

**SECTION –WISE WORK ALLOCATION IN EACH DIVISION OF DEA**

**I. ADMINISTRATION & COORDINATION DIVISION**

**1. Administration**

**(1) Administration (Gazetted)**

- 1) All administrative/establishment matters including matters relating to personal and terminal benefits in respect of all Gazetted officers and the CSSS cadre staff, but excluding ex-cadre and isolated posts.
- 2) Sanction of all types of loans and advances and related matters in respect of all Gazetted officers and the CSSS cadre staff, but excluding ex-cadre and isolated posts.
- 3) Implementation of ERC/SIU's report in respect of DEA.
- 4) Cases pertaining to issue of CGHS cards and medical/tuition fee reimbursement in respect of all Gazetted officers and the CSSS cadre staff, but excluding ex-cadre and isolated posts.
- 5) Restructuring of DEA.
- 6) Forwarding of applications for the membership of Finance/Central Secretariat Library in respect of all Gazetted officers and the CSSS cadre staff, but excluding ex-cadre and isolated posts.
- 7) Appointment of Authorized Medical Attendants.
- 8) Matters relating to Outsourced personnel
- 9) **Institutions** : Nil
- 10) **External Territorial Charge**: Nil
- 11) **Ministries/Departments**: Ministry of Home Affairs, including Department of Official Language, NHRC and National Security Council Secretariat.
- 12) **States** : Nil
- 13) **Legislations** : Nil

**Name and designation of officers:-**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Deputy Secretary</b> |
|------------------------|------------------------|-------------------------|
| Shri Praveen Shukla    | Shri Ashish Sharma     | Shri Ram Prakash Puri   |

## ADMINISTRATION & COORDINATION DIVISION

### (2) Administration (Non Gazetted) Section

- 1) All administrative/establishment matters including matters relating to personal and terminal benefits in respect of all Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- 2) Sanctions of all type of loans and advances and related matters in respect of all Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- 3) All matters relating to General and other Elections.
- 4) Forwarding of application for the membership of Finance/Central Secretariat Library in respect of all Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- 5) All cases relating to payment of honorarium to the officials of DEA.
- 6) Preparation of BE/RE of object heads “Professional Services” and “Publication” and “Advertisement & Publicity” for inclusion in Demands for Grant and issuance of financial sanctions relating to these object heads.
- 7) Cases relating to issuance of CGHS cards and medical/tuition fee reimbursement claims in respect of all Non-Gazetted officials excluding CSSS, ex-cadre posts, & isolated posts.
- 8) All matters relating to the functioning of Departmental Staff Council, Office Council etc.
- 9) 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.
- 10) DEA Internship Scheme.
- 11) All matters relating to benevolent Fund of DEA
- 12) All matters relating to implementation of E-office in DEA
- 13) Work relating to outsourced employees viz., Multi-Tasking Assistant (MTA), Data Entry Operator (DEO), Stenographer, Multi-Tasking Attendant and Housekeeping staff
- 14) Payment, Deployment (except DEOs and Stenographers) and Monitoring of Bio-metric attendance of outsourced employees
- 15) All matters relating to Benevolent Fund of DEA.
- 16) **Institutions** : Nil
- 17) **External Territorial Charge**: Nil
- 18) **Ministries/Departments** : Election Commission of India, Staff Selection Commission.
- 19) **States** : Nil
- 20) **Legislations** : Nil

#### Name and designation of officers:-

| Section Officer | Under Secretary    | Deputy Secretary       |
|-----------------|--------------------|------------------------|
| Shri Alok Nigam | Shri Ashish Sharma | Shri Ram Prakash Puri, |

## ADMINISTRATION & COORDINATION DIVISION

### (3) Administration (Ex Cadre) Section

- 1) All administrative/establishment matters including personal matters and terminal benefits pertaining to ex-cadre posts, both Gazetted and Non-Gazetted, posts in the OL cadre and ICOAS.
- 2) All administrative/establishment matters pertaining to IES officers posted in DEA.
- 3) Appointment of Consultants.
- 4) Framing/Amending of Recruitment Rules for all Ex-cadre posts borne on the strength of DEA.
- 5) Filling up of all ex-cadre posts.
- 6) Sanction of all type of loans and advances and related matters in respect of staff mentioned at Sl. No. (1) & (2) above.
- 7) Cases pertaining to issue of CGHS Card and Medical reimbursement in respect of officers holding ex-cadre posts as mentioned in (1) & (2) above.
- 8) Forwarding of application for the membership of Finance Library/Central Secretariat in respect of staff mentioned at Sl. No.(1) & (2) above.
- 9) **Institutions** : Nil
- 10) **External Territorial Charge**: Nil
- 11) **Ministries/Departments** : UPSC.
- 12) **States** : Nil
- 13) **Legislations** : Nil

#### **Name and designation of officers:-**

| <b>Section Officer</b>   | <b>Under Secretary</b> | <b>Deputy Secretary</b> |
|--------------------------|------------------------|-------------------------|
| Shri Praveen Kumar Singh | Shri Ashish Sharma     | Shri Ram Prakash Puri   |

### (4) General Administration

- 1) All matters relating to installation/shifting/disconnection/transfer of Office/Residential telephones.
- 2) Scrutiny of telephone bills and settlement thereof.
- 3) Arranging payments of telephone bills in respect of residential/office telephones.
- 4) Liaison work with various telephone exchanges at New Delhi.
- 5) Preparation of Telephone Directory/Chart of DEA.
- 6) Maintenance of telephone registers in respect of residential/official calls and recovery of excess calls.
- 7) All matters relating to purchase/repairs/servicing and maintenance of office equipment
- 8) Purchase, servicing, repairs and maintenance of staff cars and hiring of vehicles.

## ADMINISTRATION & COORDINATION DIVISION

- 9) All matters relating to purchase of stationery articles/computer consumables/electronic typewriter consumables and sundry items.
- 10) Distribution of stationery and sundry articles/computer and electronic typewriter consumables amongst various officers/sections in the Department of Economic Affairs.
- 11) Furnishing of rooms and purchase/repair/maintenance of furniture. Procurement of furniture and fixtures for office accommodation.
- 12) Purchase/repairs of wall clocks, time pieces and electrical items (heaters, table lamps, table fans, emergency lights etc.).
- 13) Installation/repairs/maintenance of Air-conditioners and water coolers.
- 14) Hiring/purchasing of room coolers/desert coolers and filling water in them during summer season.
- 15) Purchase of suitcases and brief cases for officers.
- 16) Purchase of buckets (Iron & Plastic), dustbins and crockery items and their distribution.
- 17) Purchase and distribution of cycles to the Class IV employees.
- 18) Forwarding of application forms for residential accommodation to the Directorate of Estates.
- 19) Arrangements for refreshments/lunch for official meetings and booking of conference rooms for the same in North Block premises
- 20) Arrange disposal of waste paper/condemned articles etc.
- 21) Purchase and distribution of livery items.
- 22) Forwarding of application forms to the MHA for issue of identity cards and Vehicle parking labels to the officers/officials of DEA
- 23) Correspondence with CPWD for renovation of rooms & maintenance of Stair cases, open courtyards and toilets on the ground floor.
- 24) Modernization/renovation of office accommodation.
- 25) Digitization of record in connection with e-office
- 26) Institutions : Nil**
- 27) External Territorial Charge: Nil**
- 28) Ministries/Departments : Nil.**
- 29) States : Nil**
- 30) Legislations : Nil**

### **Name and designation of officers:-**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Deputy Secretary</b> |
|------------------------|------------------------|-------------------------|
| Shri Lila Krishan      | Shri R. K. Sinha       | Shri Ram Prakash Puri   |

### **(5) Protocol**

- 1) Receiving and sending off of foreign dignitaries /Ministers (who are visiting India on the invitation of the Department of Economic Affairs, Ministry of Finance/Minister(s) and other officers [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.

## ADMINISTRATION & COORDINATION DIVISION

- 2) Travel formalities:- Arranging issuance of Diplomatic/Official passport in respect of officers of DEA.
- 3) Visa formalities: - Submission/Collection of Visa documents on receipt of the same from officers of DEA.
- 4) Hotel accommodation and transport arrangements in India for foreign dignitaries visiting India at the invitation of the Department of Economic Affairs.
- 5) 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.
- 6) Purchase of gifts for officers of DEA, for presentation to foreign dignitaries.
- 7) Preparation and Monitoring of Budget for Minor Head- "Other Administrative Expenses" under Demand No.-31 Department of Economic Affairs.
- 8) **Institutions** : Nil
- 9) **External Territorial Charge**: Nil
- 10) **Ministries/Departments** : Nil.
- 11) **States** : Nil
- 12) **Legislations** : Nil

### Name and designation of officers:-

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Deputy Secretary</b> |
|------------------------|------------------------|-------------------------|
| Vacant                 | Sh. R. K. Sinha        | Sh. Ram Prakash Puri    |

### (6) **Finance Library & Publication**

- 1) Collection of Books and Periodicals.
- 2) Preparation of ad-hoc bibliographies.
- 3) Issue of "Weekly Bulletin" indexing selected articles from Books & Periodicals.
- 4) Scanning the Public Grievances Appearing in the leading newspapers relating to the Department of Economic Affairs".
- 5) 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.
- 6) **Institutions** : Nil
- 7) **External Territorial Charge**: Nil
- 8) **Ministries/Departments** : Nil.
- 9) **States** : Nil
- 10) **Legislations** : Nil

## ADMINISTRATION & COORDINATION DIVISION

### Name and designation of officers:-

| Lib. & Inf. Officer | Under Secretary  | Deputy Secretary      |
|---------------------|------------------|-----------------------|
| Ms. Savitri Devi    | Shri R. K. Sinha | Shri Ram Prakash Puri |

### (7) R&I Section

- 1) Receipt and distribution of Postal Dak/Registered letters/Telegrams and diplomatic bag etc. to all Officers in North Block.
- 2) Receipt, Marking and Diarizing of the dak received from all Ministries/Departments/by post addressed to the Department of Economic Affairs.
- 3) Dispatch of post communications received from the Sections/Offices and also from MOS (F)'s Office.
- 4) 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.
- 5) Receipt and Dispatch of Telegrams, Cables, received from Sections and Officers etc.
- 6) Cyclostyling work.
- 7) 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.
- 8) Dispatch of immediate letters by Speed Post and Most Important letters by Courier Service.
- 9) Transmission of Fax Message Distribution of Fax Message Received.

10) **Institutions** : Nil

11) **External Territorial Charge**: Nil

12) **Ministries/Departments** : Nil.

13) **States** : Nil

14) **Legislations** : Nil

### Name and designation of officers:-

| Section Officer | Under Secretary | Deputy Secretary     |
|-----------------|-----------------|----------------------|
| Vacant          | Sh. R. K. Sinha | Sh. Ram Prakash Puri |

### (8) Cash, Accounts & Budget Section

- 1) Preparation of Pay bills of all employees of DEA
- 2) Preparation of T.A. Bills (Foreign and Domestic) on tours/transfer
- 3) Preparation of OTA Bills and furnishing of monthly and quarterly returns;
- 4) Preparation of Medical, Tuition fees and Budget Honorarium bills.
- 5) Preparation of Loans and Advances Bills like, House Building Advance, Motor car/Personal Computer/Scooter/Cycle/Table Fans/Festival/Flood relief; etc.
- 6) Preparation of contingent bills of Budget Press, and the Department of Economic Affairs (Main Sectt.);
- 7) Preparation of Entertainment and Hospitality and Professional/Special Services bills;
- 8) Preparation of Publication bills received from various branches of the Departments;
- 9) Preparation of air-fare bills and their settlement.

## **ADMINISTRATION & COORDINATION DIVISION**

- 10) Preparation of LTC Advance and Final Adjustment Bills,
- 11) Preparation of conveyance Bills.
- 12) Disbursement of Pay and Allowances every month including daily payment of supplementary and contingent bills;
- 13) Writing of Cash Book and check thereof;
- 14) Sending of Salary to the Bank for disbursement through ECS.
- 15) Preparation of Grants-in-aid Bills.
- 16) Maintenance of GPF Accounts of all classes and calculation of interest accrued thereon.
- 17) Issue of GPF Statements at the close of each financial year.
- 18) Final Payment of GPF Balance to subscribers at the time of retirement etc.
- 19) Transfer of GPF Accounts on transfer of officers/officials to other departments.
- 20) Calculation of Income-tax liability of the officers/officials.
- 21) Filing of Quarterly TDS returns with the Income Tax Department.
- 22) Maintenance of Court attachment orders and payment to the courts concerned.
- 23) Preparation of challans in respect of miscellaneous amounts deposited into the Government Account.
- 24) Proper up-keep of all accounts/advance registers.
- 25) Effecting recoveries of various Co-operative Societies & Finance Stores.
- 26) Benevolent fund, Co-operative Stores and miscellaneous ones.
- 27) Maintenance of Accounting of House Building /Motor Conveyance advances/Computer/Scooter etc.
- 28) 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.
- 29) Miscellaneous Work:
- 30) Issue of Income-tax Certificates. (Form 16 etc.)
- 31) Issue of Pay Certificates.
- 32) To tender advice on accounting matters arising out of Departmentalization of accounts referred to this section by its lower formations.
- 33) Preparation Bills in respect of Gratuity, Commutation of Pension and Final payment of GPF.
- 34) Calculation of payment of encashment of Leave Salary to retiring persons.
- 35) 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.
- 36) 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.
- 37) Budget and Accounts Work:
- 38) Maintenance of Appropriation Registers for expenditure under different Heads/Sub-Heads.
- 39) Maintenance of Expenditure Control Register.
- 40) Preparation of Annual and Supplementary Budget of the Department, Budget Press, and Sanctioning of Budget Proposals of Subordinate Offices like Office of the CCA .

## **ADMINISTRATION & COORDINATION DIVISION**

- 41) Periodic Review of Budgetary Expenditure and monitoring of Economy Instructions.
- 42) 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.
- 43) To attend the audit objection relating to Cash Section only.
- 44) Submission of quarterly expenditure returns to the Department of Expenditure.
- 45) Reconciliation of Accounts with P & A.O.

**Institutions :** Nil

**External Territorial Charge:** Nil

**Ministries/Departments :** Nil.

**States :** Nil

**Legislations :** Nil

### **Name and designation of officers:-**

| <b>Section Officers</b> | <b>Under Secretary</b> | <b>Deputy Secretary</b> |
|-------------------------|------------------------|-------------------------|
| Shri Suresh Kumar       | Shri G. K. Sinha       | Shri Ram Prakash Puri   |

## **II. Coordination**

### **(1) Foreign Posts (Embassy Based)**

- 1) Issuance of sanction orders for officers of DEA for official visits abroad, on receiving the proposals from the Division concerned with necessary administrative and financial approvals to this effect.
- 2) Issuance of sanction orders for officers of DEA for foreign training/workshop/seminars/ study tour, on receiving the proposals from the Division concerned with necessary administrative and financial approvals to this effect, other than short term foreign training courses under Technical Assistance Programme offered by foreign institutions
- 3) Grant-in-aid to Economic Research Oriented Institutions. Laying of the annual reports/audited statement of accounts of such grantee institutions before the Parliament.
- 4) Budget and Audit matters in respect of Grants released for carrying out research/study by institutions under the scheme of financial assistance to economic research oriented institutions.
- 5) Administrative matters pertaining to the Economic Wing, Embassy of India, Washington DC i.e creation/ abolition/ upgradation and filling up the posts (Group-A) created for the Economic Wing
- 6) Administrative matters pertaining to the Economic & Commercial Wing, Embassy of India, Tokyo i.e creation / abolition/upgradation and filling up the posts (Group-A) created for the Economic Wing.



## ADMINISTRATION & COORDINATION DIVISION

- 7) Administrative matters pertaining to Economic Wing, Embassy of India, Beijing i.e creation / abolition/upgradation and filling up the posts (Group-A) created for the Economic Wing.
- 8) Budget matters in respect of the Economic Wing, Embassy of India, Washington DC, Tokyo and Beijing. Miscellaneous matters pertaining to the three Economics Wings.
- 9) Nominations from DEA for Domestic Training programmes being conducted by DOP&T/ISTM and other reputed Institutes.
- 10) Compilation of material in respect of Administration Division of DEA for inclusion in the Annual Report of Department of Economic Affairs, Ministry of Finance
- 11) Compilation of statistical data regarding representation of SCs/STs/OBCs/Minorities /Ex-servicemen/Persons with disabilities in DEA and its attached/ subordinate offices as and when requested by DOP&T.
- 12) Appointment of Liaison Officer (s) for the work relating to SCs/STs/OBCs/Persons with disabilities in DEA (Main).
- 13) Constitution of Complaints Committee on Sexual Harassment of Women Employees in DEA (Main).
- 14) [Note: Vigilance Section provides Secretarial Assistance to the Complaints Committee]
- 15) Creation of the posts for the Finance Commission and miscellaneous matters pertaining to the Finance Commission. (Note: All the residuary matters of the erstwhile Finance Commission are dealt by Finance Commission Division of Department of Expenditure.)
- 16) Government of India (Transaction of Business) Rules, 1961
- 17) Administrative control of Departmental Record Room of Department of Economic Affairs.
- 18) Updation of e-Samiksha Portal
- 19) **Institutions** : Nil
- 20) **External Territorial Charge**: Nil
- 21) **Ministries/Departments** : Cabinet Secretariat, PMO
- 22) **States** : Nil
- 23) **Legislations** : Nil

### Name and designation of officers:-

| Section Officer    | Under Secretary        | Deputy Secretary  |
|--------------------|------------------------|-------------------|
| Shri Basudev Tuddu | Shri Sunil Kumar Gupta | Sh. R. V. Pandala |

### (2) Coordination

- 1) Coordination work of subjects which are not specifically allocated to any Division/Section of DEA.
- 2) Compilation of periodical reports/returns for forwarding to other Ministries/Department/UPSC, issue of circulars received from other Ministries/Departments.

## ADMINISTRATION & COORDINATION DIVISION

- 3) Coordination work relating to public grievances.
- 4) Coordination work relating to references from PM's Office for work not specifically allotted to any other section.
- 5) Coordination work relating to recommendations of Pay Commission.
- 6) Collection/ compilation of information on Parliament Questions (received from various Ministries/Departments) on subjects not allocated to any Division/section.
- 7) Compilation/submission of monthly progress report on pending Parliamentary Assurance of the Department of Economic Affairs.
- 8) Quarterly reports on Framing of Rules under Central Acts.
- 9) Allocation of Business Rules and correspondence relating thereto.
- 10) Work relating to preparation of brief for new Finance Minister/ Finance Secretary.
- 11) Monitoring of ACC Vacancy Monitoring Systems (AVMS) for ACC and non-ACC posts.
- 12) Quarterly report to D/o Legal Affairs on Pending Central Govt. Cases in Districts/Subordinate Courts.
- 13) Quarterly report to DOPT on monitoring the implementation of the Judgments/orders of the CAT.
- 14) Coordination work on issues likely to be raised in Lok Sabha & Rajya Sabha during various sessions in the year.
- 15) Coordination work on Government Business of Parliament.
- 16) Follow up action on Budget announcements made by the Finance Minister viz. monthly monitoring of status of implementation of Budget Announcement made by FM with various central Ministries/Departments, preparation of material for Mid Year Review, holding of Budget Monitoring meeting, preparation of ATR on status of implementation of Budget Announcement.
- 17) Preparation of Induction Material, Citizen Charter
- 18) Monthly Report to the Cabinet Secretary on important policy decisions pertaining to DEA along-with status report on the decisions of the Cabinet/Cabinet Committee and Committee of Secretaries on the matters pertaining to DEA
- 19) Circulation of the unclassified portion of the Monthly Summary in respect of DEA to all Ministries/Departments of Government of India.
- 20) Compilation of material in respect of DEA for inclusion in the President's Speech before the Parliament during the Budget Session.
- 21) Updation of PRAGATI Portal
- 22) **Institutions** : Nil
- 23) **External Territorial Charge**: Nil
- 24) **Ministries/Departments** : Lok Sabha & Rajya Sabha Secretariat, President & Vice President's Secretariat.
- 25) **States** : Nil
- 26) **Legislations** : Nil

### Name and designation of officers:-

| Section Officer           | Under Secretary | Deputy Secretary  |
|---------------------------|-----------------|-------------------|
| Sh. Kuldip Chandra Sharma | Sh. G. K. Sinha | Sh. R. V. Pandala |

## ADMINISTRATION & COORDINATION DIVISION

### (3) Departmental Record Room

- 1) Proper arrangement, maintenance and preservation of recorded files
- 2) Arrange periodical review of all recorded files and weeding out records of ephemeral value
- 3) Appraisal of public records which are more than twenty-five years old in consultation with the National Archives of India with a view to retaining public records of permanent value
- 4) Arranging the destruction of files/records in accordance with the provisions of Public Records Act, 1993
- 5) Compilation of a schedule of retention for public records in consultation with the National Archives of India
- 6) Arrange periodical review for downgrading of classified public records
- 7) Assisting the National Archives of India for records management;
- 8) Transferring of records of any defunct body to the National Archives of India for preservation.
- 9) **Institutions** : Nil
- 10) **External Territorial Charge**: Nil
- 11) **Ministries/Departments** : Nil.
- 12) **States** : Nil
- 13) **Legislations** : Nil

| <b>Record Officer</b> | <b>Under Secretary</b> | <b>Deputy Secretary</b> |
|-----------------------|------------------------|-------------------------|
| Shri Basudev Tudu*    | Shri Sunil Kumar Gupta | Shri R. V. Pandala      |

(\*Note: As per Public Records Act, 1993, the Records Officer acts under the direction of the Director General of the National Archives while discharging his responsibilities)

### (4) RTI Cell

- 1) Appointment and updation of list of CPIOs and 1st Appeal Authorities in DEA.
- 2) Receiving of Applications and Appeals under RTI Act, 2005.
- 3) Forwarding of the applications/appeals to concerned CPIOs/1st Appeal Authorities within DEA.
- 4) Transfer of RTI Applications to other Public Authorities under Section 6(3) of the RTI Act, 2005.
- 5) Receipt of fees under RTI Act and depositing the same with Cash Section of DEA.
- 6) Preparing month-wise data of the RTI Applications/Appeal and monitoring its disposal.
- 7) Uploading of Quarterly Reports on CIC's website.
- 8) Monitoring of implementations of the obligations under RTI Act, 2005 in DEA
- 9) **Institutions** : Nil
- 10) **External Territorial Charge**: Nil
- 11) **Ministries/Departments** : Nil.
- 12) **States** : Nil

## ADMINISTRATION & COORDINATION DIVISION

13) **Legislations** : Nil

### **Name and designation of officers:-**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Deputy Secretary</b> | <b>Transparency Officer</b> |
|------------------------|------------------------|-------------------------|-----------------------------|
| Shri Ropna Kharia      | Shri Ganga Kumar Sinha | Shri R. V. Pandala      | Shri Ram Prakash Puri       |

### **III. Official Language**

#### **(1) Hindi Implementation**

- 1) 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.
- 2) Compilation of Quarterly Progress Report regarding progressive use of Hindi in the work of the Department
- 3) Review of O & M inspection reports of different Sections/Divisions
- 4) Review of Quarterly Progress Report received from different Sections/Divisions of the Department/Attached/Subordinate Offices of the Department and follow-up action.
- 5) 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.
- 6) Follow-up actions on the decisions taken in the meetings of the Central OLIC. Central Hindi Advisory Committee and other ad-hoc Committees/ Conferences convened by the Department of Official Language as well as the Department of Economic Affairs.
- 7) 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.
- 8) 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.
- 9) Supply of information to Parliamentary Committee on Official Languages in respect of the Department, attached & subordinate offices regarding official Language.
- 10) Implementation of scheme of Awards on Original Book Writing in Hindi
- 11) **Institutions** : Nil
- 12) **External Territorial Charge**: Nil
- 13) **Ministries/Departments** : Nil.
- 14) **States** : Nil
- 15) **Legislations** : Nil

## ADMINISTRATION & COORDINATION DIVISION

### Name and designation of officers:-

| <b>Assistant Director</b> | <b>Deputy Director</b> | <b>Director</b>          |
|---------------------------|------------------------|--------------------------|
| Vacant                    | Vacant                 | Shri Ramesh Babu Aniyery |

### (2) Hindi

- 1) All translation work of the Department of Economic Affairs which may be entrusted to it by the Divisions concerned.
- 2) 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.
- 3) Translation of papers like agreements to be signed simultaneously in Hindi, replies to Parliament Questions including SNQs, Call Attention Notices of the Motions, briefs for Consultative Committee, Monthly Summary for the Cabinet, Cabinet Notes, Letters, etc.
- 4) Preparing the Hindi version of various documentary reports submitted by commissions constituted by Government regarding matters relating to pay and allowances etc. of Government Servants, reports of the Finance Commission and the other reports relevant to matters concerning the Ministry of Finance submitted by Commissions of Inquiry appointed under the Commission of Inquiry Act, 1952.
- 5) **Institutions : Nil**
- 6) **External Territorial Charge: Nil**
- 7) **Ministries/Departments : Nil.**
- 8) **States : Nil**
- 9) **Legislations : Nil**

### Name and designation of officers:-

| <b>Assistant Director</b>   | <b>Deputy Director</b> | <b>Director</b>          |
|---|------------------------|--------------------------|
| (i) Shri Nickolas Xalxo<br>(ii) Shri Santosh Kumar Mishra<br>(iii) Sh. Subhas Chandra Awasthi | Mrs. Suwarcha Vasudev  | Shri Ramesh Babu Aniyery |

## II. BILATERAL CO-OPERATION DIVISION (BC)

### I. Europe & North America

#### (1) U.K & Nordics

- 1) Policy relating to bilateral cooperation with United Kingdom and European countries
- 2) India-UK Economic & Financial Dialogue.
- 3) Conducting high-level review meetings with State Governments, Line Ministries, Project Implementing Agencies and DFID.
- 4) Irish Aid to NGOs.
- 5) Matters relating to Commonwealth including Commonwealth Fund for Technical Co-operation.
- 6) Coordination of meetings in DEA for visiting foreign dignitaries from UK, Luxembourg and Ireland.
- 7) Coordination of foreign visits of delegation from DEA in connection with subjects handled in Europe & North America Section. Parliament Questions/VIP reference/PMO references pertaining to DFID (UK).
- 8) **Institutions** : DFID
- 9) **External Territorial Charge**: United Kingdom, Luxemburg, Ireland, Norway, Sweden, Italy, Switzerland, Netherland and Denmark, Austria, Belgium, Finland, Portugal and Spain.
- 10) **Ministries/Departments**: Ministry of Social Justice & Empowerment, Ministry of Minority Affairs, Ministry of Tourism, Ministry of Culture, Ministry of Empowerment of Persons with Disabilities
- 11) **States**: Nil
- 12) **Legislations** : Nil

#### **Name and designation of officers:-**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Director</b>      |
|------------------------|------------------------|----------------------|
| Shri Vyomesh Pant      | Shri Sanjay Kumar      | Shri Gaurav Masaldan |

#### (2) Germany & France

- 1) Bilateral cooperation with Germany (including loan assistance from KfW and technical cooperation from GIZ) and France (through French Agency for Development (Afd))
- 2) Financing of projects under International Climate Protection Initiative of Germany.
- 3) Indo-German Joint Commission on Industrial and Economic Co-operation.
- 4) Indo-German Senior Finance Ministry Officers Meeting.
- 5) Bilateral development cooperation with France through the French Agency for Development (Afd).
- 6) Proposal for French technical assistance under FASEP facility.
- 7) **Institutions** : KfW, Afd
- 8) **External Territorial Charge**: Germany and France
- 9) **Ministries/Departments**: Nil

## BILATERAL CO-OPERATION DIVISION (BC)

10) **States:** Nil

11) **Legislations :** Nil

### Name and designation of officers:-

| Section Officer | Under Secretary  | Director             |
|-----------------|------------------|----------------------|
| VACANT          | Shri B. Sengupta | Shri Gaurav Masaldan |

### (3) Rest of EU & EIB

- 1) Bilateral assistance from European Union and matters relating to European Investment Bank (EIB).
- 2) Work relating to Economic and Financial Dialogue with South Africa.
- 3) India-EU Macro Economic Dialogue
- 4) **Institutions :** EIB
- 5) **External Territorial Charge:** Rest of Europe (other than European Countries dealt in other sections in B.C. Division and excluding Russia), and South Africa.
- 6) **Ministries/Departments:** None
- 7) **States:** None
- 8) **Legislations :** Nil

### Name and designation of officers:-

| Section Officer | Under Secretary   | DS/Director          |
|-----------------|-------------------|----------------------|
| VACANT          | Shri Sanjay Kumar | Shri Gaurav Masaldan |

### (4) North America

- 1) Bilateral cooperation with USA and Canada
- 2) Matters relating to United States Economic Assistance to India and other territorial matters concerning USA/Canada.
- 3) 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.
- 4) Matters relating to extension of grants under Canadian Fund for Local Initiatives (CFLI), Ford Foundation (FF), International Development Research Center of Canada (IDRC) and Micronutrient Initiative (MI) of Canada to Indian entities /NGOs.
- 5) Aid Effectiveness
- 6) **Institutions :** USAID, IDRC
- 7) **External Territorial Charge:** All North American countries, USA & Canada
- 8) **Ministries/Departments:** Ministry of Information and Broadcasting
- 9) **States:** NIL
- 10) **Legislations :** Nil

## BILATERAL CO-OPERATION DIVISION (BC)

### Name and designation of Officers:

| Section Officer | Deputy Director           | Director                  |
|-----------------|---------------------------|---------------------------|
| Vacant          | Shri Subrat Kumar Pradhan | Shri Avanish Kumar Mishra |

## II. Japan and Asia Pacific

### (1) Japan (Policy & Partnership)

- 1) Bilateral Development Co-operation with Government of Japan.
- 2) Preparation of Rolling Plan for JICA ODA loan.
- 3) Preparation of Shelf of Projects for JICA loan assistance from Japan
- 4) Preparation for signing of Exchange of Notes and Loan Agreements for ODA loan package.
- 5) Completion of formalities for effectuation of projects selected for JICA ODA loan package.
- 6) All matters relating to the visits of Indian dignitaries to Japan and visits of Missions and foreign dignitaries to India from Japan.
- 7) Processing of the legal opinion for JICA ODA Loan projects.
- 8) India-Japan Strategic Dialogue.
- 9) India-Japan High Level Policy consultations.
- 10) **Institutions** : Nil
- 11) **External Territorial Charge**: Japan
- 12) **Ministries/Departments**: None
- 13) **States**: Andaman & Nicobar Island, Dadra & Nagar Haveli
- 14) **Legislations** : Nil

### Name and designation of Officers:

| Section Officer      | Under Secretary  | Director                  |
|----------------------|------------------|---------------------------|
| Shri Subir Kumar Roy | Ms. Urmila Rawat | Shri Avanish Kumar Mishra |

### (2) JICA Projects

- 1) Grant Aid and Technical Cooperation from Japan.
- 2) BE-RE for Grant Aid projects from Japan
- 3) Missions/visit from JICA for Development Study/Technical Cooperation.
- 4) Government of Japan's NGOs Programmes.
- 5) Grassroots Funding by Government of Japan.
- 6) Green Aid Plan of Government of Japan.
- 7) Japan Overseas Cooperation Volunteers (JOCV) Programme
- 8) Project/Ministry specific Group Training Programmes offered by JICA.
- 9) Parliament Questions on subjects handled in Japan II Section.
- 10) Monitoring of disbursement of ongoing JICA loan assisted projects.



## BILATERAL CO-OPERATION DIVISION (BC)

- 11) Coordination work of Japan Division.
- 12) Submission of material for Annual Report, website material and External Assistance Brochure.
- 13) Processing of requests of the Project Implementing Agencies for reallocation of funds and extension of the loan agreement for all JICA assisted projects.
- 14) Preparation of BE-RE for all ongoing JICA assisted projects.
- 15) Conducting high level review meetings with line ministries, state governments, project implementing authorities and JICA.
- 16) Dealing with all proposals received from Project Implementing Authorities/Line Ministries.
- 17) All ODA Loan project related overseas training programmes conducted by JICA.
- 18) Institutions :** JICA
- 19) **External Territorial Charge:** None
- 20) **Ministries/Departments:** None
- 21) **States:** Jammu & Kashmir (J&K)
- 22) **Legislations :** Nil

### Name and designation of Officers:

| Section Officer | Under Secretary | Director                  |
|-----------------|-----------------|---------------------------|
| Sh Amit Kumar   | Ms Urmila Rawat | Shri Avanish Kumar Mishra |

### (3) China & South Korea

- 1) Policy matters of Bilateral Development Cooperation with South Korea and China
- 2) India Korea Macro-economic and Financial Dialogue
- 3) India – China Financial Dialogue.
- 4) **Institutions :** Nil
- 5) **External Territorial Charge:** South Korea, China
- 6) **Ministries/Departments:** Ministry of Youth Affairs & Sports
- 7) **States:** Lakshadweep, Daman & Diu and Puducherry
- 8) **Legislations :** Nil

### Name and designation of Officers:

| Section Officer | Under Secretary   | Director                  |
|-----------------|-------------------|---------------------------|
| VACANT          | Mrs. Urmila Rawat | Shri Avanish Kumar Mishra |

## BILATERAL CO-OPERATION DIVISION (BC)

### III. Bilateral Policy & Training, India Development & Economic Assistance

#### (1) **India Development and Economic Assistance**

- 1) Policy matters relating to India Development and Economic Assistance Scheme (IDEAS).
- 2) Extension of Lines of Credit India Development and Economic Assistance Scheme (IDEAS) to countries in Asia (excluding Nepal, Bhutan and Bangladesh), Africa and other countries as decided by Govt. of India
- 3) Policy matters relating to Concessional Financing Scheme and extension of Lines of Credit thereunder
- 4) **Institutions** : Nil
- 5) **External Territorial Charge: African Counties [(except South Africa)]**
- 6) **Ministries/Departments:** Ministry of External Affairs
- 7) **States:** None
- 8) **Legislations** : Nil

#### **Name and designation of Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b>  | <b>Director</b>      |
|------------------------|-------------------------|----------------------|
| Shri N Ramesh Kumar    | Shri Sunil Kumar Jassal | Shri Gaurav Masaldan |

#### (2) **Bilateral Policy & Training**

- 1) Policy matters relating to Bilateral Cooperation.
- 2) Short term foreign training courses upto four weeks duration offered by JICA, SCPTA, IMF, etc. under Technical Assistance Programme. (Note: The role of PMU Section is limited to circulating the course, placing nominations before the Selection Committee in DEA and forwarding the names to the sponsoring agency. Other formalities in respect of officers of DEA such as seeking approval of Secretary, IFD, vigilance clearance, political clearance, etc. is the responsibility of the selected candidate/concerned Division).
- 3) Internal coordination of Bilateral Cooperation Division excluding matters relating to Sectoral charge and External/Internal Territorial charge specifically assigned to various sections in B.C. Division.
- 4) Dealing with proposals submitted by various Ministries/Departments seeking approval of Screening Committee for engaging Consultants through bilateral partners and multilateral organisations
- 5) Parliament Questions pertaining to B.C. Division, where the question pertains to more than one bilateral partner.
- 6) **Institutions** : Nil

## **BILATERAL CO-OPERATION DIVISION (BC)**

- 7) **External Territorial Charge:** Australia, New Zealand, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Papua New Guinea, Somoa, Soloman Islands, Tonga, Tuvalu, Vanuatu
- 8) **Ministries/Departments:** Ministry of Development of North Eastern Region
- 9) **States:** North Eastern States
- 10) **Legislations :** Nil

### **Name and designation of Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Director</b>      |
|------------------------|------------------------|----------------------|
| Shri N Ramesh Kumar    | Shri Sanjay Kumar      | Shri Gaurav Masaldan |

### III. INFRASTRUCTURE, POLICY & FINANCE DIVISION

#### 1. Infrastructure Policy & Programme

##### (1) **Infrastructure Policy & Programme :**

- 1) Analysing investment proposals concerning Road Transport & Highways, Ports, Shipping, Inland Water Transport, Railways, Telecommunications, Civil Aviation & Urban Development sectors
- 2) Matters relating to Projects (non-PPP) of Ministry of Road Transport and Highways.
- 3) Servicing Steering Committee, Inter-Ministerial Committees, High Level Committees, Group of Secretaries, Institutional Mechanism on the Harmonized Master List of Infrastructure Sub-sectors.
- 4) Matters related to Evaluation Committee for finalization of PIM/EOI in respect of strategic disinvestment of CPSEs to Division holding the Sectoral Charge of relevant Ministry.
- 5) Providing comments on DCNs received from MI Division
- 6) **Institutions :** DMIDC/ NICDA, NHAI, IRFC, AIIB, Telecom Commission
- 7) **External Territorial Charge :** Nil
- 8) **Ministries/Departments:** MoRTH, Shipping (including Ports & Inland Water Transport), Civil Aviation, Railways, Housing & Urban Affairs, Telecommunications, Posts.
- 9) **States :** Madhya Pradesh, Chhattisgarh
- 10) **Legislations :** Nil

##### **Name and designation of Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Director</b>       |
|------------------------|------------------------|-----------------------|
| Shri Nitish Saini      | Vacant                 | Shri Mrutunjay Behera |

#### II. Public Private Partnerships

##### (1) **Public Private Partnership**

- 1) PPP Policy & Programmes
- 2) Scheme for India Infrastructure Project Development Fund (IIPDF).
- 3) PPP Capacity Building programmes
- 4) Innovative interventions and PPP Pilot project initiative
- 5) Appraisal & approval of Central Sector PPP Projects as per Cabinet approved guidelines and orders for delegation of powers
- 6) Scheme for financial support to PPPs in Infrastructure Viability Gap Funding (VGF) Scheme
- 7) Mainstreaming PPPs including technical assistance and programmes from bilateral/multilateral agencies and support to State and local governments.
- 8) International interface on PPPs and other matters concerning PPPs.
- 9) Matters relating to management of PPP related information.

## INFRASTRUCTURE, POLICY & FINANCE DIVISION

- 10) **Institutions** : Nil
- 11) **External Territorial Charge** : Nil
- 12) **Ministries/Departments**: Nil
- 13) **States** : Nil
- 14) **Legislations** : Nil

### Name and designation of Officers:

| Section Officer   | Under Secretary | Director                |
|-------------------|-----------------|-------------------------|
| Shri Rajesh Gupta | Ms. Seema Jain  | Ms. Abhilasha Mahapatra |

### III. Energy Sector Policies & Programme

#### (1) Energy Sector Policies & Programme

- 1) All policy related issues pertaining to energy sector viz. Petroleum and Natural Gas, Coal, Power, Atomic Energy and New & Renewable Energy.
- 2) Matters related to Committee on Allocation of Natural Resources (CANR).
- 3) Matters relating to OPEC Fund for International Development (OFID).
- 4) Monitoring of Oil Budget.
- 5) Providing comments on DCNs received from Investment & Currency Division.
- 6) Providing comments on DCNs received from other MoF Departments.
- 7) **Institutions** : ONGC, OVL, ISA
- 8) **External Territorial Charge** : Iran, Iraq, Israel
- 9) **Ministries/Departments**: MoP&NG, MNRE, Atomic Energy, Space, Coal, Power
- 10) **States**: Maharashtra, Gujarat
- 11) **Legislations** : Nil

### Name and designation of Officers:

| Section Officer                                    | Under Secretary   | Director                                    |
|--|-------------------|---|
| 1. Shri Parveen Singh<br>2. Shri Ved Prakash Verma | Ms. Jyotsna Gupta | Ms. Bandana Prayeshi<br>(Additional charge) |

### IV. Infrastructure Finance & AIB

#### (1) Infrastructure Finance

- 1) Matters related to infrastructure financing, including development of Infrastructure Instruments and promotion of investments in infrastructure sectors.

## INFRASTRUCTURE, POLICY & FINANCE DIVISION

- 2) Matters relating to Infrastructure Debt Funds (IDFs), Real Estate Investment Trusts (REITs)/Infrastructure Investment Trust (InvITs), Tax Free Bonds, Municipal Bonds and other instruments meant for infrastructure financing and credit enhancements.
- 3) Matters relating to New Credit Rating System for Infrastructure.
- 4) Matters relating to Special Purpose Vehicle (SPV) for Credit Enhancement of Infrastructure Projects.
- 5) All international interfaces on infrastructure financing (other than PPPs).
- 6) Matters relating to Municipal Bonds by ULBs for PPP and Non-PPP Projects.
- 7) Model Tripartite Agreements (MTA) for sectors such as Road, Ports, etc.
- 8) Matters relating to Infrastructure and Investment Working Group (IIWG) of G-20.
- 9) India-Saudi Arabia Joint Investment Fund, Indo-Israeli R & D Fund.
- 10) All policy matters relating to Project Monitoring Group (PMG) and its coordination within DEA.
- 11) India Saudi Arabia Joint Commission for Technical and Economic Cooperation.
- 12) Matters relating to meetings of Board of Directors of ONGC-Videsh Limited (OVL), IIFCL and IRFC as Government nominee on the Board of Directors.
- 13) Coordination and general matters pertaining to the IPF Division.
- 14) Examination of proposal for Standing Cost Committee.
- 15) **Institutions** : IIFCL
- 16) **External Territorial Charge**: GCC Countries (United Arab Emirates, Bahrain, Saudi Arabia, Oman, Qatar, Kuwait and Yemen) Turkey, Cyprus, Lebanon, Jordan
- 17) **Ministries/Departments**: Nil.
- 18) **States** : Nil
- 19) **Legislations** : Nil

### Name and designation of Officers:

| Section Officer  | Assistant Director | Director             |
|------------------|--------------------|----------------------|
| Shri Sanjay Sood | Ms. Mira Sethi     | Ms. Bandana Prayeshi |

### (2) **AIIB**

- 1) Matters related to AIIB.
- 2) **Institutions** : AIIB
- 3) **External Territorial Charge**: Nil
- 4) **Ministries/Departments**: Nil.
- 5) **States** : Nil
- 6) **Legislations** : Nil

### Name and designation of Officers:

| Section Officer | Assistant Director | Director             |
|-----------------|--------------------|----------------------|
| Vacant          | Vacant             | Ms. Bandana Prayeshi |

#### IV. INVESTMENT DIVISION

##### 1. Foreign Direct Investment

##### (1) Foreign Direct Investment

- 1) FDI Policy matters particularly equity inflow transactions and FDI Policy clarifications & related matters of FEMA 20.
- 2) Foreign Investment policy issues relating to Foreign Venture Capital Investment (FVCI), Alternative Investment Fund (AIFs) (except infrastructure funds) including Venture Funds, Angel Funds, Private Equity Funds, etc.
- 3) Co-ordination with inter Ministries/Department (like Department of Industrial Policy & Promotion, Department of Financial Services, Department of Revenue, Department of Commerce) and Regulators (Reserve Bank of India / Securities & Exchange Board of India etc) on FDI policy issue.
- 4) Matters pertaining to Regional Comprehensive Economic Partnership Agreement (RCEP) including administrative work relating to nomination for the RCEP negotiations, coordination for inter-ministerial meetings with Department of Commerce, Department of Legal Affairs, Department of Industrial Policy and Promotion and Department of Financial Services on issues relating to RCEP negotiations.

##### **Post FIPB abolition:**

- 5) Processing of FDI proposals relating to 'other financial services sectors', 'Core Investment Company' and 'Investing Company'.
- 6) Maintain a database on the FDI proposals received along with details such as date of receipt, investor and investee company details, volume of foreign investment involved, and date of grant of approval/rejection letter.
- 7) Coordinating with Joint quarterly review meeting, convened by DIPP, which will be held under the co-chairmanship of Secretary, DIPP and Secretary, DEA on pendency of proposals with Government.
- 8) **Institutions :** National Productivity Council, Investment Commission
- 9) **External Territorial Charge:** Nil
- 10) **Ministries/Departments:** Department of Industrial Policy and Promotion including Make in India, EoDB and Startup .
- 11) **States :** Nil
- 12) **Legislations :** Nil

##### **Name and designation of Officers:**

| Section Officer           | Under Secretary    | Director                |
|---------------------------|--------------------|-------------------------|
| Smt. Inderjit Kaur Bhatia | Shri T. Narasimhan | Shri Harsh Kumar Gautam |

## INVESTMENT DIVISION

### **II. International Investment Treaties & Framework**

#### **(1) International Investment Treaties & Framework**

- 1) Negotiation and conclusion of Bilateral Investment Treaties with other countries.
- 2) Follow up on all matters related to Bilateral Investment Treaties.
- 3) Participate in Inter-Ministerial Groups to provide advice on all matters related to Bilateral Investment Treaties.
- 4) **Institutions** : Nil
- 5) **External Territorial Charge**: Central & South America
- 6) **Ministries/Departments**: Nil .
- 7) **States** : Nil
- 8) **Legislations** : Nil

#### **Name and designation of Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Director</b>            |
|------------------------|------------------------|----------------------------|
| Vacant                 | Shri Vaibhav Rundwal   | Shri Chanchal Chand Sarkar |

### **III. Foreign Trade & Services**

#### **(1) Foreign Trade & Services**

- 1) Foreign Exchange aspects relating to Import/Export of gold/silver. Policy matters related to Gold Monetisation Scheme (GMS) & Indian Gold Coin (IGC).
- 2) Inputs related to Comprehensive Economic Cooperation Agreement (CECA), etc. negotiated under the aegis of Ministry of Commerce & Industry with various countries and regional blocs.
- 3) Providing advice to Department of Commerce from financial angle in matters relating to project Export on deferred Payment Terms, Border Trade, Project Export Guidelines etc. Providing advice to Department of Commerce from financial angle in matters relating to SEZs/EPzs
- 4) Export & Import Policy, particularly the foreign exchange aspects thereof, matters related to countertrade , matter relating to deemed Exports, including issuance of Notification/Public Notices in terms of its provisions of EXIM Policy
- 5) Agreements with countries in Asia (excluding SAARC) and Africa and providing of inputs on cooperation in financial sectors for the meetings of the joint commission.
- 6) Matters relating to meetings of Trade and Economic Relation Committee (TERC).
- 7) Policy issues related to Overseas Direct Investment.
- 8) Co-ordination within Investment Division
- 9) **Institutions** : Nil
- 10) **External Territorial Charge**: Nil
- 11) **Ministries/Departments**: Ministry of Commerce
- 12) **States** : Nil
- 13) **Legislations** : Nil



## INVESTMENT DIVISION

### Name and designation of Officers:

| Section Officer | Under Secretary | Director                |
|-----------------|-----------------|-------------------------|
| Vacant          | Shri Raj Kumar  | Shri Surinder Pal Singh |

### IV. Domestic Investment & Outward Investment from India

#### (1) Domestic Investment & Outward Investment from India

- 1) All policy issues related to domestic investment and outward investment from India (except foreign investment), including industrialization, manufacturing sector and innovation.
- 2) Examining all policy proposals related to Ministry of Mines, Ministry of Steel, Ministry of MSME, Ministry of Heavy Industry, Ministry of Textiles, Department of Electronics and Information Technology, Department of Chemicals and Petro-Chemicals, Department of Fertilizers and Department of Pharmaceuticals.
- 3) Policy issues related to integrated Township, Industrial Park and Manufacturing Clusters.
- 4) Financing and regulatory issues related to Manufacturing Sector and MSMEs
- 5) National Manufacturing Policy & National Investment Manufacturing Zone.
- 6) National Manufacturing Competitiveness Council (NMCC)
- 7) Works relating to 'National Investment and Infrastructure Fund' (NIIF).
- 8) Innovation
- 9) **Institutions** : NIIF, NMCC
- 10) **External Territorial Charge**: Nil
- 11) **Ministries/Departments**: Ministry of Mines, Ministry of Steel, Ministry of MSME, Ministry of Heavy Industry, Ministry of Textiles, Department of Electronics and Information Technology, Department of Chemicals and Petro-Chemicals, Department of Public Enterprises, DIPAM, Department of Fertilizers and Department of Pharmaceuticals.
- 12) **States** : Nil
- 13) **Legislations** : Nil

### Name and designation of Officers:

| Section Officer   | Under Secretary   | Director                   |
|-------------------|-------------------|----------------------------|
| Smt. Sushila Ekka | Shri Ujjwal Kumar | Shri Akhilesh Kumar Mishra |

## V. COIN & CURRENCY DIVISION

### I. Coin & Currency

#### (1) Currency

- 1) Demonetization
- 2) Matters relating to design, form and material of currency notes/banknotes.
- 3) Matters relating to security features of the banknotes.
- 4) Preparation of SOPs in connection with production and transportation of Banknotes
- 5) Currency related legislation
- 6) Indigenization of bank notes production items
- 7) Distribute/complaint in respect of supply of material of printing of bank notes and other security products
- 8) Expansion, upgradation and modernization of Presses, Paper Mills, Ink factory etc.
- 9) FICN related matters.
- 10) Matters relating to new rupee symbol.
- 11) Matters relating to Postal Stamp; Revenue Stamp, NJSP, Passports etc. including raw material, machinery and equipment.
- 12) Fair price determination of Bank Notes and Postal Stamps.
- 13) Production planning of printing of currency notes and other security documents.
- 14) Pre-shipment inspection of CWBN/security paper and currency conferences etc.
- 15) Court cases post demonetization
- 16) **Institutions** : Nil
- 17) **External Territorial Charge** : Nil
- 18) **Ministries/Departments**: Nil
- 19) **States** : Chandigarh, Delhi
- 20) **Legislations** :  
SBN (Cessation of Liabilities) Act 2017  
The SBN (Deposit of confiscated notes) Rules 2017  
SBNs (Deposit by Banks, Post Offices and DCCB) Rules, 2017

#### Name and designation of Officers:

| Section Officer | Under Secretary | Director                  |
|-----------------|-----------------|---------------------------|
| Vacant          | Vacant          | Shri Anil Ranga, Director |

#### (2) Coins

- 1) Policy formulation regarding design, shape and size of circulation coins
- 2) Fixation of fair prices of coins.
- 3) Coins related legislations.
- 4) Commemorative Coins.
- 5) **Institutions** : Nil
- 6) **External Territorial Charge** : Nil
- 7) **Ministries/Departments**: Nil
- 8) **States** : Orissa, Wet Bengal
- 9) **Legislations** :  
The Coinage Act, 2011

## COIN & CURRENCY DIVISION

### Name and designation of Officers:

| Section Officer   | Under Secretary | Director                  |
|-------------------|-----------------|---------------------------|
| Smt. Jessie Jacob | Vacant          | Shri Anil Ranga, Director |

## II. Digitalisation and Digital Currency

### (1) Digitalisation & Digital Currency

- 1) Crypto Currency and other currency surrogates,
- 2) Incentivisation of Electronic Transactions
- 3) Virtual Currency/Bit Coin
- 4) Digitisation of the Payment Systems
- 5) Payments and Settlement Systems
- 6) **Institutions** : RBI, Payments and Settlement Systems
- 7) **External Territorial Charge** : Nil
- 8) **Ministries/Departments**: Ministry of Electronic and Information Technology
- 9) **States** : Nil
- 10) **Legislations** : Payments and Settlement System Act, 2007

### Name and designation of Officers:

| Section Officer | Under Secretary | Director   |
|-----------------|-----------------|--|
| Vacant          | Vacant          | Shri Anil Ranga, Director<br>(Additional charge) |

### (2) SPMC

- 1) Administration Control of SPMCIL.
- 2) Appointment to Board Level posts in SPMCIL.
- 3) Residual establishment matters of the nine Units of SPMCIL.
- 4) Court Cases filed by the employees of the 9 units of SPMCIL, where Union of India is a party.
- 5) Coordination Matters.
- 6) Coordination of Meetings of SPMCIL Board, SPMCIL Pension Fund Trust, etc.
- 7) MoU with SPMCIL.
- 8) Preparation of Annual Report of SPMCIL.
- 9) **Institutions** : SPMC
- 10) **External Territorial Charge** : Nil
- 11) **Ministries/Departments**: Nil
- 12) **States** : Nil
- 13) **Legislations** : Nil

## COIN & CURRENCY DIVISION

### Name and designation of Officers

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Director</b>                                  |
|------------------------|------------------------|--|
| Vacant                 | Vacant                 | Shri Anil Ranga, Director<br>(Additional charge) |

## VI. MULTILATERAL INSTITUTIONS DIVISION (MI)

### I. IMF, IFC & MIGA

#### (1) IMF

- 1) All policy matters relating to the IMF Quotas, SDR Allocation and payment of subscription to the IMF, appointment of Governors/Alternate Governors/Executive Directors and Senior Advisors/Advisors to ED, IMF.
- 2) Bilateral Surveillance aspects with IMF viz., Annual Consultations with the IMF under Article IV, mid-year missions and other related activities. Review of Article IV outcomes of other countries.
- 3) All matters relating to communication and advice with the office of Executive Director IMF and advice on matters being deliberated upon in the IMF Board in respect of India and other countries.
- 4) Monitoring of Global Markets and preparation of Global Markets Monitor on regular basis.
- 5) All matters relating to Flagship Reports by IMF such as World Economic Outlook, Fiscal Monitor, External Sector Report, Global Financial Stability Report & Spillover Reports and Asian Development Outlook by ADB.
- 6) All matters relating to Spring/Annual meetings of IMF and meetings of International Monetary and Financial Committee (IMFC) of the IMF.
- 7) All matters relating to G-20 Data Gaps Initiatives, General Finance Statistics and statistical forum of IMF.
- 8) Matters relating to G20 and G20 steered discussions on International Financial Architecture including RFAs.
- 9) Formulation and consolidation of Government of India's position on IMF's assistance and interventions in different member countries.
- 10) All matters relating to Financial Transactions of IMF and communications with Budget Division and RBI for the same.
- 11) All budgetary matters relating to IMF for Financing facilities/Transaction of/with the IMF through borrowing arrangements such as New Arrangements to Borrow (NAB) and Note Purchase Agreement (NPA) as well as Concessional lending arrangements such as Poverty Reduction Growth Trust, Emergency Post Conflict Assistance (EPCA), Emergency Natural Disaster Assistance (ENDA) etc.
- 12) Trainings conducted through IMF including for public accounts and statistics.
- 13) Engaging in the Technical Assistance Programme of IMF
- 14) All matters in respect of the assigned responsibilities relating to Parliament and Parliamentary Standing Committees, Audit issues, and RTI.
- 15) Institutions : IMF**
- 16) External Territorial Charge : Nil**
- 17) Ministries/Departments: Nil**
- 18) States : Nil**
- 19) Legislations : IMF & Bank Act, 1945**

## MULTILATERAL INSTITUTIONS DIVISION (MI)

### Name and designation of Officers:

| Assistant Director | Deputy Director | Director       |
|--------------------|-----------------|----------------|
| Mr. Nayonika Dutta | Ms. Mamta       | Mr Shakil Alam |

### (2) IFC & MIGA

- 1) All matters relating to International Finance Corporation (IFC) including investments by IFC and their outcomes, advisory activities of IFC, trainings by IFC, policy matters relating to IFC, etc.
- 2) All matters relating to communication and advice with the office of Executive Director World Bank on matters being deliberated upon in the Board in respect of IFC.
- 3) All matters relating to Multilateral Investment Guarantee Agency (MIGA), including MIGA Subscription and Budget Requirements
- 4) Matters relating to engaging with the World Bank in respect of Doing Business Report (DBR).
- 5) All matters relating to Global Economic Prospects (GEP) by World Bank (WB) and India Updates (on GEP) prepared by WB Country Office.
- 6) Budget Matter pertaining to the work/projects relating to the section.
- 7) All matters in respect of the assigned responsibilities relating to Parliament and Parliamentary Standing Committees, Audit issues, and RTI.
- 8) **Institutions** : IFC & MIGA
- 9) **External Territorial Charge** : Nil
- 10) **Ministries/Departments**: Ministry of Women & Child Development, National Commission for Women
- 11) **States** : Karnataka
- 12) **Legislations** : International Finance Corporation Act

### Name and designation of Officers

| Assistant Director | Under Secretary             | Director       |
|--------------------|-----------------------------|----------------|
| Ms. Shamim Ara     | Sh. Harish Chander Upadhyay | Mr Shakil Alam |

### (3) World Bank (Water & Rural sectors)

- 1) World Bank Assisted Irrigation & Water Management Projects, Rural Water Supply & Sanitation Projects.
- 2) World Bank assisted Repair, Renovation and Restoration (RRR) of Water Bodies Projects.
- 3) Maintenance of pipeline projects for possible World Bank assistance in Irrigation & Water Management sectors, Rural Water Supply & Sanitation sectors.

## MULTILATERAL INSTITUTIONS DIVISION (MI)

- 4) World Bank's Seminars, Conferences, Workshops, AAA Studies relating to World Bank Assisted Irrigation & Water Management Sector, Rural Water Supply & Sanitation sectors.
- 5) Implementation of the Budget announcement in respect of RRR Water Bodies.
- 6) Budget matter pertaining to the work/Projects relating to the Section.
- 7) WB projects / issues relating to Land Acquisition, Resettlement and Rehabilitation (LA and R & R).
- 8) WB Projects/issues relating to Tribal Welfare.
- 9) Parliament Questions relating to subjects in the Section.
- 10) Cabinet Notes, COS references, VIP references, PMO references relating to subjects in the Section.
- 11) World Bank assistance and DFID Trust Fund grant matters in Agriculture and Rural Development, Poverty Alleviation and Panchayati Raj sectors;
- 12) Maintenance of pipeline of projects for possible World Bank assistance in these sectors;
- 13) RTI matters relating to World Bank assistance for Rural Development, Poverty Alleviation and Panchayati Raj sectors
- 14) **Institutions** : Nil
- 15) **External Territorial Charge** : Nil
- 16) **Ministries/Departments**: Ministry of Water Resources, River Development and Ganga Rejuvenation, Ministry of Drinking Water & Sanitation, Ministry of Rural Development and Ministry of Panchayati Raj
- 17) **States** : Haryana & Orissa
- 18) **Legislations** : Nil

### Name and designation of Officers

| Section Officer   | Under Secretary | Director       |
|-------------------|-----------------|----------------|
| Sh. M.L.N. Sastry | Ms. Mamta       | Mr Shakil Alam |

## II. World Bank

### (1) World Bank (Policy & Residual Sectors)

- 1) All policy matters relating to World Bank group including IBRD, IDA and ICSID
- 2) World Bank Projects (technical assistance, grants, projects, pipeline projects, trainings and workshops) relating to financial Service Sector, including agriculture insurance, crops insurance, Governance, PFM, tourism and in residual sectors
- 3) Matters relating to grant/technical assistance of World Bank
- 4) Annual and Spring Meetings of the World Bank & IMF (World Bank part).
- 5) IBRD Capital Subscription, IDA
- 6) IDA Replenishment.
- 7) Membership of Other Countries in IBRD and IDA.
- 8) Trust funds operated/maintained by World Bank.
- 9) Matters relating to coordination of Screening Committee Meetings.

## MULTILATERAL INSTITUTIONS DIVISION (MI)

- 10) Coordination and conduct of Tripartite Review meetings (TRMs).
- 11) Country Assistance Strategy policy matters and overview.
- 12) Parliament Questions regarding policy matters of the World Bank.
- 13) Matters relating to Country office of the World Bank.
- 14) Issues relating to Global Development Network Headquarters in New Delhi.
- 15) All DFID Trust Funds Policy matters.
- 16) Posts in the office of Executive Director (India), World Bank, Washington DC, DSA.
- 17) Visit of World Bank President, Managing Director, Vice President, - to India.
- 18) Institutions :** World Bank (IBRD, IDA and ICSID)
- 19) External Territorial Charge :** Nil
- 20) Ministries/Departments:** Nil
- 21) States :** Chandigarh
- 22) Legislations :** International Development Assistance Act, 1960

### Name and designation of Officers

| Assistant Director | Under Secretary         | Director            |
|--------------------|-------------------------|---------------------|
| Ms. Neha           | Shri Abhay Kumar Sharan | Shri Lekhan Thakkar |

### (2) World Bank [Infra & Social Sectors and Coordination (MI)]

- 1) All work pertaining to World Bank Projects related to infrastructure sectors in Power & Energy, petrochemicals, mines, coal, petroleum, energy affiliates and Oil & Gas, infrastructure in Transport Sector including Road (both National Highway and State Roads excluding Rural roads), Railways, Shipping, and Ports,
- 2) All work pertaining to World Bank Projects related to infrastructure projects in Urban Sector including Urban Transport, Water Supply and Sanitation.
- 3) All work pertaining to World Bank Projects related to infrastructure projects in IT, Telecom, Posts sectors.
- 4) World Bank Projects (technical assistance, grants, projects, pipeline projects, trainings and workshops) relating to MSME including skill and tool kit
- 5) All work pertaining to World Bank Projects related to the Social Sector- Health, Education including Technical Education and Skill Development:
  - (i) All matters relating to visits of World Bank team for review / discussion of the projects etc.
  - (ii) Budget matters pertaining to the work / projects
  - (iii) All matters relating to World Bank reports for social sector
  - (iv) Parliament Questions relating to GFATM, GAVI and social sector projects of World Bank
  - (v) RTI matters relating to World Bank, GFATM and GAVI
  - (vi) Workshop, Seminar, Exposure visits
- 6) All matters including policy issues relating to GFATM Grants for TB, Malaria & HIV/AIDS
- 7) All matters relating to GAVI



## MULTILATERAL INSTITUTIONS DIVISION (MI)

- 8) Budget matters of MI Division.
- 9) Parliament Questions relating to Infrastructure projects of World Bank
- 10) Coordination in MI Division
- 11) **Institutions:** Nil
- 12) **External Territorial Charge :** Nil
- 13) **States :** Tamil Nadu
- 14) **Legislations :** Nil
- 13) **Sectoral Charge:** Ministry of Health and Family Welfare (D/o Health & Family Welfare), Ministry of Human Resource Development (D/o School Education and Literacy and D/o Higher Education), Ministry of Ayurveda, yoga and Naturopathy, Siddha & Homeopathy (M/o AYUSH)

### Name and designation of Officers

| Section Officer  | Under Secretary         | Director            |
|------------------|-------------------------|---------------------|
| Shri Malay Nandy | Shri Abhay Kumar Sharan | Shri Lekhan Thakkar |

### III. Asian Development Bank

#### (1) ADB-I (Policy, Urban & Financial Sector)

- 1) Policy matters pertaining to Asian Development Bank, including processing, negotiation, monitoring, review etc of all ADB loans/projects in Urban and Finance sectors.
- 2) Matters concerning South Asia Sub-regional Economic Cooperation (SASEC) program and SASEC working group meetings
- 3) 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.
- 4) 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.
- 5) Arranging payments of India's share of Capital increase, TASF and Maintenance of Value (MOV) etc. to ADB
- 6) All matters relating to ADB's equity investments/loan in the private sector.
- 7) All matters relating to Technical Assistance from ADB in the related sectors.
- 8) Budget matter pertaining to the work/Projects allotted to the section.
- 9) Coordination and conduct of periodical project review meeting with ADB and executing agencies.
- 10) Coordination in organising seminars/workshops/ trainings/ conferences etc. arranged by ADB either in India or outside India.
- 11) Coordinating the visits of VIPs and various missions from ADB to India and vice versa.

## MULTILATERAL INSTITUTIONS DIVISION (MI)

- 12) Coordination with ADB's Resident Office in New Delhi.
- 13) Annual and other meetings of ADB.
- 14) Detailed examination and processing of Cabinet notes of the concerned sectoral charge ministries.
- 15) Examination and processing of Parliament Questions in respect of allotted sectors and applications under RTI Act.
- 16) Institutions :** ADB
- 17) External Territorial Charge :** Nil
- 18) Ministries/Departments:** Nil
- 19) States:** Punjab & Rajasthan
- 20) Legislations:** Asian Development Bank Act, 1966

### Name and designation of Officers

| Section Officer | Under Secretary  | Director             |
|-----------------|------------------|----------------------|
| Shri Amit Kumar | Shri Jai Kishore | Shri Rishikesh Singh |

### (2) ADB-II (Transport, Energy & Residual Sector)

- 1) Matters relating to African Development Bank (AfDB), Inter American Bank (IAB), Caribbean Development Bank (CDB) & other related matters.
- 2) Processing, negotiating and monitoring loans/projects financing in transport, power and Agriculture, Irrigation, Environment & Natural Resources sectors.
- 3) Matters relating to Turkmenistan-Afghanistan-Pakistan-India (TAPI) pipeline project with assistance from ADB.
- 4) Coordination of seminars/workshops/ conferences organised by ADB in respect of allotted sectors.
- 5) Coordination and monitoring of the ADB Missions in respect of allotted sectors.
- 6) Examination and processing of Parliament Questions in respect of allotted sectors.
- 7) Budget matter pertaining to the works/projects relating to the section.
- 8) Receipt and disposal of applications under RTI Act.
- 9) Processing and monitoring of matters i.e. clean energy issues and Clean Development Mechanism (CDMA) of ADB.
- 10) Institutions :** AfDB, CDB, other MDBs
- 11) External Territorial Charge :** Nil
- 12) Ministries/Departments:** Ministry of Earth Sciences, India Meteorological Department, Ministry of Science and Technology (Department of Bio-Technology, Dept. of Science & Technology, Dept. Of Scientific and Industrial Research, CSIR)
- 13) States :** Goa
- 14) Legislations :**
  - African Development Bank Act, 1983
  - African Development Fund Act, 1982

## MULTILATERAL INSTITUTIONS DIVISION (MI)

### Name and designation of Officers

| Section Officer  | Under Secretary     | Director             |
|------------------|---------------------|----------------------|
| Shri V.R. Murali | Shri Anil Kumar Jha | Shri Rishikesh Singh |

### IV. GCF & GEF

#### (1) GCF & GEF

- 1) All matters relating to GCF & GEF
- 2) **Institutions** : GCF & GEF
- 3) **External Territorial Charge** : Nil
- 4) **Ministries/Departments**: Nil
- 5) **States** : Andhra Pradesh
- 6) **Legislations** : Nil

### Name and designation of Officers:

| Section Officer   | Under Secretary     | Director                                   |
|-------------------|---------------------|--|
| Shri Dinesh Chand | Shri S.C Srivastava | Shri Lekhan Thakkar<br>(Additional Charge) |

#### (2) World Bank (Environment & Climate Financing)

- 1) All work pertaining to World Bank Projects related to climate financing
- 2) World Bank assisted projects in Environment & Forestry Sector Projects
- 3) Matters relating to Climate Change including Carbon Finance.
- 4) Climate Change issues relating to World Bank group, Climate Investment Fund etc.
- 5) World Bank Trust Funds relating to Climate Change,
- 6) Parliament Questions relating to subjects
- 7) RTI matters relating to World Bank assistance for Environment & Forestry sectors
- 14) World Bank Projects (technical assistance, grant, projects, pipeline projects, training and workshops) relating to Disaster Management.
- 15) Sectoral Charges:
- 16) **Institutions** : Nil
- 17) **External Territorial Charge** : Nil
- 18) **Ministries/Departments**: Nil
- 19) **States** : West Bengal, Kerala, Andhra Pradesh & Telangana
- 20) **Legislations** : Nil

**MULTILATERAL INSTITUTIONS DIVISION (MI)**

**Name and designation of Officers**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Director</b>                                   |
|------------------------|------------------------|---|
| Ms. Nisha              | Vacant                 | Shri Lekhan Thakkar<br><b>(Additional Charge)</b> |

## VII. INTERNATIONAL ECONOMIC RELATIONS DIVISION (IER)

### I. UN & IFAD

#### (1) IFAD & UN

- 1) All policy matters and projects relating to the UN and IFAD
- 2) Contribution to IFAD (replenishment) and Budget requirements;
- 3) IFAD's Country Strategy Program (COSOP);
- 4) IFAD assisted Agriculture, Rural Livelihoods and Tribal Development Sector projects in India;
- 5) Maintenance of pipeline of projects for possible IFAD assistance in these sectors;
- 6) Meetings related to IFAD: Governing Council; Executive Board Meeting
- 7) Visit of IFAD President, Vice President, Secretary, etc. to India;
- 8) RTI matters relating to IFAD assistance for Agriculture, Rural Development, Poverty Alleviation and Panchayati Raj sectors.
- 9) All policy matters and projects relating to the United Nations Development Programme (UNDP), DEA UNDP programme etc
- 10) Government of India's contributions to UN Agencies under Pledging Conference and regular Programme of various UN agencies controlled by other Ministries and covered under Pledging Conference, GoI's contribution to UNDP and Local UNDP office.
- 11) Briefs on Meetings of the UNDP Executive Board, UN ESCAP, UN General Assembly, etc.
- 12) **Institutions** : UN, UNIDO, IFAD, ECOSOC, GFDRR
- 13) **External Territorial Charge** : Nil
- 14) **Ministries/Departments**: Nil
- 15) **States** : Nil
- 16) **Legislations** : Nil

#### Name and designation of Officers

| S.O                 | US                           | Director         |
|---------------------|------------------------------|------------------|
| Shri Arup Kumar Das | Shri Jaideep Kumar Chowdhury | Shri Anwar Shaik |

#### (2) ASEAN

- 1) All matters relating to ASEAN and ASEM
- 2) **Institutions** : ASEAN
- 3) **External Territorial Charge** : South East Asia (Brunei, Burma, Cambodia, East Timor, Indonesia, Laos, Malaysia, Phillipines, Singapore, Thailand, and Vietnam), Central Asia (Turkey), North America (Mexico) & Argentina East Asia- Mongolia, Hong Kong and Taiwan
- 4) **Ministries/Departments**: All Departments of the Ministry of Personnel, Public Grievances & Pensions, CVC, CBI (to be with Vigilance Section)

## INTERNATIONAL ECONOMIC RELATIONS DIVISION (IER)

- 5) **States** : Nil
- 6) **Legislations** : Nil

### Name and designation of Officers

| S.O                                     | US                           | Director         |
|---|------------------------------|------------------|
| Shri Arup Kumar Das (Additional Charge) | Shri Jaideep Kumar Chowdhury | Shri Anwar Shaik |

## II. BRICS, NDB & G-20 Sherpa

### (1) **BRICS & NDB**

- 1) Matters relating to NDB
- 2) Matters relating to BRICS Economic and Financial Cooperation and Finance Ministers and Central Bank Governors meetings, World Economic Forum
- 3) Matters relating Shanghai Cooperation, G8, G24 and OECD
- 4) All matters in respect of the assigned responsibilities relating to Parliament and Parliamentary Standing Committees, Audit issues, and RTI.
- 5) **Institutions** : NDB, SCO
- 6) **External Territorial Charge** : Russia
- 7) **Ministries/Departments**: Ministry of Defence
- 8) **States** : Nil
- 9) **Legislations** : Nil

### Name and designation of Officers:

| S.O    | Deputy Director | Director            |
|--------|-----------------|---------------------|
| Vacant | Ms. Anoop Nair  | Shri Virender Singh |

### (2) **G20 Sherpa Track**

- 1) Matters relating to G20 Sherpa Track, Working Groups in Sherpa Track including Development, Energy, Climate change, Trade and Labour & Employment, Agriculture, Digital Economy, Innovation, Anti-Corruption etc.,
- 2) Matters relating to Millennium Development Goals/SDG (MDGs)
- 3) **Institutions** : GATT, WTO & TPP
- 4) **External Territorial Charge** : Nil
- 5) **Ministries/Departments**: Ministry of Environment, Forests & Climate Change
- 6) **States** : Nil
- 7) **Legislations** : Nil

## INTERNATIONAL ECONOMIC RELATIONS DIVISION (IER)

### Name and designation of Officers:

| Assistant Director | Deputy Director | Director            |
|--------------------|-----------------|---------------------|
| Ms. Preeti Balyan  | Vacant          | Shri Virender Singh |

### (3) SAARC & Coordination (IER)

- 1) Matters relating to SAARC, SDF
- 2) Overall coordination of IER Division.
- 3) **Institutions** : SDF
- 4) **External Territorial Charge** : South Asia (Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka)
- 5) **Ministries/Departments**: Nil
- 6) **States** : Nil
- 7) **Legislations** : Nil

### Name and designation of Officers:

| S.O              | US                     | Director            |
|------------------|------------------------|---------------------|
| Ms. Manju Dureja | Shri P.Balasubramanian | Shri Virender Singh |

## III. G20 Coordination & Finance

### (1) G20 Finance Track

- 1) Matters relating to G20 agenda issue of Finance Track ie. Global Economy Financial Regulation, Financial Inclusion, Investment, Tax Evasion and any other additional issues of Finance Track, G 20 Finance Track : Framework for Strong, Sustainable and Balanced Growth, International Financial Architecture(IFA)
- 2) Monitoring of International Economic, Trade and Financial Sector Developments
- 3) **Institutions** : GPFI
- 4) **External Territorial Charge** Nil
- 5) **Ministries/Departments**: Nil
- 6) **States** : Nil
- 7) **Legislations** : Nil

### Name and designation of Officers:

| S.O                 | Deputy Director     | Director         |
|---------------------|---------------------|------------------|
| Ms. Bahmani Kashyap | Shri Pratyush Kumar | Shri Anwar Shaik |

## INTERNATIONAL ECONOMIC RELATIONS DIVISION (IER)

### (2) G-20 Secretariat

- 1) Coordination of meetings of Apex Council on G20 and Advisory Group on G20 Issues
- 2) Budget matters and related issues of G20 India Secretariat
- 3) G-20 Website
- 4) Internal Administration of G20 Jeevan Vihar Office.
- 5) **Institutions** : Nil
- 6) **External Territorial Charge** CIS Countries (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan).
- 7) **Ministries/Departments**: Tribal Affairs
- 8) **States** : Nil
- 9) **Legislations** : Nil

#### Name and designation of Officers:

| S.O   | US               | Director         |
|---|------------------|------------------|
| Ms. Bahmani<br>Kashyap<br>(Additional charge) | Shri Vijay Singh | Shri Anwar Shaik |



## VIII. FINANCIAL MARKET DIVISION

### I. Primary Markets

#### (1) Primary Markets

- 1) Policy articulation on agenda items of SEBI's Board meetings
- 2) Policy formulation on issues relating to
  - a) SEBI Act and related rules and regulations,
  - b) Primary equity market'
  - c) Mutual funds,
  - d) Corporate bond market,
  - e) Collective investment schemes,
  - f) Alternative investment funds,
  - g) Domestic credit rating agencies,
  - h) Financial literacy
  - i) Corporate governance and
  - j) National Institute of Securities Market (NISM)
- 3) Examination and furnishing of comments on all Draft Cabinet Notes
- 4) Coordinating matters relating to National Institute of Financial Management (NIFM) Research Program.
- 5) Indo-US Investment Initiative
- 6) **Institutions : SEBI**
- 7) **External Territorial Charge : Nil**
- 8) **Ministries/Departments:** Ministry of Corporate Affairs
- 9) **States : Nil**
- 10) **Legislations :**  
The Securities and Exchange Board of India Act, 1992 (SEBI Act)  
The Securities Contracts (Regulation) Act, 1956, SCRA)  
The Depositories Act, 1996, (Depositories Act)

#### **Name and designation of Officers:**

| <b>Assistant Director/S.O</b> | <b>Deputy Director</b>   | <b>DS/Director</b> |
|-------------------------------|--|--------------------|
| Shri Paresh Malakar, S.O      | (i) Shri Jaipal Sharma, Deputy Director<br>(ii) ShriDeepak Ranjan, Deputy Director | Vacant             |

### II. Secondary Market & Commodity Derivatives Market

#### (1) Secondary Market

- 1) Policy issues of Secondary Market and related Intermediaries /Participants (stock exchanges, clearing corporations, depositories & their participants, trading members /brokers, investment advisors etc.)
- 2) SEBI Board Meeting (Secondary responsibility)
- 3) Securities Contracts (Regulations) Act, 1956 and related Rules and Regulations

## FINANCIAL MARKET DIVISION

- 4) Depositories Act, 1996 and Related Rules and Regulations
  - a) Creating a single demat account for all financial assets
- 5) Taxes and Stamp Duties in Securities Markets
  - a) Stamp Duty Amendments for securities market related instruments
  - b) STT related matters
  - c) GST related complaints of brokers
  - d) Capital Gains on securities market related instruments
- 6) Database relating to Securities Markets
- 7) Monitoring of Stock Market Movements
  - a) Preparation of a daily market report
- 8) Self-Regulatory Organizations in Securities Market
- 9) SME Exchange/New Segments/ platforms for trading in securities
  - a) Regulation of Crowd Funding/ private placement platforms
  - b) Referring online donation platform to Payments Regulator/ CBDT once it is formed
  - c) Regulatory framework for facilitating fund raising for social benefit enterprises
  - d) Regulatory framework for online gaming platforms
- 10) Skilling in financial sector
  - a) Capacity Building of stock exchanges/depositories and those in foreign jurisdictions
- 11) Distribution of financial products:
  - a) Implementing Sumit Bose Committee Recommendations
  - b) Investor Advisors' Regulation – finalization of amendments
- 12) Cyber security of exchanges
- 13) Trading technology related matters
  - a) Algo Trading related issues
  - b) Self-Trade policy
  - c) Trading disruptions in exchanges
  - d) Circuit breaker policy
- 14) Delisting of companies and associated policy concerns
- 15) Policy on Frozen Demat Accounts
- 16) Ratification of UNIDROIT / Geneva Securities Convention
- 17) Review of ownership and governance norms of MIIs
  - a) FDI policy for exchanges / depositories / CCs
- 18) Increasing Retail participation in securities market
  - a) RGESS / Tax benefit scheme for investors
- 19) Investor Grievance Redressal – Policy Measures
- 20) Secondary market trading related manipulations
  - a) Insider Trading Regulation
  - b) Reform in auction of securities
  - c) Carrying out unauthorized transactions / Fictitious trades by brokers
  - d) Operation of shell companies
- 21) Leveraged trading
- 22) Regulatory sandbox / Fintech

## FINANCIAL MARKET DIVISION

- 23) Linking of Aadhaar to demat accounts
- 24) Setting up a building for financial sector regulators
- 25) Matters related to Investor Protection Fund Trust set up by the recognized stock exchanges and commodity exchanges and beneficiary owner protection funds set up by depositories in India
- 26) LIC Board Agenda review
- 27) **Institutions** : Stock Exchanges, Clearing Corporations, Depositories
- 28) **External Territorial Charge** : Nil
- 29) **Ministries/Departments**: Nil
- 30) **States** : Nil
- 31) **Legislations** :  
 Section 20 of the Indian Trusts Act, 1882 (2 of 1882) dealing with investments  
 The Securities and Exchange Board of India Act, 1992 (15 of 1992)  
 The Securities Contracts (Regulation) Act, 1956 (42 of 1956), The Depositories Act, 1996 (22 of 1996)

### Name and designation of Officers:

| S.O                   | Assistant Director                        | Joint Director         |
|-----------------------|---|------------------------|
| Smt. Alka Taneja, S.O | Shri Neeraj Kumar and Ms. Shalini Mahajan | Ms. Rosemary K Abraham |

### (2) JPC & Investors Grievances

- 1) Matters related to Section 20 of Indian Trust Act 1882
- 2) Preparation of Progress Report on Action taken on recommendations of JPC on Stock Market Scams and matters related thereto.
- 3) Matters related to Nizam Trust
- 4) Internal Charge of five States (Bihar, Jharkhand, Uttar Pradesh, Uttarakhand and Himachal Pradesh)
- 5) Handling of Investors' Grievances (Electronic & Physical) related to FM Division/ transferring of other representations to respective authority
- 6) Study/ Survey on reforms required in Investors' Grievance Redressal Mechanisms available in India
- 7) RTI applications pertaining to IG and JPC Section.
- 8) Residual work related to Unit Trust of India/ SUUTI/ UTIAMC.
- 9) **Institutions** : SEBI
- 10) **External Territorial Charge** : Nil
- 11) **Ministries/Departments**: Nil
- 12) **States** : Bihar, Jharkhand, Uttar Pradesh, Uttarakhand, Himachal Pradesh
- 13) **Legislations** : Indian Trusts Act, 1882, SEBI Act, 1992, SCRA, 1956 and Depositories Act, 1996

## FINANCIAL MARKET DIVISION

### Name and designation of Officers:

| S.O    | Assistant Director                           | Joint Director             |
|--------|--|----------------------------|
| Vacant | Shri Neeraj Kumar and<br>Ms. Shalini Mahajan | Ms. Rosemary K.<br>Abraham |

### (3) Commodity Derivatives Market

- 1) Regulation of Commodity Derivatives Markets
- 2) Review the status of the recommendations of Special Team of Secretaries (STS) on NSEL Issue.
- 3) Disposal of Complaints regarding NSEL Issue
- 4) Exemption of Commodities from stock limits under Essential Commodities Act.
- 5) Grievances/issues pertaining to Commodity Exchanges.
- 6) **Institutions** : Nil
- 7) **External Territorial Charge** : Nil
- 8) **Ministries/Departments**: Nil
- 9) **States** : Nil
- 10) **Legislations** :  
Forward Contracts and Control of Future Trading under the Securities Contracts (Regulations) Act, 1956  
Essential Commodities Act, 1955 (No.10 of 1955)

### Name and designation of Officers:

| S.O                          | Under Secretary    | Deputy Secretary |
|------------------------------|--------------------|------------------|
| Shri Sanjay Kumar<br>Pandita | Shri Praveen Kumar | Shri K.N Mishra  |

## II. External Financial Market (Equity & Debt)

### (1) External Market

- 1) Matters relating to Financial Market Regulators:
- 2) Administration of Foreign Exchange Management Act, 1999
- 3) Addressing all references, cases and proposals concerning:
  - (i) Foreign Exchange Management (Current Account Transactions) Rules
  - (ii) Foreign Exchange Management (Permissible Capital Account Transactions) Regulations
  - (iii) Foreign Exchange Management (Borrowing and Lending in Rupees and Foreign Exchange) Regulations
  - (iv) Foreign Exchange Management (Foreign Exchange Derivative Contracts) Regulations

## FINANCIAL MARKET DIVISION

- (v) Foreign Exchange Management (Foreign Currency Accounts by a Person Resident in India) Regulations
  - (vi) Foreign Exchange Management (Transfer or Issue of Security by a Person Resident outside India and Transfer or Issue of any Foreign Security) Regulations
  - (vii) Foreign Exchange Management (Export of Goods and Services) Regulations
  - (viii) Foreign Exchange Management Regulations concerning Guarantees, Deposits, Insurance, Remittance of Assets and Export & Import of Currency
- 4) Examination and analysis of cases or proposals concerning amendment and/or rationalization of other minor regulations under FEMA, 1999
  - 5) Publication of all FEMA notifications in the Official Gazette and laying the same on the Table of the Lok Sabha and Rajya Sabha
  - 6) Address references concerning compounding and adjudication proceedings under FEMA
  - 7) Address cases and proposals concerning establishment of Liaison office / Branch office/ Project Office in India by Foreign entities
  - 8) Approval for opening Non Resident Ordinary (NRO) and Non Resident Rupee (NRE) Accounts by foreigners/ non residents
  - 9) Approval of foreign travel of Chief Ministers/ Ministers/MLAs of States and Union Territories
  - 10) Approval of foreign travel of Administrators/Officers of States and Union Territories
  - 11) Facilitating Annual Commonwealth Parliamentary Association Conference related visits of Speakers and Members of Legislative Assemblies
  - 12) Processing of cases concerning advance outward remittances by Government Ministries/Departments/Undertakings and PSUs as part of international commitments, negotiations or for import of services
  - 13) References relating to the Black Money (Undisclosed Foreign Income and Assets) and Imposition of Tax Act 2015 and Prevention of Money Laundering Act 2002
  - 14) References relating to Smugglers and Foreign Exchange Manipulators Act 1976 (SAFEMA)
  - 15) References relating to Appellate Tribunal on Foreign Exchange
  - 16) References related to Supreme Court Appointed Special Investigation Team on Black Money
  - 17) References relating to Foreign Contribution Regulation Act (FCRA)
  - 18) Examination, official processing and furnishing of comments on Law Commission Reports.
  - 19) Matters relating to the Inter-Ministerial Group on merger of Tribunals
  - 20) Examination and furnishing of comments/inputs from FEMA angle regarding Bilateral Agreements, Multilateral Agreements and Agreements with Multilateral Organizations.
  - 21) Review of cases regarding lending and borrowing by multilateral organizations from FEMA angle.
  - 22) Servicing meetings of the Standing Council of Experts on Indian Financial Sector and its Sub-Committee constituted in 2013

## FINANCIAL MARKET DIVISION

- 23) Addressing all Administrative, Budget and Research matters relating to Department of Economic Affairs – Indira Gandhi Institute for Development Research (IGIDR) Research Program
- 24) Examination and furnishing of comments on all Draft Cabinet Notes
- 25) **Institutions** : RBI (for matters relating to FEMA) and Securities and Exchange Board of India (For matters relating to SEBI (Foreign Portfolio Investors) Regulations, 2014
- 26) **External Territorial Charge** : Nil
- 27) **Ministries/Departments**: All Departments of Ministry of Law & Justice, M/o Parliamentary Affairs
- 28) **States** : Nil
- 29) **Legislations** : Foreign Exchange Management Act, 1999

### Name and designation of Officers:

| S.O    | Deputy Director                                       | Director         |
|--------|---|------------------|
| Vacant | (i) Ms. Tamanna Sinha<br>(ii) Ms. Nayantara Sasikumar | Shri Jitesh John |

### (2) External Commercial Borrowings (ECB)

- 1) All matters relating to Security markets- Debt, Equity, Derivatives
- 2) Policy issues related to External Commercial Borrowings and Foreign Currency Convertible Bonds
- 3) Policy issues concerning Trade Credits
- 4) Addressing Framework for issuance of Rupee denominated Bonds in on-shore and off-shore market and individual cases there-under
- 5) Policy Framework for Multilateral Financial Institutions relating to funding of loan assets in India (IFC, ADB, IMF, World Bank, African Development Bank etc.)
- 6) Policy Matters relating to Securities and Exchange Board of India (Foreign Portfolio Investors) Regulations, 2014
- 7) Medium Term Framework for Investment by Foreign Portfolio Investors in Government Securities
- 8) Preparation of Common Application Form for Foreign Portfolio Investors
- 9) Combined Corporate Debt Limit (CCDL) policy for all foreign investments in Rupee denominated bonds –onshore and offshore
- 10) Address all issues concerning Depository Receipts Scheme (ADR/GDR)
- 11) Address all issues concerning Bharat Depository Receipts/Indian Depository Receipts (BhDR/IDR)
- 12) Policy matters relating to International Financial Service Centres in India
- 13) Servicing the International Financial Service Centre Taskforce
- 14) Resolution of procedural/operational issues in GIFT-IFSC
- 15) Matters relating to International Settlement of Indian Debt Securities (through Euroclear and Clear stream)

## FINANCIAL MARKET DIVISION

- 16) Review of 2014-15 Union Budget Announcement concerning Uniform KYC Norms across entire financial sector in India
- 17) References concerning Local Currency Financing Arrangements and Global Bond Fund for Emerging Market Local Currencies
- 18) Policy Issues concerning Currency Derivatives markets in India (OTC and Exchange Traded)
- 19) Policy Issues concerning Interest Rate Futures and Exchange Traded Funds, Sovereign Wealth Funds
- 20) Issues relating to Sukuk Bonds
- 21) Issues concerning Withholding Tax Provisions
- 22) Issues concerning Bilateral/Multilateral Currency Swap Agreements
- 23) Policy issues concerning Overseas Direct Investments
- 24) Organizing road-shows and investor meets with foreign investors in India and abroad
- 25) Facilitating Foreign Investor Groups' meetings with senior administrative authorities of DEA/MoF
- 26) Budget Proposals and Implementation of Budget Announcements related works concerning EM & ECB section
- 27) Analysis and furnishing of inputs and external markets data for agenda and ATR w.r.t. FSDC, FSDC-SC, FSB, FSAP, EWG Meetings
- 28) Furnish inputs for IMF-WB Article IV Reports and other IMF-WB References especially during Annual Meetings
- 29) BRICS and G-20 matters relating to Financial Markets
- 30) Preparation of External Markets Sector Brief and Data Chart for intra/inter-Governmental Agencies usage
- 31) **Institutions** : Reserve Bank of India - For Matters Relating to FEMA, 1999 ,and Securities and Exchange Board of India - For Matters relating to SEBI (Foreign Portfolio Investment) Regulations, 2014
- 32) **External Territorial Charge** : Nil
- 33) **Ministries/Departments**: Nil
- 34) **States** : Nil
- 35) **Legislations** : Foreign Exchange Management Act, 1999

### Name and designation of Officers:

| S.O    | Deputy Director                                       | Director         |
|--------|---|------------------|
| Vacant | (i) Ms. Tamanna Sinha<br>(ii) Ms. Nayantara Sasikumar | Shri Jitesh John |

## FINANCIAL MARKET DIVISION

### **IV. Regulatory Establishment, Coordination & International Cooperation**

#### **(1) Regulatory Establishment**

##### **(a): Matters relating to SEBI**

- 1) Board level appointments of SEBI and related rules and regulations
  - (i) Constitution of the FSRASC
  - (ii) Publishing of advertisements
  - (iii) Receipt and scrutiny of applications
  - (iv) Coordination of the meetings of the FSRASC
  - (v) Obtaining the approval of ACC
- 2) Establishment matters of SEBI
- 3) Administration of the SEBI Act, 1992 (15 of 1992)
- 4) Administration of SEBI Rules, 1992
- 5) SEBI General Fund
- 6) SEBI Board Meetings
- 7) MoU between SEBI and any foreign country
- 8) IOSCO Meetings
- 9) Remittances to the consolidated fund of India
- 10) Foreign visits of the Chairman of SEBI
- 11) Hosting of meetings of foreign delegations – obtaining the necessary clearances
- 12) Parliaments matters: Parliament references, Laying of notifications and SEBI Annual Report and Annual Accounts and Audit Report on the table of both houses
- 13) Complaints

##### **(b): Matters relating to SAT**

- 1) Appointment to the post of Presiding Officer and Registrar and related rules and regulations
- 2) Establishments matters of SAT
- 3) Residential Accommodation for the Presiding Officer of SAT
- 4) Grant of budget to SAT and related matters
- 5) Creation of posts and related rules in SAT
- 6) Creation of additional office space for SAT
- 7) Administration of the Securities Appellate Tribunal (Salaries, Allowances And Other Terms And Conditions Of Presiding Officer And Other Members) Rules, 2003
- 8) Tribunal, Appellate Tribunal and other Authorities (Qualifications, Experience and other Conditions of Service of Members) Rules, 2017
- 9) Grant of vehicle to the officers in SAT
- 10) Strengthening of SAT
  - i) Amendment to the SEBI Act, 1992
  - ii) Creation of additional benches
  - iii) Creation of posts
  - iv) Formulation of Recruitment Rules
  - v) Appointment of suitable candidates to the posts
  - vi) Creation of additional space



## FINANCIAL MARKET DIVISION

- 11) Implementation of e-Court in SAT
- 12) Complaints
- 13) **Institutions** : Securities and Exchange Board of India and Securities Appellate Tribunal
- 14) **External Territorial Charge** : Nil
- 15) **Ministries/Departments**: Ministries/Departments of all Departments of the M/o Finance except DIPAM
- 16) **States** : Nil
- 17) **Legislations** :  
SEBI Act, 1992  
Foreign Exchange Management Act, 1999

### Name and designation of Officers:

| S.O                     | Under Secretary  | Director         |
|-------------------------|------------------|------------------|
| Shri<br>K.Radhakrishnan | Shri Sushil Ekka | Dr.Renuka Mishra |

### (2) FM Coordination

- 1) Internal Coordination within FM Division
  - i) Annual Reference India
  - ii) Updating of Induction Material
  - iii) Updating of e.Samiksha
  - iv) Quarterly Statement of Government Guarantees
- 2) Training Programme
- 3) Citizen Charter of DEA
- 4) Reports & Returns
- 5) Internship Programme
- 6) Coordination of Budget related matters
- 7) Meeting on Senior Management Group (SMG) taken by Secretary (EA) to evaluate pending VIP reference, PMO reference and Parliamentary on Monday of every week.
- 8) Monthly report on pending PMO reference and Parliamentary assurances are collected from various Sections of FM Division for sending them to Administration Division of DEA after compilation.
- 9) Monthly summary in respect of activities, major achievement and important policy decisions taken in DEA are sent to Cabinet Secretariat
- 10) A Quarterly report pertaining to FM Division in respect of framing of rules under the Central Acts is sent to Administration Division for onward transmission to the Ministry of Law for laying of such rules on the table of the both the Houses of the Parliament.
- 11) Information/Inputs on issues likely to be raised in the Parliament during Parliament Session are collected and compiled.
- 12) Information/Inputs are obtained and compiled for preparation of Annual Report and Economic Survey as per the target dates.

## FINANCIAL MARKET DIVISION

- 13) **Institutions** : Nil
- 14) **External Territorial Charge** : Nil
- 15) **Ministries/Departments**: Nil
- 16) **States** : Nil
- 17) **Legislations** : Nil

### Name and designation of Officers:

| S.O                    | Under Secretary  | Director         |
|------------------------|------------------|------------------|
| Shri C.K Sundareswaran | Shri Sushil Ekka | Dr.Renuka Mishra |

### (3) International Cooperation

- 1) Sovereign Credit Ratings of India
  - i) Moody's Credit Ratings
  - ii) Fitch Credit Ratings
  - iii) Japan Credit Ratings Agency (JCRA)
  - iv) Dominion Bond Rating Service (DBRS)
  - v) Standard & Poor's (S&P)
  - vi) Rating & Investment Information
  - vii) Inc. (R&I, Japan)
- 2) Interactions with financial analysts and economics
- 3) Financial Markets
- 4) DEA – NIPFP Research Programme
- 5) Bilateral Trade arrangement with Iran
- 6) Indo-US Financial Regulatory Dialogue
- 7) Indo-UK Financial Partnership
- 8) Indo-US Financial Initiative
- 9) Related to FSDC, IMF – FSAP, SAARC matters
- 10) **Institutions** : Nil
- 11) **External Territorial Charge** : Nil
- 12) **Ministries/Departments**: Nil
- 13) **States** : Nil
- 14) **Legislations** : Nil

### Name and designation of Officers:

| S.O    | Under Secretary  | Director         |
|--------|------------------|------------------|
| Vacant | Shri Sushil Ekka | Dr.Renuka Mishra |

## IX. BUDGET DIVISION

### 1. Fiscal Legislation

#### (1) Demand

- 1) Issuing the Budget Circular
- 2) Maintain the list of Demands as per the Allocation of Business Rules
- 3) Maintain the format of the Demands for Grants and its accompanying annexures as per the recommendations of the Estimates Committee/Public Accounts Committee.
- 4) Opening of new subheads, detailed heads and object heads of accounts in Detailed Demands for Grants
- 5) Coordinate the work of compilation of Demands for Grants of all the Ministries/Departments.
- 6) Presentation of all the Budget documents in Parliament and the legislative work relating to preparation of Vote on Account and main Appropriation Bills.
- 7) Gender Budgeting
- 8) Handling budget related work of Demands for Grants in respect of Social Welfare Sector Ministries and Departments
- 9) **Institutions** : Nil
- 10) **External Territorial Charge** : Nil
- 11) **Ministries/Departments**: Nil
- 12) **States** : Nil
- 13) **Legislations** : Appropriation Act

#### Name and designation of Officers:

| Senior Accounts Officer | Under Secretary  | Deputy Secretary |
|-------------------------|------------------|------------------|
| Shri Sushil Tikku       | Shri Amit Bansal | Shri R.Vyasan    |

#### (2) FRBM

- 1) Administration of Fiscal Responsibility and Budget Management Act (FRBM), 2003 and the Rules framed there under.
- 2) Work relating to preparation and presentation of FRBM Report.
- 3) Preparation of Medium Term Expenditure Framework (MTEF) Statement for presentation in Parliament,
- 4) Preparation of Statements on quarterly review of the trends in receipts and expenditure in relation to the budget.
- 5) Preparation of Disclosure Statements such as Asset Register, Tax Revenue Raised but not Realised and Arrears of Non-Tax Revenue.
- 6) Handling budget related work of Demands for Grants in respect of Union Territories.
- 7) **Institutions** : Nil
- 8) **External Territorial Charge** : Nil
- 9) **Ministries/Departments**: Nil
- 10) **States** : Nil
- 11) **Legislations** : Fiscal Responsibility and Budget Management Act, 2003

## BUDGET DIVISION

### Name and designation of Officers:

| Section Officer   | Deputy Director      | Deputy Secretary |
|-------------------|----------------------|------------------|
| Shri N.K Aggarwal | Shri Sunil Chaudhary | Shri R.Vyasan    |

## II. Loans, Advances & Budget Review

### (1) Supplementary Demand

- 1) Presentation of Supplementary Demands for Grants.
- 2) Presentation of Demands for Excess Grants.
- 3) Financial Sector related issues concerning schemes dealing with Central Government Guarantees
- 4) Administration of the Contingency Fund of India Act and Rules.
- 5) Administration of various Cesses
- 6) Fresh Government Guarantees, guarantee fee recovery and Contingent Liability Management
- 7) Handling budget related work of Demands for Grants in respect of Science/Technology sector Ministries & Departments and Ministry of External Affairs
- 8) **Institutions** : Nil
- 9) **External Territorial Charge** : Nil
- 10) **Ministries/Departments**: Nil
- 11) **States** : Nil
- 12) **Legislations** : Contingency Fund of India Act, 1950

### Name and designation of Officers:

| Section Officer    | Under Secretary         | Deputy Secretary      |
|--------------------|-------------------------|-----------------------|
| Shri Nikesh Mudgal | Shri Manoj Kumar Jangir | Mrs. Anjana Vashistha |

### (2) Public Debt

- 1) Fixation of Interest rate of GPF and similar Funds including Special Deposit Scheme, Employees Provident Fund (EPF), Coal Mines Provident Fund (CMPF), National Defence Fund etc.
- 2) 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 Government servants for purchase of conveyance, and (iii) Advances to Government servants – Rate of interest on House Building Advance etc.

## **BUDGET DIVISION**

- 3) Recovery of Principal and Interest on all Government loans, Recoveries of Loans and Advances, including from Public Sector Units/ Financial Institutions but excluding repayment from States; and Interest Receipts
- 4) Handling budget related work of Demands for Grants in respect of Ministries of Labour & Employment, Skill Development & Entrepreneurship, Commerce, Heavy Industry, DIPP, Textiles, Mines, MSME and Steel
- 5) **Institutions** : Nil
- 6) **External Territorial Charge** : Nil
- 7) **Ministries/Departments**: Nil
- 8) **States** : Nil
- 9) **Legislations** :  
Public Debt Act, 1944  
The Charitable Endowments Act, 1890 ( 6 of 1890)

### **Name and designation of Officers:**

| <b>Assistant Director</b> | <b>Under Secretary</b> | <b>Deputy Secretary</b> |
|---------------------------|------------------------|-------------------------|
| Ms. Harpreet Kaur         | Shri A.K Bhatnagar     | Mrs. Anjana Vashistha   |

## **III. Accounts & Technical Advice**

### **(1) Accounts**

- 1) Dealing with all issues relating to the Accounting of Government transactions of Ministries/Departments arising out of various Constitutional provisions and Acts of Parliament;
- 2) Accounting classification and procedures including Reforms in Budget and Accounts;
- 3) Vetting of Accounting Procedure and 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
- 4) Administering Public Accounts including National Investment Fund, National defence fund (other than fixing interest rates), etc.
- 5) Collection and transfer of Cesses to corresponding fund
- 6) Non-debt Capital Receipts/Disinvestment Receipts
- 7) GFR and DFPR related issues
- 8) Handling budget related work of Demands for Grants in respect of Ministries/Departments concerned with Railways, Telecom, Posts, Civilian Pension and Defence Pension.
- 9) **Institutions** : Nil
- 10) **External Territorial Charge** : Nil
- 11) **Ministries/Departments**: Nil
- 12) **States** : Nil
- 13) **Legislations** : Nil

## BUDGET DIVISION

### Name and designation of Officers:

| <b>Assistant Accounts Officer</b> | <b>Senior Accounts Officer</b> | <b>Additional Budget Officer</b> |
|-----------------------------------|--------------------------------|----------------------------------|
| Shri Rakesh Bhatnagar             | Shri D.K Chahal                | Shri T.Uthaya Kumar              |

### IV. Budget Statistics, Financing, Internal Administration & Coordination

#### (1) **Ways & Means**

- 1) Resources and Ways and Means of Central Government
- 2) Market Loans by Central Government
- 3) Treasury Bills and Deficit financing
- 4) Market Stabilization Scheme.
- 5) Cash Management
- 6) Receipt Budget Coordination
- 7) Administration of Bonds issued by the Government of India (viz. Savings Bonds/ Relief Bonds etc.).
- 8) Repayment of Debt
- 9) Interest Payments
- 10) Sovereign Gold Bond
- 11) Handling budget related work of Demands for Grants in respect of all Departments of Ministry of Finance, Ministry of Corporate Affairs and Department of Public Enterprises.
- 12) **Institutions** : Nil
- 13) **External Territorial Charge** : Nil
- 14) **Ministries/Departments**: Nil
- 15) **States** : Nil
- 16) **Legislations** : Nil

### Name and designation of Officers:

| <b>Section Officer</b> | <b>Deputy Director</b> | <b>Director</b>                |
|------------------------|------------------------|--------------------------------|
| Shri Amit Garg         | Shri Vijay Kumar       | Shri Harish Kumar<br>Srivastav |

## BUDGET DIVISION

### (2) Budget Administration

- 1) Internal Administration of Budget Division
- 2) Nomination for domestic and foreign training
- 3) Budget Press
- 4) Printing and distribution of budget documents
- 5) Sundaramoorti Committee work
- 6) NSI and PDMC Administration
- 7) Handling budget related work of Demands for Grants in respect of Ministries of Housing & Urban Affairs, Fertilisers, Pharmaceuticals, Chemicals and Petrochemicals, Home Affairs, Personnel, Public Grievances & Pensions, CVC & Cabinet Secretariat
- 8) **Institutions** : National Savings Institute
- 9) **External Territorial Charge** : Nil
- 10) **Ministries/Departments**: Nil
- 11) **States** : Nil
- 12) **Legislations** : Nil

#### Name and designation of Officers:

| Section Officer    | Under Secretary   | Director                    |
|--------------------|-------------------|-----------------------------|
| Smt.Kamlesh Sharma | Shri Amrish Kumar | Shri Harish Kumar Srivastav |

### (3) Report and Coordination

- 1) Administration of the C&AG (Duties, Powers and Conditions of Service) Act, 1971
- 2) 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
- 3) Processing 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
- 4) Co-ordination work on PAC and other Parliamentary Committee Reports that directly and exclusively concern the Budget Division.
- 5) Co-ordination of Parliament Issues, Intra-division Coordination Matters  
Miscellaneous Reports of the Budget Division
- 6) Preparation and laying of the Annual Report of the Ministry of Finance in Parliament.
- 7) security and other arrangements inside the quarantine zone
- 8) Handling budget related work of Demands for Grants in respect of President's and Vice President's Secretariat, Supreme Court, Lok Sabha and Rajya Sabha Secretariat, Election Commission of India, UPSC, Ministries of Law & Justice and Parliamentary Affairs and Indian Audit & Accounts
- 9) Grievance redressal and RTI matters.

## BUDGET DIVISION

- 10) **Institutions** : Nil
- 11) **External Territorial Charge** : Nil
- 12) **Ministries/Departments**: Nil
- 13) **States** : Nil
- 14) **Legislations** : The Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 (56 of 1971)

### Name and designation of Officers:

| Section Officer                                    | Under Secretary   | Director                    |
|--|-------------------|-----------------------------|
| (i) Shri Bijender Singh<br>(ii) Smt.Chandra Katyal | Shri Amrish Kumar | Shri Harish Kumar Srivastav |

#### (4) Budget Statistics

- 1) Budget Statistics Compilation and analysis
- 2) MIS concerning expenditure and receipt
- 3) Monitoring and analysis of expenditure and receipt trends
- 4) MIS Report compilation for internal assessment by Budget Division
- 5) Computerisation of budget work, including work relating to NTR (other than those handled by PDMC)
- 6) **Institutions** : Nil
- 7) **External Territorial Charge** : Nil
- 8) **Ministries/Departments**: Nil
- 9) **States** : Nil
- 10) **Legislations** : Nil

### Name and designation of Officers:

| Young Professional | Deputy Director    | Director                    |
|--------------------|--------------------|-----------------------------|
| Ms. Charu Kalra    | Shri Rajesh Panwar | Shri Harish Kumar Srivastav |



## BUDGET DIVISION

### V. Planning, Allocation & State Finance

#### (1) State

- 1) Release of States' share of Central Taxes and duties to State Governments
- 2) Work relating to the Constitution of the Finance Commission and processing of its reports.
- 3) Matters relating to financial provisions of various States' Reorganisation Acts  
Monitoring and review of repayment of Central loans and payment of interest by State Governments.
- 4) Common pool of resources for North Eastern Region.
- 5) Handling budget related work of Demands for Grants in respect of Ministries/Departments of Power, New & Renewable Energy, Coal, Petroleum & Natural Gas, Rural Development, Panchayati Raj, DONER, Drinking Water & Sanitation, Land Resources and Tourism
- 6) Processing and presentation of Budget and Supplementary Demands for Grants to Parliament in respect of States under President's Rule.
- 7) Non-Tax Revenue of the Central Government - finalization and compilation of estimates thereof.
- 8) incorporation of estimates in respect of States' share of Tax Revenue in Revenue Receipt of the Central Government in the Budget Documents.
- 9) Issues concerning CPSUs
- 10) Direct Benefit Transfer
- 11) **Institutions** : Nil
- 12) **External Territorial Charge** : Nil
- 13) **Ministries/Departments**: Nil
- 14) **States** : Nil
- 15) **Legislations** : The Finance Commission (Miscellaneous Provisions) Act, 1951 (33 of 1951)

#### **Name and designation of Officers:**

| <b>Section Officer</b> | <b>Deputy Director</b>   | <b>Director</b>        |
|------------------------|--------------------------|------------------------|
| Shri Sudhir Rekhan     | Shri Rajeev Nayan Sharma | Shri Manmohan Sachdeva |

#### (2) Planning & Allocation

- 1) Issues concerning Central Sector and Centrally Sponsored Schemes
- 2) Issues concerning NITI Aayog
- 3) Gross Budgetary Allocation
- 4) Outcome Budget
- 5) SC/ ST/ NER Allocation
- 6) Externally Aided Projects

## BUDGET DIVISION

- 7) Handling budget related work of Demands for Grants in respect of Ministries/Departments of Agriculture & Cooperation (all Departments), Food & Public Distribution, Food Processing Industries, Consumer Affairs, Water Resources, Road Transport & Highways, Shipping & Civil Aviation
- 8) **Institutions** : Nil
- 9) **External Territorial Charge** : Nil
- 10) **Ministries/Departments**: Nil
- 11) **States** : Nil
- 12) **Legislations** : Nil

### Name and designation of Officers:

| Assistant Accounts Officer | Under Secretary   | Director               |
|----------------------------|-------------------|------------------------|
| Shri Navin Kumar           | Shri Gautam Palit | Shri Manmohan Sachdeva |

## VI. Public Debt Management

### (1) National Savings

- 1) Policy and administration of all Government Small Savings Schemes like 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, Public Provident Fund Scheme, Senior Citizens Savings Scheme, Sukanaya Samriddhi Account Scheme and new schemes introduced from time to time, framed under Government Savings Bank Act, 1873, Government Savings Certificates Act, 1959 and Provident Fund Act, 1968;
- 2) Administration of Government Securities Act, 2006 and regulations framed thereunder through Reserve Bank of India
- 3) Computerisation of National Small Savings Fund (NSSF) processes
- 4) **Institutions** : Nil
- 5) **External Territorial Charge** : Nil
- 6) **Ministries/Departments**: Nil
- 7) **States** : Nil
- 8) **Legislations** :  
The Government Savings Bank Act, 1873 ( 5 of 1873)  
The Government Securities Act, 2006  
The Government Savings Certificates Act, 1959 (46 of 1959)  
The Public Provident Fund Act, 1968 (23 of 1968)  
The Additional Emoluments (Compulsory Deposit) Act, 1974 (37 of 1974)

## BUDGET DIVISION

### Name and designation of Officers:

| Section Officer     | Regional Director (Sr.) | Director           |
|---------------------|-------------------------|--------------------|
| Shri Pankaj Awasthi | Shri Padam Singh        | Shri Subhash Chand |

### (2) Public Debt Management Cell

- 1) Plan borrowings of GoI, including market borrowings, other domestic borrowing activities of GoI through specific products, including Sovereign Gold Bond issuance.
- 2) Manage Central Government liabilities, including Internal Debt, Guarantee proposals and contingent Liabilities, and National Small Saving Fund.
- 3) Monitor cash balances of the Government, improve cash forecasting and promote efficient cash management practices.
- 4) Foster a liquid and efficient market for Government securities.
- 5) Analyse and advise concerned Divisions of DEA on the proposals of External borrowing as regards cost, tenure, currency, hedging requirements, etc. and monitor development in foreign exchange markets. (**Note:** External borrowing proposals would, however, continue to be negotiated by MI and BC Divisions and AAA Division will continue to provide requisite back office support.)
- 6) Develop an Integrated Debt Database system (IDMS) as a Centralised data base for all liabilities of GoI, on a near real time basis.
- 7) Advise on matters related to Investment, Capital Market operations, Guarantee proposals, administration of interest rates on Small savings, and various loans and advances given by GoI.
- 8) Undertake requisite market interface with various stakeholders, including Government departments, Central Bank, investors, primary dealers, financial market regulators, market participants, etc. to carry out assigned functions efficiently.
- 9) Undertake such research work, including those relating to new products development, market development, risk management, debt sustainability assessment, and other debt management functions, as and when required by Ministry of Finance.
- 10) Undertake requisite preparatory work for PDMA.
- 11) **Institutions** : RBI
- 12) **External Territorial Charge** : Nil
- 13) **Ministries/Departments**: Nil
- 14) **States** : Nil
- 15) **Legislation**: Government Securities Act, 2006

## BUDGET DIVISION

Name and designation of Officers:

| <b>Assistant<br/>Director/Section<br/>Officer</b> | <b>Deputy Director/Under<br/>Secretary</b> | <b>Director</b>    |
|---|--|--------------------|
| Vacant  | Vacant                                     | Shri Subhash Chand |

## IX. ECONOMIC DIVISION

### 1 Coordination Unit

#### (1) **Coordination Unit**

- 1) Internal administration and coordination in Economic Division
- 2) Organising Finance Minister's Pre-Budget meetings with various stake holders
- 3) Processing/commissioning /assigning research studies policy and papers to research institutions and experts
- 4) Nomination of officers of Economic Division for Foreign Deputation to OECD meetings and other meetings and workshops
- 5) Organising seminars, workshops and symposia in connection with the Division's work
- 6) Coordination with all Units of Economic Division for publishing Economic Survey and laying them before Parliament
- 7) Preparation of Annual Report of Department of Economic Affairs (portion relating to Economic Division)
- 8) Organising Delhi Economic Conclave, the annual International Conference on thematic issues.
- 9) Coordination of Parliament work, RTI matters, VIP references, public grievances etc.
- 10) Organising Annual International Conference, Delhi Economics Conclave on thematic issues
- 11) All administrative matters of Economic Division, selection/transfer/posting/training of interns
- 12) **Institutions** : Nil
- 13) **External Territorial Charge** : Nil
- 14) **Ministries/Departments**: NITI Aayog
- 15) **States** : Nil
- 16) **Legislations** : Nil

#### **Name and designation of Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b> | <b>Director</b> |
|------------------------|------------------------|-----------------|
| Mrs. Sadhana Sharma    | Shri Rajani Ranjan     | Ms. Ashwini Lal |

### II. Macro Indicators Unit

#### (2) **Macro Indicators**

- 1) Monitoring macroeconomic parameters, such as, GDP, savings and investment and analysis of macroeconomic trends.
- 2) Preparation of Monthly Economic Report.
- 3) Sectoral Charge of Ministry of Statistics and Programme Implementation.
- 4) Country coordination for Special Data Dissemination Standard (SDDS).

## ECONOMIC DIVISION

- 5) Updating of the National Summary Data Page of the economy for web-post in the Ministry of Finance's website.
- 6) Annual update of metadata in SDDS.
- 7) Preparation of State of Economy brief/Note giving an overview of the current economic situation.
- 8) Preparation of briefs, material/ speeches for G-20, World Bank, IMF and other meetings.

### *Budget Related Work:*

- 9) Preparation of Macro-Economic Framework Statement for the Union Budget every year.
- 10) Macroeconomic backdrop for the statement on quarterly review of the trends in receipts and expenditure in relation to the budget at the end of first/ second/ third quarter of financial year.
- 11) Projection of GDP for giving to the Budget Division before the preparation of budget.
- 12) **Institutions** : Nil
- 13) **External Territorial Charge** : Nil
- 14) **Ministries/Departments**: Nil
- 15) **States** : Nil
- 16) **Legislations** : Nil

### **Name and designation of officers**

| <b>Economic Officer</b>      | <b>Asst. Director</b> |
|------------------------------|-----------------------|
| (i) Shri Narendra Jena       | Ms. Aakanksha Arora   |
| (ii) Shri Pradyut Kumar Pyne |                       |

### **III. Public Finance Unit**

- 1) Economic and Functional Classification of Central Government Budget
- 2) Statistical Album on Public Finance, including budgetary transactions of Centre, State and Union Territories
- 3) Monitoring of Central fiscal parameters, such as, fiscal deficit, revenue deficit, aggregate expenditure
- 4) Policies relating to central plan outlays, resources and expenditures
- 5) Review of Fiscal position and analysis of fiscal issues
- 6) Analysis relating to tax measures, direct and indirect tax proposals/ reforms
- 7) **Institutions** : Nil
- 8) **External Territorial Charge** : Nil
- 9) **Ministries/Departments**: Nil
- 10) **States** : Nil
- 11) **Legislations** : Nil

## ECONOMIC DIVISION

### Name and designation of officers:

| <b>Economic Officer</b> | <b>Asst. Director</b> |
|-------------------------|-----------------------|
| Sh. V.K. Mann           | Ms. Sonal Ramesh      |

### IV. Agriculture and Food Management Unit

#### (1) **Agriculture and Food Management**

- 1) Providing policy advice on issues and matters related to Agriculture and Food Management
- 2) Examining/ Appraising Cabinet/ CCEA/ CoS/ EFC and other policy notes on fixing Minimum Support Prices (MSPs) for major crops/crop insurance policy/ other agricultural policies including those related to change duty structure
- 3) Pre-Budget meetings with stakeholders in farm sector
- 4) Briefs for and appearances before the Parliamentary Standing Committee on Agriculture related issues
- 5) Participation/Membership of Committees on related subjects like Private Entrepreneurs Guarantee (PEG) schemes of Food Corporation of India (FCI)
- 6) Analyzing production and area sown in Rabi and Kharif crops
- 7) Occasional review/ reports on specific issues as and when required like “Incentivizing Pulses Production Through Minimum Support Price (MSP) and Related Policies”
- 8) Periodical monitoring of progress of Area sown/ Monsoon/ Rainfall distribution using inputs of the Crop Weather Watch Group (CWWG)
- 9) Analytical issues related to Public Distribution System (PDS), buffer stock norms and food security and MSP analysis like proportion of sales below MSP in several markets during the procurement season
- 10) Analysis of issues related to Allied sectors like dairy sector, fisheries, forestry and food processing
- 11) Preparation of the Chapter on ‘Agriculture and Food Management’ for Annual Economic Survey (Volume 1 and Volume 2).
- 12) Handling VIP/ Parliament/ Other references and Private Member Bills related to agriculture and food management.
- 13) Offer comments on Studies/ MoUs/ International Agreements/ Income tax exemptions to International Organizations
- 14) **Institutions** : Nil
- 15) **External Territorial Charge** : Nil
- 16) **Ministries/Departments**: Ministry of Agriculture and Farmers Welfare (all Departments), Department of Food and Public Distribution and Ministry of Food Processing Industries
- 17) **States** : Nil
- 18) **Legislations** : Nil

## ECONOMIC DIVISION

### Name and Designation of the Officers:

| Economic Officer | Assistant Director    | Deputy Economic Adviser |
|------------------|-----------------------|-------------------------|
| Vacant           | Shri Gaurav Kumar Jha | Dr. Nikhila Menon       |

### V. Industry and Infrastructure Unit

#### (1) Industry and Infrastructure

- 1) Monitoring industrial growth and investment.
- 2) Analyze developments in the industrial sector, industrial investment/ financing public sector and
- 3) Industrial sickness.
- 4) Render advice on industrial policy issues relating to industry and manufacturing competitiveness.
- 5) Monitoring trends in production of core infrastructure industries and services.
- 6) Analyze developments in infrastructure policy, investment and financing.
- 7) Render advice on infrastructure sector policy issues.
- 8) Drafting and finalizing chapters on Industry and Infrastructure for the annual Economic Survey including
- 9) Review of Plan Programmes and Schemes of the sectors.
- 10) Providing comments on Cabinet, CoS and GoM notes related to Industry and Infrastructure Sector.
- 11) **Institutions** : Nil
- 12) **External Territorial Charge** : Nil
- 13) **Ministries/Departments**: Nil
- 14) **States** : Nil
- 15) **Legislations** : Nil

### Name and Designation of the Officers:

| Economic Officer   | Assistant Director   | Director        |
|--------------------|--|-----------------|
| Shri Subhash Chand | (i) Ms. Kanika Wadhawan (Industry)<br>(ii) Shri Dipak Kumar Das (Infrastructure) | Ms. Ashwini Lal |

### VI. Social Infrastructure, Employment & Human Development Unit

#### (1) Social Infrastructure, Employment & Human Development

- 1) Providing policy advice on issues related to social infrastructure, employment and human development
- 2) Analysis of labour issues, employment trends, health, education and other topics concerning social sector



## ECONOMIC DIVISION

- 3) Examining/ Evaluating results of employment and unemployment surveys
- 4) Examine/ Appraise Cabinet Notes/CoS/EFC/SFCnotes on various issues related to social sector like unorganized workers, social security schemes, gender issues, and legislations including National Policy for women, Trafficking of Persons (Prevention, Protection and Rehabilitation) Bill, 2016, Comprehensive Regulation on Fortification of Food etc. including those received from the other Divisions in DEA.
- 5) Participation/membership of Standing Committee on Labour Force Statistics
- 6) Preparation of chapter on 'Social Infrastructure, Employment and Human Development' for Annual Economic Survey (Vol.-I & II).
- 7) Pre-budget meetings with labour unions, civil society organizations, health, welfare and women's organizations/experts etc.
- 8) Handling VIP/Parliament/Other references related to the themes in social sector
- 9) Occasional review/reports on specific issues as and when required
- 10) Organizing workshops/inter-departmental meetings on specific themes
- 11) **Institutions** : Nil
- 12) **External Territorial Charge** : Nil
- 13) **Ministries/Departments**: Ministry of Labour and Employment, Ministry of Skill Development and Entrepreneurship
- 14) **States** : Nil
- 15) **Legislations** : Nil

### **Name and Designation of the Officers:**

| <b>Economic officer</b> | <b>Assistant Director</b> | <b>Deputy Economic Adviser</b> |
|-------------------------|---------------------------|--------------------------------|
| Shri Riyaz Ahmed Khan   | Shri Gaurav Kumar Jha     | Dr. Nikhila Menon              |

## **VII. Trade, Balance of Payments and Global Economic Development**

### **(1) Trade, Balance of Payments and Global Economic Development**

- 1) Monitoring the exchange rate movements.
- 2) Monitoring India's merchandise trade.
- 3) Monitoring India's Balance of Payments (BoP) developments.
- 4) Monitoring India's foreign exchange reserves.
- 5) Monitoring global economic developments.
- 6) Analysis of commodity composition and direction of merchandise trade.
- 7) Matters relating to Short-term Balance of Payments (STBoP) Monitoring Group.
- 8) Drafting and finalizing the chapter on Balance of Payments (BoP) for Economic Survey.
- 9) Providing Comments on Cabinet and GoM notes.

## ECONOMIC DIVISION

- 10) **Institutions** : Nil
- 11) **External Territorial Charge** : Nil
- 12) **Ministries/Departments**: Nil
- 13) **States** : Nil
- 14) **Legislations** : Nil

### Name and designation of Officers:

| <b>Economic Officer</b>  | <b>Research Officer</b> | <b>Addl. Economic Adviser</b> |
|--------------------------|-------------------------|-------------------------------|
| Shri Rajesh Kumar Sharma | Shri Vijay Kumar        | Vacant                        |

## VII. External Debt Monitoring

### (1) External Debt Monitoring

- 1) Collection, compilation, monitoring and quarterly publication of external debt and bringing out external debt data for two quarters in public domain.
- 2) Bringing out Annual Status Report on External Debt.
- 3) Providing data for Special Data Dissemination Standard (SDDS) of IMF and Quarterly External Debt Statistics (QEDS) of World Bank every quarter.
- 4) Drafting and finalizing section on external debt for Economic Surveys.
- 5) All matters related to external debt and monitoring of overall external debt situation in the country.
- 6) **Institutions** : Nil
- 7) **External Territorial Charge** : Nil
- 8) **Ministries/Departments**: Nil
- 9) **States** : Nil
- 10) **Legislations** : Nil

### Name and designation of Officers:

| <b>Economic Officer</b> | <b>Research Officer/Assistant Adviser</b> | <b>Director</b>  |
|-------------------------|---|------------------|
| Shri Parveen Jain       | Vacant                                    | Dr.A.Y Raravikar |

## IX. Services Sector Unit

### (1) Services Sector

- 1) Preparing the Chapter on Services Sector for the Economic Survey.
- 2) Monitoring the performance of services trade.
- 3) Parliament Matters.
- 4) Comments on Notes related to trade in services, WTO negotiations in Services, etc.

## ECONOMIC DIVISION

- 5) **Institutions** : Nil
- 6) **External Territorial Charge** : Nil
- 7) **Ministries/Departments**: Nil
- 8) **States** : Nil
- 9) **Legislations** : Nil

### Name and designation of Officers:

| <b>Economic Officer</b>         | <b>Additional Economic Adviser</b> |
|---------------------------------|------------------------------------|
| Shri Salam<br>Shyamsunder Singh | Vacant                             |

## X. Prices Unit

### (1) **Prices Unit**

- 1) Inflation monitoring based on the following Price Indices:
  - a. Wholesale Price Index (WPI), base: 2004-05=100.
  - b. Consumer Price Index (CPI)- Rural, Urban, Combined, base: 2012=100
  - c. Consumer Price Index for Industrial workers (CPI-IW), base: 2001=100.
  - d. Consumer Price Index for Agricultural Labourers (CPI-AL), based on 1986-87=100.
  - e. Consumer Price Index for Rural Labourers (CPI-RL), based on 1986-87=100.
- 2) Price/inflation related issues
  - a. Issues related to domestic and international price behavior.
  - b. Issues related to seasonal price behavior.
  - c. Issues related to Price Policy and inflation management.
  - d. Preparation of Monthly Inflation Reports
  - e. Drafting chapter on prices for pre-budget Economic Survey
- 3) Committees/ Working groups:
  - a. Participation in the various committees on price indices (CPI, WPI and RESIDEX).
  - b. Participation in Macro financial monitoring group constituted under DEA.
  - c. Participation in the meeting of Committee of Secretaries on Review of prices of essential commodities.

#### 4) Miscellaneous work

Providing inputs for Monthly Economic Reports, Report to Cabinet Secretariat and various committees.

- 5) **Institutions** : Nil
- 6) **External Territorial Charge** : Nil
- 7) **Ministries/Departments**: Department of Consumer Affairs
- 8) **States** : Nil
- 9) **Legislations** : Nil

## ECONOMIC DIVISION

### Name and Designation of the Officers:

| <b>Economic Officer</b> | <b>Research Officer</b> | <b>Additional Economic Adviser</b> |
|-------------------------|-------------------------|------------------------------------|
| Vacant                  | Shri Rabi Ranjan        | Shri P.K Abdul Kareem              |

### **X1. Money and Banking Policy Unit**

#### **(1) Money & Banking Policy**

- 1) Monitoring of money market trends and developments in monetary policy
- 2) Monitoring of banking policy and aggregate trends in credit flows.
- 3) Fortnightly analysis of the monetary parameters
- 4) Monitoring yields on G-Sec/Treasury Bills
- 5) Monitoring behavior of Call Money Rates and LAF operations
- 6) Periodical updates on monetary policy and Quarterly Reviews of RBI
- 2) **Institutions** : Nil
- 3) **External Territorial Charge** : Nil
- 4) **Ministries/Departments**: Nil
- 5) **States**: Nil
- 6) **Legislations** : Nil

### Name and Designation of the Officers:

| <b>Economic Officer</b> | <b>Research Officer</b> |
|-------------------------|-------------------------|
| Shri Mrityunjay Kumar   | Shri Abhishek Anand     |

### **XII. Climate Finance Accounting & Analysis Unit**

#### **(1) Climate Finance Accounting & Analysis**

- 1) Preparing and finalising chapter on climate change, sustainable development and energy related issues for the Economic Survey
- 2) To serve as the nodal point on all climate change finance matters in the Finance Ministry
- 3) To represent Ministry of Finance in all climate change finance related issues in all international and domestic fora
- 4) Represents India in international negotiations on climate finance under UNFCCC
- 5) Represents MOF in G20 discussions on Climate Finance and Green Finance in Climate Finance Study Group and Green Finance Study Group as well as provides inputs to the G20 secretariat
- 6) To prepare briefs and position papers for Government of India's position on climate change finance
- 7) To provide guidance and inputs to MOEFCC to feed into climate change negotiations as well as to develop capacity to analyse emerging issues

## ECONOMIC DIVISION

- 8) Assess the submissions on 'climate change finance' from various national Governments who are Parties to the UN framework Convention on Climate Change
- 9) Analyse the climate change related financial pledges of developed countries
- 10) Provide inputs to the Board Member of Green Climate Fund
- 11) Analyse domestic proposals relating to Climate Change Finance.
- 12) To provide inputs relating to climate change finance on ongoing domestic policies like National Action Plan on Climate Change.
- 13) To undertake analytical work related to climate change, sustainable development and energy related issues
- 14) **Institutions** : Nil
- 15) **External Territorial Charge** : Nil
- 16) **Ministries/Departments**: Nil
- 17) **States**: Nil
- 18) **Legislations** : Nil

### Name and Designation of the Officers:

| <b>Economic Officer</b>      | <b>Assistant Director</b> | <b>Deputy Director</b>   |
|------------------------------|---------------------------|--------------------------|
| Shri Amit Kumar<br>Kesarwani | Shri M.Rahul              | Shri Abhishek<br>Acharya |

## XIII. IES Cadre unit

### (1) IES Cadre

- 1) Career Management and Placement of Officers
- 2) Direct Recruitment into IES through Examination conducted by UPSC
- 3) Examination Rules & Syllabus for IES Examination
- 4) Promotion of Feeder Post Holder to Junior Time Scale (Entry level) of IES
- 5) IES (service) Rules and policy Matters pertaining to IES
- 6) Promotions/non-functional Up-gradations to various levels by conduction/arranging meetings of the Departmental Promotion Committee
- 7) Cadre Clearance for Deputation, study leave and other kinds of leave
- 8) Empanelment of officers at various levels
- 9) Seniority List/ Civil list of IES Officers
- 10) Seniority of Officers in the Feeder Grade and Roster Management of Induction Quota
- 11) Training programmes for In-Services officers and Probationers based on training needs assessment for capacity building of officers
- 12) Cadre Review and restructuring of IES
- 13) To function as the Secretariat to the IES Board
- 14) Maintenance of APARs of IES officers
- 15) Budget of IES Divisions, Annual Accounts etc.
- 16) Court Cases, Vigilance Cases and Disciplinary Matters
- 17) Maintenance of IES website
- 18) **Institutions** : Institute of Economic Growth

## ECONOMIC DIVISION

19) **External Territorial Charge** : Nil

20) **Ministries/Departments**: Nil

21) **States**: Nil

22) **Legislations** : Nil

### **Name and Designation of the Officers:**

| <b>Section Officer</b> | <b>Deputy Director/<br/>Under Secretary</b>           | <b>Director</b>         |
|------------------------|---|-------------------------|
| Smt. Pramod Jain       | Smt. Sushma kindo<br>- DD<br>Sh. Pankaj Gupta -<br>US | Smt. Archana<br>Mayaram |

## XI. FINANCIAL STABILITY DIVISION

### I. Financial Stability & Development Council

#### (1) Financial Stability & Development Council

- 1) Aid & support in dealing with issues included in the mandate of the Financial Stability & Development Council, namely:
  - i) Financial Stability
  - ii) Financial Sector Development
  - iii) Inter-regulatory Coordination
  - iv) Financial Literacy
  - v) Financial Inclusion
  - vi) Macro prudential supervision of the economy including the functioning of large financial conglomerates
  - vii) International interface with financial sector bodies
  - viii) Any other matter relating to the financial sector stability and development referred by a Member/Chairperson and considered prudent by the Council/Chairperson.
- 2) Organising FSDC meetings, including preparation of agenda & follow-up of Action Points arising out of the meeting
- 3) Follow-up of Actions Points pertaining to DEA arising out of FSDC Sub-Committee meetings
- 4) Work relating to Working Groups/Technical Groups under FSDC Sub-Committee.
- 5) Furnishing inputs of DEA for Financial Stability Report
- 6) **Institutions** : FSDC Sub-committee
- 7) **External Territorial Charge** : Nil
- 8) **Ministries/Departments**: Nil
- 9) **States**: Nil
- 10) **Legislations** : Nil

#### **Name and Designation of the Officers:**

| <b>Deputy Director</b>   | <b>Under Secretary</b> | <b>Joint Director</b>    |
|--------------------------|------------------------|--------------------------|
| Shri Surjith Karthikeyan | Shri R.K Tiwari        | Dr. Manik Chandra Pandit |

### II. Financial Stability Board

#### (2) Financial Stability Board

- 1) Coordinate with various financial sector regulators and other relevant agencies to assist in FSB related matters including:
  - i) Plenary meeting of FSB
  - ii) Meeting of Standing Committee Standards Implementation (SCSI) of FSB
  - iii) Regional Consultative Groups (RCG) meetings of FSB
  - iv) Implementation Monitoring Network Survey
  - v) Thematic Peer Reviews
  - vi) FSB Peer Review & Follow on implementations

## FINANCIAL STABILITY DIVISION

- 2) **Institutions** : FSB
- 3) **External Territorial Charge** : Nil
- 4) **Ministries/Departments**: Nil
- 5) **States**: Nil
- 6) **Legislations** : Nil

### Name and Designation of the Officers:

| OSD            | Joint Director           |
|----------------|--------------------------|
| Dr.Nitin Kumar | Dr. Manik Chandra Pandit |

### III. Financial Sector Assessment Programme & RBI Board

#### (1) Financial Sector Assessment Programme

- 1) Financial Sector Assessment Program (FSAP) & related matters
- 2) Follow up on FSAP Recommendations
- 3) Examination to draft report with inputs from regulators and finalisation.
- 4) RBI Board meetings.
- 5) **Institutions** : RBI (Board Matters)
- 6) **External Territorial Charge** : Nil
- 7) **Ministries/Departments**: Nil
- 8) **States**: Nil
- 9) **Legislations** : Nil

### Name and Designation of the Officers:

| OSD                | Joint Director           |
|--------------------|--------------------------|
| Ms. Meetu Aggarwal | Dr. Manik Chandra Pandit |



## XII. FINANCIAL SECTOR REFORMS & LEGISLATION (FSRL)

### I. Legislative Reforms

#### (1) **Legislative Reforms**

- 1) Financial Sector Legislative Reforms
- 2) Examine the Financial Sector Legislative Reforms Commission's (FSLRC) Report and monitor the implementation of the reforms in financial sector laws recommended by the FSLRC and accepted by the Government
- 3) Administrative and establishment matters of Financial Sector Legislative Reforms Commission (FSLRC)
- 4) **Institutions** : RBI (MPC and Regulatory Part)
- 5) **External Territorial Charge** : Nil
- 6) **Ministries/Departments**: Nil
- 7) **States**: Nil
- 8) **Legislations** : Nil

#### **Name and Designation of the Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b> |
|------------------------|------------------------|
| Vacant                 | Shri Praveen Kumar     |

### II. Other Financial Sector Reforms

#### (1) **Financial Sector Reforms**

- 1) Financial Sector Reforms
- 2) Examination of FSLRC Report and implementation of the non-legislative recommendations contained in the Report
- 3) **Institutions** : Nil
- 4) **External Territorial Charge** : Nil
- 5) **Ministries/Departments**: Nil
- 6) **States**: Nil
- 7) **Legislations** : Nil

#### **Name and Designation of the Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b> |
|------------------------|------------------------|
| Vacant                 | Shri Praveen Kumar     |

### **XIII. STATISTICAL AND DATA ANALYSIS AND MONITORING (SDAM)**

#### **I. Statistics & Data Analysis**

##### **(1) Statistics & Data Analysis**

- 1) Statistical analysis of Economic and Financial Sector Data and Developments –Global and Indian.
- 2) Coordination with Statistical Organizations and Bodies.
- 3) PRAGATI and PMG
- 4) **Institutions** : CSO and NSSO
- 5) **External Territorial Charge** : Nil
- 6) **Ministries/Departments**: Ministry of Statistics & Programme Implementation
- 7) **States**: Nil
- 8) **Legislations** : Nil

##### **Name and Designation of the Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b> |
|------------------------|------------------------|
| Vacant                 | Vacant                 |

#### **II. Financial Sector Monitoring**

##### **(1) Financial Sector Monitoring**

- 1) Monitoring of Economic and Financial Sector Data and Developments – Global and Indian
- 2) **Institutions** : Nil
- 3) **External Territorial Charge** : Nil
- 4) **Ministries/Departments**: Nil
- 5) **States**: Nil
- 6) **Legislations** : Nil

##### **Name and Designation of the Officers:**

| <b>Section Officer</b> | <b>Under Secretary</b> |
|------------------------|------------------------|
| Vacant                 | Vacant                 |

#### XIV. AID, ACCOUNTS & AUDIT DIVISION

##### I. CAAA Unit

(1) **Disbursement-I (Multilateral Agencies- World Bank, IFAD, EIB, AIIB, NDB etc.)**

- 1) Drawdown from Multilateral Institutions (IDA, IBRD, IFAD, AIIB, EIB and NDB) against all loans and grants concluded by Divisions of DEA
- 2) Claim Processing, Disbursement, Reconciliation and ACA recommendation
- 3) Special Account Audit
- 4) Raising and clearing of suspense
- 5) **Institutions** : World Bank, IFAD, EIB, AIIB, NDB
- 6) **External Territorial Charge** : Nil
- 7) **Ministries/Departments**: Nil
- 8) **States**: Nil
- 9) **Legislations** : Nil

**Name and Designation of the Officers:**

| <b>Senior Accounts Officer</b> | <b>Dy. CAAA</b> | <b>Jt. CAAA</b>      |
|--------------------------------|-----------------|----------------------|
| Shri Anand Singh               | Vacant          | Shri Jasvinder Singh |

(2) **Disbursement-II (Bilateral Cooperation-Japan, Germany, France etc.)**

- 1) Drawdown from Multilateral Institutions (Japan, OPEC, Germany, France and GLF) against all loans and grants concluded by Divisions of DEA
- 2) Claim Processing, Disbursement, Reconciliation and ACA recommendation
- 3) Raising and clearing of suspense
- 4) **Institutions** : JICA (Japan), KfW (Germany), AfD (France).
- 5) **External Territorial Charge** : Nil
- 6) **Ministries/Departments**: Nil
- 7) **States**: Nil
- 8) **Legislations** : Nil

**Name and Designation of the Officers:**

| <b>Senior Accounts Officer</b> | <b>Dy. CAAA</b> | <b>Jt. CAAA</b>      |
|--------------------------------|-----------------|----------------------|
| Shri H.S Negi                  | Vacant          | Shri Jasvinder Singh |

## AID, ACCOUNTS & AUDIT DIVISION

### (3) Disbursement-III (ADB, UNDP, Russian Federation etc.)

- 1) Drawdown from Multilateral Institutions (ADB, Russian Federation, UN Agencies and Other Bilateral Countries) against all loans and grants concluded by Divisions of DEA
- 2) Claim Processing, Disbursement, Reconciliation and ACA recommendation
- 3) Raising and clearing of suspense
- 4) **Institutions:** ADB and UNDP
- 5) **External Territorial Charge :** Nil
- 6) **Ministries/Departments:** Nil
- 7) **States:** Nil
- 8) **Legislations :** Nil

#### Name and Designation of the Officers:

| Senior Accounts Officer | Dy.CAA           | Jt.CAAA              |
|-------------------------|------------------|----------------------|
| Shri Harminder Singh    | Shri Ashok Kumar | Shri Jasvinder Singh |

### (4) Debt Servicing

- 1) All matters regarding repayment of Principal and payment of interest and other charge for External Agencies on Sovereign Account.
- 2) Recording of repayment including reconciliation of Debit Scroll received from RBI.
- 3) **Institutions:** Nil
- 4) **External Territorial Charge :** Nil
- 5) **Ministries/Departments:** Nil
- 6) **States:** Nil
- 7) **Legislations :** Nil

#### Name and Designation of the Officers:

| Assistant Accounts Officer | Dy. CAAA        | Jt.CAAA              |
|----------------------------|-----------------|----------------------|
| Shri Brijpal Singh         | Sh. Ashok Kumar | Shri Jasvinder Singh |

### (5) Coordination and Internal Administration

- 1) Budget (Receipt and Debt Servicing)
- 2) Annual Brochure
- 3) Monthly reports to various agencies
- 4) Quarterly/Annual Reports

## AID, ACCOUNTS & AUDIT DIVISION

- 5) Recording of disbursement in INR through RBI GFT
- 6) Entry of Deposit Challans
- 7) Internal Administration
- 8) Recording of disbursement in INR through RBI GFT, Internal Administration
- 9) **Institutions:** Nil
- 10) **External Territorial Charge :** Nil
- 11) **Ministries/Departments:** Nil
- 12) **States:** Nil
- 13) **Legislations :** Nil

### Name and Designation of the Officers:

| Senior Accounts Officer | Dy. CAAA* | Jt.CAA               |
|-------------------------|-----------|----------------------|
| Shri Malvir Singh       | Vacant    | Shri Jasvinder Singh |

### (6) EDP

- 1) SDDS data on quarterly basis to Budget Division
- 2) Monthly Report to RBI on Net Drain of Foreign Currency
- 3) Projections on Debt Servicing
- 4) Annual Compilation of External Debt Data of India and submission to World Bank
- 5) Database Maintenance
- 6) Local Network and Hardware
- 7) Coordination with outsourced consultants for maintenance of software and hardware and website.
- 8) Imparting Computer Training.
- 9) System Administration.
- 10) Data entry of all repayment Schedules.
- 11) Maintenance of Guard file and updation of user manual
- 12) Work relating to Non-Govt. Loans/Grants where Sovereign Govt. is Guarantor.
- 13) Analysis of debt formulation of various proposals on prepayment of costlier loans/debts
- 14) **Institutions:** Nil
- 15) **External Territorial Charge :** Nil
- 16) **Ministries/Departments:** Nil
- 17) **States:** Nil
- 18) **Legislations :** Nil

### Name and Designation of the Officers:

| Senior Accounts Officer | Dy.CAAA | Jt.CAAA              |
|-------------------------|---------|----------------------|
| Shri J.P Singh          | Vacant  | Shri Jasvinder Singh |

## AID, ACCOUNTS & AUDIT DIVISION

### (7) Export Promotion Audit

- 1) Audit of Import Licences issued by 42 Licensing Offices of DGFT for export promotion in various states
- 2) **Institutions:** Nil
- 3) **External Territorial Charge :** Nil
- 4) **Ministries/Departments:** Nil
- 5) **States:** Nil
- 6) **Legislations :** Nil

#### Name and Designation of the Officers:

| Senior Accounts Officer | Dy.CAAA          | Jt.CAAA              |
|-------------------------|------------------|----------------------|
| Shri Deepak Kumar       | Shri Ashok Kumar | Shri Jasvinder Singh |

### (8) Accounts

- 1) Compilation of Monthly Accounts of external assistance and rendering the same to CGA.
- 2) Preparation of S.C.T. and material for Finance Accounts and submitting the same to CGA.
- 3) Internal Inspection of Accounts Wing.
- 4) **Institutions:** Nil
- 5) **External Territorial Charge :** Nil
- 6) **Ministries/Departments:** Nil
- 7) **States:** Nil
- 8) **Legislations :** Nil

#### Name and Designation of the Officers:

| Senior Accounts Officer  | Dy. CAAA** | Jt. CAAA             |
|--------------------------|------------|----------------------|
| Smt. Satvinder Kaur Shah | Vacant     | Shri Jasvinder Singh |