

WORK DISTRIBUTION IN CABINET SECRETARIAT (as on 01.04.2019)

| 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). | Ms. Richa Gaharwar, (Director) - VCC |
| | 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) Dr. Tina Soni (Deputy Secretary) – TS Cell |
| | M/o Law & Justice | Sh. Sandeep Sarkar (Joint Secretary) Dr. Tina Soni (Deputy Secretary) – CA-V Section |
| | 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 Micro Small, Medium Enterprises, M/o Health & Family Welfare, M/o AYUSH, D/o Pharmaceuticals, M/o Skill Development & Entrepreneurship, M/o Drinking Water & Sanitation, Ministry of Environment, Forest & Climate Change. | Sh. Gyanesh Bharti (Joint Secretary) Ms. Richa Gaharwar, (Director) – CA-V Section |
| | M/o Youth Affairs and Sports, M/o Tourism, M/o Culture, Direct Benefits Transfer (DBT) Mission | Dr. Chandra Shekhar Kumar (Joint Secretary) Ms. Richa Gaharwar, (Director) – CA-V Section |
| | M/o Statistics and Programme Implementation, M/o DONER, PRAGATI | Dr. Chandra Shekhar Kumar (Joint Secretary) Shri Alok Tiwari (Deputy Secretary) – CA-III Section |
| 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 Section |
| Sh. Armane Giridhar, IAS (AP:88) Additional Secretary | M/o Agriculture and Farmers Welfare, M/o Consumer Affairs, Food and Public Distribution, M/o Finance, M/o Water Resources, River Development and Ganga Rejuvenation, 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 Section |
| | 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 | | Shri Alok Tiwari, (Deputy Secretary) – CA-III Section |
| Ms. Rachna Shah, IAS (KL:91) Joint Secretary | Work relating to Cabinet and Cabinet Committees. | | Shri S.G. P. Verghese (Director) – CA-I Section |
| | 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 Section |
| | M/o Chemicals and Fertilizers, M/o Housing and Urban Affairs and NITI Ayog. | | Shri Amitesh Kumar Sinha (Director) – CA-IV Section |
| | M/o Textiles, M/o Communications, M/o Electronics & Information Technology, M/o Heavy Industries and Public Enterprises | | Shri Alok Tiwari, (Deputy Secretary) – CA-III Section |
| Dr. Chandra Shekhar Kumar, IAS (OD:1992), Joint Secretary | M/o Statistics and Programme Implementation, M/o DONER, PRAGATI | 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 Section |
| | M/o Youth Affairs and Sports, M/o Tourism, M/o Culture, Direct Benefits Transfer (DBT) Mission | | Ms. Richa Gaharwar, (Director) – CA-V Section |
| | Administration, General /Computer Cell and Official Language. | | Ms. Indrani Gupta, Director(Admn) |
| 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 Micro Small, Medium Enterprises, M/o Health & Family Welfare, M/o AYUSH, D/o Pharmaceuticals, M/o Skill Development & Entrepreneurship, M/o Drinking Water & Sanitation, Ministry of Environment, Forest & Climate Change. | Karnataka, Assam, Sikkim, Tripura. Madhya Pradesh, Tamil Nadu Maharashtra, Goa, Puducherry. | Ms. Richa Gaharwar, (Director) – CA-V Section |

| | | | |
|--|--|---|---|
| Dr. Amandeep Garg, IAS (HP:99) Joint Secretary | Work relating to Appointment Committee of the Cabinet. | -- | Ms. Meera Mohanty (Deputy Secretary) – ACC Cell |
| | M/o Personnel, Pensions & Public Grievances & Pensions (D/o Administrative Reforms & Public Grievances) | | Ms. Richa Gaharwar (Director) – CA-V Section |
| | M/o Personnel, Pensions & Public Grievances & Pensions (D/o Personnel & Training and D/o Pensions and Pensioners' Welfare) | | Ms. Meera Mohanty (Deputy Secretary) – CA-V Section |
| 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, Chhattisgarh, Bihar, Odisha, J&K(All Issues), Telangana. | Dr. Tina Soni (Deputy Secretary) – TS Cell |
| | M/o Law & Justice | | Dr. Tina Soni (Deputy Secretary) – CA-V Section |