WORK DISTRIBUTION IN CABINET SECRETARIAT (as on 07.01.2019)

In-charge	Items of work	Assisted by
Shri Arun Goyal, IAS (UT:85) Secretary (Coord.)	Work relating to Directorate of Public Grievances. To obtain responses to unresolved grievances on matter related to some Central Government Departments and Organizations.	Ms. Indira Murthy (Joint Secretary) Shri N.K. Wadhwa, Deputy Secretary Shri Sunil Pant, Deputy Secretary
	Work relating to Vigilance & Complaint Cell (VCC).	Shri B. Kartikey Dhanji, (Deputy Secretary)
	Work relating to Direct Benefits Transfer Mission. The aim of DBT Mission is to reform Government Delivery System by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, de-duplication and reduction of fraud.	Shri Saurabh Kumar Tiwari (Joint Secretary) Shri Soumitra Mandal (Director)
	Work relating to TS (Cell), except CCS/CCPA, viz D/o Atomic Energy, D/o Space, M/o Defence, M/o External Affairs, M/o Home Affairs, Cabinet Secretariat(SR), M/o Science & Technology, , M/o Earth Sciences, M/o Information & Broadcasting, National Authority for Chemical Weapons Convention	Sh. Sandeep Sarkar (Joint Secretary)
	M/o Law & Justice	
	The Project Monitoring Group(PMG) was set up in 2013 under Cabinet Secretariat. It is an institutional mechanism for resolving a variety of issues including fast-tracking of the approvals for setting up expeditious commissioning of large Public/Private/PPP Projects. PMG is functioning under PMO w.e.f. 14.09.2015	Sh. S.D. Sharma (Joint Secretary)
Sh. S. K. Sinha, IPS(BH:83), Secretary (Security)	To look after the administrative work of Special Protection Group.	Ms. Arti Bhatnagar (Joint Secretary)
Sh. Bhupendra Singh, IAS (UP:85), Chairperson, NA CWC	Work relating to National Authority for Chemical Weapons Convention (NACWC). The primary task of the NACWC is to fulfill on behalf of the Government of India the obligations under the Chemical Weapons Convention. The NACWC also acts as the national focal point for effective liaison with the OPCW and other state parties on matters relating to CWC	Dr. Sudhanshu Gupta (Joint Secretary)

AS/JS	Items of Works Ministries/Departments	States/UTs	Assisted by
Sh. Rajesh Bhushan, IAS (BH:87) Additional Secretary	Work relating to Cabinet and Cabinet Committees, Govt. of India (Allocation of Business) Rules, 1961 and Govt. of India (Transaction of Business) Rules, 1961. M/o Parliamentary Affairs, Election Commission.	--	Ms. Rachna Shah (Joint Secretary)
	M/o Rural Development (D/o Rural Development and D/o Land Resources) M/o Panchayati Raj.		Shri Amitesh Kumar Sinha (Director) – CA-IV
Sh. A. Giridhar, IAS (AP:88) Additional Secretary	M/o Agriculture and Farmers Welfare, M/o Consumer Affairs & Food and Public Distribution, M/o Chemicals & Fertilizers(except D/o Pharmaceuticals), NITI Aayog, M/o Finance, M/o Urban Development, M/o Water Resource, River Development and Ganga Rejuvenation, M/o Housing and Urban Poverty Alleviation, M/o Commerce & Industry, M/o Corporate Affairs, M/o Petroleum and Natural Gas.	Haryana, Punjab, Kerala, Arunachal Pradesh, Manipur, Mizoram, Nagaland.	Shri Amitesh Kumar Sinha (Director) – CA-IV
	M/o Coal, M/o Mines, M/o Power, M/o Railways, M/o Civil Aviation, M/o Road Transport & Highways, M/o Shipping, M/o Steel, M/o New & Renewable Energy, , M/o Textiles, M/o Communications , M/o Electronics & Information Technology, M/o Statistics and Programme Implementation, M/o DONER, M/o Heavy Industries and Public Enterprises.	Rajasthan, Gujarat, West Bengal, Uttarakhand, Himachal Pradesh, Uttar Pradesh, NCT of Delhi, Meghalaya, Dadra and Nagar Haveli, Daman & Diu, Chandigarh, Lakshdweep, Andaman Nicobar Island,	Shri Alok Tiwari, (Deputy Secretary) – CA-III
Ms. Rachna Shah, IAS (KL:91) Joint Secretary	Work relating to Cabinet and Cabinet Committees.		Shri S.G. P. Verghese (Director) – CA-I
	Matters relating to Council of Ministers, work relating to Govt. of India (Allocation of Business) Rules, 1961 and Govt. of India (Transaction of Business) Rules, 1961, M/o Parliamentary Affairs, Election Commission.		Shri Bhaskar Dasgupta, (Director) –CA-II
	Administration, General /Computer Cell and Official Language.		Ms. Indrani Gupta (Director)-Administration
Shri Gyanesh Bharti, IAS(UT-98), Joint Secretary	M/o Human Resources Development, M/o Labour & Employment, M/o Social Justice & Empowerment, M/o Food Processing Industries, M/o Minority Affairs, M/o Tribal Affairs, M/o Women and Child Development, M/o Tourism, M/o Culture, M/o Micro Small, Medium Enterprises, Direct Benefits Transfer Mission(DBT), M/o Health & Family Welfare, M/o AYUSH, D/o Pharmaceuticals. M/o Skill Development & Entrepreneurship, M/o Youth Affairs and Sports, M/o Drinking Water & Sanitation, Ministry of Environment, Forest & Climate Change.	Karnataka, Assam, Sikkim, Tripura. Madhya Pradesh, Tamil Nadu Maharashtra, Goa, Puducherry.	Shri B. Kartikey Dhanji (Deputy Secretary) - CA-V

Dr. Amandeep Garg, IAS (HP:99) Joint Secretary	Work relating to Appointment Committee of the Cabinet. M/o Personnel, Pensions & Public Grievances & Pensions (D/o Administrative Reforms & Public Grievances, D/o Personnel & Training and D/o Pensions and Pensioners' Welfare)	--	Ms. Richa Gaharwar (Director) – ACC Cell
Shri Sandeep Sarkar, IDAS(95), Joint Secretary	D/o Atomic Energy, D/o Space, M/o Defence, M/o External Affairs, M/o Home Affairs, Cabinet Secretariat(SR), M/o Science & Technology, , M/o Earth Sciences, M/o Information & Broadcasting, National Authority for Chemical Weapons Convention	Andhra Pradesh, Jharkhand, Chattisgarh, Bihar, Odisha, J&K(All Issues), Telangana.	Dr. Tina Soni (DS) – TS Cell