

List of Sections and Work allotted to them in Department of Rural Development

S.No.	Name of Section	Work allotted to the Section
1.	RE-I	<p>Releases of Funds, Labour Budget, complaints and implementation issues.</p> <p>Administrative Matters</p> <p>(a) Preparation of Cabinet Note.</p> <p>(b) Issuing guidelines/ clarification on use of 6% of administrative expenditure</p> <p>(c) Internal postings of programme division staff.</p> <p>(d) Conducting of Tests & Interviews of outsourced staff.</p> <p>Central Employment Guarantee Council</p> <p>State Employment Guarantee Councils/Programme Advisory Groups</p> <p>Insurance - RSBY, JBY etc.</p> <p>Payment of Wages through Post Offices & Banks</p> <p>Nehru Yuva Kendra project for capacity building.</p> <p>Working Groups for 12th five year Plan and on revision of Guidelines</p> <p>Principal Area Officer (PAO)/AO visit and follow up with the States/UTs</p> <p>Miscellaneous</p> <p>a. Processing bills of agencies providing outsourced staff to the division</p> <p>Any other work assigned by AS/JS</p>
2.	RE-II	<p>Parliamentary Work</p> <p>(a) Preparing replies to all Starred and Unstarred questions</p> <p>(b) Fulfillment of Assurances given to both the houses.</p> <p>(c) All Parliamentary Standing Committees and Consultative Committee.</p> <p>(d) References received under Rule 377 and Special mentions in Both Houses.</p> <p>(e) Visits of Parliamentary Committees. Includes preparations of briefs, nomination of nodal officers and furnishing action taken reports to Lok Sabha Secretariat.</p> <p>(f) Private Member bills.</p> <p>(g) Submission of periodical reports regarding business to be taken up in Parliament.</p> <p>(h) Short notice questions and half an hour discussions in Parliament. This includes preparation of background note on the likely issues to be raised in the House.</p> <p>(i) Examination of the issues raised in Zero-hour.</p> <p>j) Furnishing information to other divisions of the Ministry and to other Ministries in respect of the Questions sent by them.</p> <p>Administrative Reforms Commission Reports</p> <p>Notification of new districts under Mahatma Gandhi NREGA Sevottam</p>

		<p>National Commission on SC/ST Principal Area Officer (PAO)/AO visit and follow up with the States/UTs Any other work assigned by AS/JS</p>
3.	RE-III	<p>All Court Cases / Litigations (a) Receipt of the Writ Petition etc. (b) Preparation of counter affidavit (c) Coordination with the legal representatives. (d) Compliance to the orders of the Courts. (e) Processing of fees etc. of the legal representatives Wage Rate and Wage Policy: Notifications of wage rates in States. Act & Rules related to wage a) Notifications of Rules and amendments. b) Clarifications on the issues and provisions of the Act and Rules on the assigned works listed above. c) Amendment to the Act and Schedule on the assigned works listed above. d) Offering comments in the light of provisions of the Act and Guidelines on various issues raised by States and Ministries on the assigned works listed above. e) Seeking opinion of Ministry of Law on interpretation of Provisions of the Act on the assigned works listed above. Principal Area Officer (PAO)/AO visit and follow up with the States/UTs Any other work assigned by AS/JS</p>
4.	RE-IV	<p>Releases of Funds, Labour Budget, complaints and implementation issues Monthly D. O. letter to the Cabinet Secretariat. 20 point Programme Supreme Court Commissioner on Food Security Overall Policy, Act & Rules related to releases of funds Principal Area Officer (PAO)/AO visit and follow up with the States/UTs Issues pertaining to NE States/Assisting Nodal JS(RE-II) Any other work assigned by AS/JS</p>
5.	RE-V	<p>Releases of Funds, Labour Budget, complaints and implementation issues. Overall Budget (Coordination), Central Accounting System. All Policy matters relating to MGNREGA budget, National Employment Guarantee Fund Rules, Financial Rules Annual Plan, Five Year Plan, Outcome budget. Supplementary Demand for Grants. Monthly reconciliation of accounts with PAO. UNDP Budget/co-operation with UN Agencies and Multilateral and Bilateral Agencies. Core Accounting System and CPSMS Payment for operation/development of NREGA Soft, e-FMS roll out etc.</p>

		Principal Area Officer (PAO)/ AO visit and follow up with the States/UTs Any other work assigned by AS/JS
6.	RE-VI	Releases of Funds, Labour Budget, complaints and implementation issues Rajiv Gandhi Bharat Nirman Sewa Kendras Convergence of Mahatma Gandhi NREGS with other schemes/programmes Works: Examination of proposals received from State Governments/ other institutions for inclusion of more works under Mahatma Gandhi NREGA and notification thereof. All Policy, Act & Rules related to RGBNSK, Convergence and Works Principal Area Officer (PAO)/AO visit and follow up with the States/UTs Any other work assigned by AS/JS
7.	RE-VII	Releases of Funds, Labour Budget, complaints and implementation issues Right to Information (RTI) All matter related to Social Audit All matter related to Ombudsman: Issues relating to MOTA, DONER, Planning NLM reports and their follow up Issues relating to IAP, Bundelkhand region Issues relating to Natural Resource Management (NRM) FCI Matters Principal Area Officer (PAO)/AO visit and follow up with the States/UTs Any other work assigned by AS/JS
8.	RE-VIII	Releases of Funds, Labour Budget, complaints and implementation issues Grievance Redressal: Nodal cell to keep track on details of all complaints and NLM report Record management relating to VIP references Performance Audit of Mahatma Gandhi NREGA Coordination with C&AG/PAC relating to MGNREGA. Principal Area Officer (PAO)/AO visit and follow up with the States/UTs Any other work assigned by AS/JS

9.	NRLM	<p>Policy Matters</p> <p>Parliament Matters</p> <ol style="list-style-type: none"> 1. Starred Question 2. Unstarred Question 3. Facts of the cases etc. 4. Material to Lok Sabha/ Rajya Sabha Sectt for deciding admissibility of Questions 5. Material asked for by other divisions 6. Assurances-Implementation thereof <p>Matters relating to Committees</p> <ol style="list-style-type: none"> 1. Public Accounts Committee Evidence 2. Parliament Consultative Committee 3. Budget Standing Committee 4. Other work of Parliament Committee 5. Preparation of notes for Cabinet/Cabinet Committees/Comments on Cabinet Notes received from other Departments/Ministries 6. Expenditure Finance Committee-Finalisation of EFC Memo <p>Conferences/Seminars/meetings</p> <ol style="list-style-type: none"> 1. Sponsoring of Seminars/Conferences 2. Regional meetings for review of various programmes-preparation of material and coordination of arrangements <p>Guidelines</p> <ol style="list-style-type: none"> 1. Formulation and modification of Guidelines for implementation of programmes(s) 2. Clarification on Guidelines. 3. Release of funds as per Guidelines <p>Approval of Projects/Studies under the Programmes</p> <ol style="list-style-type: none"> 1. Scrutiny and approval of schemes. 2. Approval by Central Sanctioning Committee/Project Funding Committee. 3. Research & Evaluation Studies <p>Monitoring</p> <ol style="list-style-type: none"> 1. Review of progress of NRLM 2. General instructions to the State Govts. regarding periodical reports for monitoring progress of NRLM 3. Monitoring physical/financial progress of approved projects under various programmes <p>Finalisation of RFD Annual Action Plan 15 Point Programme 20 Point Programme Administrative Reform Committee(ARC)</p> <p>Budget and Financial matters</p> <p>Finalisation of budget/revised estimates of the Programme Re-appropriation of Budget</p> <p>Miscellaneous</p> <ol style="list-style-type: none"> 1. Finalisation of Annual Report. Annual Plan/Five year plan
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		<p>2. material for Monthly D.O.letter to Cabinet Secretary to be sent to GC section</p> <p>3. Material for President/PM/Finance Minister's Speech</p> <p>4. Briefs Notes/Draft Replies for Ministers</p> <p>VIP references</p> <p>Factual replies</p> <p>Replies involving policy</p> <p>Audit Reports of the Chartered Accountant in respect of SRLMs.</p> <p>1. Scrutiny of Audit Report</p> <p>2. Asking for compliance from SRLMs etc. on the observations of Chartered Accountants and defects noticed</p> <p>3. Examination of replies from SRLMs for finalisation of audit objections</p> <p>4. Issue of utilization Certification for the grants to PA&O</p>
10.	Skills	<p>1. Fund release for Aajeevika Skills projects (as per approved check list and norms)</p> <p>2. Reconciliation of sanctions issued by the Division</p> <p>3. Issue of Permanent Registration Number to Project Implementing Agencies.</p> <p>4. Acknowledgement of project applications received in Division.</p> <p>5. Monthly performance appraisal of Project Implementing Agencies.</p> <p>6. Monthly performance appraisal of Technical Support Agencies.</p> <p>7. Preparation of agenda of Empowered Committee.</p> <p>8. Procurement of Goods and Services for Aajeevika Skills under NRLPS</p> <p>9. Marketing & Marketing research (Business Intelligence) and Communications.</p> <p>10. State support action for YP/AAP preparation and review.</p> <p>11. Targets for States.</p> <p>12. ICT & MIS</p> <p>13. Identifying trades/ sectors / protocols for special skilling projects relating to Persons with Disabilities, special groups and focus groups (victim of trafficking, manual scavengers, transgender, rehabilitated bonded labour etc.</p>

11.	RH Policy	<ol style="list-style-type: none"> 1. All matters related to Policy 2. Parliament Questions and other matters related to Parliament 3. Examination of cases of requests made by various States vis-a vis the Schemes guidelines. 4. All matters relating to Inter-Ministerial correspondence on RH 5. Material for President /PM Speech/ Finance Minister Budget Speech 6. Cabinet Notes received from other Ministries. 7. References received from PMO, Rashtrapati Bhawan 8. communication received from Administrative Reforms/Second Administrative Reforms Commission in its Report 9. Results Framework Document 10. Material for Annual Report 11. Complaints/NLM reports/CPGRAMS 12. VIP references 13. Material for Senior Officers' meeting/PRC Meeting/PD Conference 14. Modification of IAY Guidelines 15. References received from other Divisions in the Deptt. 16. Information on Parliament Questions of other Divisions 17. RTI Applications 18. RTI Appeals
12.	RH Accounts Section	<ol style="list-style-type: none"> 1. Progressive use of Hindi in Govt. Offices 2. Fixation of Annual Target 3. Scrutiny of Proposals and Release of Funds to States 4. Proposal related correspondence with States 5. Sanction Orders 6. Reconciliation of Expenditure 7. Coordination within Ministry of RD(Finance, Budget, Cash, Audit, RTI) 8. Coordination with Central Ministry/ Deptt/ State Org./ Apex Offices (PMO, C&AG, Planning Commission) 9. Parliament Questions(Starred & Unstarred Questions) 10. VIP References/ Ministers/ Member of Parliament(LS & RS)

13.	RH(RBC) Section	<ol style="list-style-type: none"> 1. DMU Report 2. Knowledge Network 3. Citizen Charter 4. National Task Force 5. Task Force on Greening 6. Actionable points – 12th Plan 7. Demand for Grants 8. Annual Plan 9. Standing Committee 10. Revival of RBC 11. 220 Training Prog. by NIRD 12. National Housing Bank 13. Indian Building Congress 14. Research Advisory Committee 15. Empowered Committee Meetings 16. Equity Support to HUDCO 17. Area Officers Scheme 18. Awaassoft 19. Evaluation Studies 20. Impact Assessment Study 21. Direct or Cash Transfer 22. IT matters 23. PM's 15 point programme 24. Parliament Consultative Committee 25. Capacity Building proposals 26. Report of study for minority
14.	NSAP	<ol style="list-style-type: none"> 1. Formulating policies & guidelines for better implementation of Schemes in States/UTs to include more vulnerable groups of society. 2. Coordination with State Governments 3. Parliament matters 4. Allocation of Funds 5. Release of Funds 6. Sanction Orders 7. References from other Divisions 8. Complaints 9. CPGRAMS(grievances) 10. VIP references 11. RTI Applications 12. RTI Appeals 13. Coordination with other Ministries 14. Monitoring of Schemes 15. Matters relating to Official Language

15.	PURA	<ol style="list-style-type: none"> 1. Formulation of guidelines for implementation of PURA scheme. 2. Evaluation and approval of Detailed Project Report 3. Release of funds to DRDAs 4. Selection of private developers for implementation of the scheme 5. Monitoring and evaluation of performance
16.	Monitoring & Evaluation	<ol style="list-style-type: none"> 1. Servicing the offices of the Department and Ministry in regard to the general statistical information on rural development; 2. Liaison with CSO, NSSO, Planning Commission and other Ministries, Departments, agencies and the States/UTs in regard to statistical matters handled in the Section. 3. Preparation of graphs, charts and maps for annual publications brought out by the Division and preparation & updating of graphs boards for depicting the progress of various programmes of the Department. 4. Examination of research proposals and evaluation studies concerning different programmes of the Ministry 5. Preparation of technical papers for National and international conferences/seminars etc. and taking follow up action on the recommendations. 6. Designing and examination of Performa/schedules for collection of data/information etc. as per requirement 7. Field visits for verification of information reported by States/DRDA/Surveying Institutes for evaluation studies. 8. Coordination with different Divisions for collection of information on key indicators of progress including targets in respect of all programmes of the Deptt. for preparation of brief analysis for Hon`ble Minister/Secretary. 9. Qualitative analysis of programmes of the Department based on the Monitoring reports. 10. Matters in respect of these areas of rural development in which the department has specific scheme/programmes. 11. Preparation of background material for High Level Seminars/Conferences/Workshops. 12. Organising of Performance Review Committee (PRC) with the State Governments and Union Territories to review the progress of Rural Development Programmes and Action Taken to achieve targets. 13. Quick Evaluation, Rapid Rural Appraisal and such other Studies. 14. Minister (RD)`s Review Meetings with the State Chief Ministers/Senior Officers

		<ul style="list-style-type: none"> 15. Analytical Reports on Evaluation Studies 16. Participatory Rural Appraisal for BPL Pilot Survey 17. Parliamentary matters including Questions/Standing Committees for Demand for Grants 18. DMU Report to PMO
17.	IEC Section	<ul style="list-style-type: none"> 1. Preparation of Annual Report 2. Preparation of Annual Action Plan 3. Publicity/campaign through DAVP 4. Preparation of tableau for republic day 5. Publicity through AIR/DD 6. A/V production on request of PDs 7. Printing of IEC materials writing, editing, printing, photography, film exhibitions, art –work, liaison with media head of the Ministry of I&B and all technical matter 8. All administrative and financial matters relating to photography, films, exhibitions etc. 9. Publication of advts in News papers 10. Submission of periodical Reports 11. Parliament questions assurances, matter under rule 377 etc. 12. Material for monthly DO 13. VIP reference (factual reply) 14. VIP (involving policy)
18.	Library	<ul style="list-style-type: none"> 1. Purchase of Government Publications 2. Lending, Transfer, ILL (requisition, reminder, Delnet, etc.) 3. Library Association/ Seminar/ Training 4. Binding of Books 5. Selection Committee for Books purchasing 6. Write Off of Books 7. Auction Newspaper/ Journals 8. Membership of Library Associations 9. Miscellaneous (Audit, Computer, RTI, etc.) 10. Auto-Lib./Digital Lib./Libsys 11. Ordering for purchase of books (other than Govt. Publications) and Library Committee Meeting after necessary approval. 12. Ordering for purchase of periodicals as prescribed Newspapers and Magazines

19.	O&M Section	<ol style="list-style-type: none"> 1. O&M Inspections <ol style="list-style-type: none"> a)Finalisation of annual programmes b)issue of instructions for quarterly/annual programme c)implementation of reports 2. Records Management <ol style="list-style-type: none"> a)Monitoring of recording, indexing weeding in the Deptt. & report to Deptt. of AR&PG b)Organisation of special drives for weeding 3. Material of Annual Report 4. Subject list pertaining to various sections of Deptt. of Rural Development
20.	DRDA Section	<ol style="list-style-type: none"> 1. Dealing with all issues related to DRDA policy and all matters, in so far as it relates to administration of DRDAs. 2. To formulate policy guidelines for DRDAs 3. Allocation of funds under DRDA Administration Scheme 4. Release of funds under DRDA Administration Scheme 5. Organization of Conference of Project Directors of DRDAs
21.	Budget and Accounts	<ol style="list-style-type: none"> 1. Scrutiny of Budget and Supplementary Grant, proposals in respect of Plan/Non-Plan schemes of the Department of Rural Development and issue of Statement of Budget Estimates. 2. Preparation and Printing of outcome Budget of Department of Rural Development. 3. Preparation and Printing of Detailed Demand for Grants of the Ministry of Rural Development. 4. Preparation of statement of Budget in respect of House Building Advance and other Loans & Advances to the Department of Rural Development. 5. Review of progress of releases of funds under various Plan & Non-Plan schemes of the Ministry. 6. Preparation of Surrender/Saving Statement and issue of Audit Order for Department of Rural Development. 7. Work relating to Standing Committee on RD-Preparation & Compilation of Preliminary Material and Replies to the List of Points for Oral Evidence in respect of Department of Rural Development. 8. Supply of information for preparation of Saving Note for P.A.C. in respect of Deptt. of Rural Development. 9. Preparation of Notes on Plan Scheme of the Department of Rural Development. 10. Preparation of Notes on Demands for Grants of the Department of Rural Development. 11. Preparation of material for Budget at a Glance of the Department of Rural Development. 12. Compilation of the material for FM's Budget Speech in

		<p>respect of the Department of Rural Development.</p> <p>13. Parliament Questions referred by the Ministry of Finance.</p> <p>14. Preparation of various statements showing progress of expenditure Plan-wise.</p> <p>15. All coordination work of the Departments Relating to Budget.</p> <p>16. Compilation of statements regarding unspent balances with the States under various schemes of the Ministry.</p> <p>17. Cash Management scheme – Quarterly / Monthly projection of expenditure.</p>
22.	Finance -I	<p>Examination of proposals received from Programme Division for release of funds and other miscellaneous proposals for financial approval relating to:-</p> <ol style="list-style-type: none"> 1. MGNREGA 2. PMGSY <ol style="list-style-type: none"> i) Normal PMGSY projects ii) Bilateral PMGSY projects 3. NRRDA 4. Indira Awaas Yojana (IAY)/RH 5. International Cooperation (IC) 6. Information, Education and communication (IEC) 7. Training under MGNREGA/IAY 8. Court cases in r/o MGNREGA/RH 9. Afro-Asian Rural Reconstruction organization(AARRO) 10. Centre for Integrated Rural Development in Asia and Pacific (CIRDAP)
23.	Finance-II	<p>Examination of proposals received from Programme Divisions for release of funds, expenditure etc. relating to:-</p> <ol style="list-style-type: none"> 1. DRDA 2. SGSY 3. SGSY(SP) 4. NSAP 5. PURA 6. NIRD 7. CAPART 8. GC/Hindi/Parliament/Establishment 9. Monitoring 10. General procurement

24.	Vigilance Desk	<ol style="list-style-type: none"> 1. Submission of matters relating to APARs/PARs 2. Grievances/Complaints received through CPGRAMS Portal, e-mail, dak and otherwise 3. Submission for Vigilance Clearance in respect of the Officer of this Ministry other than AIS Officers 4. Submission for Vigilance Clearance in respect of the AIS Officer posted in this Ministry 5. Submission of Fortnightly/monthly/quarterly/half yearly/ yearly Reports on the various subjects 6. Miscellaneous Vigilance matters 7. Material for Annual Report 8. Submission for NOC to the officials for foreign visit 9. Observation of Vigilance Awareness Week 10. Submission of Annual Property Returns of the Officer (Gp 'A' & 'B') 11. Submission of intimation of movable /immovable property of the official
25.	International Cooperation	<ol style="list-style-type: none"> 1. Liaison with other Ministries and Organizations on matters pertaining to International issues. 2. Liaison with Ministry of External Affairs for arranging Meetings of Foreign Delegations with Ministers/Officers of the Ministry and visits of the Foreign Delegation matters in the country. 3. Examination and processing of proposals for travel abroad in connection with various Training courses/ Seminars/ Workshops/ Conferences/Meetings/Study visits etc. 4. Liaison with External Funding Agencies for projects in Rural Development. 5. Bilateral Agreements/MoUs with other countries in the field of Rural Development

26.	RC Section	<ol style="list-style-type: none"> 1. To frame appropriate policy/action plan for the effective and optimum result-oriented implementation of PMGSY keeping in view the broad policies/guidelines and the budgetary resources made available by the Planning Commission and Ministry of Finance, etc. 2. To interact with State Governments and other bodies with a view to take concerted action for effective and meaningful implementation of PMGSY/ Rural Road Component of Bharat Nirman in an effective and convergent manner. 3. To seek sufficient budgetary support for implementation of PMGSY/ Rural Road Component of Bharat Nirman and release of the funds to the State Governments. 4. Regional Review Meetings for periodic reviews of PMGSY/Rural Road Component of Bharat Nirman. 5. Seek public cooperation and associate as early as possible. 6. Implementing and monitoring of Pradhan Mantri Gram Sadak Yojana (PMGSY) providing rural connectivity.
27.	VMC Cell	<ol style="list-style-type: none"> 1. Policy/guidelines 2. Nomination of MPs/Non-Officials/NGOs to State level VMCs 3. Nomination of Chairman/ Co-Chairman to distt. level VMCs 4. Follow up action on VMC report 5. Release of funds to States/distts. 6. Compilation of summary of VMC meetings 7. Deputing Area Officer to attend State level VMC meeting
28.	NLM Cell	<ol style="list-style-type: none"> 1. Policy/guidelines 2. Selection of NLMs 3. Organising NLM Workshops 4. Assignment to NLMs 5. Processing of NLM Reports(except follow up action) 6. Format/instructions for general monitoring by NLMs 7. Web based on-line reporting system 8. Assessment of NLMs 9. Processing TA bills of NLMs & issue financial sanctions 10. SOP for grievance redressal

29.	Stat Cell	<ol style="list-style-type: none"> 1. General Monitoring 2. Policy/guidelines relating to Area Officers Scheme 3. Monitoring of visits by Area Officers 4. Processing of Area Officers' Reports 5. Statistical matters 6. Evaluation studies –Finalization of TOR/RFP, selection of consultants 7. Publication of India RD report 8. O&M work 9. Coordinating matters relating to 20-Points programme 10. Matters relating to disaster management 11. Climate change
30.	Training Section	<ol style="list-style-type: none"> 1. Setting up Physical Targets for training 2. Release of funds to NIRD, SIRDs and ETCs 3. Organisation of Training Courses 4. Career Management Training 5. Monitoring of the training programmes
31.	General Coordination & Parliament	<ol style="list-style-type: none"> 1. Monthly DO letter to Cabinet Secretary 2. Monthly summary for the Cabinet <ol style="list-style-type: none"> a) Circulation of papers b) Suggestion for amendments 3. Coordination work relating to reports on welfare of SC/ST, Backward Classes, Minorities and other weaker sections 4. Arrangements for Consultative Committee Meetings, Conferences/Seminars etc. 5. Coordination work relating to references received from other Ministries/Departments information/material in regard to Parliament Questions/Assurances 6. Monthly/Quarterly Reports to Cabinet etc.
32.	Establishment	<p>Recruitment & Posting, Creation/abolition, Continuance of temporary posts, Sanctioning of long terms/short term advances including GPF Advance/withdrawal, Maintenance of Service Records, Court Cases & RTI matters, Compassionate appointments, Forwarding of applications, Pension matters, medical & Tuition fee reimbursement, Medical Treatment Permissions, Dealing with Outsourced manpower, sanctioning of leave, Matters relating to Information Technology, Implementation of File Tracking System, Biometric Attendance System & Implementation of e- office. RFD of the Deptt., Sevottam, Citizen's Charter, Strategic Plan of the Ministry. All Administrative/establishment matters relating to formal staff in the Office of Cabinet Minister and MOS, Staff association/welfare matters.</p>

33.	General Section	<ol style="list-style-type: none"> 1. Security Passes <ol style="list-style-type: none"> (i) Regular employees (ii) Daily wage labourers (iii) Non-officials 2. Govt. Accommodation 3. Budget 4. Liveries 5. CGHS Card 6. Office accommodation 7. (a) Employment of daily wage labourers (b)Sanction of wages 8. Office equipment etc. <ol style="list-style-type: none"> (a) within the competence of HOD (b)beyond the the competence of HOD 9. Arrangement of meetings/ conferences cost of lunch etc. 10. Telephone <ol style="list-style-type: none"> (a)Payment of bills (b)New telephones c) Mobile/data card/ internet connection/ cable connection 11. Staff cars/Three Wheelers/Jeep <ol style="list-style-type: none"> (i)Petrol Bills (ii)Repair (iii) Purchase/Replacement 12. Stationery items purchase 13. Furniture purchase and repair 14. Review of files in the Department Record Room
34.	PC Section	<ol style="list-style-type: none"> 1. Policy Matters 2. Budget and Financial Matters 3. Audit Matters-CAG Paras/ PAC Matters 4. Parliament Matters 5. VIP and PMO References 6. Research/Evaluation Studies 7. Court Cases, Complaints and RTI 8. Miscellaneous <ol style="list-style-type: none"> a) Finalization of Annual Report/Annual Plan and Five Year Plan b) Material for Monthly D.O.letter to Cabinet Secretary to be sent to GC Section c) Material for President/PM/Finance Minister's Speech d) Brief Notes/Draft Replies for Ministers e) Complaints/Grievances/Other routine implementation issues

35.	Rajbhasha Section	<p>1.Translation of work</p> <p>2.Progressive use of Hindi</p> <ul style="list-style-type: none"> a) Meeting of Departmental Official Language implementation Committee - preparation of agenda/minutes b) Meetings of Hindi Salahkar Samiti/ Central Hindi Committee c) Review of minutes of the meetings of the Deptt. official Language Impl. Committee of subordinate/attached offices. d) Notifying the offices of this Deptt. whose 80% of the employees have acquired working knowledge of Hindi, in the Gazette of India. e) Work relating to Gramin Vikas Sahitya Puruskar Yojana f) Cash prize scheme regarding noting and drafting in Hindi and financial approval therefor g) Chat Vajayanti”Shield Scheme. h) Instructions for promoting Hindi in the Deptt. and attached and subordinate offices i) Suggestions for purchase of Hindi books/ dictionary for the library j) Implementation of the Annual Programme regarding official language issued by the Deptt. of Official Language. k) Hindi Teaching Scheme-training in Hindi, Hindi typewriting and Hindi stenography
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ICT & MIS

39.		Identifying trades/ sectors / protocols for special skilling projects relating to Persons with Disabilities, special groups and focus groups (victim of trafficking, manual scavengers, transgender, rehabilitated bonded labour etc.
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