

## **Section 4(1)(b)(i) of RTI Act, 2005**

### **Organization – functions & duties**

Department of Economic Affairs is a nodal agency of the Government to implement various economic development policies and programmes. The Department has 13 Divisions. The functions and duties of the various Divisions have been listed as under:

#### **1. ADMINISTRATION DIVISION**

The Administration Division deals with the following :

##### **Ad-I**

- All Administrative/Establishment matters in respect of Non Gazetted Post.
- \* All matters relating to the functioning of Departmental Council, etc.
- Staff welfare measures.
- Payment of legal and other professional charges, grant of miscellaneous advances, issue of CGHS Cards to official staff, forwarding of applications etc.
- Election matters.
- Appointment of Authorized Medical Attendants.

##### **Ad-II**

- All Administrative/Establishment matters in respect of Gazetted Post.
- All Administrative matters including calculation/finalization of Pension and other retirement benefits.
- Sanction of various advances to the staff.
- Creation/abolition/up gradation /re-designation including implementation of PRC/SIU Report.

### **Ad-III**

- Deputation/delegations of officers going abroad.
- All administrative matters relating to Finance Commission.
- All administrative matters of the Economic Wing of the Embassy of India, Washington, Creation/Abolition/upgradation of posts.
- Grants-in-aid to the Economic Institutions and related work.
- Matters relating to SC/ST/OBC grievances/ complaints.
- Work relating to Compilation of Annual Report in respect of Admn. Division.
- Training within India and abroad of the Officers and staff of DEA.
- Work relating to Backward Classes Commission, Welfare of Minorities, Women in Services.

### **Ad-IV**

- All matters relating to installation/shifting/disconnection of Office/ Residential telephones, scrutiny and payment of Tel. Bills etc.
- All matters relating to purchase/repair/servicing of Computers, Photocopy machines, Fax Machines, Staff Cars etc and also purchase of stationery items.
- Furnishing and maintenance of Rooms.
- Forwarding of application forms for residential accommodation to Estate Office.

### **Ad-V**

- All matters requiring coordination between different Divisions of DEA and between Sections of Administration Division.
- Coordination work relating to Public Grievances.
- Coordination work relating to references from PM's Office, Cabinet Secretariat etc.
- Coordination work relating to recommendation of Pay Commission.
- Quarterly Reports, Allocation of Business Rules, Follow-up on Budget Announcements.
- Engagement & deployment of daily wagers.

## **RTI Cell**

The RTI Cell has been set up in this Department to look after the implementation of the “Right to Information Act, 2005” and the matter incidental thereto.

## **IFC**

Information & Facilitation Centre of the Min. of Fin. , Deptt. of Economic Affairs has set up a counter at Gate No.8, NB, to provide information & facilitate the public under the RTI Act.

## 2. **ADB DIVISION:**

- Detailed examination of all policy papers circulated by the 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) etc.
- Processing, negotiating and monitoring Loans/Projects financed by ADB.
- Arranging payments of India’s share of Capital increase, TASF and Maintenance of Value (MOV) etc. to ADB.
- Nomination and recruitment of officers of Central and State Government/Public Sector Undertakings/Autonomous bodies for regular staff posts of consultancy assignment in ADB financed projects in the member countries.
- All matters relating to ADB’s equity investments/loan in the private sector.
- All matters relating to Technical Assistance from ADB.
- Coordination and conduct periodical project review meetings with ADB and executing agencies.

3. **AID, ACCOUNTS & AUDIT DIVISION**

**Controller of Aid Accounts & Audit**

- Scrutinizing claims received from the Project Implementing Agencies as to their eligibility as per relevant Credit/Loan/Grant agreement and project agreement and submitting the same to the donor for obtaining disbursement.
- Advising PMU, Plan Finance Division in the Deptt. of Expenditure for release of Additional Central Assistance to the State Projects, and release of funds to autonomous bodies/financial institutions through the Line Ministries against externally aided projects.
- Timely discharge of Debt Service payments to all the donors and for maintaining Loan/Account for each Loan/Credit Agreement.

4. **BANKING DIVISION**

5. **BILATERAL CREDIT & PMU DIVISION**

(i) **EEC**

Dealing with bilateral assistance from European Economic Communities (EEC).

- The Division Acts as a nodal agency for coordinating work relating to development cooperation with bilateral development partners viz. European Commission, France, Germany, Italy, United Kingdom, which includes formulating policies reg. Development co-operation issues.
- Dealing with matters relating to Organization for Economic Cooperation and Development (OECD), G8, Commonwealth Fund for Technical Cooperation (CFTC)
- The other main Activities include framing targets for disbursements made by development cooperation partners, negotiating aid: packages, signing of project related agreements and allocation of aid for projects implemented by Central Ministries and State Governments, PSUs etc.

- Scrutinizing and approval of projects being funded by development cooperation partners in respect of NGO projects
- Sectoral charge of Department of Elementary Education, Secondary & Higher Education, Ministry of Home Affairs, NHRC, National Security Council, Department of Women & Child Development, Ministry of Culture, Ministry of Youth Affairs & Sports.

**(ii) Japan**

- Bilateral Development Cooperation with Japan
- Bilateral Development Cooperation with Australia
- Territorial charge of Japan, Australia, Korea, New Zealand and Maldives
- Sectoral charge of Ministries of Small Scale Industries, Agro & Rural Industry, Tribal Affairs, Social Justice & Empowerment and President and Vice-President Secretariats.
- Tying up of proposals of various State Governments and Central Line Ministries for external loan / grant assistance from Government of Japan.

**(iii) North America (NA):**

- Matters relating to United States Economic Assistance to India and other territorial matters concerning USA/Canada. .
- Matters relating to Indo-US Financial and Economic Forum.
- Matters relating to assistance under US Public Law 480 under which United States Agency for International Development (USAID) provides agricultural commodities for distribution through various organizations like CARE/ Catholic Relief Services etc.

- Matters relating to extension of grants by Ford Foundation (FF), International Development Research Center of Canada (IDRC) and Micronutrient Initiative (MI) of Canada to Indian entities /NGOs.
- Sectoral Charge of Ministry of Information & Broadcasting and Department of Tourism.

(iv) **PMU:**

- Release of Advance Additional Central Assistance, for all externally aided projects (bilateral/multilateral), to the States.
- Coordination work relating to meetings to review of disbursements.
- Generic issues relating to Project Implementation and Project Administration.
- External Aid and Debt (Government) policies coordination matters.
- Co-ordination work relating to preparation of budgetary estimates (states and Central Sector).
- Work relating to Standard Bidding Documents and streamlining procurement procedures.
- Foreign training courses administered by Department of Economic Affairs.
  - Sectoral Charge of Ministries of Steel, Statistics & Programme Implementation.
- Internal Territorial Charges of Arunachal Pradesh, Manipur and Tripura.

6. **BUDGET DIVISION:**

Budget Division is responsible for the preparation and submission to the Parliament of the Central Government Budget other than Railways, as well as Supplementary Demands for Grants and Demands for excess Grants. Besides, the Division is responsible for dealing with all issues relating to Public Debt, market loans of the Central and State Governments and the fixation of terms and conditions of lending by

the Central Government and for fixing the administered interest rates. This Division also deals with the matters relating to National Savings Institute and Small Savings Scheme, duties, powers and conditions of service of the Comptroller and Auditor General of India, accounting procedures and classification, National Defense Fund, Burma Pension and Sterling Pensions, Railway Convention Committee and Railways Safety Work Fund and work relating to Treasurer Charitable Endowment.

7. **CAPITAL MARKET DIVISION:**

(i) **CM Section:**

The CM Section is concerned with framing suitable policies for the development of the Capital Market in Consultation inter-alia with SEBI, RBI and Other agencies. It acts as the Secretariat for the High Level Committee on Capital Market and deals with all organizational matters relating to the SEBI including appointment of the Chairman & Member of the SEBI Board. It also deals with the investor grievances related to SEBI & RBI. The Section also deals with:

- Administration matters related to SEBI and SAT.
- Policy matters relating to the primary securities market.
- Policy matters relating to the regulation & development of the Securities Market and investor Protection.
- Policy matters relating to domestic Mutual Fund
- Organization matters relating to SEBI.

(ii) **ECB Section:**

- Periodical review and formulation of ECB policy & procedures.

- Sectoral Charges of the Ministries of External Affairs, Parliament Affairs and Railways.
- Assisting in short/long-term Balance of Payment (BOP) projections and management.
- Policy matters relating to liability management and derivative products in respect of ECB / Foreign Currency Loans raised by the corporate abroad.

(iii) **Exchange Management (EM) Section:**

- Administration of the Foreign Exchange Management Act,, 1999 (42 of 1999) other than Enforcement work mentioned under the Department of Revenue (Rajaswa Vibhag).
- Issue of Notification relating to Rules/Regulations framed under Foreign Exchange Management Act.
- Matters relating to Combating the Financing of Terror (CFT) and Financial Action Task Force (FATF).
- Proposals for foreign travel of Ministers of State Govts/ Union Territories, Member of State Legislature/ Union territories and State Govt. Officials.

(iv) **Pension Reforms Section:**

The Section deals with:

- Administrative matters related to PFRDA.
- Policy matter relating to the New Pension Scheme;
- Liaisoning with International credit rating agency;
- Withdrawal of funds from Special Deposit Scheme;
- Investment policy on recognized Pension, Gratuity and Provident Funds.

(v) **Stock Exchange (SE) Section:**

- Policy matters relating to the secondary securities markets;
- Policy matters relating to the regulation and development of the securities markets and investor protection;
- Secretariat for the High Level Coordination Committee on Financial and Capital Markets.

The Acts / Rules being administered by the Stock Exchange Section are:

- (a) Securities and Exchange Board of India Act,, 1992 and Rules made there under;
- (b) Securities Contracts (Regulation) Act, 1956, and rules made there under;
- (c) Depositories Act,, 1996 and Rules made there-under;

(vi) **UTI & JPC Section:**

- Implementation of the recommendations of the Joint Parliamentary Committee on Stock Market Scam and matters relating thereto and to present the same to the Parliament every six months. All matters relating to Specified Undertaking of Unit Trust of India and UTI AMC.

8. **C&C DIVISION:**

All policy matters related to:

- Currency and coinage including designing of currency and coins
- Production and supply of currency and coins

- Measures to combat counterfeit notes and coins
- Disposal of withdrawn coins
- Production of paper for making currency notes and security paper
- Production of postal stamps, judicial and non-judicial stamps, RBI/SBI cheques, Bonds, Saving Certificates, Postal Orders, Promissory Notes, Passports, Visas and such other security documents as may be required by Central and State Governments, Public Sector Undertakings and local bodies
- Overall administrative management and control of the following nine industrial Units in the country engaged in production of Currency and Coins:
  1. India Security Press, Nashik Road
  2. Currency Note Press, Nashik Road
  3. Bank Note Press, Dewas
  4. Security Printing Press, Hyderabad
  5. Security Paper Mill, Hoshangabad
  6. India Govt. Mint, Kolkatta
  7. India Govt. Mint, Mumbai
  8. India Govt. Mint, Hyderabad
  9. Indian Govt. Mint, Noida

Production of commemorative coins, medals, etc.

## 9. **ECONOMIC DIVISION**

- Organization of Finance Minister's Pre-Budget meetings with Select Groups.
- Studies assigned to research institutions and experts.
- Internal and foreign training of officers of the Economic Division.

- Draft Material for Monthly Economic Summary for the Cabinet Secretariat/PMO.

**EDMU** External Debt Management Unit is engaged in compilation/ publication/ Monitoring of external debt statistics and carrying out debt management Exercises under the monitoring system and coordinate CD-DRMS sites With MOF, CAA&A and RBI, etc.

**IES Section**

- Cadre administration and management of the Indian Economic Service (IES).
- Maintenance of their annual confidential rolls of IES Officers
- Holding meetings of the Department Promotion Committee for promotion to various grades in the service.
- Arranging for training of officers including the probationers, sponsoring officers for deputation to ex-cadre/central staffing posts, etc.

10. **FORN TRADE DIVISION:**

(i) **CIE-I Section:**

- Matters relating to Deemed Exports in terms of the provision of Exim Policy/Foreign Trade Policy.
- Regulatory aspects of Foreign Trade under FEMA (Section 47 of FEMA)
- Foreign Exchange aspects of export promotion.
  - (a) Guidelines for exports on Deferred Payment Terms.
  - (b) Project exports-Guidelines, foreign exchange facilities, working Group meeting

- (c) Export of gold/silver jewellery/articles.
- (d) Export Insurance (ECGC matters).
- Sectoral charge of Department of Commerce including meetings of ECGC, HDCL, Standing Committee of Gold and precious Metals and Ministry of Textiles.

(ii) **CIE-II Section:**

- Examination of proposals of GOI supported lines of credit to foreign countries through Exim Bank of India.
- India's subscriptions to African Development Bank Group and African Capacity Building Foundation.

(iii) **Foreign Investment Unit:**

- Matter relating to Foreign Investment Policy
- FIPB matters
- Foreign Investment in the Financial Service Sector
- Matter relating to Investment Commission
  
- Sectoral charge of Ministry/Department of Industrial Policy and Promotion, Company Affairs, Ministry of Overseas Indians

(iv) **Foreign Investment Promotion Board (FIPB):**

- Preparation of Note for the approval of Cabinet Committee on Economic Affairs on the proposals recommended by FIPB involving investment of above Rs. 600 crores and follow up.

- To take necessary Action on all matters within the jurisdiction of the FIPB including all aspects of investment promotion Activities, Parliament questions, court cases and VIP references.
- Holding of FIPB meetings including preparation and circulation of Agenda to permanent members of FIPB and concerned Administrative Ministries;
- Processing of amendment proposals such as transfer of FC approval in the name of new company, change/adding new Foreign Collaborator, change/adding new Activities and change in the foreign equity etc.

(v) **Indian Credit (IC) Section:**

- Nodal responsibility in relation to assistance in establishing various industries in foreign countries.
- Indian Joint Ventures abroad – Policy and individual cases.
- Setting up of Subsidiaries abroad – Policy and individual cases.
- Other cases relating to overseas investment.

(vi) **Indian Aid (IA) Section:**

- Training Programme under Commonwealth Fund for Technical Cooperation.
- Third Country Training programme under Colombo Plan.
- Technical assistance given by India to the Member Countries of the Colombo Plan.
- Co-sponsored programme under the India Millennium Fund
- Policy work relating to Colombo Plan Bureau, the Council, the Consultative Committee Meeting, etc.
- Work relating to appointment of lecturers to the Sherubtse College, Bhutan and payment of their salaries, allowances etc.

- Government of India assistance to B.K. Koirala Institute of Health Science (BPKHS), Nepal.
- Appointment of Consultants to the Colombo Plan Staff College in consultation with the Ministry of Human Resource Development and payment of salaries and allowances to the Consultants.
- Payment of annual contribution to Commonwealth Fund for Technical Cooperation (CFTC), London.
- Annual Contribution to Colombo Plan Council and Colombo Plan Staff College (CPSC), Manila.
- Technical Cooperation Scheme (TCS) of Colombo Plan, which involved processing of about 2000 nomination for 400 slots allocated to 16 Colombo Plan Countries.
- Reimbursement of expenditure incurred by about 50 Public/Private Sector Institutes. This involves obtaining financial sanction and preparation of Bills and sending up cheques to the concerned Institutes.
- Organization of Conferences of the Institutes under the Technical Cooperation Scheme (TCS).
- Preparation of Budget & revised Estimates of Technical Cooperation Scheme (TCS) Budget (which is around 4.86 crores being in 2002-2003).
- Sectoral charge of Ministry of Information Technology, Departments of Science and Technology, Atomic Energy, Ocean Development, Space and Bio-Technology.
- Policy matters relating to Colombo Plan guidelines.
- Project related/Non-Project related training facilities for Indian personnel in UK under Colombo Plan.
- Training facilities for Indian personnel under the Netherlands Fellowship Programme (NFP)-Non-Project trainings.
- Training facilities for Indian personnel in Singapore – Non-project training.

- Training facilities for India personnel in Federal Republic of Germany – Non-project trainings.
- Matters relating to Technical Assistance Selection Committee (TASC).

**(vii) Infrastructure Section**

This Section deals with the issue of Counter-Guarantee of FAST Track Private Power Projects. It has sectoral charge of Ministries of Power, Civil Aviation, Telecommunications, Roads, Ports, Shipping, Inland Water Transport (IWT). It examines and processes policy issues on these sectors referred to by the concerned Administrative Ministry in consultation with other Divisions and Departments in the Ministry of Finance. It is also the nodal section in DEA dealing with issues pertaining to Public Private Partnership in Infrastructure and service the Empowered Committee/Empowered Institutions for approving financial assistance to the PPP projects.

**(viii) NRI Cell**

- NRI investment schemes
- Portfolio Investment Scheme
- Bank Deposit Schemes
- Branch/Liaison office matters
- Foreign Capital Mobilization through Euro Issues (ADR/GDR/FCCB)
- Portfolio Investments from Foreign Institutional Investors

**(ix) Petroleum, Oil & Lubricants (POL) Desk:**

- Preparation /examination of Oil Economic Budget for import of crude and petroleum products and all connected and consequential work;
- Appraisal of Projects in the Petroleum and natural gas and petrochemicals sector for investment decisions.

**(ix) Vigilance & Coordination Section:**

- Disciplinary/Vigilance matters. Application of CCS (CCA) Rules and CCS/(Conduct) Rules.
- Grant of Sanctions, receipt of intimations under CCS (Conduct) Rules and AIS (Conduct) Rules.
- Recording/maintenance of confidential reports and property returns.
- Re-verification of character and antecedents of persons working in sensitive places.
- Action plan on Anti-Corruption measures.
- Vigilance verification Unit – Physical Verification of stock of Mints and Security presses including S.P.M., Hoshangababd and B.N.P, Dewas.

**(x) WTO Section:**

- Matters relating to financial services under WTO/GATT.
- Free Trade Agreements with other countries/regions (inputs on financial services).
- Comprehensive Economic Cooperation Agreement and Comprehensive Economic Cooperation and Partnership Agreement with other countries.
- Other miscellaneous matters relating to WTO issues referred to this Department.

11. **FUND BANK DIVISION**

All matters relating to :

- FB-I**
1. IMF
  2. G -20
  3. SAARC FINANCE
- FB-II**
1. World Bank group policy matters
  2. Review of World Bank Disbursements
  3. Policy matters relating to WB-India relationship
  4. MIGA
- FB-III**
1. All matters relating to WB assisted Irrigation Projects
  2. World Economic Forum
  3. India Development Forum
- FB-IV**
1. World Bank assisted Power and Energy Sectors
  2. Private, Industrial and Financial Sector WB projects in India
  3. TA for economic reform
  4. Matters relating to financial institutions and IFC
- FB-V**
- World Bank assisted population nutrition, health and education sectors
- FB-VI**
1. WB Infrastructure projects including Railways, Telecom, Fertilizer, Highways, Ports,
  2. Roads, Inland Waterways, Urban Development, North-East
  3. Urban Water Supply, Sanitation

- FB-VII**
1. Agriculture, Rural Development, Poverty Alleviation
  2. IFAD
  3. National Disaster Management Capacity Building
  4. National e-Governance Project
  5. Rural Roads

- FVIII**
1. Environment & Forests
  2. Rural Water Supply
  3. GEF and other environment related funds
  4. Gujarat earthquake

**UN Section**

1. Financial assistance proposals under UNDP programme
2. GOI Contributions to UN agencies
3. TCDF under UNDP
4. Assistance to LDCS under UNDP

**PSE Section**

1. PSU Dis-investments policy
2. Issue of Tax-free bonds by PSUs

12. **INSURANCE DIVISION**

13. **INTERNAL FINANCE DIVISION**

(i) **Internal Work Study Unit**

- Compilation and printing of Detailed Demands for Grants of the Ministry of Finance and Department of Disinvestment.
- Coordination work relating to Standing Committee of Parliament on Finance.

- Monitoring progress on settlement of PAC Recommendations/C&AG Paras.
- Preparation of Induction Material, Organization, Work Distribution Charts, etc.
- Review of Channels of Submissions and Levels of Disposals.
- Statement to be made by Finance Minister on the opening day of Parliament on the status of implementation of recommendations of Standing Committee on Finance.

**(ii) Integrated Finance Branch**

All expenditure proposals from Department of Economic Affairs/Banking Division and Insurance Division (including its subordinate/attached offices such as NSO, BIFR, O/o Custodian etc.).

- Work in regard to Budget, economy instructions, etc., scrutiny and approval of Budget proposals, including preparation of Budget relating to Demands of (a) Department of Economic Affairs (main), (b) Currency, Coinage & Stamps and (c) Banking and Insurance Payments to Financial Institutions.
- Vetting of draft financial sanctions including approval of cases of deputation abroad of all officers and staff of the Department of Economic Affairs and advising the administrative divisions on all matters falling within the field of delegated powers.
- Overseeing the formulation of schemes and expenditure proposals from their initial stage and also monitoring of audit objections pertaining to the Demands mentioned in para-2 above.
- Modernization/Restructuring of Mints and Presses under the administrative control of Departments of Economic Affairs and Expenditure proposals pertaining to them.
- \* Coordination/Monitoring with regard to the Expenditure Reforms Commission's Report on Department of Economic Affairs.