**OFFICE ORDER (PART-I) No. OLI/2019**

Following allocation of work at the level of Under Secretary will come into force with immediate effect or until further order:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Officers (Sh/Smt.)</th>
<th>Work allocated/ Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adhir Kumar Mallik</td>
<td>• Mines-IV, Mines-VI, Metal-I</td>
</tr>
<tr>
<td>2.</td>
<td>Ajoy Kumar Kadian*</td>
<td>• Mines-I, Coordination &amp; Parliament</td>
</tr>
<tr>
<td>3.</td>
<td>Yogesh R. Patel</td>
<td>• Establishment, Administration, Cash, R&amp;I Section, Records</td>
</tr>
<tr>
<td>4.</td>
<td>Lakshmi Subramanian</td>
<td>Metal-II, Metal-III, Vigilance</td>
</tr>
<tr>
<td>5.</td>
<td>Ashis Bishayee</td>
<td>• International Cooperation, Metal-IV, Mines-V</td>
</tr>
<tr>
<td>6.</td>
<td>Kumar Amrendra</td>
<td>• Mines-III, Revision Cell</td>
</tr>
</tbody>
</table>

2. This issues with the approval of the competent authority.

(Shersha)
Director
Tel no.: 011-23381172
E-mail: shersha.mohideen@nic.in

1. PS to Hon'ble Minister of Mines.
2. PS to Hon'ble Minister of State.
3. Sr. PPS to Secretary (Mines)
4. PS to AS (Mines)
5. PPS to JS(AKN)/PS to JS(NKS)/PS to JS(BP)/PS to EA/ PS to JS & FA
6. All DS/Directors/US level officers in the Ministry.
7. Persons concerned.
8. All officers of Ministry of Mines (Through e-office portal)
### Allocation of work at various levels in the Ministry

(I) Allocation of work to the Additional Secretary (Mines) will be as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the officer and allocated work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dr. K. Rajeswara Rao, Additional Secretary</td>
</tr>
<tr>
<td></td>
<td>(i) Work submitted by the concerned Joint Secretaries/EA as indicated below</td>
</tr>
<tr>
<td></td>
<td>(ii) To act as I/C of current matters in absence of Secretary (M)</td>
</tr>
</tbody>
</table>

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(II) Allocation of work at the level of JSs/EA will be as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the officer and allocated work</th>
<th>Routed through</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dr. Niranjan Kumar Singh, Joint Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mines-III – IBM establishment, Mining Conclave and all works related to IBM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mines-IV (including MTS, MSS, Illegal Mining, Auction Monitoring &amp; 2020 MLs)</td>
<td></td>
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<tr>
<td></td>
<td>• Mines-V (Other than National Mineral Policy, 2018), Star Rating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mines-VI (including DMF/PMKKKY)</td>
<td></td>
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<tr>
<td></td>
<td>• Vigilance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sand mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Revision Cell</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Shri Bipul Pathak, Joint Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mines-I (MECL+ GSI Technical matters including exploration and survey), IGC matters.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mines-II (Establishment matters of GSI)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mines-V (National Mineral Policy, 2018 &amp; Royalty Study Group only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NMET Cell</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Shri Anil Kumar Nayak, Joint Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Establishment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Administration (including Cash, Library &amp; Records)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Coordination (including Parliament)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• International Cooperation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Metal-I (NALCO)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Metal-II (BGML &amp; HZL)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Conferences/Workshops/Meetings in India</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AS (Mines)</td>
<td></td>
</tr>
</tbody>
</table>
4. **Shri Alok Chandra, Economic Adviser**

- Metal-IV (Science & Technology projects & Institutions) including NIRM, NIMH & JNARDDC
- Trade issues (FTAs) & to provide economic inputs on matters concerned.
- Metal-III (HCL)
- ES & IT Cell including Skill Development & Website
- Statistical Publications of the Ministry
- Hindi Section (OL)
- Public Grievance & PI Cell (RTI matters)
- Advice on economic issues of non-ferrous metals
- GST matters

**AS (Mines)**

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**Note:**

(i) JS (NKS) will be Link Officer to JS (AKN) and vice versa.
(ii) JS (BP) will be Link Officer to EA (Mines) and vice versa.

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**III**  Allocation of work at the level of DS/Directors will be as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the officer and allocated work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Shersha, Director (S)</td>
</tr>
<tr>
<td></td>
<td>• Establishment</td>
</tr>
<tr>
<td></td>
<td>• Administration and Cash</td>
</tr>
<tr>
<td></td>
<td>• Coordination and Parliament Section</td>
</tr>
<tr>
<td></td>
<td>• R&amp;I and Record</td>
</tr>
<tr>
<td>2.</td>
<td>Smt. Farida M. Naik, Director (FN)</td>
</tr>
<tr>
<td></td>
<td>• Metal-II (BGML &amp; HZL)</td>
</tr>
<tr>
<td></td>
<td>• Metal-III (HCL)</td>
</tr>
<tr>
<td></td>
<td>• Mines-II (GSI)</td>
</tr>
<tr>
<td></td>
<td>• Mines-III (IBM)</td>
</tr>
<tr>
<td></td>
<td>• Vigilance</td>
</tr>
<tr>
<td>3.</td>
<td>Dr. Joyesh Bagchi, Director (Tech.)</td>
</tr>
<tr>
<td></td>
<td>• Mines-I (MECL+ GSI Technical matters including exploration &amp; survey, National Geo-science Award, NMET, TSP, IGC matters)</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. D. Veena Kumari, Director (DVK)</td>
</tr>
<tr>
<td></td>
<td>• Mines-IV including Sand Mining &amp; Auctions monitoring (including 2020 MLs)</td>
</tr>
<tr>
<td></td>
<td>• Mines-V including Star Rating, Royalty Study Group Public Procurement (Preference to Make in India)</td>
</tr>
<tr>
<td></td>
<td>• Mines-VI (including DMF, PMKKKY)</td>
</tr>
<tr>
<td></td>
<td>• Illegal Mining</td>
</tr>
</tbody>
</table>
5. **Shri Amit Saran, Director (AS)**

- International Cooperation
- Revision Cell
- Metal-I (NALCO)
- Metal-IV (Science & Technology projects & Institutions) including NIRM, NIMH & JNARDDC
- MSS and MTS
- National Conclave of Mines and Minerals
- Conferences/Workshops/Meetings in India
- Any other work related to IBM except Establishment matters.

6. **Ms. Athira S. Babu, Director(AB)**

- Statistical Publications of the Ministry
- ES & IT Cell including Skill Development & Website
- Trade issues (FTAs) & to provide Economic inputs on matters concerned
- GST matters.

7. **Shri Rakesh Moza, DS(RM)**

- IF Division
- Public Grievance & PI Cell (RTI matters)

8. **Dr. R.P. Singh, JD(OL)**

- Hindi Section(OL)