institute of Securities Market](#)
- Collective Investment Schemes
- Related Intermediaries and Participants
- Private Equity and Venture Capital
- Financial Literacy
- [FSLRC](#) (all policies & technical matters)
- Credit Rating Agencies
- Financial Regulatory Architecture
- Sectoral Charge- [Ministry of corporate Affairs](#)

Name and designation of officers:-

Section Officer	Deputy Director	Director	Joint Secretary
Smt. Swaran Rudra Tele:23095203 Intr: 5203 Room No.66-A1 North Block	Sh. Anupam Mitra Tele: 23093577 Intr: 5021 Room No. 63 North Block Email : anupam.mitra@nic.in	Mr. Ramesh Krishnamurthi Tele:23092685 Intr.5023 Room No.47-B1 North Block Email : ramesh.krishnamurthi@nic.in	Dr. Thomas Mathew Tel : 23094413 Intercom :5012 Room No.34-C North Block Email : mathew.thomas@nic.in

Regulatory Establishment Section

- [SEBI Establishment](#)
- [SAT Establishment](#)
- Related Rules and Regulations
- Sectoral Charge of [Departments of Disinvestment](#), [Expenditure](#), [Revenue](#), [Financial Services](#).

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Ms. Neelam Gandhi Tele:2309 5262 Intr: 5262 Room No.251-D North Block Email : neelam.gandhi@nic.in	Sh. Ujjawal Kumar Tele: 2309 5744 Intr: 5744 Room No.265 North Block Email : ujjwal.k@nic.in	Sh. B. K. Sinha Tele: 2309 2594 Intr:5058 Room No.57 North Block Email : bhushansinha@nic.in	Dr. Thomas Mathew Tel : 23094413 Intercom :5012 Room No.34-C North Block Email : mathew.thomas@nic.in

CM (Coordination) Section

- Internal coordination with CM Division
- Reports and Returns
- Internship programme

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Ms. Bahamani Kachhap Tele: 2309 5743 Intr:5743 Room No.66 A-1 North Block Email : b.kachhap@nic.in	Sh. Ujjawal Kumar Tele: 2309 5744 Intr: 5744 Room No.265 North Block Email : ujjawal.k@nic.in	Sh. B. K. Sinha Tele: 2309 2594 Intr:5058 Room No.57 North Block Email : bhushansinha@nic.in	Dr. Thomas Mathew Tel : 23094413 Intercom :5012 Room No.34-C North Block Email : mathew.thomas@nic.in

Secondary Market Section

- [Secondary Market](#)
- Related Intermediaries & Participants
- Board Meeting (Secondary Responsibility)
- [Securities Contracts \(Regulations\) Act, 1956](#)
- [Depositories Act, 1996](#)
- [Related Rules and Regulations](#)
- Taxes and Stamp Duties in Securities Markets
- [Database relating to Securities Markets](#)
- Monitoring of Stock Market Movements
- [Self Regulatory Organisations](#)
- [SME Exchange](#)
- Saving Investment Survey
- [Investment Advisors' Regulation](#)
- Related Intermediaries and Participation.
- [Indian Trusts Act \(Section 20\)](#)

Name and designation of officers:-

Section Officer	Assistant Director	Deputy Director	Director	Joint Secretary
Mr. Raj Kumar Tele:23095149 Intr: 5255 Room No.66-A1 North Block	Mr. Abhinash Dash Tele: 23092469 Intr: 5070 Room No.251-C North Block Email : abnashdash349@yahoo.co.in	Ms. Rose Mary K. Abraham Tele:23093577 Intr.5148 Room No.63 North Block Email : ally_aby.yahoo.co.uk	Shri C.S.Mohapatra Tele:23092882 Intr:533 Room No.32-A North Block Email : cs.mohapatra@nic.in	Dr. Thomas Mathew Tel : 23094413 Intercom :5012 Room No.34-C North Block Email : mathew.thomas@nic.in

International Cooperation (IC) Section

- International Cooperation
- Sovereign Credit Rating of India
- [Sovereign Wealth Fund \(SWF\)](#)
- [Financial Stability Board](#)
- [Financial Sector Assessment Program \(FSAP\)](#)
- Interactions with financial analysts and economists
- Financial Markets

- [NIPFP-DEA Research Programme](#)

Name and designation of officers:-

Section Officer	Assistant Director	Director	Joint Secretary
Smt. C. Kujur Tele:2309 5047 Intercom: 5047 Room No.238-A North Block e-mail: celina.kujur@nic.in	Shri L.R. Bhatia Tele: 2309 5236 Intercom: 5236 Room No. 48 North Block Email : bhatia.lr@nic.in	Dr. Manoj Govil Tele: 23092649 Intercom.:5042 Room No. 70 D North Block Email : manoj.govil@nic.in	Dr. Thomas Mathew Tel : 2309 4413 Intercom :5012 Room No. 34-C, North Block Email : mathew.thomas@nic.in

JPC

- [Recommendation of JPC on Stock Market Scam and matters related thereto.](#)
- [Investors' Grievances](#)
- Nizam's Trust
- Territorial charge of [Bihar](#), [Jharkhand](#), [Himachal Pradesh](#), [Uttar Pradesh](#) and [Uttarakhand](#).

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Sh. Daulat Ram Tele : 2309 5241 Intr:5241 Room No.238-A North Block Email : daulat.kaushik@nic.in	Shri R. K. Sinha Tel : 23092682 Intercom :5185 Room No.48 North Block Email: ranjeet.sinha@nic.in	Dr. Manoj Govil Tel No.: 23092649 Intercom: 5042 Room No. 70 D North Block Email: manoj.govil@nic.in	Dr. Thomas Mathew Tel : 23094413 Intercom :5012 Room No.34-C, North Block Email : mathew.thomas@nic.in

UTI & other items

- [UTI Repeal Act, 2002](#)
- [Specified Undertaking of Unit Trust of India \(SUUTI\)](#)
- [The Indian Trusts Act, 1882](#)

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Sh. Daulat Ram Tele : 2309 5241 Intr:5241 Room No.238-A North Block Email : daulat.kaushik@nic.in	Shri R. K. Sinha Tel : 23092682 Intercom :5185 Room No.48 North Block Email: ranjeet.sinha@nic.in	Shri C.S. Mohapatra Tele: 2309 2882 Intr.:5033 Room No.32-A North Block Email : cs.mohapatra@nic.in	Dr. Thomas Mathew Tel : 23094413 Intercom :5012 Room No.34-C, North Block Email : mathew.thomas@nic.in

External Markets Section

Matter relating to:

- International Financial Markets
- Mumbai as International Financial Centre
- [Foreign Exchange Management Act, 2000](#) – [Related Rules and Regulation](#)
- Liaison/Branch Office
- Foreign travel of State Govt/UT functionaries
- Sectoral Charge of [Legal Affairs](#), [Legislative Department](#) and [Parliamentary Affairs](#)

Name and designation of officers:-

Section Officer	Assistant Director	Deputy Director	Director	Joint Secretary
Sh. Jaswinder Singh Tele: 2309 5154 Intr:5154 Room No.271-A North Block Email : jasvinder.s@nic.in	Shri Jitendra Asati Tel: 23095220 Intercom: 5220 Room No.48 North Block Email : asati88@gmail.com	Ms Shefali Dhingra Tel: 23092682 Intercom: 5103 Room No.48 North Block Email : shefali.dhingra@nic.in	Vacant	Dr. Thomas Mathew Tel : 23094413 Intercom :5012 Room No.34-C, North Block Email : mathew.thomas@nic.in

External Commercial Borrowings (ECB) Section

- [ECB/FCCB/FCEB](#)
- ADR/GDR
- FI

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary
Vacant Tel: 23095220 Intercom: 5220 Room No. 48 North Block Email:	Shri R. K. Sinha Tel : 23092682 Intercom :5185 Room No.48 North Block Email: ranjeet.sinha@nic.in	Vacant	Dr. Thomas Mathew Tel : 23094413 Intercom :5012 Room No.34-C, North Block Email : mathew.thomas@nic.in

FSLRC Desk

- All administrative and establishment matters relating to [FSLRC](#)
- Any other matter, as may be assigned.

Name and designation of officer:-

Deputy Secretary Shri A. K. Sinha Tel : 23094966 Intercom :5060 Room No.241-E North Block Email: sinha52ak@yahoo.com
--

FATF**Unit-I**

Areas of responsibilities:

- All matters relating to RRG
- Policy issues of IGRG
- [Recommendations](#): R4 to R25, R29 and SR IV and SR VIII including implementation of India's Action Plan
- Matters relating to FATF's Working Group 1 Evaluations and implementations (WGEI)
- Resources and Statistics regarding implementation and Effectiveness of above mentioned Recommendations.

Name and designation of officer:-

OSD
Mrs. M . V. Bhanumathi Tel : Intercom :5040 Room No.223A North Block Email:

Unit-II

Areas of responsibilities:

- [Recommendations](#) R31, R35 to R40, SR-1 to SR III SRV, SR VIII including implementation of India's Action Plan.
- [Unlawful Activities Prevention Act, 1967](#)
- All matters relating to Combating Financing of Terrorism.
- All matters relating to EAG
- Matters relating to finalisation, follow-up and implementation issues relating to NPO Sector Assessment Committee.
- Matters relating to FATF's Working Group on Typology (WGTY) and Working group on Terrorist Financing and Money Laundering (WGTM).
- On site visits of FATF team.
- Resources and Statistics regarding implementation and Effectiveness of above mentioned Recommendations.
- Technical aspects of TF related to RRG and ICRG
- Primary review of any country as allotted.
- Coordinating with law enforcement agencies handling TF matters.
- Spreading awareness about FT risks.

Name and designation of officer:-

OSD
Shri Pankaj Mishra Tel : Intercom :5040 Room No.223A North Block Email:

Unit-III

Areas of responsibilities:

- All aspects of Recommendation R1, R3, R26 to R28, R30 to R34 and SR IX including implementation India's Action Plan.
- [Prevention of Money Laundering Act 2005, PML Rules and NDPS Act.](#)
- Legal and implementation Matters relating to ICGR's Asia Pacific Regional Review Group (RRG) and APG matters.
- Implementation issues relating to National AML/CFT Risk Assessment Committee.
- Implementation issues relating to designated non financial Business and Professional (DNFBP) Risk Assessment Committee and Casino sector Risk Assessment Committee.
- Resources and Statistics regarding implementation and Effectiveness of above mention Recommendations.
- Coordination with law enforcement agencies on ML issues
- Technical aspects of ML relating to ICRG and RRG
- Primary review of any country as allotted spreading awareness ML Risks s

Name and designation of officer:-

OSD
Shri Y. P. Singh Tel : Intercom :5040 Room No.223A North Block Email:

Unit-IV

Areas of responsibilities:

- [FATF Plenary issues.](#)
- Inter Ministerial Coordination Committee and Core Working Team
- Matters relating to follow-up and implementation issues relating to AMC/CFT Regularly Framework Assessment Committee (ARFAC)
- Matters relating to Financial inclusion Project

Name and designation of officer:-

Director	Seciton Officer
Vacant	Shri Jasvinder Singh Tel: 23095154 Intcom: 5144 Room NO. 271-A North Block Email: jasvinder.s@nic.in

FSDC

- All matters relating to [FSDC](#)
- The Secretariat aids and supports the Council in dealing with issues included in its mandate namely:
 - Financial Stability
 - Financial Sector development
 - Inter- regulatory coordination
 - Financial literacy
 - Financial inclusion
 - Macro prudential supervision of the economy including the functioning of large financial conglomerates.
 - Coordinating India's International interface with financial sector bodies like the Financial Action

Task Force (FATF), Financial Stability Board (FSB) and any such body as may be decided by the Finance Minister from time to time.

Any other matter relating to the financial sector stability and development referred to by a member/Chairperson and considered prudent by the Council/Chairperson.

Name and designation of officer:-

OSD

Shri Shri Anuj Arora

Tel : 23094452

Intercom :5013

Room No.241 B

North Block

Email:

mr.aroraanuj@gmail.com
--

VII. BUDGET DIVISION (Additional Secretary: [Shri Shaktikanta Das](#))

I. Accounts Section

- Dealing with all issues relating to the Accounting of Government transactions of Ministries/Departments arising out of various Constitutional provisions and Acts of Parliament;
- Accounting classification and procedures including Reforms in Budget and Accounts;
- Vetting of Accounting Procedure and the operation of approved funds in respect of external assistance (in cash or in kind) drawn up by Controller of Aid Accounts and Audit before obtaining concurrence of C&AG;
- Matters relating to Conventions governing the financial relationship between the General Revenues and Posts & Telecommunications/Railways are also dealt with in this Section;
- Matters relating to "New Service"/"New Instrument of Service";
- [Railway Convention Committee](#);
- Examination and notification of the Government Accounting Standards proposed by the [Office of the C&AG](#)
- [Gender Budgeting](#);

Name and designation of officers:-

Section Officer	Deputy Director	Director	Additional Secretary
vacant Tele No.23095210 Internal No.5210 Room No.224-C North Block	Shri T. Uthaya Kumar Tele No.23093569 Internal No.5097 Room No.242-A North Block Email : thirugnanam.kumar@nic.in	Shri N.M. Jha Tele No.23092649 Internal No.5042 Room No.70-D North Block Email : njha@nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : s.das@nic.in

II. CDN Section

- Gross Budgetary Support for Annual Plan, Plan Coordination; Plan portion of [Expenditure Budget](#) and [Budget at a Glance](#).
- Finalizing expenditure estimates of Union Government related to sectors such as food subsidy, roads sector and urban development, etc.
- Dealing with all issues relating to [loans to Government Servants](#), etc. and Budget Honorarium.
- Expenditure Budget (Pre-Budget) Meeting Co-ordination.
- [Non-lapsable pool for North Eastern Region](#).

Name and designation of officers

Sr. Accounts Officer	Under Secretary	Director	Additional Secretary
Sh. Suresh Ajwani T. No. 23095254 Internal No. 5254 Room No. 224-C, North Block Email: sureshajwani@gmail.com	Shri C. K. Ramaswamy Tel. No. 23093652 Internal No. 5079 Room No. 237, North Block Email : ck.rswamy@nic.in	Shri Pankaj Sharma T.No. 23092326 Internal No. 5243 Room No. 168-A, North Block Email : p_sharma@nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B, North Block. Email : s.das@nic.in

III. Demands Section

- Demands Section maintains the list of Demands as reflected from time to time through various amendments to the [Allocation of Business Rules](#) (involving reorganization of Ministries/ Departments).
- The format of the Demands for Grants and its accompanying annexures as per the recommendations of the [Estimates Committee/Public Accounts Committee](#).
- Coordinate the work of compilation of [Demands for Grants of all the Ministries/Departments](#).
- Coordinate the printing of Demands for Grants.
- Presentation of all the Budget documents in Parliament and the legislative work relating to preparation of Vote on Account and main Appropriation Bills.
- Compiling and issuing the Budget Circular and monitoring the timely receipt of Budget estimates.
- Examining the proposals received from Ministries/Departments during the year for opening of new sub head/s, detailed head/s and object head/s of accounts in Detailed Demands for Grants and corrections in Detailed Demands for Grants whenever needed after the Demands for Grants are passed by Parliament.
- Any other specific responsibility related to Budget preparation.

Name and designation of officers:-

Section officer	Under Secretary	Director	Additional Secretary
Shri A.K. Jain Tele. No. 23095095 Internal No. 5095 Room No.225-A, North Block Email: akjain1954@nic.in	Shri C.R. Saini Tele. No. 23093937 Internal No.5251 Room No.221-A North Block Email : cr.saini@nic.in	Shri N.M. Jha Tele. No.23092649 Internal No.5042 Room No.70-D North Block Email : njha@nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : s.das@nic.in

IV. Fiscal Responsibility and Budget Management Cell

- Administration of [Fiscal Responsibility and Budget Management Act \(FRBM\), 2003](#) and the Rules framed thereunder. The Act seeks to provide for the responsibility of the Central Government to ensure inter-generational equity in fiscal management and long-term macro-economic stability by achieving sufficient revenue surplus and removing fiscal impediments in the effective conduct of monetary policy and prudential debt management consistent with fiscal sustainability through limits on the Central Government borrowings, debt and deficits, greater transparency in fiscal operations of the Central Government and conducting fiscal policy in a medium-term framework and for matters connected therewith or incidental thereto;
- Preparation of FRBM documents;

Name and designation of officers:-

Section Officer(FRBM)	Deputy Director	Deputy Secretary	Additional Secretary
Shri R. K. Thakur Tele. No. 23095095 Internal No.5095 Room No. 225-A North Block Email: rajender.thakur@nic.in	Shri Vijay Kumar Tele No. 23093569 Internal No. 5097 Room No. 242-A North Block Email: vijaykumar59@nic.in	Shri Brajendra Navnit Tele. No.23092744 Internal No.5024 Room No.66-B North Block Email : navnitb@ias.nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : shaktikanta.das@nic.in

V. National Savings - I Section

- Administration of [National Savings Institute](#) including the various Regional Offices located in the States and Union Territories.
- Matters relating to appointment, promotion etc. of all Group 'A' posts of NSI.
- Recruitment Rules of Group 'A', 'B', 'C' & 'D' posts of NSI.
- Internal administration of Budget Division.
- Nomination of officers of Budget Division for domestic/foreign training.

- Security and Budget Day arrangements.
- Formulation of Budget relating to NSI.
- Budget work related to 7 [Demands for Grants](#).
- Parliament Questions, VIP references and Court cases relating to all items of work.

Name and designation of officers:-

Section Officer	Under Secretary	Deputy Secretary	Additional Secretary
Smt. D.K. Kalra Tel. 23095178 Internal No.5178 Room No.239-A North Block.	Shri M.A. Khan Tel. 23093035 Internal No.5081 Room No.236 North Block. Email : k.arshad@nic.in	Sh. Ritvik Pandey Tel. 23093810 Internal No.5041 Room No.168-A North Block. Email: ritvik@nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : s.das@nic.in

VI. National Savings –II Section

- Formulation, interpretation, review, amendment and relaxation of rules pertaining to [Small Savings Schemes](#), namely [Post Office Savings Account](#), [Post Office Recurring Deposit Account](#), [Post Office Time Deposit Accounts](#), [Post Office Monthly Income Account](#), [National Savings Scheme](#), Indira Vikas Patra, [National Savings Certificate](#) (VIII Issue), [Public Provident Fund Scheme](#), [Senior Citizens Savings Scheme](#) and new schemes introduced from time to time, framed under [government Savings Banks Act, 1873](#), [Government Savings Certificates Act, 1959](#) and [Public Provident Fund Act, 1968](#);
- Policy matters relating to Deposit Scheme for retiring government employees and Deposit Scheme for retiring employees of Public Sector Companies;
- Implementation of AML/CFT in relation to small Savings Scheme in India Posts;
- Policy matters relating to extension agencies, namely, agents under Standardised Agency System, Mahila Pradhan Kshetriya Bachat Yojana and Public Provident Fund Scheme, Pay Roll Saving Group, Sanchayikas (School Savings Banks) etc;
- Advising Department of Posts and RBI/Public Sector Banks on execution of the various schemes indicated above;
- Payment of remuneration to the Department of Posts/ Banks for the agency function;
- All matters relating to management and control of [National Small Savings Fund](#) (NSSF) including monitoring of Small Savings collections; sanction of amounts invested in special securities of Centre and State/UT (with Legislature) Governments against Small Savings Collections, Policy matters relating thereto etc;
- Co-ordinating Small Savings Publicity, Designing & Promotion;
- Constitution of [Expert Group on Small Savings](#), Expert Group on remuneration to Department of Posts and functioning as their Secretariat and processing of their recommendations;
- Formulation of budget relating to-
 - (a) National Small Saving Fund, including Small Savings collections,
 - (b) Transfers to State/UT Governments against net Small Savings Collections,
 - (c) Interest on Small Savings Deposits, Savings Certificates, Public Provident Fund and Deposit Schemes for retiring employees,
 - (d) Remuneration payable to Department of Posts for their agency function and payment to banks for operating PPF and Deposit Schemes for retiring employees,
 - (e) Commission payable to agents and incentives to Extra Departmental Branch Postmasters/Sub-Postmasters,
 - (f) Repayment of debt relating to Annuity Certificates,
 - (g) Protected Savings Scheme,
 - (h) Cost of Printing of Savings Certificates etc.
- Matters relating to World Savings Bank Institute(WSBI);
- Budget work related to 6 [Demands for Grants](#).
- Parliament Questions, VIP references and Court cases relating to all items of work.

Name and designation of officers:-

Accounts officer	Under Secretary	Deputy Secretary	Additional Secretary
Shri D. K. Gupta Tele. No. 23095155 Internal No. 5155 Room No. 239-A North Block	Shri M.A. Khan Tele. No. 23093035 Internal No. 5081 Room No. 236 North Block Email : k.arshad@nic.in	Sh. Ritvik Pandey Tele. No. 23093810 Internal No. 5041 Room No. 168-A North Block Email: ritvik@nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : s.das@nic.in

VII. Public Debt Section

- Administration of [Government Securities Act, 2006](#) and Regulations framed there-under through Reserve Bank of India.
- Legislative business connected with the Management of Public Debt.
- Cash Management in Central Government.
- Fixation of Interest rate of GPF and similar funds including Special Deposit Scheme, 1975.
- (i) Fixation of Interest Rates of Loans and Advances sanctioned by Central Government to States/Union Territory Governments, Public Sector Enterprises etc. (ii) Rate of Interest to be charged on advances to the Government servants for purchase of conveyance, (iii) Rate of interest to be charged on Capital Outlay on Commercial Departments; and (iv) Advances to Government servants – Rates of interest on House Building Advance.
- Rendering advice on administered interest rates including [Employees Provident Fund](#) (EPF), M/o Labour & Employment and [Coal Mines Provident Fund](#), M/o Coal, etc.
- Pre-independence Government obligations and financial settlement with Pakistan.
- Agency charges for Management of Debt.
- Matters relating to [Treasurer of Charitable Endowment of India](#).
- Any other specific responsibility related to Budget preparation.

Name and designation of officers:-

Section Officer	Under Secretary	Deputy Secretary	Additional Secretary
Vacant Tel.No. 23095177 IntercomNo. 5177 Room No. 263-B, North Block Email:	Sh. A. K. Bhatnagar Tel. No. 23095085 Intercom No. 5085 Room No.237 North Block Email: anurag.bhatnagar@nic.in	Sh.Brajendra Navnit Tel. No. 23092744 Intercom No. 5024 Room No. 68, North Block Email: navnitb@ias.nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5194 Room No.168-B North Block. Email : s.das@nic.in

VIII. Reports Section

- Administration of [the C&AG \(Duties, Powers and Conditions of Service\) Act, 1971](#)
- Proposals for entrustment/re-entrustment of audit of Non-Government Bodies and Authorities to the C&AG of India under Section 20(1) of the C&AG's (DPC) Act, 1971.
- Processing the Audit reports of the C&AG of India relating to the Accounts of the Union Government and laying them in both houses of Parliament in pursuance of Article 151 of the Constitution of India after obtaining approval of the President of India.
- Co-ordination work on such recommendations/observations contained in the Report of the PAC as well as other Parliamentary Committees that directly and exclusively concern the Budget Division.
- Co-ordination of O & M matters of the Budget Division.
- Preparation and laying of the Annual Report the Ministry of Finance in Parliament.
- Matter relating to National Defence Fund.
- Budget related work of 14 Demands for Grants, parliament Question and VIP references relating to the 14 Demands for Grants allocated to this Section.

Name and designation of officers:-

Section Officer	Under Secretary	Director	Deputy Secretary	Additional Secretary
Shri K.L. Meena Tel No. 23095171 Internal No.5171 Room No. 225-A North Block Email: kishan.meena@nic.in	Shri K. S. Panchpal Tel No. 23095217 Internal No.5217 Room No. 237 North Block Email :	Shri N.M. Jha Tele No.23092649 Internal No.5042 Room No.70-D North Block Email : njha@nic.in	Shri Brajendra Navnit Tele No.23092744 Internal No.5024 Room No.66-B North Block Email : navnitb@ias.nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : s.das@nic.in

IX. States Section

- Release of States' share of Central Taxes and duties to State Governments arising out of the recommendations of Finance Commission.
- Work relating to the Constitution of the Finance Commission and processing of their reports.
- Keeping a watch on ways and means position of States including grant of ways and means and advances to the States.
- Dealing with matters relating to interpretation of financial provisions of the Andhra State Act, 1953, [States Reorganization Act, 1956](#), Bombay Reorganization Act, 1960, [Punjab Reorganization Act, 1966](#) and other Reorganization Acts.
- Monitoring and review of repayment of Central loans and payment of interest by State Governments.
- Processing and presentation of Budget and Supplementary Demands for Grants to Parliament in respect of States under President's Rule.
- Non-Tax Revenue of the Central Government-finalization and compilation of estimates thereof.
- Coordination with Department of Revenue for finalization and incorporation in Revenue Receipt Budget, of the estimates in respect of States share of Tax Revenue of the Central Government Budget Documents.
- Any other specific responsibility related to Budget preparation.

Name and designation of officers:-

Section Officer	Deputy Director	Deputy Secretary	Additional Secretary
Shri Manmohan Tel. No.23095173 Internal No.5173 Room No.224-B North Block Email: manmohan.badola@nic.in	Shri Rajeev Nayan Sharma Tel. No.23092661 Internal No.5101 Room No.237 North Block Email: rajeev.sr@nic.in	Sh. Ritvik Pandey Tele. No. 23093810 Internal No. 5041 Room No. 168-A North Block Email: ritvik@nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : s.das@nic.in

X. Supplementary Demands Section

This Section is concerned with the coordination and presentation of [Supplementary Demands for Grants and Demands for Excess Grants](#) and the connected Parliamentary work. Other activities of the Section relate to administration of the Contingency Fund of India Act and Rules framed thereunder and matters concerning 'New Service/New Instruments of Service'. This Section is also concerned with the overall policy related to Central Government Guarantees/Guarantee Fees and Estimates of Loan Repayments and Interest Payments in respect of Public Sector Units/Financial Institutions.

Responsibilities:

- Supplementary Demands for Grants.
- Demands for Excess Grants.
- Central Government Guarantees/Guarantee Fees.
- Estimates of Loan Repayments and Interest Payments in respect of Public Sector Units/Financial Institutions.
- Administration of the [Contingency Fund of India Act](#) and Rules.

Name and designation of officers:-

Section Officer	Deputy Director	Deputy Secretary	Additional Secretary
Shri P. P. Garg Tele No. 23095029 Internal No. 5029 Room No. 225-A North Block Email: pp.garg@nic.in	Shri V. Prakash Tele No. 23092916 Internal No. 5083 Room No. 237 North Block Email : v.prakash@nic.in	Shri Pankaj Sharma Tele No. 2309 2326 Internal No. 5243 Room No. 168-A North Block Email: p_sharma@nic.in	Shri Shaktikanta Das Tele No. 2309 2804 Internal No. 5010 Room No. 168-B North Block Email: s.das@nic.in
Shri S. R. Raja Tele No. 23095029 Internal No. 5029 Room No. 225-A North Block Email: raja.sr@nic.in			

XI. Ways & Means Section

- Resources and Ways and Means of Central Government
- Market Loans by Central Government
- Treasury Bills and Deficit financing
- Cash Balance Investments.
- Administration of Bonds issued by the Government of India (viz. Savings Bonds/ Relief Bonds etc.).
- Receipt Budget Coordination
- Debt position of Government of India
- Monitoring the fiscal deficit of Government.
- Market Stabilization Scheme.

Name and designation of officers:-

Section Officer	Deputy Director	Deputy Secretary	Additional Secretary
Sh. R.P. Sharma Tel. No. 23095174 Intercom No. 5174 Room No. 224-C, North Block Email: rp.sharma@nic.in	Sh. Vijay Kumar Tel. No. 23093569 Intercom No. 5097 Room No.242-A, North Block Email: vijaykumar59@nic.in	Shri Brajendra Navnit Tele No.23092744 Internal No.5024 Room No.66-B North Block Email : navnitb@ias.nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : s.das@nic.in

XII. Budget Press

- Printing of all Budget documents relating to the Union Budget including [Detailed Demands for Grants of the Ministry of Finance](#) and [Supplementary Demands for Grants](#);
- Printing of all Budget documents of States under the President's rule;
- Printing of urgent and classified documents relating to the various Departments of the Ministry of Finance;
- Printing Jobs of other Ministries/Departments subject to the exigencies of urgent work of Ministry of Finance; and
- Any other specific responsibility related to Budget preparation.

<u>Name and designation of officers:-</u>			
Dy. Manager (Press)	Manager (Press)	Director	Additional Secretary
Sh. Vikram Singh Shahi Tele. No. 23094757 Internal No. 5191/5096 Basement, North Block. Email : vs.shahi@nic.in	Sh. T.K. Manna Tele. No. 23092079 Internal No. 5181 Basement, North Block Email : tk.manna@nic.in	Sh. N.M. Jha Tele. No. 23092649 Internal No. 5042 Room No. 70-D, North Block. Email : njha@nic.in	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : s.das@nic.in

XIII. Hindi Sections I – IV:

- It is responsible for undertaking all translation work of the Department of Economic Affairs which may be entrusted to it by the Divisional Officer concerned.
- The Hindi Branch is concerned with the work of preparing, printing and publishing the Hindi version of the Budget documents i.e. Demands for Grants, Receipts Budget, Summary of Demands for Grants, Expenditure Budget Vol. 1 and 2, Key to Budget Documents, Budget at a Glance, Annual Budget Statement, Vote on Account, List of Demands, State Budgets, Supplementary and Excess Demands for Grants, Budget Speech of the Finance Minister including Economic Survey before the presentation of the Annual Budget in the Lok Sabha.
- Translation of papers like agreements to be signed simultaneously in Hindi, replies to Parliament Questions including SNQs, Call Attention Notices of the Motions, briefs for Consultative Committee, Monthly Summary for the Cabinet, Cabinet Notes, Letters, etc.
- Preparing the Hindi version of various documentary reports submitted by commissions constituted by Government regarding matters relating to pay and allowances etc. of Government Servants, reports of the Finance Commission and the other reports relevant to matters concerning the Ministry of Finance submitted by Commissions of Inquiry appointed under the Commission of Inquiry Act, 1952.
- Any other specific responsibility related to Budget preparation.

Name and designation of officers:-

Assistant Director	Deputy Director (O.L)	Director (O.L)
Assistant Director-I Sh.G.C. Pande Tele.No.23095179 Internal No.5179 Room No.225-B North Block	Sh. Parmanand Arya Tele.No.23095742 Internal No.5742 Room No.225-B North Block Email: param.arya@nic.in	Sh. Amarnath Tele.No.23092473 Internal No.5214 Room No.238-B North Block. Email : a.siddha@nic.in
Assistant Director-II Sh. Satya Pal Tele.No.23095180 Internal No.5180 Room No.225-B North Block		
Assistant Director-III Smt. M. Sehgal Tele.No.23095212 Internal No.5212 Room No.225-B North Block		
Assistant Director-IV Ms. Suwarcha Vasudev Tele No. 23095213 Internal No. 5213 Room No. 225-B North Block		

VIII. ECONOMIC DIVISION & IES

(Chief Economic Advisor: Dr. Kaushik Basu)

The Division is headed by Chief Economic Adviser. The main functions of the Division are advisory in nature. The Division examines domestic and international economic trends and undertakes research studies having a bearing on economic policies and management of the economy and renders policy advice.

Monitoring of Prices and policies relating to price control.

Monitoring of trends in Agricultural and Industrial Production and related policy issues.

Monitoring of Production, Public Distribution and Stocks of food grains and related policy issues.

Monitoring of Monetary and Credit Aggregates.

Monitoring of Public Finance.

Monitoring of Fiscal Policy and Tax Reforms.

Monitoring of Foreign Trade and Balance of Payments.

International Economic Institutions: World Bank and IMF, ADB and G-20 related issues.

Preparation of Annual Economic Survey and Mid Year Review of the Economy.

Preparation of Economic and Functional Classification of the Central Government Budget.

Preparation of Monthly Economic Report and Report on State of the Economy.

Compilation of Statistical Album on Public Finance.

Collection, compilations and quarterly dissemination of External Debt Statistics

Preparation of Macro-Economic backdrop for Quarterly Statement to be placed in Parliament in compliance of the FRBM Act, 2003.

Organising Pre-budget meetings of the Finance Minister with Industry Association(s), Economists, and other stake holders.

Parliament Questions/work relating to Parliamentary Standing Committee/Consultative Committee.

All issues related to Cadre control and Cadre management of Indian Economic Service.

The work of the Economic Division is organised under the following units:

Coordination Unit

- Internal administration and coordination in Economic Division
- Finance Minister's Pre-Budget meetings with select group(s) of stake holders
- Commission/assign research studies policy and papers to research institutions and experts
- Training programme for officers of the Economic Division
- Organization of seminars, workshops and symposia in connection with the Division's work
- Coordination and editing and outsource printing of Economic Survey, Mid-Year Review and other publications of the Economic Division
- Annual Report of the Ministry of Finance (portion relating to Economic Division)
- Coordination of Parliament work
- Organising Annual International Conference on Economic Policies
- Organising Annual meetings and workshops on Economic Survey and Indian Economy

Name and designation of officers:-

Section Officer	Under Secretary	Addl. EA/Director	SEA
Sh. Elisabeth Kujur, Tele.No.23095163 Internal No.5163 Room No.249 North Block. Email: elizabeth.kujur@nic.in	Sh. Mahabir Singh Tel. No.23095163 Internal No. 5163 Room No. 249, North Block Email: mahabir.singh@nic.in	Sh. Gyan Bhushan, Tele.No.23092306 Internal No. 5049 Room No. 250 North Block. Email: gyanbhushan@nic.in	Dr. H.A.C.Prasad Tele.No.23093510 Internal No.5018 Room No. 42 North Block. Email: hac.prasad@nic.in
		Ms. Gayatri Sharma Tel. No.23093135 Internal No. 5090 Room No. 55-A, North Block Email: gayatri.sharma@nic.in	

Macro Indicators

- Monitoring macroeconomic parameters, such as, output, savings and investment and analysis of macroeconomic trends
- Country coordination for SDDS
- Preparation of Monthly Economic Report

Name and designation of officers:-

Asst. Adviser	Addl. EA	Adviser
Sh. J. K. Rathee Tel. No. 23095140 Internal No. 5140 Room No. 250-D North Block Email: jk.rathee@nic.in	Sh. A. S. Bhal Tel.No.23092449 Internal No 5048. Room No.56 North Block. Email: asbhal@nic.in	Dr. K.L. Prasad, Tele.No.23094526 Internal No. 5053 Room No. 51 E North Block. Email : kl.prasad@nic.in

Public Finance

- Economic and Functional [Classification of Central Government Budget](#)
- Statistical Album on Public Finance, including budgetary transactions of Centre, State and Union Territories
- Monitoring of Central fiscal parameters, such as, fiscal deficit, revenue deficit, aggregate expenditure
- Policies relating to central plan outlays, resources and expenditures
- Review of fiscal position and analysis of fiscal issues
- Analysis relating to tax measures, direct and indirect tax proposals/reforms

Name and designation of officers:-

EO	Senior Research Officer	Dy. EA	Adviser
Vacant	Ms. Nikhila Menon, Tel. No. 23095163 Internal No. 5748 Room No. 249 North Block Email: menonnikhila@gmail.com	Sh. V.K.Gupta Tele.No.23093743 Internal No. 5198 Room No. 250-B North Block. Email: guptav24@nic.in	Dr. K.L. Prasad Tele.No.23094526 Internal No. 5053 Room No.51-E North Block. Email : kl.prasad@nic.in

Social Sector

- Analysis of poverty, labour issues, employment, health, education, and other topics concerning social sector

Name and designation of officers:-

EO	Dy. E.A.	Sr. Eco.Adviser
Vacant	Sh. N.K.Sinha, Tele.No.23093824 Internal No.5054 Room No. 251-A North Block. Email: nk.sinha@nic.in	Dr. H.A.C.Prasad Tele.No.23093510 Internal No.5018 Room No. 42 North Block. Email : hac.prasad@nic.in

Trade (G&S), WTO & Bilateral Relations

- Monitoring of India's foreign trade
- Analysis of commodity compositions and direction of trade
- Monitoring of Foreign Trade Policy
- [WTO](#), [UNCTAD](#) and [ESCAP](#) related issues

Name and designation of officers:-

EO	Addl. EA	Sr. Eco.Adviser
Smt. Sushma Soni Tele.No.23095201 Internal No. 5201 Room No.248 North Block. Email: sushma.soni@nic.in	Sh. R. Sathish Tele.No.23092752 Internal No. 5057 Room No. 56 North Block. Email: sathish@nic.in	Dr. H.A.C.Prasad Tele.No.23093510 Internal No.5018 Room No. 42 North Block. Email : hac.prasad@nic.in

BOP, Global Financial market, institution & architecture, financial policy

- Monitoring [India's Balance of Payments](#) (BOP) developments
- Matters relating to Short Term BoP Monitoring Group (STBOP)
- Advice on matters relating to Exchange rate and monitoring of exchange rate of rupee vis-a-vis major international currencies
- Monitoring of India's Foreign Exchange Reserves
- Monitoring of International global economic developments
- Advising on multilateral Institutions (World Bank/ADB/IMF) related issues and G-20 related issues.
- Drafting and finalizing the chapter on Balance of Payments (BoP) for Economic Survey and Mid-year Analysis

Name and designation of officers:-

Astt. Adviser	Addl. EA	Adviser
Dr. Bhagwan Das, Tele.No.23095221 Internal No. 5221 Room No. 248 North Block. Email: das.bhagwan@nic.in	Sh. Sunil Saran, Tele.No.23092528 Internal No. 5075 Room No. 61 North Block. Email: sunil.saran@nic.in	Shri Anil Bisen, Tele.No. 23093552 Internal No. 5017 Room No. 34-A North Block Email: anil.bisen@nic.in

External Debt Monitoring

- Collection, compilation, monitoring and quarterly publication of external debt and bringing out external debt data for two quarters of external debt.
- Bringing out of Annual Status Report on External Debt.
- Providing data for Special Data Dissemination Standard (SDDS) of IMF and Quarterly External Debt Statistics (QEDS) of World Bank.
- Management Information System on External Debt Management
- Coordination of CS-DRMS related issues with Office of Controller of Aids, Audit and Accounts and Reserve Bank of India.
- Monitoring developments in the capital markets.

Name and designation of officers:-

Astt. Director	OSD	Adviser
Sh. Rangeet Ghosh, Tele.No.23092095 Internal No.5044 Room No. 78 A North Block. Email: rangeet.ghosh@nic.in	Dr. Rajmal Tel. No.23095206 Internal No. 5206 Room No. 78-A, North Block Email: rajmal.71@nic.in	Dr. Anil Bisen, Tele.No. 23093552 Internal No. 5017 Room No. 34-A North Block Email: anil.bisen@nic.in

Industry and Infrastructure

- Monitoring industrial growth and investment
- Analyse developments in the industrial sector, industrial investment/financing public sector, industrial relations and sickness
- Render advice on industrial policy issues relating to industry and manufacturing competitiveness
- Monitoring trends in production of core infrastructure industries and services
- Analyse developments in infrastructure policy, investment and financing
- Render advice on infrastructure sector policy issues
- Drafting and finalizing chapters on Industry and Infrastructure in the annual economic survey and mid-year review

Name and designation of officers:-

SO/EO/RO/AD	US/DD/Asstt. Adv	DS/Director/Addl. EA/OSD	Senior Economic Adviser
Vacant	Sh. K.M. Mishra Tele.No.23095237 Internal No. 5237 Room No. 248 North Block. Email : Krishna.mishra@nic.in	Sh. Gopal Singh Negi Tele.No.23092486 Internal No. 5032 Room No. 242 B North Block Email: gopal.negi@nic.in	Smt. S. Bhavani, Tele.No.23092981 Internal No. 5005 Room No. 34 B North Block Email: sbhavani@nic.in

Prices Unit

- Monitoring Wholesale Price Index and Consumer Price Indices (CPIs).
- Issues related to domestic and international price behavior.
- Issues related to [seasonal price behavior.
- Issues related to Price Policy and inflation management.
- Drafting chapter on prices for pre-budget Economic Survey and Mid-year Review.
- Participation in the various committees on price indices (National CPI, WPI and Housing Price Index)

Name and designation of officers:-

Economic Officer	Research Officer	Dy. EA	SEA
Vacant	Ms. Shweta, Tele.No.23095200 Internal No. 5200 Room No. 248 North Block. Email: shweta.r@nic.in	Sh. Kali Charan Tele.No.23092086 Internal No.5189 Room No. 250 D North Block. Email: k.charan@nic.in	Smt. S. Bhavani, Tele.No.23092981 Internal No. 5005 Room No. 34 B North Block. Email: sbhavani@nic.in

Agriculture Unit

- Monitoring of agricultural production in Rabi and Kharif crops
- Monitoring progress of monsoon and reservoir storage of water resources
- Capital formation in agriculture
- National Commission on Farmers
- [National Horticulture Mission](#)
- Issues relating to Minimum Support Price for Rabi and Kharif crops
- Issues related to Public Distribution System, Central Issue Price and [Open Market Sales Scheme](#)
- Buffer Stock norms
- National Food Security Act
- Issues relating to food storage capacity
- Inter-Ministerial Group to 'review inflation situation and suggest corrective measures' headed by Chief Economic Adviser, set-up with the approval of Prime Minister vide Cabinet Secretariat Order No. 101/2/1/2011-CA.IV dated 2nd February, 2011.

Name and designation of officers:-

SO/EO/RO/AD	Research Officer	Addl. EA	Adviser
Vacant	Sh. Abhishek Acharya Tel.No. 23095199 Internal No. 5199 Room No. 248, North Block Email: abhishek.acharya@nic.in	Ms. Rajasree Ray, Tel. No. 23092059 Internal No. 5151 Room No. 50 North Block Email: rajasree.r@nic.in	Sh. R.N.Dubey, Tele.No.23094152 Internal No. 5055 Room No. 57 North Block. Email: rn.dubey@nic.in

Money & Banking Policy

- Monitoring of money market trends and developments in monetary policy
- Monitoring of banking policy and aggregate trends in credit flows.
- Fortnightly analysis of the monetary parameters
- Monitoring yields on G-Sec/ Treasury Bills
- Monitoring behavior of Call Money Rates and LAF operations
- Periodical updates on monetary policy and Quarterly Reviews of RBI.

Name and designation of officers:-

Name of SO/EO/RO/AD	Addl. EA	PEA
Ms. Nalini Pathak Tel. No.23095163 Internal No.5163 Room No. 248 North Block Email: nalini.pathak@nic.in	Sh. Gyan Bhushan, Tele.No.23092306 Internal No. 5049 Room No. 250-A North Block. Email: gyanbhushan@nic.in	Sh. Dipak Dasgupta Tel. No.23094193 Internal No. 5016 Room No. 62-II, North Block Email: d.dasgupta@nic.in

Climate Change Finance Unit

- To serve as the nodal point on all climate change finance matters in the Finance Ministry
- To represent Ministry of Finance in all climate change finance related issues in all international and domestic fora
- To prepare briefs and position papers for Government of India's position on climate change finance
- To provide guidance and inputs to MoEF to feed into climate change negotiations as well as to develop capacity to analyze emerging issues
- Assess the submissions on 'climate change finance' from various national Governments who are Parties to the UN framework Convention on Climate Change
- Analyze the financial pledges of developed countries
- Provide inputs to the designing of Green Climate Fund as per the Cancun agreement

Name and designation of officers:-

SO/EO	US/DD/Asstt. Adv	Addl. E.A.	Pr. Eco. Adviser
		Ms. Rajasree Ray, Tel. No. 23092059 Internal No. 5151 Room No. 50 North Block Email: rajasree.r@nic.in	Sh. Dipak Dasgupta Tel. No.23094193 Internal No. 5016 Room No. 62-II, North Block Email: d.dasgupta@nic.in

Indian Economic Service (IES) Section

All work relating to Cadre management including training and cadre control of Indian Economic Service.

The following subjects are dealt in the section:

- Examination for Direct recruitment – Examination Rules and Syllabus.
- Direct Recruitment and Appointment to the service – medical examination and antecedent/character verification.
- Recruitment through induction from feeder posts holders.
- Policy matters relating to IES Rules & other guidance.
- Cadre Review
- Encadrement of posts to IES
- Nomination of officers for deputation under Central Staffing Scheme
- Holding of DPC meetings for promotions to various grade of IES
- Holding of Screening Committee meetings for grant of financial upgradation on non-functional basis to various grades of IES.
- Training of IES Probationers and inductees.
- Training needs assessment and capacity building of IES officers through in service training programmes and compulsory min-career training.
- Implementation of comprehensive training policy of IES officers.
- Sponsoring officers for foreign assignments.
- Management of retirement and resignation.
- Deputation of IES officers to ex-cadre post/public sector undertakings/State Governments and foreign service.
- Secretariat for IES Board.
- Matters pertaining to court cases on IES matters.
- Operating IES Budget Head for salary, training and grants.
- Maintaining ACRs of IES officers.
- Matters pertaining to vigilance/disciplinary cases.
- RTI matters
- Career management and placement of IES officers in participating Ministries and Departments.
- Preparation and maintenance of IES Civil list.

Name and designation of officers:-

Name of A.D.	DD / US	Director	Adviser
Ms. Swayamprava Pani Tele.No.23092491 Internal No. 5142 Room No. 251 North Block Email: swayamprava.pani@nic.in	Ms. Archana Naresh Tele.No.23093570 Internal No. 5219 Room No. 59 North Block Email: archana.nair@nic.in	Ms. Bidisha Chaudhuri Tel. No.23092995 Internal No. 5027 Room No. 59 North Block Email: b.chaudhuri@nic.in	Sh. Rajan Kumar, Tele.No.23092500 Internal No. 5026 Room No. 51-B North Block Email: rajan.kumar@nic.in
	Ms. Gayatri Nair, DD Tele.No.23092491 Internal No. 5142 Room No. 251 North Block Email:		

		gayatri.nair@nic.in			
		Shri B.D. Barua Tele.No.23092491 Internal No. 5259 Room No. 251 North Block Email: braham.dutta@nic.in			

IX. INTEGRATED FINANCE DIVISION

(Joint Secretary & Financial Advisor: Sh. H. Pradeep Rao)

Integrated Finance Unit – I

All financial proposals of Department of Economic Affairs and its subordinate and attached offices, e.g. National Savings Institute, Securities Appellate Tribunal, Investment Commission.

Handles all matters relating to Grant No. 32 – Department of Economic Affairs, i.e. –

- (i) Tendering financial advice on all matters involving expenditure.
- (ii) Scrutiny of and concurrence to foreign deputation proposals of officers of Department of Economic Affairs including obtaining the approval of Screening Committee where required.
- (iii) Finalizing Budget Estimates, Revised Estimates and Supplementaries.
- (iv) Expenditure control, monitoring of progress in expenditure and submitting monthly and quarterly progress reports to Secretary (EA)/Secretary (Expenditure).
- (v) Preparation of final requirements and surrender of savings and re-appropriation.
- (vi) Matters relating to Standing Committee of Parliament on Finance and PAC/Audit Paras in respect of DEA.
- (vii) Monitoring and ensuring compliance of economy instructions issued by Department of Expenditure from time to time.

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary & Financial Adviser
Shri Ramesh Prasad Tel: 23095193 IC – 5193 Room No. 31-A North Block	Sh. A.K. Dhawan Tel: 23092490 IC – 5093 Room No. 241-E North Block Email: dhawan9@hotmail.com	Smt. Rosy Sharma Tel: 23093513 IC – 5244 Room No. 77-B North Block Email: rosy.sharma@nic.in	Sh. H. Pradeep Rao Tel: 23092332 IC – 5685 Room No. 166-C North Block Email: hpradeep.rao@nic.in

Integrated Finance Unit - II

All financial proposals of Department of Financial Services (DFS) and its subordinate and attached offices, e.g. Appellate Authority for Industrial and Financial Reconstruction, Board for Industrial and Financial Reconstruction, office of the Custodian, Office of the Special Court and Debt Recovery Tribunals / Debt Recovery Appellate Tribunals.

Handles all matters relating to Grant No. 33- Department of Financial Services, i.e.-

- Tendering finance advice on all matters involving expenditure.
- Scrutiny of and concurrence to foreign deputation proposals of officers of Department of Financial Services and obtaining the approval of Screening Committee where required.
- Finalizing Budget Estimates, Revised Estimates and Supplementaries.
- Expenditure control, monitoring of progress in expenditure and submitting monthly and quarterly progress reports to Secretary, DFS and Secretary, Expenditure.
- Preparation of final requirements and surrender of saving and re-appropriation.
- Matters relating to Standing Committee of Parliament on Finance and PAC/Audit Paras in respect of Department of Financial Services.
- Monitoring and ensuring compliance of economy instructions issued by Department of Expenditure from time to time.
- Monitoring of the progress of the various schemes under Grant No. 33-Department of Financial Services.

Coordination, compilation, printing and laying before Parliament of the Outcome Budget of the Ministry of Finance

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary & Financial Adviser
Shri Kailash Chandra Tel: 23095108 IC- 5108 Room No. 30 North Block E-mail: kailash731@yahoo.co.in	Shri Mrityunjay Jha Tel : 23092300 IC- 5225 Room No. 161-A North Block E-mail: mrityunjay.jha@nic.in	Shri .M.Bakthavathsalu Tel : 23093264 IC- 5204 Room No. 259-A North Block E-mail: m.bakthavathsalu@nic.in	Shri H. Pradeep Rao Tel: 23092332 IC- 5685 Room No. 166-C North Block E-mail: hpradeep.rao@nic.in

DDG Cell

The Detailed Demands for Grants (DDG) Cell deals with the following items of work:-

- (i) Coordination work in respect of Standing Committee of Parliament on Finance with regard to Detailed Demands for Grants of Ministry of Finance.
- (ii) Compilation and printing work relating to the Statement to be made by the Hon'ble Finance Minister, in both the Houses of Parliament regarding the status of implementation of recommendations of the Standing Committee on Finance.
- (i) Numerical Monitoring of progress on settlement of C & AG Audit Paragraphs and PAC/Standing Committee on Finance recommendations in respect of Department of Economic Affairs and Department of Financial Services.

Name and designation of officers:-

Section Officer	Under Secretary	Director	Joint Secretary & Financial Adviser
Vacant Tel: 23092724 IC-5094 Room No. 21-A North Block	Sh. A.K. Dhawan Tel: 23092490 IC – 5093 Room No. 241-E North Block Email: dhawan9@hotmail.com	Smt. Rosy Sharma Tel: 23093513 IC – 5244 Room No. 77-B North Block Email: rosy.sharma@nic.in	Sh. H. Pradeep Rao Tel: 23092332 IC – 5685 Room No. 166-C North Block Email: hpradeep.rao@nic.in

X. AID ACCOUNTS AND AUDIT DIVISION **(Controller of Aid Accounts & Audit: Ms Dakshita Das)**

The Aid Accounts & Audit Division (AAAD) headed by a Controller forms part of the External Finance Wing in the Department of Economic Affairs. Controller of Aid Accounts & Audit (CAA&A) is the designated authority to withdraw funds from Loans/Grants committed by the external agencies. The AAAD is thus responsible for scrutinizing claims received from the Project Implementing Agencies as to their eligibility as per relevant Credit/Loan/Grant agreement and project agreement and submitting the same to the donor for obtaining disbursement. The AAAD is also responsible for recommending Plan Finance Division in the Department of Expenditure for release of Additional Central Assistance to the State Projects, and release of funds to autonomous bodies/financial institutions through the Line Ministries against externally aided projects. The responsibility of framing the budget estimates of Receipts and Repayments under both relevant Capital and Revenue heads for external aid lies with the AAAD. This Division is also responsible for timely discharge of Debt Service payments to all the donors and for maintaining Loan Account for each Loan/Credit Agreement. The AAAD is responsible for maintaining comprehensive external debt data base relating to sovereign debt from all multilateral and bilateral donors including debt contracted by parastatal guaranteed by Government and also brings out External Assistance Brochure on annual basis, which contains detailed information about Debt Outstanding; Undrawn balances from the Loan/Grant Account donor-wise, loan agreement-wise, Sector-wise etc. In addition, this Division carries out audit of Import licenses issued to registered exporters for export promotion by 37 Licensing Offices under the Directorate General of Foreign Trade. CAA&A being the Principal Accounting Authority is responsible for preparation of periodical statement of Accounts which is incorporated in the Union Finance Accounts of the Government of India, and for laying down accounting procedures for the account of transactions under various external loan/grant agreements. CAA&A is also the Convener of the Permanent Technical Group on Reconciliation of External Debt Statistics with International Agencies.

The AAAD is organized into three main groups. Each group is headed by a Deputy Controller.

The Group-I has two sections as mentioned below:

I. Disbursement Section – I

All kind of activities i.e. comments on the financing agreements, draw down of credit/loan/grant and balance confirmation with Funding Agencies is handled in this section. At present funding from IDA, IFAD and IDG is handled in this section.

In addition to the above mentioned Funding agencies, work relating to recommendation of ACA release to Department of Expenditure, Plan Finance-I is also handled.

Name and designation of officers:-

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri S. K. Bisht Tel.No. 23712112 Extn.23 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Jasvinder Singh Tel.No. 23753764 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: Jasvinder.singh@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

II. Disbursement Section – II

All kind of activities i.e. comments on the financing agreements, draw down of credit/loan/grant and balance confirmation with Funding Agencies is handled in this section. At present funding from IBRD, OPEC and Japan is handled in this section.

Name and designation of officers:-

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Virendra Singh Tel.No. 23712112 Extn.22 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Jasvinder Singh Tel.No. 23753764 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: Jasvinder.singh@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

B. The Group – II has four sections, namely (I) Debt Servicing (II) R&I and Administration (III) Disbursement-III and (IV) Coordination Section**(I) Debt Servicing Section**

The major work being handled in Debt Servicing Section comprises the following activities:

The main functions of Debt Servicing Section are as under:-

- (i) All matters regarding repayment of Loans to all Donors.
- (ii) Recording of repayment including reconciliation of Debit Scroll received from RBI.
- (iii) Compilation of budget for repayment of principal, interest payment and other charges wherever applicable.
- (iv) Any other work including write-off adverse balances manually or with the assistance of computers.
- (v) Analysis of debt formulation of various proposals on prepayment of costlier loans/debts.
- (vi) Issue of debt servicing payment sanction to commercial banks.
- (vii) Recording of IOR in loan ledger.
- (viii) Creation of loan ledger annually.
- (ix) Work relating to IDC.
- (x) Monitoring of the exchange rate as claimed by Nationalized Banks for repayments of debt.

Name and designation of officers:-

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Suresh Kumar Tel.No. 23712112 Extn.21 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Ashok Kumar Tel.No. 23753763 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: ashok.drall@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

(II) R & I Administration

The main functions of R&I are as under :-

- (i) Work relating to day to day need which includes opening & closing of office & its cleanliness and upkeep.
- (ii) Inward and outward remittances.
- (iii) All diary & dispatch work.

The main function of Administration Section are as under:-

- (i) Correspondence of General Administrative and Establishment related matters regarding posting/transfer order and filling up of vacant post.
- (ii) Preparation of Budget in respect on M.H.2075(Misc.) & M.H. 2052 of Demand No. 32-DEA.
- (iii) Submission of various reports/returns (i.e.weekly, monthly & quarterly) and bills of canteen and

- security guards.
- (iv) Analyzing and processing of bills/claims received from different service providers and IDG Grant for Institutional Strengthening Capacity Building of CAA&A study of fund flow for externally aided project.
- (v) Correspondence for maintenance of office.
Preparation of ATN/Audit para in respect of Saving/Excess of Demand No. 32-DEA.

Name and designation of officers:-

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Suresh kumar Tel.No. 23712112 Extn.21 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Ashok Kumar Tel.No. 23753763 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: ashok.drall@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

(III) Disbursement Section-III

All kind of activities i.e. comments on the financing agreements, draw down of credit/loan/grant and balance confirmation with Funding Agencies is handled in this section. At present funding from France, Germany, Russian Federation, EEC, Sweden, Italy and ADB is handled in this section.

Name and designation of officers:-

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri A. S. Dhawan Tel.No. 23712112 Extn.16 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Ashok Kumar Tel.No. 23753763 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: ashok.drall@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

(IV) Coordination Section

The functions of Coordination Section are as under:-

- (i) Preparation of Receipt Budget
- (ii) Preparation of Debt Services Budget i.e. Repayment of Principal, Interest and other charges
- (iii) Compilation and preparation of External Assistance Brochure
- (iv) Reply to Parliament Questions
- (v) Systems audit
- (vi) Other work relating to Non-Government loans guaranteed by Govt of India
- (vii) Reply to audit observations
- (viii) Action Taken Note (ATN) on audit paras
- (ix) Reconciliation of utilization & repayment figures with donor agencies and Accounts Wing
- (x) Reply to VIP references
- (xi) Submission of reports to other Ministries/ other Divisions of DEA
- (xii) Maintenance of RBI rates of different foreign currencies
- (xiii) Preparation/issue of Accounting Procedures
- (xiv) Furnishing of material/data for incorporation in Finance A/cs, BOP Statistics and data to RBI.
- (xv) Furnishing information on RTI Act.
- (xvi) Work relating of ISO certification, ISO audit, compliance of ISO audit

Name and designation of officers:-

Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Madhukar Gupta Tel.No. 23712112 Extn.25 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Ashok Kumar Tel.No. 23753763 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: ashok.drall@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

C. The Group-III has three Sections, namely (I) EDP Section (II) Accounts Wing and (III) Export Promotion Audit**(I) EDP Section**

The functions of EDP Section are as under:-

- (i) Maintenance of hardware, software and website.
- (ii) Imparting Computer Training.
- (iii) System administration.
- (iv) Data dissemination as per Common Wealth Secretariat Debt Recording and Management System.
- (v) Other work including the assistance to Permanent Technical Group on Debt Statistics.
- (vi) Data entry of all repayment Schedules.
- (vii) Framing of Tender documents contract Agreement etc. for hardware & software AMC/FMC.
- (viii) Maintenance of CS-DRMS, forwarding SDDS data, reporting to World Bank for all components of external debt and all related issues including reconciliation thereof.
- (ix) Maintenance of Guard file and updation of user manual

Name and designation of officers:-

Sr.Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Sita Ram Tel.No. 23712112 Extn.25 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Gireesh Kumar Tel.No. 23358139 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: gireesh.kumar@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

(II) Accounts Wing Section

The subjects dealt with in Accounts Wing Section are as under:-

- (a) Compilation of Monthly Accounts of external assistance and rendering the same to CGA.
- (b) Preparation of S.C.T. and material for Finance Accounts and submitting the same to CGA.
- (c) Internal Inspection of Accounts Wing.

The accounts are compiled based on CONTRACT (ORA) computerized programme

Name and designation of officers:-

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Hem Chand Tel.No. 23712112 Extn.20 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Gireesh Kumar Tel.No. 23753763 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: gireesh.kumar@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

(III) Export Promotion Audit (EPA) Section

The main functions of EPA are as under:-

- (i) Audit of Import licenses issued by the various offices of DGFT.
- (ii) Monitoring of audit objections.
- (iii) Settlement of Audit Paras based upon replies received from the auditee units.
- (iv) Dealing with all references relating to implementation of EXIM Policy.

Name and designation of officers:-

Junior Finance Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Rakesh Yadav Tel.No. 23712112 Extn.19 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Gireesh Kumar Tel.No. 23753763 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: gireesh.kumar@nic.in	Vacant	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

XI. Directorate of Coin & Currency **(Additional Secretary & Director General: Shri Bimal Julka)**

The Directorate of Currency is responsible for all currency related matters in the country. This includes policy matters relating to currency notes and other security documents, production, planning and printing/minting of currency notes and coins. It also has the administrative control of the Security Printing Minting Corporation of India Limited. The Directorate is also responsible for development and acquisition of advanced security features, indigenization, and continuous R&D.

Coin Section

- Policy formulation regarding design , composition of metals etc. of the coins.
- Matters related to supply of coins to the RBI and reimbursement of cost of coins to [SPMCIL](#).
- Accounts and Audit matters in respect of C&C Branch.
- Coins related legislation.
- Issue of [Commemorative Coins](#).

Name designation of Officers:-

Section Officer	Under Secretary	Director	Director General
Sh. K.J.Pal Tel. 23095152 Intercom No. 5152 Room no. 242-C North Block Email: kamar.pal@nic.in	Shri Arun Sobti Tel. No. 23093532 Intercom No. 5147 Room no. 241-C North Block Email: arunsobti@gmail.com	Shri I.P. Singh Tel. 23092912 Intercom No. 5088 Room No. 269 North Block Email: inderpal.ip@gmail.com	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in

SPMC Section

- Administrative Control of the [Security printing and Miniting Corporation of India \(SPMCIL\)](#) , like appointment of Board Level Posts, Creation / Abolition of Board Level Posts, Laying of Annual Report of the Corporation in the Parliament etc.
- Absorption of the employees of the Mints/Presses/Mill in the [SPMCIL](#) and redeployment of surplus employees.
- All residual establishment matters including clarifications /advice of the the nodal Ministries/ Departments in respect of official and industrial workers in the units of SPMCIL.
- Court Cases filed by the employees of the 9 units of SPMCIL, where Union of India is a party.

Name designation of Officers:-

Section Officer	Under Secretary	Director	Director General
Sh. Biswajit Guha Tel. 23095175 Intercom No. 5175 Room no. 241-F North Block Email: biswajit.guha@nic.in	Shri Arun Sobti Tel. No. 23093532 Intercom No. 5147 Room no. 241-C North Block Email: arunsobti@gmail.com	Shri I.P. Singh Tel. 23092912 Intercom No. 5088 Room No. 269 North Block Email: inderpal.ip@gmail.com	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in

Currency Section

- Policy matters relating to currency notes and other security documents including raw material, machinery and equipments required for manufacturing.
- Production planning of printing of currency notes and other security documents and related matters.
- Currency related legislation.
- Deputation of officers for pre-shipment inspection abroad.
- Implementation of the recommendations of Banerjee Committee.
- Any other matter relating to currency and other security documents.

Name designation of Officers:-

Section Officer	Under Secretary	Director	Director General
Sh. B. N. Saini Tel. 23095138 Intercom No. 5138 Room no. 241-F North Block Email: pgcy2@nic.in	Shri Sushil Kumar Tel. No. 23095087 Intercom No. 5087 Room no. 241-C North Block Email: sushil.kumar@nic.in	Shri I.P. Singh Tel. 23092912 Intercom No. 5088 Room No. 269 North Block Email: inderpal.ip@gmail.com	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in

DoC Admn Section

- Administrative and Establishment matters relating to [Directorate of Currency](#).
- Co-ordination within the Directorate

Name designation of Officers:-

Section Officer	Under Secretary	Director	Director General
Sh. S. K. Dargan Tel. 23095137 Intercom No. 5137 Room no. 241-F North Block Email: pgcy2@nic.in	Shri Sushil Kumar Tel. No. 23095087 Intercom No. 5087 Room no. 241-C North Block Email: sushil.kumar@nic.in	Shri I.P. Singh Tel. 23092912 Intercom No. 5088 Room No. 269 North Block Email: inderpal.ip@gmail.com	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in

R &D-I Section

- Identification of specific areas/projects for R&D in the field of design, machinery and software for printing of bank notes and other security documents;
- Examine the proposals for R&D in the aforesaid field from institutions/individuals for funding.
- Monitoring of R &D and Indigenisation projects from time to time to ensure expeditious implementation.
- Encouraging private sector to indigenize manufacturing of machinery and raw material such as paper, ink, and security features required for making of bank notes, coins etc.
- To encourage indigenization either through transfer of technology or through JV route.

Name designation of Officers:-

Assistant Director	Deputy Director	Director	Director General
Vacant	Vacant	Vacant	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in

R &D-II Section

- Identification of specific areas/projects for R&D in the field of Paper, ink and Security Features for bank notes and other security documents;
- Proposals for R&D in the aforesaid fields from institutions/individuals for funding.
- Monitoring of projects from time to time to ensure expeditious implementation.
- Setting up of National R&D Centre as overall coordinator and facilitator of R&D in the field of currency and coinage.
- Administration of the National R&D Centre.

Name designation of Officers:-

Assistant Director	Deputy Director	Director	Director General
Vacant	Vacant	Vacant	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in

Analysis Section

- Continuous analysis of the security features becoming available for bank notes worldwide.
- Keeping data base on the breach of [security features of the Indian Bank Notes](#) and analysis thereof.

Name designation of Officers:-

Assistant Director	Deputy Director	Director	Director General
Vacant	Vacant	Vacant	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in

Acquisition Section

- Continuous study and appraisal of best practices adopted in other countries for making bank notes more secure.
- Identification and acquisition of security features for Indian Bank Notes.
- All procurement related issues relating to bank notes and other security documents.

Name designation of Officers:-

Assistant Director	Deputy Director	Director	Director General
Vacant	Vacant	Vacant	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in

Statistics Section

- Creating data base of knowledge and keeping abreast of the latest developments and technology in the field of bank note papers.
- Liaison with the RBI and law enforcing agencies.

Name designation of Officers:-

Assistant Director	Deputy Director	Director	Director General
Vacant	Vacant	Vacant	Shri Bimal Julka Tel: 23092881 Intercom No. 5009 Room No. 166-D North Block Email dgcurrency-mof@nic.in