



Government of India

INDUCTION MATERIAL

2009

**MINISTRY OF FINANCE
DEPARTMENT OF ECONOMIC AFFAIRS
NEW DELHI**

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	...	03.11.2009

PREFACE TO THE NINTH EDITION

The Eighth edition of Induction Material of the Department of Economic Affairs (DEA) was printed in December, 2002. Since then many changes have taken place in the incumbency and work allocation of various Divisions/Sections. These factors necessitated revision of this document. The ninth edition indicates the position as on October 31, 2009.

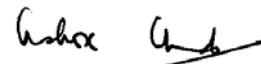
2. DEA is the nodal agency of the Union Government to formulate and monitor the country's economic policies and programmes having a bearing on domestic and international aspects of economic management. In May 2009, a major reorganization of the work among the Divisions in DEA was undertaken to deal more effectively and comprehensively with the changing trends, emerging issues and power blocs in the national and international economic scenario. A new Multilateral Institutions Division has been carved out of the erstwhile Fund Bank Division to provide focused and outcome oriented engagement with various multilateral organizations on a host of current and emerging economic/financial issues. Similarly, the responsibilities of the erstwhile Infrastructure Division of DEA has been expanded to include implementation of Investment related policies and procedures.

3. Information in respect of each Division/Section has been organized and presented for easy reading/referencing and to facilitate users in the quick and efficient disposal of day-to-day work. This edition contains the list indicating allocation of sectoral charges of Ministries/Departments to various Sections/Divisions of this Department which has been expanded to include the Ministries/Departments not covered earlier. Similarly, the list of allocation of territorial charges, both internal and external has been updated. To ensure the continuous use and relevance of the Induction Material, it would be desirable for the different Divisions to update their material periodically and make the information available to the Administration for carrying out the necessary amendments in the master copy as required.

4. The present edition of Induction Material will also be made available on the Web-site of this Ministry, www.finmin.nic.in.

5. While every care has been taken to avoid errors and omissions, it is possible that some mistakes might have crept in inadvertently. Users who come across such errors/omissions are requested to bring them to the notice of the Administration (Ad. - V) for taking corrective actions.

6. It is hoped that this edition of the Induction Material of DEA, proves as a useful and handy compendium for officers and staff alike, especially the new entrants. Suggestions for further improving the layout and utility of this manual would be most welcome.



Ashok Chawla
Finance Secretary

New Delhi,

Dated the 3rd November, 2009

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LIST SHOWING THE NAMES OF MINISTER OF FINANCE

Sl.No.	Period		Name of Finance Minister
	From	To	
1.		1947	Sh. Liaquat Ali Khan
2.	15.8.1947	17.8.1948	Sh. R.K. Shanmukham Chetty
3.	17.8.1948	22.9.1948	Sh. Jawahar Lal Nehru
4.	22.9.1948	1.6.1950	Dr. John Mathai
5.	1.6.1950	24.7.1956	Sh. C.D. Deshmukh
6.	24.7.1956	30.8.1956	Sh. Jawahar Lal Nehru
7.	30.8.1956	14.2.1958	Sh. T.T. Krishnamachari
8.	14.2.1958	22.3.1958	Sh. Jawahar Lal Nehru
9.	22.3.1958	31.8.1963	Sh. Morarji Desai
10.	31.8.1963	31.12.1965	Sh. T.T. Krishnamachari
11.	1.1.1966	12.3.1967	Sh. Sachindra Chaudhary
12.	13.3.1967	16.7.1969	Sh. Morarji Desai
13.	16.7.1969	27.6.1970	Smt. Indira Gandhi
14.	27.6.1970	10.10.1974	Sh. Y.B. Chavan
15.	10.10.1974	24.3.1977	Sh. C. Subramaniam
16.	24.3.1977	26.3.1977	Sh. Morarji Desai
17.	26.3.1977	24.1.1979	Sh. H.M. Patel
18.	24.1.1979	16.7.1979	Chowdhary Charan Singh
19.	16.7.1979	28.7.1979	Sh. Morarji Desai
20.	28.7.1979	19.10.1979	Sh. H.N. Bahuguna
21.	19.10.1979	14.1.1980	Chowdhary Charan Singh
22.	14.01.1980	15.1.1982	Sh. R. Venkataraman
23.	15.1.1982	31.12.1984	Sh. Pranab Kumar Mukherjee
24.	31.12.1984	24.1.1987	Sh. Vishwanath Pratap Singh
25.	24.1.1987	25.5.1987	Sh. Rajiv Gandhi
26.	25.5.1987	25.6.1988	Sh. N.D. Tiwari
27.	25.6.1988	2.12.1989	Sh. S.B. Chavan
28.	6.12.1989	10.11.1990	Prof. Madhu Dandavate
29.	10.11.1990	21.11.1990	Sh. Chandra Shekhar
30.	21.11.1990	21.6.1991	Sh. Yashwant Sinha
31.	21.6.1990	16.6.1996	Sh. Manmohan Singh
32.	16.5.1996	1.6.1996	Sh. Jaswant Singh
33.	1.6.1996	21.4.1997	Sh. P. Chidambaram
34.	21.4.1997	1.5.1997	Sh. I.K. Gujral
35.	1.5.1997	19.3.1998	Sh. P. Chidambaram
36.	19.3.1998	13.10.1999	Sh. Yashwant Sinha
37.	13.10.1999	1.7.2002	Sh. Yashwant Sinha
38.	2002	2004	Sh. Jaswant Singh
39.	2004	2008	Sh. P. Chidambaram
40.	2009	onwards	Sh. Pranab Mukherjee

LIST SHOWING THE NAMES OF MINISTER OF STATE

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

LIST SHOWING THE NAMES OF DEPUTY MINISTER

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

LIST SHOWING THE NAMES OF SECRETARY (EA)

Sl.No.	Year	Secretary (EA)
1.	1950-55	K.G. Ambegaonkar
2.	1955-57	H.M. Patel
3.	1957-58	H.M. Patel, Prin.Secy.
4.	1958-59	B.K. Nehru
5.	1959-60	A.K. Roy
6.	1960-64	L.K. Jha
7.	1964-66	S. Boothalingam
8.	1966-68	S. Jagannathan
9.	1968-70	Dr. I.G. Patel, Spl.Secy.
10.	1970-72	Dr. I.G. Patel
11.	1972-76	M.G. Kaul
12.	1976-80	Dr. Manmohan Singh
13.	1980-82	R.N. Malhotra
14.	1982-83	M.Narasimham, Fin.Secy.
15.	1983-85	P.K.Kaul, Fin. Secy.
16.	1985-89	S.Venkitaramanan, Fin.Secy.
17.	1989	G.K. Arora, Fin.Secy.
18.	1990	Dr. Bimal Jalan, Fin.Secy.
19.	1990-91	S.P.Shukla, Fin.Secy
20.	1991	M.S. Ahluwalia, Secy (EA)
21.	1993-98	M.S. Ahluwalia, Fin.Secy.
22.	1998-99	Dr.Vijay Kelkar, Fin.Secy.
23.	1999-00	E.A.S.Sarma, Secy. (EA)
24.	2000-01	Ajit Kumar, Fin. Secy.
25.	2001-02	C.M.Vasudev, Secy.(EA)
26.	2002-03	Dr.S.Narayan, Fin.Secy&Secy(DEA)
27.	2003-04	D.C. Gupta, Fin. Secy & Secy(EA)
28.	2004-05	Dr. Rakesh Mohan, Secy(EA)
29.	2005-07	A.K. Jha, Fin.Secy & Secy(EA) (FS w.e.f. 01.11.2006)
30.	2007-08	Dr. D.Subha Rao, Fin.Secy & Secy(EA) (FS w.e.f. 04.07.2007)
31.	2008 onwards	Ashok Chawla, Secy (EA) (FS w.e.f 11-05-2009)

CHIEF ECONOMIC ADVISER

Sl.No.	Year	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 onwards	Dr. Arvind Virmani, CEA

**MINISTRY OF FINANCE
(VITTA MANTRALAYA)**

**A. DEPARTMENT OF ECONOMIC AFFAIRS
(ARTHIK KARYA VIBHAG)**

I. FOREIGN EXCHANGE MANAGEMENT

1. Administration of the Foreign Exchange Management Act, 1999 (42 of 1999), other than enforcement work mentioned under the Department of Revenue, and all matters relating to combating financing of terrorist acts.
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) Technical Cooperation Scheme of the Colombo Plan;
 - (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. Technical assistance given by India to the member countries of the Colombo Plan under Technical Cooperation Scheme of the Colombo Plan.
13. All matters relating to the meetings of the Colombo Plan Council and the Consultative Committee of the Plan.
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).

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 collection-cum-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 Trustes 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.
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).

I ADMINISTRATION DIVISION

1. Administration I Section

- All administrative/establishment matters including personal matters and terminal benefits pertaining to the Staff Car Drivers, Gestatnor Operator, Record Keepers, Despatch Rider, Jamadars, Daftries, Peons, Farashes, Sweepers, Casual Labourers (Temporary Status).
- All administrative/establishment matters including personal and terminal benefits pertaining to Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- Sanction of all type of loans and advances and related matters in respect of staff mentioned at Sl. No. (i) & (ii) above.
- All Election matters.
- Payment of legal and other professional charges.
- Grant of miscellaneous advances such as Festival Advance, Fan Advance/Cycle Advance etc to the eligible staff of this Department.
- Forwarding of application for the membership of Finance Library/Central Secretariat Library in respect of staff mentioned at Sl.No. (i) & (ii) above.
- All types of honorarium cases for the entire Department.
- Issuing formal sanctions on Publication charges, Professional charges, Advertisement & Publicity.
- Preparation of BE/RE of “Professional fees” and “Publication” Advertisement & Publicity for inclusion in Demands for Grant.
- Cases pertaining to issue of CGHS Card and Medical reimbursement claims in respect of staff mentioned at Sl. No. (i) & (ii) above.
- All matters relating to the functioning of Departmental Staff Council, Office Council etc.
- 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.
- Territorial charge of Chandigarh, Dadar & Nagar Haveli, Daman & Diu, Delhi, Lakshadweep and Pudducherry.
- Work relating to ‘DEA’s Internship Scheme’.
- Sectoral charge : Cabinet Secretariat, Election Commission of India, Lok Sabha & Rajya Sabha Sectt., President & Vice-President Sectt., PMO, UPSC, Deptt. Of Official Language.

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Harnam Singh	Shri V. Ram Kumar	Sh. Sagar Mehra	Shri Prabodh Saxena
Tele. No. 23095111	Tele. No. 23092872	Tele.No.23092100	Tel No.23094452
I.Com 5111	I.Com 5061	Internal No. 5089	I.Com 5013
Room No. 230	Room No. 234	Room No.66-C	Room No. 40-B
North Block	North Block	North Block.	North Block
Email:harnam_singh@yahoo.com		Email: sagar.mehra@nic.in	Email: kumarsanjayk@gmail.com

2. Administration IA

- All administrative/establishment matters including personal matters and terminal benefits pertaining to ex-cadre posts, both Gazetted and non-Gazetted.
- All administrative/establishment matters pertaining to IES officers posted in DEA.
- Appointment of Consultants.
- Framing/Amending of Recruitment Rules for all ex-cadre posts borne on the strength of DEA.
- Filling up of all ex-cadre posts.
- Sanction of all type of loans and advances and related matters in respect of staff mentioned at Sl. No. (i) & (ii) above.
- Cases pertaining to issue of CGHS card and medical reimbursement in respect of officers holding ex-cadre posts as mentioned in (i) & (ii) above.
- Forwarding of application for the membership of Finance Library/Central Secretariat in respect of staff mentioned at Sl. No.(i) & (ii) above.

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	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.23094452 I.Com 5013 Room No. 40-B North Block Email: kumarsanjayk@gmail.com

Ms. Satinder Jit Kaur
Tele. No.23095249
I.Com 5249
Room No. 230
North Block

3. Administration II Section

- All administrative/establishment matters including personal matters and terminal benefits pertaining to the Gazetted officers and the CSSS cadre staff.
- Sanction of all types of loans and advances and related matters in respect of staff mentioned at Sl. No. (i) above.
- Implementation of ERC/SIU's report in respect of staff of DEA.
- Cases pertaining to issue of CGHS card and medical reimbursement in respect of all posts as mentioned in Sl. No. (i) above.
- Restructuring of DEA.
- Forwarding of applications for the membership of Finance Library/Central Secretariat Library in respect of staff mentioned at Sl. No. (i) above.
- Appointment of Authorised Medical Attendants where CGHS Scheme is not in vogue.
- Sectoral charge : Ministry of Home Affairs, Department of Justice, NHRC and National Security Council.

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Surojit Ghosh Tele. No. 23095113 I.Com 5113 Room No. 230 North Block	Shri V. Ram Kumar Tele. No. 23092872 I.Com 5061 Room No. 234 North Block	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.23094452 Internal No.5013 Room No.40-B North Block. Email: kumarsanjayk@gmail.com

4. Administration III Section

- Issuance of sanction orders for deputation/delegation sent abroad for official purpose on receipt of proposals from the Division concerned with necessary administrative and financial approvals.
- Issuance of sanction orders for officers of DEA for foreign training/workshop/seminars/study tour on receipt of proposals from the Division concerned with necessary administrative and financial approvals.
- Furnishing of periodical reports to Department of Expenditure (E.Coord) on the details of foreign visits undertaken by the officers of Department of Economic Affairs.
- Grants-in-aid to the economic research oriented institutions. Laying of the annual reports and audited statement of accounts of the grantee institutions before the Parliament. Budget and Audit matters in respect of grants-in-aid dealt with by Admn.III Section.
- All the administrative matters pertaining to Economic Wing, Embassy of India, Washington DC i.e creation/abolition/upgradation and filling up the posts (Group-A) created for the Economic Wing and other miscellaneous matters.
- All the administrative matters pertaining to Economic and Commercial Wing, Embassy of India, Tokyo i.e creation/abolition/upgradation and filling up the posts (Group-A) created for the Economic Wing and other miscellaneous matters.
- Budget matters in respect of Economic Wing, Embassy of India, Washington DC and Tokyo. Calling for a monthly progressive expenditure reports from both the Missions.
- Domestic Training programmes being conducted by DOP&T/ISTM /IIPA etc.
- Monthly Report to the Cabinet Secretary on significant events pertaining to the Department of Economic Affairs for information of PMO and the Cabinet.

- Circulation of the unclassified portion of the Monthly Summary of the Department of Economic Affairs to all Ministries/ Departments of Government of India.
- Monthly Status Report to Cabinet Secretariat on implementation of the decisions of the Cabinet/Cabinet Committee pertaining to Department of Economic Affairs.
- Compilation of material in respect of Administration Division of DEA for inclusion in the Annual Report of Department of Economic Affairs.
- Compilation of material in respect of Department of Economic Affairs 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 etc in respect of Department of Economic Affairs and its attached/ subordinate offices for sending a periodical reports to DOP&T.
- Appointment of Liaison Officer (s) for the work relating to SCs/STs/OBCs/Persons with disabilities in Department of Economic Affairs (Main).
- Constitution of Complaints Committee on Sexual Harassment of Women Employees in Department of Economic Affairs (Main).
- Creation of posts for the Finance Commission set up every 5th Year and for winding up cell of the Finance Commission.
- Delegation of financial powers and miscellaneous matters pertaining to Finance Commission. (**Note:** All the residuary matters of the erstwhile Finance Commission are dealt by Finance Commission Division of Department of Expenditure.)
- Administrative control of Departmental Record Room of Department of Economic Affairs.

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Shri M. Sudheer Babu	Shri S.K. Ghildiyal	Shri Surjit Singh	Shri Prabodh Saxena
Tele No. 23095112	Tele No. 23092684	Tele No. 23092247	Tel No. 23094452
Internal No.5112	Internal No.5063	Internal No.5038	Internal No. 5013
Room No.268-D	Room No.48-B	Room No. 68	Room No. 40-B
North Block	North Block	North Block	North Block
Email : sudheer.m@nic.in	Email: usad4-dea@nic.in	Email: s.singh@nic.in	Email: kumarsanjayk@gmail.com

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

5. 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 the following office equipments/machines:-
 - (a) Typewriters (manual & electronic)
 - (b) Electronic/pocket/desk calculators.
 - (c) Duplicating machines/digital duplo machines.
 - (d) Photostat machines.
 - (e) Paper shredders.
 - (f) Fax machines.
 - (g) KTS telephone systems.
 - (h) Computer hardware/ software and peripherals/ printers/ scanners etc.
- Purchase, servicing, repairs and maintenance of staff cars and hiring of cars.
- Maintenance of stock registers in respect of above office machines/equipments.

- 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.
- Maintenance of Records of stationery, consumables and sundry items.
- Furnishing of rooms and purchase/repair/maintenance of furniture.
- Purchase/repairs of wall clocks, time pieces and electrical items (heaters, table lamps, table fans, emergency lights etc.).
- Purchase/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.

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Sh. M.L. Sood	Sh.S.K. Ghildiyal	Sh. Sagar Mehra	Sh.Prabodh Saxena
Tele: 23092279	Tele.No.23092684	Tele.No.23092100	Tele.No.23094452
Internal No.5114/5218	Internal No.5063	Internal No. 5089	Internal No.5013
Room No.47	Room No.48-B	Room No.66-C	Room No.40-B
North Block	North Block.	North Block.	North Block.
	Email: usad4-dea@nic.in	Email: sagar.mehra@nic.in	Email: kumarsanjayk@gmail.com

6. Administration V Section

- 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.
- *Follow up action on Budget announcements made by the Finance Minister.

Name and designation of officers

5

Section Officer

Smt Sikha Das
Tel: 23095115
Int. 5115
Room No. 265
North Block

Under Secretary

Shri S. Kanakambaran
Tel:23092639
Int.5253
Room No.233
North Block
Email : s.kanak@nic.in

Director

Shri Surjit Singh
Tele No. 23092247
Internal No.5038
Room No. 68
North Block
Email: s.singh@nic.in

Joint Secretary

Shri Prabodh Saxena
Tel:23094452
Int. 5013
Room No. 40-B,
North Block
Email: kumarsanjayk@gmail.com

***Under Secretary**

Sh. Anil Tripathi,
Tel. 23092835
Int: 5067
Basement No.13
Below Room No.56
Near Gate No.1
North Block

***Deputy Secretary**

Shri V.K. Sharma
Tele.No.23092883
Internal No.5069
Room No.238-B
North Block

7. 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.
- 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 of 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	Deputy Secretary	Joint Secretary
Sh. Ajay Kr. Sawhney	Sh.S.K. Ghildiyal	Sh. Sagar Mehra	Sh.Prabodh Saxena
Tele.No. 23095116	Tele.No.23092684	Tele.No.23092100	Tele.No.23094452
Internal No. 5116/5118	Internal No.5063	Internal No.5089	Inttternal No.5013
Room No.260	Room No.48-B	Room No.66-C	Room No.40-B
North Block	North Block.	North Block.	North Block.
	Email: usad4-dea@nic.in	Email: sagar.mehra@nic.in	Email: kumarsanjayk@gmail.com

Sh. J.L. Jain
Tel. No. 20395118
Internal No. 5116/5118
Room No.260 North Block

8. 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	Dy. Secretary	Joint Secretary
Miss Savitri Devi	Shri S.K. Ghildiyal	Shri Sagar Mehra	Shri Prabodh Saxena
Tel:23093852	Tel:23092684	Tel:23092100	Tel:23094452
Internal No.5197	Int.5063	Internal NO.5089	Internal No.5013
North Block Annexe	Room No. 48-B,	Room No.66-C	Room No. 40-B
Email:library@nic.in	North Block	North Block	North Block
	Email: usad4-dea@nic.in	Email: sagar.mehra@nic.in	Email: kumarsanjayk@gmail.com

9. Protocol Section

- Receiving and sending off of foreign dignitaries /Ministers (who are visiting India on the invitation of the Department of Economic Affairs, 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.
- Travel formalities:-
 - (a) arranging issuance of Diplomatic/Official passport in respect of officers of DEA.
 - (b) 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.
- 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.

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Sh. A.K. Pradhan	Shri S.K. Ghildiyal	Shri Sagar Mehra	Shri Prabodh Saxena
Tele.No.23093724	Tel:23092684	Tel:23092100	Tel:23094452
Internal No.5117	Int.5063	Int. 5089	Int. 5013
Room No.63	Room No. 48-B,	Room No. 66-C	Room No. 40-B,
North Block.	North Block	North Block	North Block
	Email: usad4-dea@nic.in	Email: sagar.mehra@nic.in	Email: kumarsanjayk@gmail.com

10. R & I Section

- Receipt and distribution of postal dak/registered letters/telegrams and diplomatic bag etc. to all officers in North Block.
- Receipt, marking and diarising of the dak received from all Ministries/Departments/by post addressed to the Department of Economic Affairs.
- Despatch of post communications received from the Sections/Officers and also from MOS (F)'s Office.
- 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.
- Receipt and despatch of telegrams, cables, received from Sections and officers etc.
- Cyclostyling work.
- 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.
- Despatch of immediate letters by Speed Post and Most Important letters by Courier Service.
- Transmission of fax message, distribution of fax message received.

Name and designation of officers

Incharge	Under Secretary	Deputy Secretary	Joint Secretary
Shri R.P. Chopra	Shri S. K. Ghildiyal	Shri Sagar Mehra	Shri Prabodh Saxena
Tele.No.23092453	Tel:23092684	Tel:23092100	Tel:23094452
Intr: 5120	Int. 5063	Int. 5089	Int. 5013
Room No.62-I	Room No. 48 B,	Room No.66-C	Room No. 40-B,
North Block.	North Block	North Block	North Block
	Email: usad4-dea@nic.in	Email: sagar.mehra@nic.in	Email: kumarsanjayk@gmail.com

11. RTI Section

RTI Cell and the Facilitation Counter under it is concerned with the receipt of the applications under the Right to Information Act, 2005. These applications are received and forwarded to the concerned CPIOs in the Department. If the application pertaining to the Department requires coordination, then RTI Cell handles it. The Cell, on receipt of applications from other Public Authority(PA)/ Authorities (PAs), transfers it to the PAs concerned if it is not related to Department of Economic Affairs. Besides the Section handles Appeals under the Act and references from CIC.

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Smt. Sadhana Sharma	Shri S. Kanakambaran	Shri Surjit Singh	Shri Prabodh Saxena
T.No. 23095146	Tel:23092639	Tele No. 23092247	Tel:23094452
Int. 5146	Int.5253	Internal No.5038	Int. 5013
Room No.251-D	Room No.233	Room No. 68	Room No. 40-B,
North Block	North Block	North Block	North Block
	Email : s.kanak@nic.in	Email: s.singh@nic.in	Email: kumarsanjayk@gmail.com

12. 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 decision 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.

Name and designation of officers

Assistant Director	Deputy Director	Director	Joint Secretary
Shri M.C. Mishra	Sh. R.L. Meena	Sh. Amarnath	Shri Prabodh Saxena
Tele.No.23095119	Tele.No.23095097	Tele.No.23092473	Tele. No. 23094452
Internal No.5119	Internal No.5097	Internal No.5214	I.Com 5013
Room No.263-A	Room No.242-A	Room No.238-B	Room No.40-B
North Block.	North Block.	North Block.	North Block
			Email: kumarsanjayk@gmail.com

II. BILATERAL CO-OPERATION DIVISION (BC)

I. *Areas of Work*

- Matters relating to Bilateral Development Co-operation with Japan.
- JICA Loans/grants negotiations - Monitoring, review, disbursement.
- Work related to Development Assistance from UK, Germany and France.
- US assistance to India and matters relating to Canada vis-a-vis Development Co-operation
- Aid Effectiveness
- CDSS
- PMU & Training
- Work relating to special initiatives e.g. Support to NEPAD, Team -9, ASEAN.
- Work related to grant of LOC's and IDEAS scheme In pursuance of India's economic & political interests

II. *Sections*

1. *Japan I*

- Bilateral Development Co-operation with Government of Japan.
- Monitoring of ODA Policy of Japan toward India.
- Preparation of Rolling Plan for JICA ODA loan.
- Preparation of Shelf of Projects for JICA loan assistance from Japan;
- All formalities required for effectuation of projects selected for ODA loan package;
- Monitoring of disbursements;
- All matter relating to the visits of Indian dignitaries to Japan, New Zealand and Korea and visits of Missions and foreign dignitaries to India from Japan, New Zealand and Korea;
- All matters relating to ongoing JICA assisted projects in Tourism , Road, Shipping, Rural Development;
- Processing of request of the Project Implementing Agencies for reallocation of funds and extension of the Loan Agreement for JICA assisted projects;
- Processing of New Transfer Procedure, SOE Procedure, Reimbursement Procedure and all other matters relating to JBIC assisted Projects not allotted to Japan-II Section.
- Processing of the Legal Opinion for JICA Projects
- High Level Review meeting for JICA assisted Projects.
- India-Japan Strategy Dialogue
- India-Japan High Level Policy consultations

Sectoral Charge : Ministry of Information & Broadcasting

External Territorial Charge - Korea, New Zealand

Internal Territorial Charge –Lakshadweep, Daman & Diu, Puddechery, A&N Island, Dadar & Nagar Haveli

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Smt. Kaushalya Garg	Vacant	Shri Surendrakumar Bagde,	Shri Prabodh Saxena
Tel: 23095131		Tel: 23092494	Tel No.23094452
IC No: 5131		IC No: 5098	IC No: 5013
Room No. 266		Room No. 70-C,	Room No. 40-B
North Block		North Block	North Block
Email:		Email:surendra.bagde@nic.in	Email: kumarsanjayk@gmail.com

2. *Japan II*

- Grant Aid and Technical Cooperation from Japan.
- BE-RE for Grant Aid projects.
- Missions/visit from JICA for Development Study/Technical Cooperation.
- JICA's NGOs Programmes.
- Grassroots Funding by Government of Japan.
- Green Aid Plan of Government of Japan.
- Technical Cooperation Programme, NGO funding and other funding by Govt. of Australia.
- Japan Overseas Cooperation Volunteers (JOCV) Programme
- External Territorial Charge: Maldives, Australia

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Ms. Priya Mahadevan Tel: 23095132 IC No: 5132 Room No. 273, North Block	Vacant	Shri Surendrakumar Bagde, Tel: 23092494 IC No: 5098 Room No. 70-C, North Block Email:surendra.bagde@nic.in	Shri Prabodh Saxena Tel No.23094452 IC No: 5013 Room No. 40-B North Block Email: kumarsanjayk@gmail.com

3. Japan III

- Monitoring/reviewing of disbursement of JICA loan and interaction with concerned Ministries/Departments in respect of –
- All projects assisted by JICA loan except the projects dealt in Japan-I
- Visit of business delegation from Japan.
- Parliament Question related to ongoing Power projects, Metro Rapid Transport System, Environment, Urban Water Supply, Water Resource.
- Coordination work of Japan Division.
- Material for Annual Report and EAB.
- Preparation of RE/BE for JICA projects

External Territorial Charge: Japan

Internal Territorial Charge: J&K

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Ms. L. Gomes Tel: 23095133 IC No: 5133 Room No. 266-B North Block	Vacant	Shri Surendrakumar Bagde, Tel: 23092494 IC No: 5098 Room No. 70-C, North Block Email:surendra.bagde@nic.in	Shri Prabodh Saxena Tel No.23094452 IC No: 5013 Room No. 40-B North Block Email: kumarsanjayk@gmail.com

CIE-II & IDEAS*Special Initiatives and IDEAS*

- Following matters relating to Indian Development and Economic Assistance Scheme(IDEAS):
 - (i) Writing off past debts (pertaining to Govt. to Govt. GOI Lines of Credit) of Heavily Indebted Poor Countries (HIPC);
 - (ii) Provide concessional Lines of Credit through Lending agencies – Government of India supported Lines of Credit, routed through Exim Bank of India or any other nominated bank, to countries of Asia (excluding Bangladesh, Nepal and Bhutan), Africa, CIS region and Latin American region are dealt with. The important items of work dealt with include – Examination of requests for concessional lines of credit; Securing the approval/concurrence of Integrated Finance Unit and Budget Division; Fixing the interest subsidy to the lending bank; Execution of Deed of Guarantee to lending bank.
- 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. The important items of work include – Conclusion of credit agreements; approval of contracts signed under the credit agreement; processing of claims received from exporters operating under the GOI lines of credit for reimbursement.
- Matters relating to ‘Indian Shining’ campaign which was dealt with by erstwhile Media Cell.
- **Special Initiatives:**
 - Support to NEPAD, TEAM-9 and ASEAN
 - Sectoral Charge: Ministry of External Affairs
 - External Territorial Charge: Mongolia, Laos, Myanmar, Vietnam, CIS countries, Africa (except South Africa)

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Smt. Manju Mathur	Shri Mool Chand	Shri Sanjay Kumar	Shri Prabodh Saxena
Tele No.2309 5205	Tele No.2309 2639	Tele No.23092378	Tel No.23094452
IC No: 5205	IC No: 5065	IC No: 5046	IC No: 5013
Room No.275-A	Room No.233	Room No.33	Room No. 40-B
North Block	North Block	North Block	North Block
Email:	Email:mchand@nic.in	Email: sanjay.garg@nic.in	Email: kumarsanjayk@gmail.com

5. Europe I

- Development assistance from the United Kingdom, Luxembourg and Ireland.
- Matters relating to Commonwealth including Commonwealth Fund for Technical Co-operation.
- Organisation of India-UK Economic & Financial Dialogue.

Sectoral Charge : Ministry of Social Justice & Empowerment, Ministry of Tourism & Ministry of Culture.

External Territorial Charge: UK, Luxembourg, Ireland

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Vacant	Sh Anil Tripathi	Ms. Neeta Bhushan	Shri Prabodh Saxena
	Tel: 23092835	Tel. 23093752	Tel: 23094452
	IC No: 5067	IC No: 5020	IC No: 5013
	Room No. 13-Basement	Room No. 159-B	Room No. 40-B
	(Below R. No. 56, Gate No.1),	North Block	North Block
	North Block		Email: kumarsanjayk@gmail.com

Shri Rakesh Bharati (CFIC)

Tel: 23095166

IC No: 5166

Room No. 266 B

North Block

6. Europe II

Bilateral Development Assistance from Norway, Sweden, Italy, Switzerland, Netherland and Denmark.

External Territorial charge : Norway, Sweden, Italy, Switzerland, Netherland, Denmark, Austria, Belgium, Finland, Portugal, Spain.

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Amiya Halder	Sh Anil Tripathi	Shri Sagar Mehra	Shri Prabodh Saxena
Tel.23095128	Tel: 23092835	Tel. 23092100	Tel No.23094452
IC No: 5128	IC No: 5067	IC No: 5089	IC No: 5013
Room No. 69	Room No. 13-Basement	Room No. 66 C	Room No. 40-B
North Block	(Below R. No. 56, Gate No.1),	North Block	North Block
Email :amiya.halder@nic.in	North Block	Email: sagar.mehra@nic.in	Email: kumarsanjayk@gmail.com

7. Europe III

- Bilateral assistance from European Commission and matters relating to European Investment Bank. (EIB)

External Territorial charge : European Commission EIB, rest of Europe (excluding Russia).

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Shri H. K. Mittal	Sh. Anurag Rohtagi	Shri Sanjay Kumar	Shri Prabodh Saxena
Tel.23095129	Tel. 23094966	Tel No.:23092378	Tel No.23094452
IC No: 5129	IC No: 5025	IC No: 5046	IC No: 5013
Room No. 69	Room No.241-E	Room No.33	Room No. 40-B
North Block	North Block	North Block	North Block
	Email:anurag.r@nic.in	Email:sanjay.garg@nic.in	Email: kumarsanjayk@gmail.com

Smt. Neeta Bhushan

Director(Europe)-for rest of Europe

8. Europe IV

- Indo-German Development Co-operation.
- Indo-French Development Co-operation.
- Work relating to Indo-German Joint Commission on Industrial and Economic Co-operation.
- Indo-German Finance Ministry Senior Officers Meeting.

External Territorial Charge : Germany and France.

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Shri Arvind Thakur Tel.23095125 IC No: 5125 Room No. 69 North Block Email : arvind.thakur@nic.in	Sh. Anurag Rohtagi, Tel. 23094966 IC No: 5025 Room No. 241-E North Block Email:anurag.r@nic.in	Ms. Neeta Bhushan Tel. 23093752 IC No. 5020 Room No. 159-B North Block Email:	Shri Prabodh Saxena Tel No.23094452 IC No: 5013 Room No. 40-B North Block Email: kumarsanjayk@gmail.com

9. North America Section

- Matters relating to United States Economic Assistance to India and other territorial matters concerning USA/Canada.
- Matters relating to Indo-US Financial and Economic Forum.
- 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 in 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
- External Territorial Charge : USA & Canada.

Name and designation of officers

Section Officer	Deputy Director	Director	Joint Secretary
Vacant	Vacant	Shri Surendrakumar Bagde Tel: 23092494 IC No: 5098 Room NO. 70-C North Block Email:surendra.bagde@nic.in	Shri Prabodh Saxena Tel No.23094452 IC No: 5013 Room No. 40-B North Block Email: kumarsanjayk@gmail.com

10. PMU Section

- Parliament Questions involving more than one Credit Division reg. External Assistance.
- Co-ordination work relating to preparation of Budgetary Estimates (State and Central Sector) of EAPs.
- Coordination work of BC Division.
- Coordination work with CAA&A on External Assistance
- Short term foreign training courses / programme upto four weeks duration sponsored / offered by the donor agencies like IMF, Japan, SIDA, Commonwealth, Colombo Plan, Singapore, UNDP, UDAID and Netherland etc.

Sectoral Charge : Ministry of DONER.

Internal Territorial Charges : North Eastern States.

Name and designation of officers

Section Officers	Under Secretary	Director	Joint Secretary
Shri S.K. Nayyar Tel.23095196 IC No. 5196 Room No. 271-B North Block	Ms. Arun Prabha Tel: 23092229 IC No. 5223 Room No.276 North Block Email:arun.prabha@nic.in	Sh. Sanjay Kumar Tel:23092378 IC No. 5046 R.No. 33 North Block Email:sanjay.garg@nic.in	Shri Prabodh Saxena Tel No.23094452 IC No: 5013 Room No. 40-B North Block Email: kumarsanjayk@gmail.com

Smt. Neelam Sibal
Tel: 23095135
IC No. 5135
Room No.271-B
North Block

III. INFRASTRUCTURE AND INVESTMENT DIVISION (I&I)

I. Areas of Work – (A) Infrastructure

Major Functions:

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.
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.
8. All matters related to currency and coins – mediums of exchange in a modern economy.

(B) Investment

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

II. Sections

1. Infra- I

All policy related issues in infrastructure sectors including those concerning roads, ports, shipping, 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 or identified and examined by DEA.

Examination of investment proposals in these sectors requires approval of EFC/ PIB/ CCEA.

Name and designation of officers

Section Officer	Deputy Director	Director	Joint Secretary
Shri B.L Bairwa	Dr. P.G.S. Rao	Shri Prabhat Mishra	Shri R K Khullar
Tel : 2309 5158	Tel : 2309 2469	Tel : 2309 4154	Telefax : 23093881
Intercom : 5158	Intercom : 5100	Intercom: 5153	Intercom: 5039
Room No: 251-C	Room No: 251-C (Cabin)	Room no: 70 C	Room No: 67-B
North Block	North Block	North Block	North Block
Email: babulal.bairwa@nic.in		Email: nmpkm2004@yahoo.co.in	Email: khullarrk@yahoo.com

2. Infra II

Matters relating to infrastructure financing and promotion of investments in infrastructure sectors.

Name and designation of officers

Section Officer	Deputy Director	Director	Joint Secretary
Ms. Rita Sachdeva	Dr. P.G.S. Rao	Shri V. Sivasubramanian	Shri R K Khullar
Tel : 2309 5158	Tel : 2309 2469	Tel: 2309 4045	Telefax : 23093881
Intercom : 5158	Intercom : 5100	Intercom: 5028	Intercom: 5039
Room No: 251-C	Room No: 251-C (Cabin)	Room No: 71B	Room No: 67-B

3. Public Private Partnership (PPP) Cell

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.

- 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.
- Matters and proposals relating to clearance by Public Private Partnership Appraisal Committee (PPPAC).
- Matters and proposals relating to the Scheme for Financial Support to Public Private Partnerships in Infrastructure-Viability Gap Funding (VGF) Scheme
- Matters and proposals relating to the Scheme for India Infrastructure Project Development Fund.
- 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.
- Managing training programmes, strategies, exposures for capacity building for PPPs.
- Subject of advocacy for greater acceptability towards PPPs.
- Institution building for mainstreaming PPPs.
- Matters relating to management of PPP related information, including www.pppinindia.com and www.pppindiadatabase.com.
- Other policy/Parliament related matters concerning PPPs.

Name and designation of officers

Section Officer	Deputy Director	Joint Director	Joint Secretary
Shri V.K. Sikka	Ms. Pratibha A.	Ms. Aparna Bhatia	Shri R. K Khullar
Tel : 2309 5150	Tel : 2309 2588	Tel: 2309 4443	Telefax : 23093881
Intercom : 5150	Intercom : 5080	Intercom: 5059	Intercom: 5039
Room No: 251-C	Room No: 61	Room No. 61	Room No: 67-B
North Block	North Block	North Block	North Block
Email: virender.sikka@nic.in	Email: pratibha.anirudhan@nic.in	Email: aparna.bhatia@nic.in	Email: khullarrk@yahoo.com

4. Energy Cell

- Sectoral charge of Ministry of Petroleum and Natural Gas, Ministry of Chemicals & Petrochemicals, Department of Fertilizers and Ministry of Coal.
- Examination and furnishing comments for the notes meant for the Cabinet and its Committees relating to the Sectoral Ministries.
- Matters related to the meetings of Cabinet and its Committees, GOM on Bhopal Gas leak Disaster and Energy coordination Committee.
- Matters related to the meetings of Committee of Secretaries and Empowered Committee of Secretaries.
- Examination and furnishing comments of the Ministry of Finance on proposals for EFC / PIB.
- Appraisal of Oil Economy Budget-foreign exchange budgets for import of crude oil and petroleum product and all connected and consequential work.
- Matters 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.
- Matters relating to OPEC Fund for International Development (OFID).

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Ms. Sarla Agarwal	Shri P. Mohandasan	Shri Prabhat Mishra	Shri R K Khullar
Tel No: 2309 5162	Tel. No. 2309 3035	Tel : 2309 4154	Telefax : 23093881
Intercom NO. 5162	Intercom No. 5082	Intercom: 5153	Intercom: 5039
Room No. 273	Room No. 236	Room No: 70 C	Room No: 67-B
North Block	North Block	North Block	North Block
Email: Sarla.agrawal@nic.in	Email: mohandasan.p@nic.in	Email: nmpkm2004@yahoo.co.in	Email: khullarrk@yahoo.com

5. FIPB-I Section

- FDI policy including clarification on policy related matters
- Scrutiny of fresh applications/proposals and preparation of summary thereon for FIPB
- Preparation of agenda for FIPB meetings
- Providing material for preparation of FIPB minutes
- Issue of Press Release on receipt of approved minutes

- Posting of agenda on the website
- Posting of list of approved cases on the website
- Circulation of FIPB minutes
- Preparation of CCEA Note for seeking approval of CCEA based on FIPB recommendations, where required.
- Follow up action on cases deferred by FIPB
- Servicing of GoM on FDI and preparations/circulation of Cabinet/GoM notes on FDI policy.
- Submission of all periodical reports
- Budget related matters relating to Investment Commission

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Shri Vijay Kumar Tel : 2309 5104 Intercom : 5104 Room No: B-14 North Block Email: vijay.angural@nic.in	Ms. Monika Dhama Tele. No. 2309 2581 Intercom No. 5064 Room No. 63 North Block Email: us.fipb-mof@nic.in	Shri Prabodh Saxena Tel. 2309 3558 Intercom No. 5084 Room No. 48-D North Block Email: prabodh.saxena@nic.in	Shri R K Khullar Telefax : 23093881 Intercom: 5039 Room No: 67-B North Block Email: khullarrk@yahoo.com

6. FIPB-II Section

- Issue of approvals/rejections as per approved minutes of the FIPB
- Circulation of amendment proposals
- Scrutiny and examination of cases
- Preparation of briefs/notes for consideration of FIPB on amendment proposals
- Interaction with companies for documentation
- Preparation of summary/briefs for interaction of Senior Officers/ Hon'ble Minister with investors
- Preparation of CCEA Note for seeking approval of CCEA based on FIPB recommendations where required

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Shri A. K Dung Dung Tel : 2309 5105 Intercom: 5105 Room No. B-14 North Block Email: ak.dungdung@nic.in	Ms. Monika Dhama Tele. No. 2309 2581 Intercom No. 5064 Room No. 63 North Block Email: us.fipb-mof@nic.in	Shri Prabodh Saxena Tel. 2309 3558 Intercom No. 5084 Room No. 48-D North Block Email: prabodh.saxena@nic.in	Shri R K Khullar Telefax : 23093881 Intercom: 5039 Room No: 67-B North Block Email: khullarrk@yahoo.com

Shri Bhaskar Chakrabarti
Tel : 2309 5105
Intercom: 5105
Room No. B-14
North Block
Email: bhaskar.chakrabarti@nic.in

7. FIPB Facilitation counter

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

- Receipt of all fresh and amendment FDI proposals and registration thereof.
- 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.
- Transfer of all such proposals to FIPB Unit.
- To attend to the queries of all Investors regarding their applications.
- 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
Mrs. Krishna Kapoor Tel no.:23095123/4031 Intercom-5123 Facilitation counter Near Gate No.-9 North Block Email: krishna.kapoor@nic.in	Ms. Monika Dhama Tele. No. 2309 2581 Intercom No. 5064 Room No. 63 North Block Email: us.fipb-mof@nic.in	Shri Prabodh Saxena Tel. 2309 3558 Intercom No. 5084 Room No. 48-D North Block Email: prabodh.saxena@nic.in	Shri R K Khullar Telefax : 23093881 Intercom: 5039 Room No: 67-B North Block Email: khullarrk@yahoo.com

8. FIU (Foreign Investment Unit) Unit

- FDI Policy including FDI policy clarifications & related matters.
- Comments of FIPB proposals from policy angle including other guidelines.
- Foreign Investment in the NBFC Sector.
- Investment Commission – Follow up of recommendations of Investment Commission
- Investment proposals in Print Media Sector.
- Sectoral charge of Ministry of (with regard to policy matters) -
 - Industrial Policy and Promotion,
 - Overseas Indian Affairs,
 - Heavy Industry and Public Enterprise and
 - Micro, Small and Medium Enterprises.

Name and designation of officers

Section Officer	Under Secretary	OSD	Joint Secretary
Shri Rakesh Kumar Tel: 2309 5109 Intercom No. 5109 Room No. 64 North Block Email: rk.singh67@nic.in	Vacant	Shri P.K Bagga Tel. 2309 4172 Intercom No. 5037 Room No. 51-C North Block Email: pk.bagga@nic.in	Shri R K Khullar Telefax : 23093881 Intercom: 5039 Room No: 67-B North Block Email: khullarrk@yahoo.com

9. International Co-operation(IC) Section

- Nodal responsibility in relation to assistance in establishing various industries in foreign countries.
- Setting up of Joint Ventures and Subsidiaries abroad – Policy and briefs on individual cases considered in the Special Committee on Investment abroad.
- Negotiation and conclusion of Bilateral Investment Promotion & Protection Agreements (BIPA) with other countries.

Name and designation of officers

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	Ms. Monika Dhami Tele. No. 2309 2581 Intercom No. 5064 Room No. 63 North Block Email: us.fipb-mof@nic.in	Shri Prabodh Saxena Tel. 2309 3558 Intercom No. 5084 Room No. 48-D North Block Email: prabodh.saxena@nic.in	Shri R K Khullar Telefax : 23093881 Intercom: 5039 Room No: 67-B North Block Email: khullarrk@yahoo.com

10. 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.
- Issues relating to expansion, up-gradation and modernization of Mints.
- Accounts and Audit matters in respect of C&C Branch.
- All coin related Acts such as Indian Coinage Act, 1906 Small Coins (Offences) Act, 1971, Metal Tokens Act, 1889 etc.

Name and designation of officers

Section Officer	Under Secretary	Dy. Director	Joint Secretary
Shri Rakesh Bhardwaj Tel: 2309 5152 Intercom No. 5152/5204 Room No. 242-C North Block Email: rakesh.bhardwaj@nic.in	Shri A.K. Ajmani Tele. No. 2309 5147 Intercom No. 5147 Room No. 241-C North Block Email: ashok.ajmani@nic.in	Shri. B.S. Rawat Tel. 2309 2836 Intercom No. 5091 Room No. 33-A(I) North Block Email: dscoord-dea@nic.in	Shri R K Khullar Telefax : 23093881 Intercom: 5039 Room No: 67-B North Block Email: khullarrk@yahoo.com

11. SPMC Section

- Administrative Control of the Security Printing and Minting 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.
- All residual establishment matters including clarifications / advice of the nodal Ministries/ Departments in respect of officials 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.
- Coordination matter of I & I Division

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Biswajit Guha Tel: 2309 5175 Intercom No. 5175 Room No. 242-F North Block Email: biswajit.guha@nic.in	Shri A.K. Ajmani (SPMCIL matter) Tele. No. 2309 5147 Intercom No. 5147 Room No. 241-C North Block Email: ashok.ajmani@nic.in	Shri B.S. Rawat Tel. 2309 2836 Intercom No. 5091 Room No. 33-A(I) North Block Email: dscoord-dea@nic.in	Shri R K Khullar Telefax : 23093881 Intercom: 5039 Room No: 67-B North Block Email: khullarrk@yahoo.com

Shri Sushil Kumar (Coordination matter only)
Tele. 2309 5087
Intercom. No. 5087
Room No. 241-C
North Block
Email: sushil.kumar@nic.in

12. Currency Section

- Policy formulation regarding design and security features of currency notes and other security documents such as non-judicial stamp papers, passport booklets, court fees stamps, postal stationery, security papers etc.
- Production planning of printing of currency notes and other security documents related matters.
- Procurement and manufacture of security paper and other inputs for printing of currency notes and other security documents.
- Introduction of new currency instruments such as e-stamp project in different States/ UTs.
- Issues relating to expansion, up-gradation and modernization of the Presses and Paper Mills under SPMCIL.
- All currency related Acts such as Legal Tender (Inscribed Notes) Act, 1964, Currency Ordinance, 1940 etc.
- Deputation of officers for pre-shipment inspection abroad.
- Any other matter relating to currency and other security documents

Name and designation of officers

Section Officers	Under Secretary	Dy. Secretary	Joint Secretary
Shri S.K Dargan Tel: 2309 5138 Intercom NO. 5138 Room No. 241-F North Block Email: pqcy2@nic.in	Shri Sushil Kumar Tele. No. 2309 5087 Intercom No. 5087 Room No. 241-C North Block Email: sushil.kumar@nic.in	Shri B.S. Rawat Tel. 2309 2836 Intercom No. 5091 Room No. 33-A(I) North Block Email: dscoord-dea@nic.in	Shri R K Khullar Telefax : 23093881 Intercom: 5039 Room No: 67-B North Block Email: khullarrk@yahoo.com

Shri B.N Saini
Tele. No. 2309 5137
Intercom. No. 5138
Room No. 241-F
North Block
Email: pqcy2@nic.in

IV. MULTILATERAL INSTITUTIONS DIVISION (MI)

I. Areas of Work

- Matters relating to IMF (excluding G-20, G-24 related work)
- Matters relating to World Bank (IBRD & IDA) & World Bank group institutions - IFAD, GEF (Global Environment Facility)
- Matters relating to Asian Development Bank
- Matters relating to African Development Bank

II. Sections

1. FB-I Section

- 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.
- Territorial charge: Delhi

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Sh. Rajesh Nagpal	Shri S.K. Singh	Sh. Anuj Arora	Shri Venu Rajamony
Tele.No. 2309 5183	Tel. No. 23092229	Tele.No. 2309 4140	Tele No.2309 2154
Intercom: 5183	Intercom 5074	Intercom: 5036	Intercom. 5012
Room No. 272	Room No. 276	Room No. 51-A	Room No.34-C
North Block	North Block	North Block	North Block
Email : rajesh.nagpal@nic.in	Email : sks.singh@nic.in	Email : mr.aroraanuj@gmail.com	Email : js-akp@nic.in

2. FB-II Section

- World Bank IBRD, IDA matters.
- World Bank 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.
- Matters relating to Country office of the World Bank.
- Issues relating to Global Development Network Headquarters in New Delhi.
- IDF Grant which are not dealt with in other sections in Fund Bank Division.
- DFID World Bank Trust Fund 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, etc. to India.
- 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 Email : navjot.singh@nic.in	Sh. S. Chattopadhyay Tele.No. 2309 3182 Intercom: 5260 Room No. 272-A North Block Email : soumya.c@nic.in	Sh. Dipak Kumar Singh Tele.No. 2309 4413 Intercom: 5034 Room No. 39-B North Block Email : dk.singh@nic.in	Shri Venu Rajamony Tele No.2309 2154 Intercom. 5012 Room No.34-C North Block Email : js-akp@nic.in

3. FB-III Section

- . World Bank Assisted Irrigation & Water Management Projects
- World Bank assisted Repair, Renovation and Restoration (RRR) of Water Bodies Projects.
- Disaster Management Capacity Building.
- Emergency Tsunami Reconstruction Project.
- World Bank - DFID Trust Fund Grant in Flood Management Information System, Capacity Building.
- Maintenance of pipeline projects for possible World Bank assistance in these sectors. World Bank's Seminars, Conferences, Workshops, AAA Studies etc.
- Examining issues relating to Global Facility for Disaster Reduction Recovery(GFDRR).
- Implementation of the Budget announcement in respect of RRR Water Bodies.
- Budget Matters relating to World Bank assisted projects relating to subjects in 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. P. K. Samal Tele.No. 2309 5139 Intercom: 5139 Room No. 268 C North Block Email : samal.pk@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	Shri Venu Rajamony Tele No.2309 2154 Intercom. 5012 Room No.34-C North Block Email : js-akp@nic.in

4. FB -IV Section

- Financial Services Sector
- Insurance sector, including agriculture insurance, crops insurance etc.
- State Development Policy loans (DPL)
- World Bank assistance to Gujarat Earthquake Project
- All policy matters relating to Analytical and Advisory Activities (AAA) by World Bank.
- Matters relating to grant / technical assistance of World Bank - DFID Trust Fund on Financial Services Sector
- Maintenance of pipeline projects for possible World Bank assistance in these sectors
- Budget Matters relating to World Bank assisted projects
- Policy matters relating to International Finance Corporation (IFC)
- Approvals to IFC investments in India
- Visit of IFC officials to India
- Territorial Charge : Karnataka
- Sectoral Charge: Ministry of Women & Child Development

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Sh. S. Chaturvedi Tele.No. 2309 5238 Intercom: 5238 Room No. 268-C North Block Email : shivendra68@yahoo.com	vacant	Sh. Anuj Arora Tele.No. 2309 4140 Intercom: 5036 Room No. 51-A North Block Email : mr.aroraanuj@gmail.com	Shri Venu Rajamony Tele No.2309 2154 Intercom. 5012 Room No.34-C North Block Email : js-akp@nic.in

5. **FB-V Section**

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 r/o 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.
- 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. Sunita Saxena	Sh. S. Chattopadhyay	Sh. Dipak Kumar Singh	Shri Venu Rajamony
Tele.No. 2309 5141	Tele.No. 2309 3182	Tele.No. 2309 4413	Tele No.2309 2154
Intercom: 5141	Intercom: 5260	Intercom: 5034	Intercom. 5012
Room No. 272	Room No. 272-A	Room No. 39-B	Room No.34-C
North Block	North Block	North Block	North Block
Email : sunitasaxena@nic.in	Email : soumya.c@nic.in	Email : dk.singh@nic.in	Email : js-akp@nic.in

6. **FB- VI Section**

- World Bank (IBRD / IDA) assisted infrastructure projects in Transport Sector including Road (both National Highways and State Roads), Railways, Shipping, 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).
- Matters relating to Public-Private Infrastructure Sector (excluding Power and Health Sector)
- Matters relating to grant / technical assistance of World Bank - DFID Trust Fund on Infrastructure Sector (excluding Power and Health Sector)
- 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.
- World Bank study reports in infra 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	vacant	Sh. Dipak Kumar Singh	Shri Venu Rajamony
Tele.No. 2309 5071		Tele.No. 2309 4413	Tele No.2309 2154
Intercom: 5071		Intercom: 5034	Intercom. 5012
Room No. 272		Room No. 39-B	Room No.34-C
North Block		North Block	North Block
Email : p.srivastava@nic.in		Email : dk.singh@nic.in	Email : js-akp@nic.in

7. **FB.VII Section**

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 of 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 Matters relating to World Bank and IFAD – assisted projects;

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	Shri Venu Rajamony Tele No.2309 2154 Intercom. 5012 Room No.34-C North Block Email : js-akp@nic.in

8. FB.VIII Section

- 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 relating to the Projects.
- Monitoring matters relating to the Pipeline Projects.
- All policy matters pertaining to Global Environment Facility including:
 1. Matters relating to Climate Change:
 2. Carbon Finance.
 3. Climate Change issues relating to World Bank group, CIFs.
 4. World Bank Trust Funds relating to Climate Change.
- General Coordination Work within the Division.
- Parliament Questions relating to subject requiring Coordination within the Division.
- Organization of portfolio review meetings pertaining to the Division wherein officials of World Bank, line Ministry, Project authorities, CAA&A are invited.

Territorial Charge: Tamil Nadu.

Sectoral Charge: Department of Drinking Water Supply

Name and designation of officer

Section Officers	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 P. Mohanadasan Tel.No.23093035 Intercom 5082 Room No. 236 North Block Email : mohanadasan.p@nic.in	Ms. Kavita Prasad Tele.No. 2309 4913 Intercom: 5019 Room No. 67-A North Block Email : kavita.prasad@nic.in	Shri Venu Rajamony Tele No.2309 2154 Intercom. 5012 Room No.34-C North Block Email : js-akp@nic.in

Smt Savita Sharma,
Tele.No. 2309 5145
Intercom: 5145
Room No. 221
North Block
Email : savita53@nic.in

Sh. S. Chattopadhyay
Tele.No. 2309 3182
Intercom: 5260
Room No. 272-A
North Block
Email : soumya.c@nic.in

For Division's coordination work

9. ADB.I Section

- All matters pertaining to ADB & the processing, negotiation, monitoring, review etc of all ADB loans/projects in all Sectors
- Except TA Program for PPP's, all TA assistance 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, Transport, Finance, Agriculture, environment and natural resources 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. · 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.
- Work relating to African Development Bank and Africa Capacity Building Fund.

Sectoral Charges:

- Departments of Bio Technology, Electronics, Earth Sciences, Space and Science and Technology.

Internal Territorial Charges: Punjab and Rajasthan

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Shri Dalbir Singh	Shri S.K. Singh	Ms. Anuradha Thakur	Shri Venu Rajamony
Tel. No. 23095157	Tel. No. 23092229	Tel.No.23092420	Tele No.2309 2154
Intercom 5157	Intercom 5074	Intercom 5043	Intercom. 5012
Room No. 268-A	Room No. 276	Room No. 51-D	Room No.34-C
North Block	North Block	North Block	North Block
Email : dalbir.singh@nic.in	Email : sks.singh@nic.in	Email : anuradha.thakur@nic.in	Email : js-akp@nic.in

10. ADB.II Section

- Processing, negotiating and monitoring of loans/projects financed by ADB in urban and power sectors.
- Processing proposals for funding with ADB assistance to organisations like NCR Planning Board, local bodies etc.
- 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.
- 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: Department of Information Technology and Department of Posts, MNRE and Dept. of Atomic Energy.

Territorial Charge: Goa

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Shri K S Mandi	Shri P. Mohanadasan	Ms. Anuradha Thakur	Shri Venu Rajamony
Tel No. 23093847	Tel.No.23093035	Tel.No.23092420	Tele No.2309 2154
Intercom 5130	Intercom 5082	Intercom 5043	Intercom. 5012
Room No. 271-A	Room No. 236	Room No. 51-D	Room No.34-C
North Block	North Block	North Block	North Block
	Email : mohanadasan.p@nic.in	Email : anuradha.thakur@nic.in	Email : js-akp@nic.in

V. MULTILATERAL RELATIONS DIVISION

MAJOR FUNCTIONS

- 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
- Asia Europe Meeting (ASEM)
- India-EU Macro Economic Dialogue
- Matters relating to SAARC, SAARC Finance Group, SAARC Development Fund, Inter Governmental Expert Group (IGEG) on Financial issues etc.
- Matters relating to World Economic Forum (WEF)
- Colombo Plan
- Bilateral relation with Russian Federation
- Work related to Foreign Trade, SEZ, EPZ, GATT & WTO etc.
- Matters relating to OECD
- Matters relating to Chiang Mai Initiatives.

II. Sections

1. MR-I Section

- Matters relating to G-20, G-24 work, G-8, ASEM, India EU-Macro Economic Dialogue & World Economic Forum
- Development Assistance (grant) from the European Commission
- Matters relating to outreach session of G8 Development Ministers' and Finance Ministers' Meeting
- Matters relating to Asia-Europe Meetings (ASEM) Finance Ministers/Finance Deputies' meetings
- Matters relating to OECD
- All matters relating to organising of India-EU Macro-economic Dialogue
- India -EC Sub-Commission of Development Cooperation
- Sectoral Charge : M/o Tribal Affairs, National Productivity Council (through MR-IV Section)

Name and designation of officers

Section Officer	Deputy Director	Director	Joint Secretary
1. Mr. Devendra Kumar Tel : 2309 5127 Room No.69 North Block	Vacant	Mr. Nilaya Mitash Tele No. 2309 2387 Intercom.5050 Room No.241-B, North Block	Dr. Alok Sheel, Tele No.2309 4905 Intercom.5015 Room No.73, North Block Email : aloksheel@gmail.com
2. Mrs.. Neera Budhiraja Tele.No. 2309 5183 Intercom : 5183/5238 Room No. 268-C North Block			

2. MR-II Section

- All policy matters relating to the United Nations Development Programme (UNDP)
- Financial Assistance proposals under UNDP
- UN Regional, Inter-regional and Global Projects, Seminars and Conferences financed from UNDP Funds
- Administration of UNDP local office in Delhi.
- Contribution to UNDP and local UNDP office.
- Government of India's contributions to the regular Programme of various UN Agencies controlled by other Ministries.

- Preparation of briefs on relevant documents circulated in connection with meetings of the UNDP Executive Board, ESCAP, UN General Assembly, ECOSOC, UNIDO etc.
- Participation in Executive Board Meetings of the UNDP in New York/Geneva
- Assistance to Least Developed Countries under UNDP
- Policy issues relating to the United Nations Fund for Population Activities (UNFPA)
- 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.

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Mr.Ujjwal Kumar Tele.No. 2309 5160 Intercom : 5160 Room No. 266-B North Block	Vacant	Mr. Chaitanya Prasad Tele: 23094193 Intercom:5016 Room No.62-II, North Block Email : Prasad.chaitanya@nic.in	Dr. Alok Sheel, Tele No. 2309 4905 Intercom.5015 Room No.73, North Block Email : aloksheel@gmail.com

3. MR-III Section

- ***Territorial Charge of Asia (in respect of Afghanistan, Pakistan, Bangladesh, Bhutan, China, Maldives, Nepal), Brazil, Mexico and South Africa.
- ***Indo-China Financial Dialogue
- ***Bilateral and Multilateral Swap related matters including ASEAN+3, Chiang Mai Initiative.
- *Matters relating to SAARC Finance Group, including SAARC Development Fund (SDF), Inter-Governmental Expert Group (IGEG) on Financial Issues, etc.
- **Providing inputs relating to Financial 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.
- **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 meetings of the Joint Commissions.
- **Matters relating to meetings of Trade and Economic Relation Committee (TERC).
- **Matters relating to World Economic Forum.
- ***Sectoral Charge: Ministry of Environment & Forest including 'Climate Change'.

Name and designation of officers

Section Officer	Under Secretary	Directors	Joint Secretary
Mrs. Hemlata Hotchandani Email: h.hemlata@nic.in	Mr. A.K. Singh Tele No.2309 3515 Intercom. 5073 Room No.221-A North Block	*Mr. Nilaya Mitash Tel. No. 2309 2387 Intercom.5050 Room No.241-B, North Block **Mr. Sudhaker Shukla Tel. No. 2309 2594 Internal: 5058 Room No. 57, North Block. Email : shuklas@nic.in ***Mr. Chaitanya Prasad, Tele: 23094193 Intercom:5016 Room No.62-II, North Block Email : Prasad.chaitanya@nic.in	Dr. Alok Sheel, Tele No. 2309 4905 Intercom.5015 Room No.73, North Block Email : aloksheel@gmail.com
Mrs. Gracy James Tele No.2309 5143 Intercom 5143 Room No.221 North Block Email : gracy.james@nic.in			

4. MR-IV Section

- *Training of Officers from Colombo Plan member countries in India under the Technical Cooperation Scheme of Colombo Plan.
- *Work relating to Technical Cooperation Scheme (TCS) of Colombo Plan involves processing of about 900 nominations for 470 slots allocated to 18 Colombo Plan countries.

- *Reimbursement of expenditure incurred by various institutes for imparting training under the TCS of Colombo Plan.
- *Government of India's annual contribution to Colombo Plan Council, Colombo and Colombo Plan Staff College, Manila.
- *Work relating to appointment of Indian lecturers at Sherubtse & Gaeddu Colleges, Bhutan on deputation basis and payment of their salaries, allowances, etc.
- *Budget related Matters of Colombo Plan.
- *Work relating to Colombo Plan Bureau, Colombo Plan Council, Colombo Plan Consultative Committee Meeting, etc.
- *Coordination work of MR Division.

Territorial Charges : **Russia

- Matters relating to Government to Government credits extended by the Government of Russia (Formerly USSR).
- Scrutiny of contracts signed between Indian Organizations and Organisations in Russia for utilization of credits.

Sectoral Charges :

- *Ministry of Mines, *Ministry of Steel, **Ministry of Defence, **Department of Information Technology and National Productivity Council.

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Mrs. K. Saraswathy Tel. No. 23095159 Internal : 5159 Room No. 276-B, North Block Email : k.saraswathy@nic.in	Vacant	*Mr. Sudhaker Shukla Tel. No. 2309 2594 Internal: 5058 Room No. 57, North Block Email : shuklas@nic.in	Dr. Alok Sheel, Tele No. 2309 4905 Intercom.5015 Room No.73, North Block Email : aloksheel@gmail.com
		**Mr. Chaitanya Prasad, Tele: 23094193 Intercom:5016 Room No.62-II, North Block Email : Prasad.chaitanya@nic.in	

5. MR V Section

- 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.
- 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, Project Export Guidelines etc.
- Foreign Exchange aspects relating to Import/Export of gold/silver.

Sectoral charge : M/o Textiles and M/o. Commerce in DEA.

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
1.Mr A.K. Singh Email : akumar.singh@nic.in	Mr. A.K. Singh Tele No.2309 3515 Intercom. 5073 Room No.221-A North Block Email :	Mr. Sudhaker Shukla Tel. No. 2309 2594 Internal: 5058 Room No. 57, North Block. Email : shuklas@nic.in	Dr. Alok Sheel, Tele No. 2309 4905 Intercom.5015 Room No.73, North Block Email : aloksheel@gmail.com
2. Mrs.Kailash Chopra Tele No.2309 5156 Intercom 5156 Room No.275-A North Block Email : kailash.chopra@nic.in			

VI CM DIVISION

1. **Primary Market Section**

- SEBI Act, 1992
- Related Rules and Regulations
- National Institute of Securities Market
- Debt Market Development
- Union Budget related matters
- SEBI Board Meeting
- Primary Market
- Collective Investment Schemes
- Related Intermediaries and Participants
- Private Equity and Venture Capital
- Financial Literacy
- 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	Sh. Anupam Mitra	Shri C.K.G.Nair	Dr. Thomas Mathew
Tele:23095203	Tele: 23093577	Tele:23092685	Tel : 23092881
Intr: 5203	Intr: 5021	Intr:5023	Intercom :5009
Room No.66-A1	Room No. 63	Room No.47-B1	Room No.166-D,
North Block	North Block	North Block	North Block
	Email : anupam.mitra@nic.in	Email : gopalnair@hotmail.com	Email : kprishnan@nic.in

2. **Regulatory Establishment Section**

- SEBI Establishment
- SAT Establishment
- PFRDA Establishment
- Related Rules and Regulations
- Sectoral Charge: Departments of Disinvestment, Expenditure, Revenue, Financial Services.

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Sh. P. Malakar	Sh. A.K. Sinha	Sh. C.K.G .Nair	Dr. Thomas Mathew
Tele:2309 5262	Tele: 2309 4966	Tele: 2309 2685	Tel : 23092881
Intr: 5262	Intr: 5060	Intr:5023	Intercom :5009
Room No.251-D	Room No.241-E	Room No.47-B1	Room No.166-D,
North Block	North Block	North Block	North Block
Email : paresh.malakar@nic.in	Email : sinha52ak@yahoo.com	Email : gopalnair@hotmail.com	Email : kprishnan@nic.in

3. **CM (Coordination) Section**

- All coordination work relating to CM Division
- RTI matters pertaining to CM Div
- Reports and Returns
- Internship programme

Name and designation of officers

Section Officer	Under Secretary	Director	Joint Secretary
Smt. Kiran Gera	Sh. A.K. Sinha	Sh. CKG Nair	Dr. Thomas Mathew
Tele: 2309 5149	Tele: 2309 4966	Tele: 2309 2685	Tel : 23092881
Intr:5149	Intr: 5060	Intr:5023	Intercom :5009
Room No.66-A1	Room No.241-E	Room No.47-B1	Room No.166-D,
North Block	North Block	North Block	North Block
Email : k.gera@nic.in	Email : sinha52ak@yahoo.com	Email : gopalnair@hotmail.com	Email : kprishnan@nic.in

4. **Secondary Market Section**

- 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 & Participants
- SEBI Board Meeting

Name and designation of officers

Section Officer	Assistant Director	Deputy Director	Director	Joint Secretary
Ms. Magandeeep Kaur Tele:23095149 Intr: 5255 Room No.66-A1 North Block	Ms. Rosemary Abraham Tele: 23092469 Intr: 5070 Room No.251-C North Block Email : rosemary.a@nic.in	Dr. Renuka Mishra Tele:23093577 Intr:5148 Room No.63 North Block Email : renuka.mishra@nic.in	Shri C.S.Mohapatra Tele:23092882 Intr:5033 Room No.32 A North Block Email : cs.mohapatra@nic.in	Dr. Thomas Mathew Tel : 23092881 Intercom :5009 Room No.166-D, North Block Email : kprishnan@nic.in

5. **International Cooperation Section**

- Sovereign Credit Rating Agencies
- NIPFP-DEA Research Programme
- International Cooperation
- Interactions with financial institutions and economists
- Financial Markets

Name and designation of officers

Section Officer	Assistant Director	Director	Joint Secretary
Smt. C. Kujur Tele:2309 5047 Intr: 5047 Room No.238-A North Block Email : celina.kujur@nic.in	Ms. Rosemary Abraham Tele: 23092469 Intr: 5070 Room No.251-C North Block Email : rosemary.a@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 : 23092881 Intercom :5009 Room No.166-D, North Block Email : kprishnan@nic.in

6. **UTI Section**

Dealt by Director

- Unit Trust of India (Transfer of Undertaking & Repeal) Act, 2002
- Specified Undertaking of Unit Trust of India (SUUTI)
- Indian Trusts Act, 1882(Section 20(f))

Dealt by Dy. Secretary

- Nizam's Trust
- Investor Grievances
- Territorial charge of Bihar, Jharkhand, H.P., U.P. and Uttarakhand

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Director	Joint Secretary
Sh. Daulat Ram Tele : 2309 5241 Intr:5241 Room No.238 North Block Email : daulat.kaushik@nic.in	Sh. Satish Bhushan Tele:2309 3420 Intr: 5078 Room No.276F North Block Email : s.bhushan@nic.in	Shri Swarn Dass Tel: 23092519 Intr: 5052 Room No.269A North Block	Shri C.S. Mohapatra Tele: 2309 2882 Intr.:5033 Room No.32 A North Block Email : cs.mohapatra@nic.in	Dr. Thomas Mathew Tel : 23092881 Intercom :5009 Room No.166-D, North Block Email : kprishnan@nic.in

7. **External Markets Section**

Matter relating to:

- International Financial Markets
- Mumbai as International Financial Centre
- Foreign Exchange Management Act, 2000 – Related Rules and Regulation
- AML, CFT, FATF, HLCCFM
- Financial stability Board
- Liaison/Branch Office
- Foreign travel of State Govt/UT functionaries
- Sectoral Charge: Department of Legal Affairs, Legislative Department and Parliamentary Affairs

Name and designation of officers

Section Officer	Deputy Director	Under Secretary	Director	Joint Secretary
Sh. Jaswinder Singh Tele: 2309 5154 Intr:5154 Room No.271-A North Block Email : jasvinder.s@nic.in	Ms Shefali Dhingra Tel: 23092682 Intercom: 5103 Room No.48 North Block Email : shefali.dhingra@nic.in	Sh. O.P. Kanojia Tel : 23092682 Intercom :5185 Room No.48 North Block Email: kanojia_op@yahoo.co.in	Sh. A.M. Bajaj Tele: 2309 2254 Intr:5051 Room No.71 North Block Email : am.bajaj@nic.in	Dr. Thomas Mathew Tel : 23092881 Intercom :5009 Room No.166-D, North Block Email : kpkrishnan@nic.in

8. **ECB Section**

- ECB/FCCB/FCEB
- ADR/GDR
- FII
- Sovereign Wealth Fund

Name and designation of officers

Asstt Dir	Under Secretary	Director	Joint Secretary
Shri L.R. Bhatia Tel : 23095236 Intercom :5236 Room No. 48 North Block	Shri O.P. Kanojia Tel : 23092682, Intr: 5185 Room No.48 North Block Email: kanojia_op@yahoo.co.in	Shri A.M. Bajaj Tel : 23092254 Intercom 5051 Room No.77-B, North Block Email : am.bajaj@nic.in	Dr.Thomas Mathew Tel : 23092881 Intercom :5009 Room No.166-D, North Block Email : kpkrishnan@nic.in

9. **Vigilance section**

- CCS (CCA) Rules, CCS (Conduct) Rules
- Departmental Security
- Annual Confidential Reports/Personnel Appraisal Report
- Property Returns
- Blacklisting of firms/suppliers
- Punctuality in attendance
- Vigilance Verification unit
- Legislation on Serious Economic offences
- Sectoral charge of CVC, CBI, all departments of the Ministry of Personnel, Public Grievances and Pensions including Admn Reforms & SSC

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary/CVO
i) Ms Santona Ralhan ii) Sh. L.R. Ramnani Tele:23095161,Intr: 5161, 5242 Room No.224A North Block	Sh. Satish Bhushan Tele:2309 3420 Intr: 5078 Room No.276F North Block Email : s.bhushan@nic.in	Shri Swarn Dass Tel: 23092519 Intr: 5052 Room No.269A North Block	Dr. Thomas Mathew Tel : 23092881 Intercom :5009 Room No.166-D, North Block Email : kpkrishnan@nic.in

10. **JPC Section**

- Recommendations of JPC on Stock Market Scam and matters related thereto

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Sh. Daulat Ram Tele : 2309 5241 Intr:5241 Room No.238 North Block Email : daulat.kaushik@nic.in	Sh. Satish Bhushan Tele:2309 3420 Intr: 5078 Room No.276F North Block Email : s.bhushan@nic.in	Shri Swarn Dass Tel: 23092519 Intr: 5052 Room No.269A North Block	Dr. Thomas Mathew Tel : 23092881 Intercom :5009 Room No.166-D, North Block Email : kpkrishnan@nic.in

VII. BUDGET DIVISION

1. *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 the 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 including Railway Safety Works Fund;
- Computerisation of Budget documents;
- Gender Budgeting;

Name and designation of officers

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

2. *Coordination Section*

Gross Budgetary Support for Annual 5 year Plan, Plan Coordination; Plan portion of Expenditure Budget and Budget at a Glance.

- Expenditure Budget (pre-budget meetings) Coordination.
- Non-lapsable pool for North Eastern Region.
- Dealing with all issues relating to loans to Government Servants, etc. and Budget Honorarium.

Name and designation of officers

Section Officer/PAO	Under Secretary	Deputy Secretary	Joint Secretary
Sh. Anil Sharma	Sh. Mahabir Singh	Shri Brajendra Navnit	Shri Shaktikanta Das
Email : Sharma.anil@nic.in	T.No. 23093652	T.No. 23092744	Tele No.23092804
	Internal No. 5079	Internal No. 5024	Internal No.5010
Sh. Suresh Ajwani	Room No. 237,	Room No. 66-A,	Room No.168-B,
T. No. 23095254	North Block	North Block	North Block.
Internal No. 5254	Email : mahabir.singh@nic.in	Email : navnitb@ias.nic.in	Email : shaktikanta.das@nic.in
Room No. 224C,			
North Block			
Email :			

3. *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.

Name and designation of officers

Section officer	Under Secretary	Deputy Secretary	Joint 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 : shaktikanta.das@nic.in

4. 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 Secretary	Joint Secretary
Shri B.D. Gupta Tele. No. 23095095 Internal No.5095 Room No. 225-A North Block Email: bd.gupta@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

5. 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 of Director and Joint Director, NSI.
- Appointment of Regional Directors (Senior) on promotion as well as on deputation basis.
- Appointment of Regional Directors (Junior) on promotion as well as on direct recruitment basis.
- Amendment of Recruitment Rules pertaining to Group 'A', 'B', 'C' & 'D' employees of NSI.
- Court cases pertaining to the employees of NSI.
- Internal administration of Budget Division.
- Nomination of officers of Budget Division for foreign training.
- Budget Day arrangements.
- Formulation of Budget relating to NSI.

Name and designation of officers

Section Officer	Under Secretary	Director	Joint 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.237 North Block. Email : k.arshad@nic.in	Vacant	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : shaktikanta.das@nic.in

6. 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;
- 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;
- Policy matter relating to National Savings Central Advisory Board and Standing Committee on National Savings;
- 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);

Name and designation of officers

Sr. Accounts officer	Under Secretary	Director	Joint Secretary
Shri Samir Benerjee	Shri M.A. Khan	Vacant	Shri Shaktikanta Das
Tele. No. 23095155	Tele. No. 23093035		Tele No.23092804
Internal No. 5155	Internal No. 5081		Internal No.5010
Room No. 239-A	Room No. 236		Room No.168-B
North Block	North Block		North Block.
	Email : k.arshad@nic.in		Email : shaktikanta.das@nic.in

7. 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.

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Sh. K. Vasudevan Tel. No. 23095177 Intercom No. 5177 Room No. 263-B, North Block Email: k.vasudevan@nic.in	Sh. Sant Ram Tel. No. 23093136 Intercom No. 5085 Room No.237 North Block	Sh.Ritesh Kumar Singh Tel. No. 23094045 Intercom No. 5028 Room No. 168-A, North Block	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : shaktikanta.das@nic.in

8. Reports Section

- Administration of the C&AG's (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.
- Coordination 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.
- Coordination of O&M matters of the Budget Division.
- Preparation and laying of the Annual Report of the Ministry of Finance in Parliament.
- Matter relating to National Defence Fund.
- Budget related work of 14 Demands for Grants, Parliament Questions and VIP references relating to the 14 Demands for Grants allocated to this Section;

Name and designation of officers

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri K.L. Meena Tel No. 23095171 Internal No.5171 Room No. 225-A North Block	Shri M.C.Worthing Tel No. 23093936 Internal No.5217 Room No. 237 North Block Email : mc.worthing@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

9. 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	Director	Joint Secretary
Shri Manmohan Tel. No.23095173 Internal No.5173 Room No.224-B North Block Email: manmohan.bodala@nic.in	Shri Rajeev Nayan Sharma Tel. No.23092661 Internal No.5101 Room No.237 North Block	Shri Alok Chopra Tel. No.23092745 Internal No.5035 Room No.68 North Block	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : shaktikanta.das@nic.in

10. **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 Contingency Fund of India Act and Rules, and

Name and designation of officers

Section Officer	Deputy Director	Director	Joint Secretary
1. Shri P.P. Garg Email: pp.garg@nic.in	Shri V. Prakash Tele No. 2309 2916 Internal No. 5083 Room No. 237 North Block Email : v.prakash@nic.in	Vacant	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : shaktikanta.das@nic.in
2. Shri S.R. Raja Tele No. 2309 5029 Internal No. 5029 Room No. 225-A North Block			

11. **Ways & Means Section**

- Resources and Ways and Means of Central Government.
- Market Loan by Central Government.
- Treasury Bills and deficit financing.
- Cash Balance Investments.
- Administration of Bonds issued by the Government of India (Viz. Relief Bonds/Saving Bonds).
- Receipt Budget Coordination.
- Debt Position of the Government of India.
- Monitoring the fiscal deficit of Government.
- Market Stabilization Scheme.

Name and designation of officers

Section Officer	Deputy Director	Deputy Secretary	Joint 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	Sh. Ritesh Kumar Singh Tel. No. 23092326 Intercom No. 5243 Room No. 168-A, North Block	Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : shaktikanta.das@nic.in

12. **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.

Name and designation of officers

Dy. Manager (Press) Sh. Vikram Singh Tele. No. 23094757 Internal No. 5191/5096 Basement, North Block. Email :	Manager (Press) Sh. T.K. Manna Tele. No. 23092079 Internal No. 5181 Basement, North Block Email : tk.manna@nic.in	Deputy Secretary Sh. N.M. Jha Tele. No. 23092649 Internal No. 5042 Room No. 70-D, North Block. Email : njha@nic.in	Joint Secretary Shri Shaktikanta Das Tele No.23092804 Internal No.5010 Room No.168-B North Block. Email : shaktikanta.das@nic.in
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13. Hindi Sections I – IV:

- The Hindi Branch is primarily 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.
- It is also responsible for undertaking all other eligible translation work of the Department of Economic Affairs which may be entrusted to it by the Divisional Officer concerned.
- 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, Letters, etc.
- Preparing the Hindi version of various documentary reports submitted by commissions constituted by Government to go into matters relating to other 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 Assistant Director-I Sh.G.C. Pande Tele.No.23095179 Internal No.5179 Room No.225-B North Block	Deputy Director (O.L) Sh. R.L. Meena Tele.No.23095097 Internal No.5097 Room No.242-A North Block.	Director (O.L) Sh. Amarnath Tele.No.23092473 Internal No.5214 Room No.238-B North Block. Email : a.siddha@nic.in
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Assistant Director-II

Smt. Shashi Ahuja
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

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:

1. **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
- Organisation 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

Name and designation of officers

Section Officer	Addl. EA	Pr. Adviser
Sh. B.S.Saini, Tele.No.23095163 Internal No.5163 Room No.249 North Block. Email: baljeet.saini@nic.in	Sh. Rajeev Malhotra, Tele.No.23092306 Internal No. 5049 Room No. 250 North Block. Email: r.malhotra@nic.in	Sh. R.C.Srinivasan, Tele.No.23092981 Tele.No.23092981 Internal No. 5005 Room No. 34 B North Block. Email : rcsrinivasan@nic.in

Sh. Elisabeth kujur
Tele.No.23095163
Internal No.5163
Room No.249
North Block

2. **Macro Indicators Section**

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

Name and designation of officers

Asstt. Adv	Adviser
Sh. Sumantra Pal	Dr. K.L. Prasad,
Tele.No.23095140	Tele.No.23094526
Internal No 5140.	Internal No. 5053
Room No.250 C	Room No. 51 E
North Block.	North Block.
Email: sumantra.pal@nic.in	Email : kl.prasad@nic.in

3. 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
- Monitoring and analysis of major central taxes

Name and designation of officers

EO	Dy. EA	Adviser
Sh Ram Dayal	Sh. V.K.Gupta	Dr. K.L. Prasad
Tele.No.23095186	Tele.No.23095198	Tele.No.23094526
Internal No.5186	Internal No. 5198	Internal No. 5053
Room No. 248	Room No. 248	Room No.51-E
North Block.	North Block.	North Block.
Email : ramdayal65@yahoo.co.in	Email: guptav24@nic.in	Email : kl.prasad@nic.in

4. Social Sector

- Analysis of poverty, labour issues, employment, health, education, and other topics concerning social sector
- Issues relating to environment and climate change

Name and designation of officers

Addl. EA	Sr. Eco.Adviser
Sh. J.S. Kochher,	Dr. H.A.C.Prasad
Tele.No.23092449	Tele.No.23093510
Internal No.5048	Internal No.5018
Room No. 56	Room No. 42
North Block.	North Block.
Email : jaideep.kochher@nic.in	Email : hac.prasad@nic.in

5. 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	Dy. EA	Sr. Eco.Adviser
Smt. Sushma Soni	Sh. R. Sathish	Dr. H.A.C.Prasad
Tele.No.23095186	Tele.No.23092752	Tele.No.23093510
Internal No. 5186	Internal No. 5057	Internal No.5018
Room No.248	Room No. 56	Room No. 42
North Block.	North Block.	North Block.
	Email: sathish@nic.in	Email : hac.prasad@nic.in

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

- Monitoring India's Balance of Payments (BOP) developments
- Advice on matters relating to Exchange rate and monitoring movements in exchange rate of rupee against major world currencies

- Monitoring of India's Foreign Exchange Reserves and NRI deposits
- Matters relating to short term BoP Monitoring Group
- Monitoring of International economic developments
- Advising on multilateral Institutions (World Bank/ADB/IMF) related issues and G-20 related issues.
- Matters relating to financial intermediation.

Name and designation of officers

RO	Addl. EA	Adviser
Dr. Bhagwan Das, Tele.No.23095221 Internal No. 5221 Room No. 248 North Block. Email : bhagwan.das@nic.in	Shri Sunil Saran, Tele.No.23092528 Internal No. 5075 Room No. 61(Cabin) North Block. Email: sunil.saran@nic.in	Dr. Anil Bisen Tele.No.23093552 Internal No.5017 Room No.51-B North Block Email:anil.bisen@nic.in

7. External Debt Management Unit

- 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

Asst. Dir	OSD	Adviser
Vacant	Smt. Balbir Kaur, Tele No.23092095 Internal No.5044 Room No.78-A North Block Email : balbir.kaur@nic.in	Sh. Anil Bisen Tele.No.23093552 Internal No.5017 Room No.51-B North Block Email: anil.bisen@nic.in

8. 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
- 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

Name and designation of officers

RO	Addl. EA	Adviser
Sh. K.M. Mishra Tele.No.23095237 Internal No. 5237 Room No. 248 North Block. Email : Krishna.mishra@nic.in	Sh. Antony Cyriac, Tele.No.23093824 Internal No. 5054 Room No. 251A North Block. Email: a.cyriac@nic.in	Sh. M.R. Anand Tele.No.23092500 Internal No.5026 Room No.34-A North Block Email: anand-pc@nic.in

9. Prices Unit

- Tracking and analysis of Wholesale Price Index and Consumer Price Indices (CPIs).
- Issues related to domestic and international price behavior.
- Issues related to Public Distribution System, supply side factors and seasonal price behavior.
- Issues related to Price Policy and inflation management.

Name and designation of officers

Dy. EA	Adviser
Sh. Kali Charan	Sh. R.N. Dubey
Tele.No.23095200	Tele.No.23094152
Internal No.5200	Internal No.5055
Room No. 248	Room No. 57
North Block	North Block.
Email : k.charan@nic.in	Email : rn.dubey@nic.in

10. 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 and Central Issue Price
- Buffer Stock norms
- National Food Security Act

Name and designation of officers

Addl. EA	Adviser
Ms. Rajasree Ray	Sh. R.N. Dubey
Tele.No.23092059	Tele.No.23094152
Internal No.5151	Internal No.5055
Room No.50	Room No. 57
North Block	North Block.

11. 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

Addl. EA	Pr. Adviser
Ms. Manish Sensarma	Sh. R.C.Srinivasan,
Tele.No.23092486	Tele.No.23092981
Internal No.5032	Internal No. 5005
Room No.242-B	Room No. 34 B
North Block.	North Block.
	Email : rcsrinivasan@nic.in

12. Indian Economic Service Section

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

The following subjects are dealt in the section:

- Direct recruitment in IES.
- Examination for direct recruitment – syllabus
- Medical examination
- 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
- Training of IES Probationers and inductees.
- Training needs assessment and capacity building of IES officers through refresher courses and compulsory mid-career training
- 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
- Seniority and confirmation of IES personnel
- Matters pertaining to vigilance/disciplinary cases
- Recruitment through promotion from feeder cadre
- Career management and placement of IES officers in 35 participating Ministries and Departments.
- Preparation and maintenance of IES civil list

Name and designation of officers

Name of AD	US/DD/	Adviser	Pr. Adviser
Ms. Swayamprava Pani Tele.No.23092491 Internal No. 5142 Room No. 251 North Block.	Sh. Shakil Alam, Tele.No.23093570 Internal No. 5219 Room No. 59 North Block. Email : alam.shakil@nic.in	Sh. Rajan Kumar, Tele.No.23092995 Internal No. 5027 Room No. 59 North Block. Email : rajan.kumar@nic.in	Sh. R.C.Srinivasan, Tele.No.23092981 Internal No. 5005 Room No. 34 B North Block. Email : rcsrinivasan@nic.in
	Sh. Jagdish Kumar, Tele.No.23092491 Internal No. 5259 Room No. 251 North Block.		

IX INTEGRATED FINANCE DIVISION

1. *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 and 13th Finance Commission.

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

- Tendering financial advice on all matters involving expenditure.
- Scrutiny of and concurrence to foreign deputation proposals of officers of Department of Economic Affairs including obtaining the approval of Secretary/FM/Screening Committee.
- Finalising Budget, Revised Budget and Supplementaries.
- Expenditure control, monitoring of progress in expenditure and submitting monthly and quarterly progress reports to Secretary (EA).
- Preparation of final requirements and surrender of savings and re-appropriation.
- Preparation of appropriation and finance accounts
- Matters relating to Standing Committee of Parliament on Finance and PAC/Audit Paras in respect of DEA.
- 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, 5108 Room No. 30 North Block	Sh. A.K. Dhawan Tel: 23092490 IC – 5093 Room No. 241-E North Block	Smt. Rosy Sharma Tel: 23093513 IC – 5244 Room No. 77-B North Block Email:rosy.sharma@nic.in	Sh. M. Deena Dayalan Tel: 23092332 IC – 5685 Room No. 166-C North Block Email: m.dayalan@nic.in

2. *DDG Cell*

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

- Compilation and printing of Detailed Demands for Grants of the Ministry of Finance.
- Coordination work in respect of Standing Committee of Parliament on Finance with regard to Detailed Demands for Grants of Ministry of Finance.
- 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.
- Numerical Monitoring of progress on settlement of C & AG Audit Paragraphs and PAC 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
Sh. Chinmoy Gupta Tel: 23092724 IC – 5094 Room No. 31-A North Block Email : chinmoy.gupta@nic.in	Sh. A.K. Dhawan Tel: 23092490 IC – 5093 Room No. 241-E North Block	Smt. Rosy Sharma Tel: 23093513 IC – 5244 Room No. 77-B North Block Email:rosy.sharma@nic.in	Sh. M. Deena Dayalan Tel: 23092332 IC – 5685 Room No. 166-C North Block Email: m.dayalan@nic.in

X AID ACCOUNTS AND AUDIT DIVISION

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 accountal 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 viz.

- I. Disbursement
- II. Debt Servicing, R&I and E.P. Audit & III. Coordination, EDP and Accounts Wing. Each group is headed by Deputy Controller.

A. The Group-I has three sections as mentioned below:

The major work being dealt with in the Disbursement Sections consists of the following:

- Initiating action for opening of "Special Account".
- Intimating the funding agency regarding the authorized Signatory from AAAD for submission of claims.
- The audit of claims, including approval and Disallowances.
- Monitoring of Special Account limit and balances.
- Preparation of payment budget regarding commitment charges.
- Other budget related activities.
- Release of Additional Central Assistance (ACA).
- Recording of disbursement.
- Deposit of Importers Challan and adjustment against Suspense raised for direct payment.
- Inter action with RBI/Commercial Banks.
- Project management and training of projects staff on claim Compilation.
- Reconciliation with Accounts Wing. Maintenance of Receipt and Inward Dak.
- Spade work relating to e-submission of claims to this office in first phase to donor agency.
- Monitoring of audit disallowances of the claims submitted to the donor.
- The hierarchy of the work being handled by different divisions as follows.

Disbursement Section – I

Funding Agencies being handled : **IDA, IFAD & IDF**

Name and designation of officers

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Vilayat Raj	Shri Jasvinder Singh	Shri S.D. Sharma	Ms Dakshita Das
Tel.No. 23712112	Tel.No. 23753764	Tel.No. 23323746	Tel. No.23712130
Extn.37	Extn.27	Extn.39	'B' Wing,5 th Floor,
'B' Wing,5 th Floor,	'B' Wing,5 th Floor,	'B' Wing,5 th Floor,	Janpath Bhavan,
Janpath Bhavan,	Janpath Bhavan,	Janpath Bhavan,	Janpath, New Delhi
Janpath, New Delhi	Janpath, New Delhi	Janpath, New Delhi	Email: dakshita.das@nic.in
Email: v.raj@nic.in	Email: jasvinder.singh@nic.in	Email: somdutt@nic.in	

Disbursement Section – IIFunding Agencies being handled: **IBRD, OPEC, & Japan****Name and designation of officers**

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Virendra Singh Tel.No. 23712112 Extn.36 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: virendar.singh@nic.in	Shri Jasvinder Singh Tel.No. 23753764 Extn.27 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: jasvinder.singh@nic.in	Shri S.D. Sharma Tel.No. 23323746 Extn.39 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: somdutt@nic.in	Ms Dakshita Das Tel. No.23712130 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

Disbursement Section – IIIFunding Agencies being handled: **France, Germany, Russian Federation, Czech & Slovak Republic, UK, Abu Dhabi, Iran, Iraq, Australia, Spain Kuwait Fund, Saudi Fund, UAE, Netherlands, EEC, Sweden, Italy & ADB.****Name and designation of officers**

Sr.Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri S.C.Gupta Tel.No. 23712112 Extn.29 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email:scgupta.un@rediffmail.com	Shri Ashok Kumar Tel.No. 23753763 Extn.28 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email:ashok.drall@nic.in	Shri S.D. Sharma Tel.No. 23323746 Extn.39 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: somdutt@nic.in	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 three sections, namely (I) Debt Servicing (II) R&I and (III) Export Promotion Audit (EP Audit)**(I) Debt Servicing Section**

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

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

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

(II) R&I Section

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

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

Name and designation of officers

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Raghubir Singh Tel.No. 23712112 Extn.35 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: raghubir.s@nic.in	Shri Ashok Kumar Tel.No. 23753763 Extn.28 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: ashok.drall@nic.in	Shri S.D. Sharma Tel.No. 23323746 Extn.39 'B' Wing, 5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: somdutt@nic.in	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:-

- Audit of Import licenses issued by the various offices of DGFT.
- Monitoring of audit objections.
- Dealing with all references relating to implementation of EXIM Policy.

List of guide files: EXIM Policy, Update of Various Public Notices issued by DGFT etc

Name and designation of officers

Junior Finance Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Rakesh Yadav	Shri Ashok Kumar	Shri S.D. Sharma	Ms Dakshita Das
Tel.No. 23712112	Tel.No. 23753763	Tel.No. 23323746	Tel. No.23712130
Extn.26	Extn.28	Extn.39	'B' Wing,5 th Floor,
'B' Wing,5 th Floor,	'B' Wing,5 th Floor,	'B' Wing,5 th Floor,	Janpath Bhavan,
Janpath Bhavan,	Janpath Bhavan,	Janpath Bhavan,	Janpath, New Delhi
Janpath, New Delhi	Janpath, New Delhi	Janpath, New Delhi	Email: dakshita.das@nic.in
Email: yadav_rakesh@hotmail.com	Email: ashok.drall@nic.in	Email: somdutt@nic.in	

C. The Group – III has three sections, namely (I) Coordination Section (II) EDP Section and (III) Accounts Wing.**(I) Coordination Section & Administration Section**

The functions of Coordination Section are as under:-

- Evaluation of alternatives in draft agreements
- Preparation of Receipt Budget
- Preparation of Debt Services Budget i.e. Repayment of Principal, Interest and other charges
- Compilation and preparation of External Assistance Brochure
- Parliament Question and MIS reports
- Systems audit
- Other work including Non-Government loans
- Reply to various audit observations including compilation
- Action Taken Note (ATN) on Public Accounts committee (PAC) audit paras
- Reconciliation of utilization & repayment figures with donor agencies and Accounts Wing
- Reply to VIP references
- Submission of reports to other Ministries/ DEA
- Maintenance of RBI rates of different foreign currencies
- Preparation/issue of Accounting Procedures
- Furnishing of material/data for incorporation in Finance A/cs, BOP Statistics and data to RBI etc.
- Replies to audit paras appearing in C&AG Audit report
- Submission of information on RTI
- Work relating of ISO certification, ISO audit, compliance of ISO audit and MRM in respect of ISO

The main functions of Administration Section are as under:-

- Correspondence of General Administrative and Establishment related matters regarding posting /transfer order and filling up of vacant post
- Preparation of Budget in respect of M.H.2075(Misc.) & M.H. 2052 of Demand No. 32-DEA.
- Submission of various reports/returns (i.e.weekly, monthly & quarterly) and bills of canteen and security guards.
- Analyzing and processing of bills/claims received from different service providers and IDF Grant for Institutional Strengthening Capacity Building of CAA&A study of fund flow for externally aided project.
- 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

Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri R.K. Sharma Tel.No. 23712112 Extn.49 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: rksharma@nic.in	Shri Ashok Kumar Tel.No. 23753763 Extn.28 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: ashok.drall@nic.in	Shri S.D. Sharma Tel.No. 23323746 Extn.39 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: somdutt@nic.in	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

(II) EDP Section

The main features of EDP Section are as under:-

- Maintenance of hardware, software and website.
- Training.
- System administration.
- Common Wealth Secretariat Debt Recording and Management System.
- Other work including the assistance to Permanent Technical Group on Debt Statistics.
- Data entry of all the masters including Loans/Grants/Agreement.
- Framing of Tender documents contract Agreement etc. for hardware & software AMC/FMC.
- Management of Grant provided by World Bank for Institutional Strengthening capacity building of Aid Accounts & Audit Division.
- Maintenance of CS-DRMS, forwarding SDDS data, reporting to World Bank for all components of external debt and all related issues including reconciliation thereof.
- Maintenance of Guard file and updation of user manual and procedure manual of ICS etc

Name and designation of officers

Sr.Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri R.S.Sharma Tel.No. 23712112 Extn.44 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Jasvinder Singh Tel.No. 23753764 Extn.27 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: jasvinder.singh@nic.in	Shri S.D. Sharma Tel.No. 23323746 Extn.39 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: somdutt@nic.in	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

(III) 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.

List of Guard files:

The accounts are compiled based on CONTRACT (ORA) computerized programme centrally got developed by the office of Controller General of Accounts.

Name and designation of officers

Sr. Accounts Officer	Dy.CAA&A	Jt.CAA&A	CAA&A
Shri Hem Chand Tel.No. 23712112 Extn.33 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi	Shri Ashok Kumar Tel.No. 23753763 Extn.28 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: ashok.drall@nic.in	Shri S.D. Sharma Tel.No. 23323746 Extn.39 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: somdutt@nic.in	Ms Dakshita Das Tel. No.23712130 'B'Wing,5 th Floor, Janpath Bhavan, Janpath, New Delhi Email: dakshita.das@nic.in

ORGANIZATION CHART DEPARTMENT OF ECONOMIC AFFAIRS

