

Ministry of Mines  
Establishment Section

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Shastri Bhawan, New Delhi

Dated 20<sup>th</sup> May 2021**OFFICE ORDER (PART- I) No:25/2021**

In supersession to previous orders regarding allocation of works to the officers at the level of Under Secretary and above in Ministry of Mines, the following work allocation is hereby ordered with immediate effect and until further order :

AS/JS/EA	Work allocation	JS/DIR/DS	US
Sh. Sanjay Lohiya, AS	Mines III Section: ( IBM Matters ) IBM Estt & Budget Matters , MTS, MSS, Star Rating etc	Shri Mustaq Ahmad Dir(MA)	Shri Ajay Kadian US(AK)
	Mines IV Section: Sand Mining & Auctions Monitoring (including 2020 MLs), DMF & PMKKY	MS. Veena Kumari JS(VKD) Shri Vivek Kumar Sharma, Dir(VKS)	Shri Abhishek Kumar Upadhyaya, US(AKU)
	Mines IV Section: Matter related to RAKIA Arbitration	MS. Veena Kumari , JS(Mines) Shri.Arputha swamy Director (A)	
	Mines V Section: Royalty Study Group	MS. Veena Kumari JS(VKD) Shri Mustaq Ahmad Dir(MA)	Shri Sandeep Kumar, US(SK)
	Mines VI Section: (Act, Legislation & Policy issues) Legislation and legal Matters, All Rule & Policy related work	MS. Veena Kumari JS(VKD) Shri Mustaq Ahmad Dir(MA)	
	Mines VI Section: Offshore Mining OAMDR related work and Illegal mining of Beach Sand Minerals	Shri Satendra Singh, JS Shri Mustaq Ahmad Dir(MA)	
	International Cooperation	Shri Satendra Singh, JS Ms. Farida Naik, Dir(FN)	Shri Ajay Kadian US(AK)
	Vision document, Mineral/Metal wise vision plan	Shri Alok Chandra, EA Shri Arputha swamy Director (A)	Ms. Saloni, AD

AS/JS/EA	Work allocation	JS/DIR/DS	US
Ms. Veena Kumari D. JS(Mines)	Mines V Section: DGFT matters, Illegal Mining (all cases except Beach Sand Minerals),	Shri Mustaq Ahmad Dir(MA)	Shri Abhishek Kumar Upadhyaya, US(AKU)
	Mines VI Section: LIMBS (All Legal cases), Monitoring & Coordination of all legal matter,	Shri Vivek Kumar Sharma, Dir(VKS)	Shri Sandeep Kumar, US(SK)
Shri Satendra Singh, JS(Metals)	Metal I (Aluminium & Bauxite matters), (NALCO, KABIL etc.)	Shri Sanjeev Verma Director(SV)	Shri M. R Sathyanarayanan, US
	Metal-III (Copper & related matters), (HCL,etc.)		Ms. Lakshmi Subramanian, US(LS)
	Metal IV (S&T) (Science and Technology projects & institutions) Including NIRM,NIMH & JNARDDC)		Shri Vikas Raj, US(VR)
	Information Technology/ Website/ Social Media & Advanced technology( AI/Robotics) etc		Shri M. R Sathyanarayanan, US
	Metal-II (Other Metals related matters), (BGML,HZL etc.)	Ms. Farida Naik, Dir(FN)	Shri M. R Sathyanarayanan, US
	National Conclave of Mines and Minerals . Conferences/Workshops/ Meetings		Shri Ajay Kumar Kadian, US(AK)
	Coordination		
	Parliament	Shri A.R Sengupta, DS	
Shri Upendra C. Joshi JS (Exploration)	Mines I: (Exploration Matters) (MECL,GSI) All Technical matters including exploration and Survey, National Geo-science Award, Budget , FSP etc.	Shri Pradeep Singh, Director (Tech.)	Shri Vikas Raj, US(VR)
	NMET		-
	Mines II : (GSI EST) (GSI Establishment Matters)	Shri Amit Saran Dir(AS)	Shri.T.G Venkatesh, US(TGV)
	Vigilance		Ms. Lakshmi Subramanian US(LS)
	ACC/Board level postings for PSU/ Attached offices/ Subordinates offices/Autonomous Bodies.		Shri Yogesh R Patel, US(YP)
	Establishment Section of MoM	Shri H.K Mallick DS(HKM)	Shri Yogesh R Patel, US(YP)
	Administration (Including Cash, Library & Records) R&I		
Revision Cell			



AS/JS/EA	Work allocation	JS/DIR/DS	US
Shri Alok Chandra, EA	Economic , Statistical and Planning Section: Mining sector growth analysis and Economic Scenario building, Trade issues(FTAs) & Economic inputs on all matters concerned, GST matters , Production, import, export data and its analysis, Public Procurement (Preference to Make in India , Skill Development, SGOS matters, Statistical Publications of the ministry related to metal and mineral and statistical inputs for policy formulation.	Shri Arputha swamy Director (A)	Ms. Saloni, AD
	IGC	Shri Pradeep Singh, Director (Tech.)	Shri Vikas Raj US(VR)
	Public Grievance CPGRM& PI Cell (RTI Matters)	Shri A.R Sengupta, DS	Shri.T.G Venkatesh, US(TGV)
	Official Language Section	-	Ms. Pushplata Rawat, DD(OL)
Ms. Yatindra Prasad , JS&FA	IF Section: Budget formulation and allied activities, Audit review and monitoring, Monitoring of Expenditure Financial concurrence of proposals	Shri A.R Sengupta, DS	Shri.T.G Venkatesh, US(TGV)

**Link officer System:(JS/EA)**

- (i) JS(SS) will be Link officer to JS(VKD) and vice versa.
- (ii) JS(UJ) will be link officer to EA and vice versa.

**Link officer System:(Director/DS)**

- (i) Dir(FN) will be Link officer to Dir(SV) and Vice versa.
- (ii) Dir(AS) will be Link officer to Dir(T) and vice versa.
- (iii) Dir(MA) will be link officer to Dir(VKS) and vice versa.
- (iv) DS(HKM) will be link officer to DS(ARS) and vice versa.

**Link officer System:(Under Secretary)**

- (i) US(SK) will be Link officer to US(AKU) and Vice versa.
- (ii) US(YP) will be Link officer to US(LS) and Vice versa.
- (iii) US(VR) will be Link officer to US(AK) and Vice versa.

2. This issues with the approval of the Competent Authority.



(H.K Mallick)  
Deputy Secretary(Estt)

1. PS to Hon'ble Minster of Mines
2. PSO to Secretary (Mines)
3. PS to AS(Mines).
4. PPS to JS(SS)/ PPS to JS(UJ)/PS to JS(VKD)/PS to EA/PS to JS&FA.
5. All DS/Director/US in the Ministry of Mines
6. All officers in Ministry of Mines (through-e-office portal)