

FINANCE I&III SECTIONS

Budgetary controls/ Budgetary work relating to the following Organisations :

- i) Prasar Bharati
 - ii) Children's Film Society
 - iii) Film & Television Institute of India, Pune
 - iv) Satyajit Ray Film & Television Institute, Kolkatta
 - v) Indian Institute of Mass Communication
 - vi) Press Council of India
1. Release of Grant-in-aid and Loan.
 2. Monitoring of Expenditure.
 3. Preparation of material for Standing Committee on Information Technology regarding budgetary aspects of Prasar Bharati.
 4. Fixation of pay in individual cases involving relaxation of rules.
 5. Coordination of budget work.
 6. Work relating to vetting of budgetary figures on Annual Report/ Performance Budget.
 7. Scrutiny and concurrence of Plan schemes/projects to be approved by SFC & EFC, arranging meetings of Expenditure Finance Committee under Secretary (Expenditure) for consideration and approval of projects/ schemes after processing and examining the EFC memoranda.
 8. Scrutiny and examination of schemes of SFC chaired by CEO, PB/ Secretary (I&B).
 9. Vetting of audit Paras forwarded by Broadcasting/Film/Information Wing in respect of above organisations.
 10. Court cases related to pay scales for the employees of above organisations requiring the concurrence of Ministry of Finance and having financial implication.
 11. Scrutiny and financial concurrence of the following cases related to above organizations.
 - (i) Interpretation of all financial rules and rules relating to conditions of service of employees of the above mentioned organisations including those requiring consultation with the C&AG.
 - (ii) Creation of temporary posts.
 - (iii) Continuation of all temporary posts.
 - (iv) Conservation of temporary posts into permanent ones.

- (v) Creation of supernumerary posts.
- (vi) Creation of leave/training/deputation reserve posts.
- (vii) Departure from or interpretation of any general instruction issued by the Estt. Division of Ministry of Finance in regard to (ii) to (vi) above.
- (viii) Adoption of new scales of pay and other forms of remuneration or emoluments other than those approved of prescribed; revision of pay scales of existing posts.
- (ix) Creation of new cadre of services with relation to the above organizations.
- (x) Special pay not already prescribed by rules or order.
- (xi) Proposals for delegation of powers.
- (xii) Processing of cases of delegation/ deputation abroad of employees of the above organisations including those which require the approval of Screening Committee.
- (xiii) Alteration in the rules of daily allowance prescribed for halts on deputation abroad including relaxation of ceilings for accommodation in respect of officials of these organizations.
- (xiv) Budget proposals of the above organizations including supplementary demands for grants, reappropriation orders, surrender of funds, drawls of advance from the Contingency Fund of India etc.
- (xv) Revision of pay scales and fees to Staff of in the above organisations.
- (xvi) Processing and examining proposals of above organisations for sanction of expenditure on hospitality beyond the competence of the HODs.
- (xvii) Condemnation/replacement of vehicles.
- (xviii) Financial concurrence for the procurement of equipment beyond the delegated powers.
- (xix) All cases which are required to be sent to the Ministry of Finance for approval.

12. Proposals failing under Demand No. 59 in respect of all Broadcasting matters like AIBD, CMS, FM etc.

FINANCE II SECTION

Financial advice and expenditure sanctions relating to

1. DAVP
2. Photo Division
3. Films Division
4. Registrar of Newspapers for India
5. Directorate of Field Publicity
6. Publications Division
7. Research, Reference & Training Division
8. National Film Archive of India
9. Central Board of Film Certification
10. Song & Drama Division
11. News Pool
12. National Film Development Corporation
13. Film Institutions.
14. Federation of Film Societies of India and Film Societies.
15. Directorate of Film Festivals.
16. Proposals relating to the Main Sectt. under demand No. 59(Except for proposals falling under this Demand in respect of Broadcasting matters like AIBD, CMS, FM etc.)
17. Processing of deputation proposals relating to above.
18. Creation/ abolition of posts in the above Organizations.

PLAN COORDINATION CELL

1. All matters relating to Five Year Plan, Annual Plan, Mid Term Appraisal of the Plan schemes, Internal & Extra Budgetary Resources of PSUs, Monitoring of the Plan schemes and Evaluation of the schemes.
2. Research Advisory Committee (RAC).
3. Plan Scheme "Economic Analysis of Growth Initiatives".
4. Matters relating to Finance Commission, Gender Budgeting, RTI with respect to Plan
5. Matters relating to Non Lapsable fund for North Eastern Region & Special component Plan for SC & ST and tribunal Sub Plan.
6. Examination of SFC/EFC Memos/Notes received from other Ministries/Department

PERFORMANCE MANAGEMENT SECTION

- 1 Cabinet Notes being received from various other Ministries for comments, suggestions etc.
- 2 Computerization including development of website, maintenance, updating and development and up gradation of Intranet and LAN facilities
- 3 Issues relating to cyber security and hacking etc.
- 4 Work relating to Inter Media Publicity Coordination Committee.
5. Inspection of Departmental Record Room of Main Sectt. by NAI
6. Parliament Questions relating to above work
7. MP/VIP references relating to above work
8. PMO references relating to above work
9. RTI references relating to above work
10. Preparation of Annual Plan for O&M Inspection of Sections/Desks of Main Sectt.
11. Revision of list of subjects allotted to different Sections/Desks/Cells and Units
12. Allocation of disputed receipts
13. Furnishing of Annual Report on O&M activities to DAR&PG
14. Review/Formulation of Record Retention Schedule of substantive functions
15. Review of Channel of Submission
16. Review of periodical reports/returns
17. Parliament Questions relating to O&M work
18. MP/VIP references relating to O&M work
19. PMO references relating to O&M work
20. O&M inspection of attached and subordinate offices all over India
21. Circulation of general circulars received from DAR&PG relating to O&M matters
22. Launching of Special Drive for Recording/Reviewing and Weeding out of files
23. Monthly statement of Numerical abstracts
24. Monthly statement of files Recorded, Reviewed and Weeded out
25. Monthly statement on MP/VIP/PMO references and Pending Files which is submitted to Secretary (I&B) by 10th of every month
26. Submission of quarterly report to Hindi Section

27. Forms design and control and Standardization of forms of communication
28. **Matters relating to Results-Framework Document (RFD)**

BUDGET & ACCOUNTS SECTION

1. Scrutiny and finalization of Budget Estimates/Revised Estimates and Final Grants in respect of the Ministry including Media Units, autonomous bodies and Public Sector undertakings.
2. Scrutiny and finalization of budget relating to Loans and Advances.
3. Re-appropriation, Surrender and Savings in respect of the above items.
4. Compilation and printing of Detailed Demands for Grants.
5. Supplementary Grant proposals.
6. Preparation of Budget Briefs.
7. Parliamentary Standing Committee on Information Technology - Circulation of Reports relating to Examination of Detailed Demands for Grants and compilation of Action Taken Note for submission to Committee.
8. Opening of new Sub-Heads of expenditure.
9. Advance(s) from Contingency Fund of India.
10. Outcome Budget – Compilation and publication of.
11. Maintenance of expenditure figures.
12. Follow up action on the Economy Instructions of Ministry of Finance.
13. Follow up action on the Reports of Public Accounts Committee and Committee on Public Undertakings.
14. Follow up action on the Report of Comptroller and Auditor General.
15. Parliament Questions/Assurances/VIP references etc. on the above subjects.
16. Examination of Appropriation Accounts.
17. Vote on Accounts Proposal.
18. Estimated Strength of Establishment / submission of other Budget Statement to M/o Finance relating to Printing of Expenditure Budget Vol. II.

ANNEXURE-V

ADMINISTRATION I SECTION

1. All matters relating to pension in the Main Sectt.
2. Protocol arrangements in connection with the visits of the foreign VIPs.
3. Matters relating to the Hospitality in the Main Sectt.
4. All matters relating to nomination for training aboard
5. All matters regarding Class IV Staff (Service Books, seniority lists, confirmation, postings/transfers, discipline etc.).
6. Matters relating to the General Elections.
7. Sponsoring of officials of the Ministry to various training programme conducted by ISTM, Institute of Public Admn. Lal Bahadur Shastri National Academy of Admn., Defence Services Staff College and Executive Development and Management Development programme sponsored by the DP&AR.
8. All matters relating to Schedule Castes and Schedule Tribes (preparation and co-ordination of special returns relating to the representation of SC/ST and minority communities. Co-ordination of General orders relating to SC/ST; Representation of SC/ST persons regarding their service matters etc.)
9. Purchase of newspapers, reference books and magazines etc.
10. Payment of entertainment bills in respect of Minister and officials of the Ministry.
11. Miscellaneous matters relating to Independence Day & Republic Day.
12. Record Room of the Main Sectt.
13. All Disciplinary cases not having vigilance angle in respect of class IV staff.
14. Review of cases under FR 56(J) in respect of Staff belonging to Non-Organised Cadre controlled by the Section.
15. Parliament Questions/Assurances, Court Cases, VIP/MP/PMO references, audit objections on the above subjects.

ADMINISTRATION III SECTION

1. All general arrangements in connection with proper maintenance of office.
2. Procurement and distribution of stationary articles etc.
3. Purchase and maintenance of office bicycles, typewriters etc.

4. Office accommodation and residential accommodation for officers/out of turn allotment of residential accommodation
5. Purchase and maintenance of office furniture and fixtures.
6. Installation, shifting and payment of bills of telephones/ fax.
7. Hot and Cold weather arrangements.
8. Maintenance of three wheelers (Scooters) and staff cars.
9. General Staff Welfare measures.
10. Departments Council/Office Council/Recognition of Service Association.
11. Discretionary Grant of Minister of I&B.
12. Issue of Identity Cards.
13. Central Govt. Health Scheme (CGHS)
14. Issue of Library Cards, NOC etc.
15. Grant-in-aid to Recreation Clubs, Benevolent Fund.
16. Caretaking Work
17. General Cleanliness in Main Sectt.
18. Upkeep of Working environment.
19. Purchase and maintenance of Duplicating/calculating/Photostat/Accounting Machines etc./ Other Office equipments/ electrical appliances.
20. Purchase and supply of sundry items.
21. Contract for supplies.
22. Construction of Soochna Bhawan, allocation of space in Soochna Bhawan, preparation of Budget, RE, Final Grant, Annual Plan, Annual Report, Performance Budget.
23. Cases of hired buildings like 4, Tolstoy Marg, New Delhi etc.
24. Purchase and distribution of liveries items.
25. Purchase and maintenance of computer and its accessories (Hardware and Software)
26. Matters relating to Departmental Security Instructions.

27. Distribution of Diaries & Wall calendars.
28. All Parliament matters, MP/VIP reference, Standing/Consultative Committee references/implementation of PAC recommendations/Court cases/Audit Objections etc. on the subject mentioned herein.

CASH SECTION

1. All receipts and payments pertaining to Main Sectt.
2. Preparation of salary bills and supplementary bills in respect of Group 'A', 'B', 'C' and 'D' staff of Main Sectt. including preparation and issue of LPCs in cases of Transfer.
3. Preparation of pay bill in respect of Minister(s).
4. Preparation of TA bill in respect of Officers and staff of Main Sectt. including scrutiny, sanction and payment of India Air Lines/ Air India/ Vayudut and other airlines bills.
5. Correspondence relating to obtaining credit facility with IAC and Air-India.
6. Sanction and preparation of LTC bills in respect of Officers and staff of Main Sectt.
7. Preparation of pay bill and TA bills, medical, LTC and other bills of IBM/MSIB/DMIB.
8. Preparation of OTA bills in respect of Group 'B', 'C' and 'D' staff.
9. Preparation of all types of bills pertaining to Contingent expenditure, Hospitality, Grain-in-aid and Publication bills.
10. Sanction and preparation of all kinds of bills relating to Advances to govt. servants including GPF and GPF withdrawal.
11. Maintenance of GPF accounts of Group 'B' (Gazetted and Non-Gazetted), Group 'C' and 'D' staff including correspondence relating to transfer out and in, and final payment cases of Death/Retirement Gratuity and completion of yearly accounts of GPF and issue of Pass Books.
12. Preparation of Budget Estimates/ Revised Estimates in respect of Main Sectt. of the Ministry, maintenance of monthly expenditure control register, reconciliation of expenditure with PAOs (M.S.) and IRLA. Also preparation of Nominal Rolls for B.E. and R.E.
13. Preparation of Budget Estimates etc. for Minister to be paid from Cabinet Affairs grant.
14. Sanction and preparation of final payment bills relating to CGEGIS and GPF.

15. Payment of leave salary/ leave encashment.
16. Sanction and preparation of bills for re-imbusement of Medical Claims.
17. Sanction and payment of Children Education Allowance and Re-imbusement.
18. Preparation of monthly bills relating to Departmental Canteen.
19. Monthly re-conciliation of short term/ long term advances with PAO (Main Sectt.)
20. Calculation of Income Tax in respect of Group 'A', 'B', 'C' and 'D' staff of Main Secretariat.
21. Scrutiny of conveyance hire charges claims of all the officers and staff of Main Sectt.
22. Calculation of Interest on long term/short term advances.
23. Audit objections relating to Main Sectt.
24. Payment of legal Fee Bills.
25. All payments and preparation of bills and budget in respect of FCAT.
26. Circulation of orders, guidelines on the above noted subjects.
27. Parliament Questions/ Assurances, Court cases/VIP/ MP/PMO references, audit objections on the above subjects.

PARLIAMENT CELL

- 1 Co-ordination of Lok Sabha/ Rajya Sabha Questions, Short Notice Questions/Calling Attention Notices etc. in respect of the Ministry of Information and Broadcasting. Preparation of Pads for IBM/MOS/Deputy Minister/Secretary and other Senior Officers.
2. Co-ordination/compilation of replies pertaining to the questions/assurances of other Ministries/Departments of the Government of India and their transmission to the Departments concerned.
3. Co-ordination of material for inclusion in the Presidents's address to the two Houses of Parliament.
4. Co-ordination of Legislative Business of the M/o I&B.
5. Co-ordination of work relating to the fulfillment of assurances given in the Lok Sabha/Rajya Sabha. To review the position of pending assurances from time to time and its circulation amongst officers/sections concerned. Maintenance of Assurances Registers prescribed for the purpose.

6. Work relating to 'Joint Committee on Office of Profit', Committee on Subordinate Legislation.
7. To examine the reports of the Committee on Subordinate Legislation presented to Lok Sabha /Rajya Sabha and to initiate action wherever found necessary.
8. Meetings of the Consultative Committee of MPs attached to the M/o I&B- Preparation of agenda, action taken report, briefs on the agenda items and their circulation to Members of the Committee, Media Units/Officers/Sections in the Ministry.
9. To visit Lok Sabha/Rajya Sabha Sectts/Ministry of Parliamentary Affairs in connection with parliamentary work and to keep a liaison-to attend Lok Sabha/Rajya Sabha sittings and to inform IBM/MOS/Dy. Minister and other Senior Officers about the important developments in Parliament.
10. Work relating to Ministry's Annual Report-its co-ordination, printing and distribution to Lok Sabha/Rajya Sabha and other agencies concerned.
11. To attend Lok Sabha/Rajya Sabha in connection with discussions of budget in Parliament/Cut motions etc. introduction/discussion of bills in Parliament.

ADMINISTRATION II SECTION

1. Matters relating to all gazetted officers (Section Officers of the CSS, officers belonging to Central Staffing Scheme etc.) of the Ministry.
2. Matters relating to officers of the CSSS of the Ministry.
3. Matters relating to Sr. Analyst, Asstt. Director (OL), Jr. Analyst, Admn. Officer (Parl.), and Research Officer (News Pool Cell).
4. Matters relating to Staff Car Drivers, Dispatch Riders and Record Clerk.
5. Matters relating to Ministers' personal Staff.
6. Miscellaneous matters like Pay Commission's recommendations etc.
7. Recirculation of instructions and vacancy circulars received from other Ministries/Deptts.
8. Instructions regarding appointment of physically handicapped persons.
9. All instructions received from the PM's Office and Cabinet Sectt.
10. Distribution of work among officers in the Main Sectt.
11. Issue of office orders on office discipline.
12. Issue of Memos to the latecomers after checking by Punctuality Officers.
13. Employment return in regard to Census of Central Govt.
14. Miscellaneous information to be furnished to IBM/MOS/Dy. Minister.
15. Recommendations relating to Padma Awards and President's Fire Medals & Para Service Medals for Gallantry/Distinguished/Meritorious Services to be awarded on the occasion of Republic Day.
16. Recommendations relating to President's Police Medal for Officers working in the Ministry on the occasion of Independence Day.
17. Award of Ashoka Chakra, Kirti Chakra, Shram Ratna, Shram Bhushan, Shram Vir etc. on the occasion of Independence Day.
18. General instructions regarding CCS (CC&A) Rules, 1965.
19. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.

20. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres controlled by the section.

21. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.

ADMINISTRATION IV SECTION

1. Creation, continuation and abolition of posts in the Main Sectt.

2. Fixation of Authorised Permanent Strength/Sanctioned Strength of Group 'B' of CSS, CSS and CSCS in the Cadre of the Ministry.

3. Cadre management of the following services of the Ministry: -

a) Assistant Grade of Central Secretariat Services.

b) Upper Division and Lower Division Grades of Central Secretariat Clerical Service.

All matters pertaining to appointments, fixation of Seniority, transfers, promotions, resignations and retirements etc.

4. Appointment and other related matters of Grade IV (Sr. Translators) and Grade V (Jr. Translators) of Central Secretariat Official Language Service, in the Main Sectt. All Establishment matters relating to 'Group 'C'' posts/staff of Departmental Canteen, M/o I&B.

5. Selection and appointment and other related matters in respect of the following posts:

a) Research Assistant in the IWS Unit in the Main Sectt.; DG:AIR and DG:DD.

b) Research Assistants in the PP Cell of the Main Sectt..

c) Accountants in the Main Sectt.

d) Junior Hindi Translators in the Main Sectt., on adhoc deputation basis.

e) Welfare Inspector and Technical Assistant in the Main Sectt.

f) Care-taken in the Main Sectt.

g) Cashier in the Main Secretariat.

6. Personal matters of Asstts., Research Assistants, UDCs, LDCs, Sr./Jr. Translators, Accountants, Welfare Inspector, Technical Assistant and Group 'C' Canteen employees in the main Sectt.

7. a) Completion and maintenance of Annual Confidential Reports of all Officers in the Asstts. Grade of CSS, and CSCS Cadre of the Ministry.

b) Completion of Annual Confidential Reports of officers holding the posts mentioned in the Item 4 and 5 above, in the Main Sectt.

8. Compilation and onward transmission of periodical reports and returns on establishment matters, prescribed by D/o Personnel & Training, M/o Home Affairs, Cab. Sectt. UPSC (except those on SC, ST, OBC, Minorities etc)

9. Circulation of transfer requests of LDCs, UDCs and Asstts. Of this Ministry among all media units and other Ministries and Deptts.
10. Matters relating to redressal of grievances by way of assistance to Grievances officers.
11. Work relating to implementation of recommendations of Expenditure Reforms Commission (ERC).
12. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/ Staff.
13. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres controlled by the section.
14. Parliament Questions/ Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.

HINDI SECTION

1. Translation from English into Hindi and vice-versa.
2. Implementation of orders in regard to Progressive use of Hindi issued by the Department of Official Language (Ministry of Home Affairs) from time to time.
3. Co-ordination, security and follow-up action on quarterly progressive reports in regard to progressive use of Hindi received from the Media Units & Sections of the Ministry.
4. Circulation of various circulars and instructions in regard to progressive use of Hindi received from the Department of Official Language, Ministry of Home affairs, from time to time.
5. Collection, compilation and forwarding the information in regard to various matters connected with Hindi to the Deptt. of Official Language as asked for by them from time to time.
6. Hindi Advisory Committee and Official Language Implementation Committee of the Ministry.
7. Matters connected with the Central Hindi Committee, Parliamentary Committee on Official Language, Central Official Languages Implementation Committee. Official Language Implementation Committee of the Media Units and other Misc. Committee.
8. Annual assessment report for accelerating the spread and development of Hindi and its progressive use for various official languages.
9. Maintenance of the roster of the staff of the Ministry for the purpose of training in Hindi typewriting and Hindi Stenography.
10. Nomination of officials of the Ministry for training in Hindi, Hindi typewriting and Hindi Stenography and to ensure their attendance in the classes.
11. Watch the progress regarding nomination of officials by the Media Units for training in Hindi, Hindi typewriting and Hindi Stenography.
12. Nomination of officials of the Ministry for intensive training in Hindi and watch the progress in this behalf in respect of Media Units.
13. Result of Hindi examinations.
14. Parliament Questions/Assurances/VIP/MP/PMO references, audit objections on the above subjects.
15. Publication of Hindi Patrika
16. Organization Hindi Work Shops
17. Participation in Hindi Conference/Work Shops organized by various Media Units/NGO.

ANNEXURE-VIII

VIGILANCE SECTION

1. General instructions relating to Vigilance Work.
2. Co-ordination between CVC and Media Units on Vigilance Matters.
3. Liaison work between CBI and the Media Units.
4. Appointment of Ad-hoc disciplinary authority.
5. Schedule regarding appointing authority/ disciplinary authority and appellate authority.
6. Disciplinary Cases having a Vigilance Angle.
7. Appeals/Revision/Review Petitions/Numericals submitted to the President.
8. Court Cases arising out of Disciplinary cases.
9. War – Book Measures.
10. Parliament Questions/ Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects

IIS SECTION

1. All matters relating to General Service conditions, appointments, postings, transfers, promotions, and retirements etc. of all Grades of IIS Group 'A'.
2. All matters relating to General Service Conditions, appointments (through direct recruitment/promotion/deputation), postings, transfers, promotion, retirement etc. of officers in the Junior and Senior Grades of IIS Group 'B'.
3. Maintenance of Confidential Report dossiers of IIS Group 'A' and Group 'B' Officers.
4. Cadre review of IIS Group 'A' and Group 'B' Services.
5. Recruitment Rules of IIS Group 'A' and Group 'B' Services.
6. Induction of posts and officers into IIS Group 'A' and Group 'B'.
7. Periodical reports and returns.
8. Budget proposals, Plan Schemes, Training proposals and all administrative matters relating to Research, Reference and Training Division.
9. Any residual item relating to IIS Group 'A' & 'B' and RR&TD not included in the above distribution.
10. Technical Assistance—Training of foreigners in India under Colombo Plan.
11. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.
12. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.
13. Parliament Questions/Assurances, Court Cases, VIP/MP/PMO references, audit objections on the above subjects.

PRESS SECTION

1. Acts, Rules, Ordinances etc. relating to Press.
2. Matters relating to Press Council of India including release of grant-in-aid.
3. Freedom and growth of Press
4. Associations of Journalists, Newspapers, Journalists and other Press Bodies—
References from.
5. Complaints against newspapers, periodicals etc.
6. Approval of syndication agreements to newspapers and news agencies
7. News Agencies.
8. Matters relating to recommendations of Press Commission.
9. Press Information Bureau (all Administrative and Financial matters and recruitment related matters in respect of all categories of ex-cadre posts).
10. Grant of 'No Objection Certificate' for:-
 - (a) Foreign Investment in Indian entities publishing newspapers and periodicals dealing with news and current affairs including publication of facsimile editions of foreign newspapers
 - (b) Publication of Indian editions of foreign technical/scientific/specialty magazines/journals/periodicals
11. All Disciplinary cases not having a vigilance angle in respect of above categories of Officers /Staff.
12. Review of cases under RF 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.
13. Parliament Questions/Assurances, Court Cases, VIP/MP/PMO references, audit objections/Standing/Consultative Committee references/implementation of PAC recommendations on the above subjects.
14. Grants from Journalists Welfare Fund

MEDIA UNIT CELL

1. Policy matters relating to government advertisements to newspapers. Formulation of guidelines for empanelment of audio/video producers with DAVP.
2. Policy matters relating to Newsprint Allocation.

3. Financial matters relating to DAVP, RNI and Photo Division, beyond delegated powers.
4. Establishment and Administrative matters relating to three media units viz., DAVP, RNI and Photo Division
5. Processing of representatives from various newspaper publishers/organizations relating to issues concerning DAVP and RNI.
6. Attending to general complaints, objections from the Public in respect of the Government's Advertisement Policy and Newsprint Allocation Policy.
7. Administration of PRB Act, 1867 relating to publication of newspapers.
8. Matters relating to Estimates Committee/ Consultative Committee etc. relating to DAVP, RNI and Photo Division.
9. All Disciplinary cases not having a vigilance angle in respect of Officers/ Staff belonging to Non-Organized Cadres working in Media Units controlled by the section.
10. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.
11. All Parliament matters, MP/VIP references, Standing/Consultative Committee references/implementation of PAC recommendations/Court cases/audit objections/RTI applications etc. on the subjects mentioned herein.

NEWS POOL CELL

1. Matters relating to the Non-aligned News Agencies Pool.
2. Operation of INDIA NEWS POOL DESK.
3. Deputation of Indian delegations to the meeting of the General Conference Coordination Committee and Monitoring Group.
4. Re- imbursement/Advance payment to the Press Trust of India for operation of INDIA NEWS POOL DESK.
5. Correspondence with UNI, Samachar Bharati and Hindustan Samachar on Pool matters.
7. Setting up of new National News Agencies and strengthening existing ones in Non-aligned countries.
8. Bilateral agreements between news agencies of Non-aligned countries.\
9. News Agency Journalism Course for Non-Aligned countries.
10. Matters relating to Non-Aligned summit.
11. Asian News Network.
12. Regional, sub-regional organizations of news agencies.
13. Inter-Ministerial Group of News Pool.
14. Coordination with the Ministry of External Affairs and the Ministry of Communication on Pool matters.
15. General conference of Non-Aligned News Agencies Pool.
16. Visits of Pool partners and communication experts to India.
17. New World Information and Communication Order.
18. Coordination with BONAC and other Non-aligned information bodies like the Inter-Governmental Council etc.
19. All matters relating to International programme for Development of communication (IDPC).
20. All matters relating to information and communication sector of INC for cooperation with UNESCO.
21. Parliament Questions/Assurances, Court cases, VIP/MP/PMO references, audit objections on the above subjects.

IP&MC SECTION

1. All matters relating to Directorate of Field Publicity (DFP).
2. All matters relating to Indian Institute of Mass Communication (IIMC).
3. Matters relating to Cultural Exchange Programmes (CEP) with various countries.
4. Matters relating to finalisation & monitoring of implementation of information Agreement and Radio/TV Protocol with various countries.
5. Matters relating to Indo – US Joint Media Committee and other Joint Commission.
6. Visit of foreign dignitaries in connection with above matters.
7. Visit of Indian delegation abroad in connection with above matters.
8. Finalisation of Official Media Crew-advance and accompanying the visit of President/ Vice-President/ Prime Minister abroad.
9. Nomination of I&B representatives on various bodies/agencies like NOS, IGNOU, Sahitya Academi, etc.
10. Holding of State Information Minister's Conference (SIMCON) and related matters.
11. Non-aligned Information ministers' Conference and related matters (NAM-COMINAC).
12. Proposal of Union Territories without Legislature.
13. Matters relating to SAARC Information Ministers' Conference and related matters.
14. Matters relating to Common Wealth/ G-15/G-77/ G-20.
15. Matters related to Official Website of Ministry of I&B.
16. All Disciplinary cases not having a vigilance angle in respect of Officers/Staff belonging to non-organised cadre working in the Media Unit(s) controlled by the section.
17. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.
18. Parliament Questions/ Assurances, Court cases, VIP/MPs references/PMO references, audit objections on the above subjects.

POLICY PLANNING CELL

1. National Media Policy and related matters.
2. Matters relating to Publicity and Multi Media Campaign on the subjects of national importance viz. Health & Family Welfare, Women & Child Development, Eradication of Untouchables, Prohibition, National Integration & Communal Harmony, 20 Point Programme etc. and other important policies matters relating to various Ministries/ Departments.
3. Feedback and monitoring of Multi media publicity campaign.
4. Follow up on PM's review regarding performance of Ministry of I&B.
5. Media Advisory Committee and other matters relating thereto.
6. Monthly Report to the Cabinet Secretary.
7. Monthly Summary to the Cabinet.
8. Evolving strategy for publicity for various Ministries/ Departments of Government of India and follow up action.
9. Birth Centenary Celebrations of various national leaders.
10. Inter-Media publicity Coordination Committee (IMPCC)/ State level coordination committees/District level coordination committees.
11. Formulation of innovative proposal to improve implementation of approved policies.
12. Multi Media Publicity relating to insurgent states like Jammu & Kashmir, Punjab and Assam etc.
13. Miscellaneous Multi Media Coverage/ Publicity.
14. Matters relating to redressal of grievances by way of assistance to Grievances Officers
15. Policy matters of RTI including submission of data for preparation of Annual Report of CIC
16. Annual Reports of Ministry of I&B
17. Parliament Questions/ Assurances/VIP/MP/PMO references, audit objections, Court cases on the above subjects.

INFORMATION AND FACILITATION CENTRE - IFC

- (1) Information regarding services provided and programmes, schemes etc. supported by the organization and the relevant rules and procedures, through brochures, folders etc.;
- (2) Facilitating the customers/client to obtain the services of the Organization optimally, timely, efficiently and in a transparent manner and providing forms etc. of public usage;
- (3) Information regarding the standards of quality of service, time norms, etc. evolved by the organization with reference to the services/schemes/functioning of the organization;
- (4) Information regarding hierarchical set up of Public Grievance Redress Machinery of the organization; and
- (5) Receiving, acknowledging and forwarding the RTI applications/grievances/request/form etc.(related to the services provided by the organization) to the concerned authority in the organization and providing information on their status/disposal;.
- (6) Transfer of applications received under RTI Act, 2005 to the other relevant public authorities;
- (7) Receipt of application fee and fee for the material supplied by the Ministry to the applicant under RTI Act, 2005.

ANNEXURE-XIII

BROADCASTING CONTENT (I)-(BC-I)

1. All matters (proposals/complaints) regarding telecast of feature films and film based programmes on Doordarshan and their rate structure.
2. Proposals for sponsored/commissioned programmes of Doordarshan.
3. Proposals relating to royalty programmes including documentaries, telefilms, feature, docu-series and their rate structure.
4. Processing of routine matters/proposals received from public on programmes matters of Doordarshan.
5. Co-production/Cultural Exchange relating to DD programmes.
6. Matters relating to Prasar Bharati Board meetings.
7. MP/VIP/PMO references, Parliament Questions/Assurances etc. Court cases, audit objections on the above subjects.
8. Coverage of events/functions.
9. Matters relating to Fixed Point Charts of DD Channels.
10. News/Parliament News/Current Affairs.
11. All DD Channels (excluding DD-World) and matters related to satellite channels of Doordarshan – DD Kashir, DD-Urdu, DD-North East etc.
12. Policy on drama/music/dance/in-house production-requests for participation and complaints thereon.
13. Special audience programmes and special campaign and anniversaries.
14. Audience Research.
15. Doordarshan National Awards.
16. Consultative Committee Meeting/Annual Report/Budget brief in respect of programmes matter.
17. DD Commercial service including C&AG Paras and Parliament Questions thereon.
18. Export/Import/Marketing of programmes by Dordarshan, including C&AG Paras and Parliament Questions thereon.

19. General Policy on advertisements on Doordarshan and their rates structures, including C&AG Paras and Parliament Questions thereon. News/Parliament News/Current Affairs.

BROADCASTING CONTENT-IV

1. Matters relating to EMMC.
2. Media Strategy (content) of AIR/DD.
3. Monitoring Publicity in J&K/NE/Borders areas of AIR (Content).
4. All matters relating to Asia-Pacific Institute for Broadcasting Development/ABU & other Broadcasting Organizations including deputation of officials of M/o I&B and Prasar Bharati in AIBD sponsored Training/Seminars etc.
5. Reports of PAC and Estimates Committee etc. Audit Paras and Audit objections relating to AIR, Reports of Comptroller and Auditor General of India.
6. AIR's subscription of News Agencies.
7. Matters relating to External Affairs Services Division of AIR.
8. Revision of Rules of Advertisement over AIR and other matters relating to Commercial Broadcasting.
9. Requests of Rules of Advertisement over AIR and other matters relating to Commercial Broadcasting.
10. Election Broadcast Scheme for recognized National/State level political parties.
11. Matters relating to Cultural Exchange Programme about broadcast media.
12. Exchange arrangements between AIR and foreign Broadcasting Organizations.
13. Deputation and delegations abroad of Programme Officers of AIR/DD.
14. Processing and Implementation of Recommendations of Sarkaria Commission on Center-state relation on Mass Media.
15. Policy matters relating to programme on AIR/DD.
16. Matters relating to National Commission for minority on AIR/DD
17. Court cases regarding programmes of Prasar Bharati (AIR).
18. Broadcasting related matters of WIPO, Copyright etc.
19. FIPB proposals concerning Prasar Bharati (AIR).

BROADCASTING CONTENT (II)-(BC-II)

1. All Parliament matters including Standing Committee, Consultative Committee, Committee on Petitions, PAC relating to Content telecast on Pvt. Television Channels.
2. All Court cases relating to violation of Content Code (Programme & Advertising Codes) prescribed under the Cable TV Networks(Regulation) Act, 1995 and rules framed there under.
3. Matter related to Sports telecast/coverage on Doordarshan Channels.
4. Audit/C&AG/PAC para.
5. MP/VIP/PMO references and Parliament Questions/Assurances relating to content on Private TV Channels.
6. FIPB matters relating to TV content.
7. Constitution of State/District Level Monitoring Committee for Pvt. Television Channels.

Broadcasting Content –III (BC-III)

1. All matters relating to content regulation – content telecast by Private TV Channels.
2. Complaints against TV channels regarding violation of Programme/Advertising Code prescribed under the Cable Television Networks (Regulation) Act, 1995 and rules framed thereunder.
3. Matters related to Inter-ministerial Committee constituted by Ministry of I&B to take cognizance suo-motu or to look into specific complaints against violation of Programme and Advertising Code.
4. MP/VIP/PMO references.
5. Court Cases filed by Private TV channels against Orders passed by Ministry of I&B for telecast of content in violation of Programme/Advertising Code.

BROADCASTING (DEVELOPMENT)-B(D)

1. Installation of AIR/DD stations.
2. Plan Schemes (Hardware) – viz. Formulation/ Review etc.
3. Special Packages – viz. determination of land requirement/acquisition of site/Declaration of CE(Civil) as sponsoring authority for procurement of land/site.
4. Security of Installations of AIR/DD/
5. Sanctioning of development projects of AIR/DD.
6. Monitoring of performance of Prasar Bharati including plan schemes and individual projects.
7. BECIL.
8. Deputation of officials for inspection etc.
9. Media strategy (Hardware)
10. Research & Development matters – Technical Assistance to foreign countries regarding broadcasting facilities/ selection of sectors for cost reduction studios/ matters relating to provision of type III studio/indigenous production of FM receivers.
11. Revision of Radio Regulations consequent upon decision of World Administration Conference for Space Telecommunications.
12. Allocation of frequency/Earmarking of channel in respect of AIR Stations/Doordarshan Kendras.
13. Requests for conversion of Auxiliary Centres to Programme Originating Centres.
14. Contingent charges.
15. Preparation of EFC/FIB for various schemes.
16. Parliament Questions/Assurances/MP/VIP/PMO references, audit objections, court cases, standing committee references on the subjects mentioned above.
17. Matters raised under Rule 377 in the Lok Sabha/ Special mentioned in Rajya Sabha/matters raised during Zero hour in parliament.

Note: The examples given under the subject heads are indicative and not exhaustive.

Broadcasting(Finance) -B(Fin.)

1. Budget, finance and accounting release of installments of Grants-in-aid/Loan to Prasar Bharati.
2. Examination of various proposals relating to Grants-in-aid/Loan/equity including RE proposals and Supplementary Grants.
3. Accounting format for Prasar Bharati/MOU with Prasar Bharati.
4. Annual Report Prasar Bharati.
5. Board Minutes.
6. Monitoring performance of Prasar Bharati (Financial matters.)
7. Delegation of powers/purchase of vehicles of Prasar Bharati.
8. Co-ordination, Plan, Performance Budget of Prasar Bharati.
9. MP/VIP/PMO references, Parliament Questions/Assurances, Standing Consultative Committee references, implementation of PAC recommendations, Court cases, audit objections on the subjects mentioned herein.

Note: Illustrations, if any, are indicative and not exhaustive.

ANNEXURE-XVI

BROADCASTING ADMINISTRATION (ENGG.) – (Engg.)

1. All matters relating to cadre management of Indian Broadcasting (Engineering) Services and Subordinate Engineering Services.
2. All service matters relating to posts exclusive to DD.
3. Framing/amendment of Recruitment Rules/Service regulations of the categories mentioned above.
4. All matters relating to CCW.
5. Staff Associations of IB(E)S, Subordinate Engineering Services: all cadres exclusive to DDN: All cadre of CCW.
6. Staffing norms, continuation and creation of Posts.
7. All Disciplinary cases not having vigilance angle in respect of above categories of Officers/Staff.
8. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the section.
9. MP/VIP/PMO references/Parliament Questions/Assurances, Court cases, Standing Committee References, audit objections on the subjects mentioned herein.

Note: The instances under each subject head are merely illustrative and not exhaustive.

BROADCASTING ADMINISTRATION(PROG.) – BA (Prog.)

1. Constitution of Prasar Bharati Board and related matter.
2. Prasar Bharati Review Committee.
3. All personal matters and cadre management of Indian Broadcasting (Programme) Service and Subordinate Programme Service.
4. All personnel matters of non-technical staff of AIR and DD viz. Audience research Staff, Administrative Staff, Group “D” staff.
5. All personal matters of Staff Artists of AIR; including Announcers, Newsreader-cum-Translators, Instrumentalists, Musicians, Music Composers, Translator-cum-Announcers (Indian language, and foreign language), Supervisors (Foreign Language) and Translator-cum-Announcers (Foreign Nationals).
6. Framing/amendment of the Recruitment Rules and Regulations of the categories mentioned above.
7. Administrative matters of AIR’s part time correspondents.
8. Staff Association of AIR/DD.(This excludes Staff Association of Employees employed in DD)
9. All policy matters relating to administrative procedures.
10. Recruitment, appointment and confirmation of Group ‘A’ posts in AIR other than Engineering cadre.
11. All Disciplinary cases not having a vigilance angle in respect of above categories of Officers/Staff.
12. Court cases, Parliament Questions, Assurances/Standing Committee references/Audit objections MP/VIP references and Departmental Council meetings on items pertaining to the subjects mentioned herein.

Note: The examples mentioned under each subject are merely illustrative and not exhaustive.

BROADCASTING POLICY & LEGISLATION (BP&L)

1. Examination of the recommendations on Broadcasting and Cable Services submitted by Telecom Regulatory Authority of India (TRAI) and follow up action thereon.
2. Special Groups constituted for Technology.
3. Cable Television Networks (Regulation) Act, 1995 and Rules framed there under and complaints against Cable operators etc.
4. Digital Television Broadcasts
5. FIPB proposal
6. Prasar Bharati Act amendments/ restructuring.
7. Digital Audio Broadcast.
8. Direct to Home Broadcast Services.
9. Broadband and Internet penetration- related matters.
10. MP/VIP/PMO references, Parliament Questions/ Assurances, Standing Consultative Committee references, implementation of PAC recommendations, Court cases, audit objections on the subjects mentioned herein.

Note: Examples on each subject heading are merely illustrative and not exhaustive.

Community Radio Station Cell (CRS) Cell

1. Scrutiny and putting up of applications for grant of permission to educational institutions/NGOs/KVK/ICAR Institutions & Public Trusts.
 2. Forwarding the applications for clearance to MHA, MHRD, MOD, ICAR, MEA etc.
 3. Forwarding the application for availability of frequency to WPC.
 4. Correspondence with institutions/organizations and above agencies.
 5. Issue of letter of Intent.
 6. Grant of Permission Agreement (GOPA).
 7. Disposal of Parliament questions both Lok Sabha & Rajya Sabha.
 8. Preparation of Supplementary for Starred Parliament Questions.
 9. Disposal of VIP references.
 10. Disposal of RTI applications.
 11. Preparation of Status report/Data base for Monitoring and putting up on the Website.
 12. Preparation of Proposals and Cabinet note etc.
 13. Preparation of backgrounds note, multimedia presentation and minutes of meeting pertaining to community radio for joint consultative committee of MPs.
 14. Convening of Screening Committee Meeting and preparation of minutes etc.
 15. Convening of Monthly Inter-Ministerial Committee meeting & preparation & and circulation of minutes etc.
 16. Holding of Regional/State level/Nation consultations/workshops & capacity building workshops for creating awareness about Community Radio under 11th Plan scheme IEC activities.
 17. Preparation of lectures/briefs for workshops/meetings.
- Any other work related to Community Radio assigned by higher officers.

ASSISTANT ENGINEER (CRS) – AE (CRS)

1. Scrutiny and putting up of applications for grant of license to educational institutions for setting up of Community Radio Stations.
2. Forwarding the applications for clearance to MHA, MHRD, MOD, MEA.
3. Forwarding the applications for availability of frequency to WPC.
4. Correspondence with institutions and above agencies.

5. Issue of letter of Intent.
6. License Agreement.
7. Disposal of Parliament questions both Lok Sabha & Rajya Sabha.
8. Preparation of Supplementary for Starred Parliament Questions.
9. Disposal of VIP references.
10. Preparation of Status report etc.
11. Preparation of Proposals and Cabinet note etc.
12. Preparation background note, multimedia presentation and minutes of meeting pertaining to community radio for joint consultative committee of MPs.
13. Any other work related to Community Radio assigned by higher officers.

ASSISTANT DIRECTOR (FM)

1. Framing of terms and conditions for License, issue of tenders, evaluation of bids, selection of Licenses.
2. Initiation of Cabinet notes on private FM matters
3. Inter-Ministerial consultation and communications.
4. Monitoring of channel/station identity & changes thereof.
5. Monitoring of content broadcast to ensure that it is as per terms & conditions of License Agreement.
6. Correspondence and examination of requests of licensees on various matters.
7. Permission for temporary networking.
8. Approval for use of Prasar Bharati infrastructure and Coordination with AIR Resource Center.
9. Inspection of private radio stations to ensure adherence to License condition and action for violation deducted/reported.
10. Phase-III preparatory work. All matters relating to Phase-III.
11. Parliament Questions/ Assurances/ Standing Committee references/ recommendations of PAC/Audit objections MP/VIP/PMO references on the subject contained herein.

S.O. FM

1. Receipt of dues from private FM licences and depositing with Pay & Accounts Office.
2. Encashment of Bank Guarantees.
3. Payments to Standing Counsels.
4. Payments such as refund of advance reserve license fees, earnest money deposited etc.
5. Monitoring to License fee and related issues.
6. To provide information pertaining to private FM related matters asked for by Coordination Wing, Cash Section, B&A, PC Cell, Budget or by other Ministries.
7. Court cases pertaining to FM radio related issues.
8. RTI related information pertaining to FM Cell.
9. Implementation of Project for setting up towers for co-location facilities.
10. Development of Software for Pvt. FM Radio
11. Hindi Report & Record Management
12. Administrative Matters pertaining to staff of the Cell.

ANNEXURE-XX

DEPUTY DIRECTOR (INSAT) – DD(INSAT)

1. Up linking of entertainment TV channels from India
2. Up linking of news & current affairs TV channels from India
3. Setting up of teleports in India
4. Up linking facility to News Agencies for newsgathering & its further distribution
5. Temporary up linking permission
6. Permission for use of SNG/DSNG
7. Turnaround of TV channels for implementing HITS
8. Release of foreign exchange for hiring of transponder and up linking from abroad
9. Comments in respect of EPCG proposals (nexus approval), received from DGFT
10. Comments in respect of proposals for import of items under Restricted List, received from DGFT
11. Matters relating to Spectrum Pricing
12. Matters relating to INSAT Coordination Committee (ICC)
13. Matters relating to Deptt. of Space (DOS)
14. Cabinet Notes initiated by Ministry of I&B relating to up linking, down linking and allied matters
15. Comments on Cabinet Notes from other Ministries relating to up linking, down linking and allied matters
16. Matters relating to India Meteorological Deptt. (IMD)
17. Comments in respect of FIPB proposals
18. Matters relating to Wireless Planning & Coordination Committee (WPCC)
19. Matters relating to Multi-point Multi-channel Distribution System (MMDS)
20. Provision of private cable connections to the senior officers in the Ministry of I&B
21. Provision of TV sets, VCR, etc. to the senior officers in the Ministry of I&B

22. Parliament Questions/ Assurances, MP/VIP References, Standing/Consultative Committee References, implementation of PAC recommendations, Court Cases, Audit Objections, etc. on the subjects mentioned therein..

23. Down linking of TV channels in India.

F(PSU) Desk

1. All matters relating to National Film Development Corporation
2. All matters concerning the General Agreement on Trade in Services and relating international treaties concerning this Ministry.
3. Parliament Questions/Assurances, court cases, VIP/MP/PMO reference, audit objections on the above subjects

F(F) Desk

1. National Film Awards
2. All matters relating to Directorate of Film Festivals including National/International Film Festivals, Film Weeks, etc. All matters relating to budget proposals of DFF, including Grants-in-Aid to NGOs for organizing Film Festivals.
3. Film shows for MPs.
4. All Disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.
5. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
6. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.

F(FTI) DESK

1. All matters relating to FTII.
2. All matters relating to SRFTI, Kolkata.
3. Matters relating to expansion and Development of Jyoti Chitraban Studio, Guwahati, Assam.
4. Cinema Centenary Celebration.
5. All Disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.
6. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
7. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.

ANNEXURE-XXIII

F(A) DESK

1. All matters pertaining to CFSI
2. All administrative and establishment matters relating to Films Division.
3. Annual Plan/ Plan Schemes/Budget Proposals in respect of Films Division, including Audit/Inspection etc.
4. All matters relating to production, distribution of films/documentaries/news magazines through Films Division and connected subjects.
5. Organization of Film Festival of short, documentary and animation films.
6. All disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.
7. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
8. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.

F(C) Desk

1. All matters relating to Central Board of Film Certification/F.C.A.T.
2. Cinematograph act, 1952.
3. Co-ordination work of Film Wing.
4. All disciplinary cases not having a vigilance angle in respect of Officers/Staff of Media Unit(s) controlled by the Desk.
5. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
- 6. All the matters relating to NFAI, Pune**
7. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.

F(I) Desk

1. All matters relating to Film Industry, Film Society etc.
2. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.

F (S) DESK

1. All matters relating to Song & Drama Division.
2. All matters relating to directorate of Publications Division.
3. All disciplinary cases not having a vigilance angle in respect of Officers/Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
4. Review of cases under FR 56(J) in respect of Officers and Staff belonging to Non-Organized Cadres working in Media Unit(s) controlled by the Desk.
5. Parliament Questions/Assurances, Court cases VIP/MP/PMO references, audit objections on the above subjects.