

ALLOCATION OF RESPONSIBILITY

The work allocation amongst Joint Secretaries & Director/Deputy Secretary as on date is as under:

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

S. No.	Name of the officer and allocated work
1.	Dr. K. Rajeswara Rao, Additional Secretary
(i)	<ul style="list-style-type: none"> • Mines-I (MECL+ GSI Technical matters including exploration and survey), IGC matters, NMET. • Mines-II (Establishment matters of GSI) • Metal-IV (Science & Technology projects & Institutions) including NIRM, NIMH & JNARDDC • Skill Development • Statistical Publications of the Ministry • Trade issues (FTAs) & to provide Economic inputs on matters concerned
(ii)	Revision Cell
(iii)	To act as I/C of current matters in absence of Secretary (M)

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

S. No.	Name of the officer and allocated work
1.	Shri Niranjana Kumar Singh, Joint Secretary
	<ul style="list-style-type: none"> • Mines-I (MECL+ GSI Technical matters including exploration and survey), IGC matters, NMET. • Mines-II (Establishment matters of GSI) • Vigilance
2.	Shri Subhash Chandra, Joint Secretary
	<ul style="list-style-type: none"> • Establishment • Metal-I • Metal-II • Metal-III (HCL matters & Metals Development). • Administration (including Cash, Library & Records) • Coordination (including Parliament). • Hindi Section • Mines-IV (All legacy cases, saved cases matters) Public Grievance & PI Cell (RTI matters)
3.	Shri Bipul Pathak, Joint Secretary

	<ul style="list-style-type: none"> • Mines-III – IBM establishment, MTS, MSS, Star Rating, DMF, PMKKKY, Mining Conclave and all works related to IBM • Mines-IV (Auction related matters) • Mines-V (Mineral-Policy) • Mines-VI (Legislation) • International Cooperation • IT Cell • Ministry's website, Conferences/ Workshops in India
4.	Shri Ram Karan, Economic Adviser
	<ul style="list-style-type: none"> • Metal-IV (Science & Technology projects & Institutions) including NIRM, NIMH & JNARDDC • Skill Development • Statistical Publications of the Ministry • Trade issues (FTAs) & to provide Economic inputs on matters concerned.

Note:

- (i) JS (BP) will be Link Officer to JS (SC) and vice versa.
- (ii) JS (NKS) and EA will submit the files through AS (Mines). In the absence of JS (NKS) and EA, concerned DS/Directors will submit files directly to AS (Mines).

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

S. No.	Name of the officer and allocated work
1.	Shri Shersha, Director (S)
	<ul style="list-style-type: none"> • Establishment • Administration and Cash • Coordination and Parliament Section • IT Cell • Skill Development • R&I and Records
2.	Smt. Farida M. Naik, Director (FN)
	<ul style="list-style-type: none"> • Metal-I • Metal-II • Metal-III • Mines-II • Vigilance Section • Revision Cell
3.	Dr. Joyesh Bagchi, Director (Tech.)

	<ul style="list-style-type: none"> • Mines-I (MECL+ GSI Technical matters including exploration&survey, National Geo-science Award, NMET, IGC matters)
4.	Shri Prithul Kumar, Director(PK)
	<ul style="list-style-type: none"> • Mines-III • Mines-IV • International Cooperation • Sand Mining
5.	Ms. D. Veena Kumari, Director (DVK)
	<ul style="list-style-type: none"> • Mines-V • Mines-VI
6.	Shri Rakesh Moza, DS(RM)
	<ul style="list-style-type: none"> • IF Division, • Public Grievances and Public Information Section