

ANNEXURE-I

a.	i) Particulars of the organization ii) Functions and duties	i) Admn.III Section Room No.652'A' wing Nirman Bhawan, New Delhi ii) As per Annexure 'A'
b.	The powers & duties of its officers & employees	Powers delegated under DFPR Rules Helping staff assists the officers.
c.	The procedure followed in decision making process including channels of supervision and accountability	Procedure is followed as per Govt. rules, regulations and orders in decision making process as per prescribed channel of submission,supervision and accountability. As per the channel of submission i.e. SO(Admn.III) / DDA(HC) / DDG(M) , the files are disposed off by these officers in term of delegated powers and beyond this, the files are submitted to HOD(DGHS) for final approval in respect of powers delegated to him. The cases beyond this are sent to the Ministry and if necessary further sent to the Ministry of Finance.
d.	The norms set by it for the discharge of its functions	As per Government norms
e.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Not applicable
f.	A statement of the categories of documents that are held by it or under its control;	Un –classified documents of routine nature only are handled by it
g.	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	Not Applicable
h.	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;	Not Applicable
i.	A directory of its officers and employees	As per Annexure 'B'
j.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	Information is available with Cash Section
k.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	Not Applicable
l.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not Applicable
m.	Particulars of recipients of concessions, permits or authorizations granted by it	Not Applicable
n.	Details in respect of the information, available to or held by it, reduced in an electronic form;	Not Applicable

o.	The particulars of facilities available to citizens for obtaining information, including the working ;hours of a library or reading room, if maintained for public use	Not Applicable
p.	The names, designations and other particulars of the Public Information Officers;	As per Annexure 'C'
q.	Such other information as may be prescribed and thereafter update these publications every year	Not Applicable

ANNEXURE 'A'

1. Issue of Budget and Economy related instructions and Orders.
2. Preparation of Revised Estimates/Budget Estimates in r/o Dte.(HQ), MSO, Principal Accounts Office.
3. Final Estimates in r/o Dte.GHS(HQ) and all its sub-offices under PLAN/NON-PLAN/CAPITAL OUTLAY.
4. Issue of Assurance Letters and re-appropriation Orders.
5. Projection of Publicity Budget in r/o Dte.(HQ)
6. All matters regarding T.C.S. Colombo Plan and Nepal Aid to the Scholars/Trainees relating to Medical and Para Medical Courses upto Graduation and P.G. level funded by Ministry of Finance and Ministry of External Affairs respectively.
7. Matters relating to delegation of financial powers under Delegation of Financial Powers Rules, 1978.
8. Co-ordination work relating to Audit Objections/Audit paras included in the Report of Internal Audit Wing/DGACR/CAG/PAC observations in r/o Dte.(HQ)

ANNEXURE 'B'

Sl. No.	Designation	Staff in position	Name of the Officer/Officials
1.	Deputy Director General	1	Prof.P.H.Ananthanarayanan
2.	Director Administration	1	Sh.K.L.Goyal
3.	Section Officer	1	Smt.Lata
4.	Assistant	1	Shri S.K. Chawla
5.	UDC	1	Shri Ram Bir
6	LDC	1	Shri B.Parvatisam
7.	Peon	1/2	Shri Kishan Lal
8.	Daftry	1/2	Shri Ashok Kumar

ANNEXURE 'C'

PUBLIC INFORMATION OFFICER - Administration -III Section

1. Name of Officer : Shri K.L.Goyal
2. Designation : Director Administration
3. Address : Room. No.439 'A' Wing
Nirman Bhawan
New Delhi
Tele: 23062649