

## CO-ORDINATION DIVISION

### **(a) General Co-ordination**

1. Annual Report - Compilation and arrangement of information, printing, delivery, distribution.
2. Annual Return on War Book.
3. Half-yearly return for Secret Seal.
4. Monthly report for Cabinet on important events.
5. Monthly report about implementation of decisions of the Cabinet /Cabinet Committee (s).
6. Monthly return on letters received from MPs/VIPs.
7. Weekly summary of Status of Cabinet Notes.
8. Co-ordination work in relation to comments on Draft Cabinet Notes and Bills received from Other Ministries.
9. Compilation and forwarding of material for President's address to both Houses of Parliament during Budget Session.
10. Compilation and preparation of material for Economic Survey/INDIA Publication.
11. Compilation of data regarding achievements of the Ministry etc. for furnishing to the PMO/PIB etc.
12. Material regarding Prime Minister's address to the Nation.
13. Republic Day/ Independence Day Celebrations – collection of information and distribution of Invitation Cards.
14. Observance of National Integration Week, Anti- Terrorism Day and Sadbhawana Divas.
15. Parliament Questions / Assurances requiring Co-ordination work between more than two divisions.
16. Nominations for Padma Awards and other awards.
17. Circulation of orders and Instructions on matters relating to Allocation of Business Rules, Transaction of Business Rules and Warrant of precedence.
18. Circulation of orders/ instructions received from DOPT/ Cabinet Secretariat etc.
19. Decision regarding handling of disputed receipts.

**(b) Residual Work of erstwhile Work Study Unit**

1. Annual O&M Inspections
2. Circulation of instructions relating to O&M Work

**PARLIAMENT SECTION**

(Parliament Section is common to M/o UD and M/o HUPA)

1. Monitoring of Parliamentary work i.e., Questions, Calling attention Motions, etc.
2. Monitoring of Parliamentary Assurances.
3. Monitoring of matters raised under Rules 377 in Lok Sabha and as a special Mention in Rajya Sabha .
4. Monitoring of Legislative Business.
5. Monitoring of recommendations of Parliamentary Committee (s) other than Financial Committees and Standing Committee.
6. Holding of Meetings of the Consultative Committee attached to the Ministry of Urban Development.

**PIC Cell**

1. Receipt of RTI Applications, forwarding to appropriate PIO (s) under intimation to applicant.
2. Updation of Website of Ministry for compliance with the provisions of RTI Act.
3. Various Reports to CIC/DOPT relating to RTI Act.
4. Circulation of instructions relating to disposal of RTI Applications/Provisions of RTI Act.

## **PUBLIC GRIEVANCE CELL**

(Public Grievance Cell is common to M/o UD and M/o HUPA)

1. Public Grievance cases – examination, follow up action thereon.
2. Monitoring of progress of disposal of PG Cases.
3. Compilation of various returns required to be sent to different Ministries.
4. Co-ordination work in respect of Employees' Grievances.
5. Preparation of reports for review meetings held in the Ministry, Department of A.R & P.G. and Directorate of PG, Cabinet Secretariat.
6. Reply to Parliament Question relating to redressal of Public and Staff Grievances.

## **JCM/Welfare/ Protocol CELL**

### **JCM CELL**

1. Nomination of staff side members in the National Council (JCM) against two seats allocated to this Ministry.
2. Preparation of Agenda items and Minutes for the meetings of the Departmental Council (JCM) and Office Council (JCM) of this Ministry.
3. Acceptance of nomination of Staff Side members in the Departmental Council (JCM) and Office Council (JCM) of this Ministry.
4. Furnishing of the material to DP&T for consideration by the National Council (JCM) Committee of the National Council (JCM) after collection from various Divisions/ Offices.
5. Compilation of briefs / action taken notes in respect of items for the meeting of the National Council (JCM) received from concerned Division / offices of the Ministry.
6. To examine the action taken by the Department concerned in respect of Compulsory Arbitration Cases in the Departmental Council (JCM), if the disagreement is recorded.
7. Examination of the disputes between Unions / Associations, if falls under the purview of JCM Scheme.

## **WELFARE CELL**

1. All matters relating to Departmental Canteen in which financial implications in respect of Canteen funds are involved.
2. Misc. routine matters i.e., day – to – day work of the Departmental Canteen, quality control, purchase of utensils etc.
3. Holding of the meetings of the Managing Committee of the Departmental Canteen.
4. Misc. representations on the staff matters of the employees of the M/o UD and its attached / subordinate offices.
5. Grant of Special Casual Leave for participation in the Games / Tournaments.
6. Release of grant – in – aid to the Recreation Clubs of the M/o UD and its attached / subordinate offices located at Delhi.
7. Various staff Welfare activities.
8. Implementation of Family Welfare Programme.
9. Benevolent Fund.