

**WORK DISTRIBUTION IN CABINET SECRETARIAT (as on 28.03.2024)**

<b>Shri. Rajiv Gauba, Cabinet Secretary</b>		
<b>Shri Pradip Kumar Tripathi, Secretary (Coordination)</b>	<b>Shri Mukhmeet Singh Bhatia, Chairperson, NACWC</b>	<b>Shri Swagat Das, Secretary (Security)</b>
Shri. Ashutosh Jindal, Additional Secretary	Shri. S.G.P. Verghese, Joint Secretary (in-situ)	Cabinet and Cabinet Committees, Working Group of Ministers (WGoM), Election Commission, NITI Aayog.
	Ms. Anita Tripathi, Director	National Conference of Chief Secretaries
	Ms. Anita Tripathi, Director [through Shri. S.G.P. Verghese, Joint Secretary (in-situ)]	Work relating to Council of Ministers, Govt. of India (Transaction of Business) Rules,1961, Govt. of India (Allocation of Business) Rules,1961, Sectoral Group of Secretaries (SGoS), Gram Swaraj Abhiyaan, Reforms, Aspirational Districts Programme (ADP).
	Shri. Ashish Malhotra, Deputy Secretary	Administration, General Section, Computer Cell, Official Language, Library, Canteen.
Shri Satendra Singh, Additional Secretary	Shri Deepak Mathews, Director	<p><b>Infrastructure</b> Ministry of Civil Aviation, Ministry of Ports, Shipping and Waterways, Ministry of Road Transport and Highways, Ministry of Railways, Ministry of Housing and Urban Affairs.</p> <p>DBT Mission</p> <p><b>Resources</b> Ministry of Power, Ministry of Coal, Ministry of Environment, Forest and Climate Change, Ministry of Petroleum and Natural Gas, Ministry of New and Renewable Energy, Ministry of Mines.</p>
Shri. Puneet Kansal, Additional Secretary	Shri. Niranjan C. C., Director	<p><b>Rural and Agriculture</b> Department of Agriculture and Farmers Welfare, Department of Agricultural Research and Education, Ministry of Cooperation, Department of Animal Husbandry &amp; Dairying, Department of Fisheries, Department of Consumer Affairs, Department of Food and Public Distribution, Department of Fertilizers, Ministry of Food Processing Industries, Department of Rural Development, Department of Land</p>

		<p>Resources, Ministry of Panchayati Raj, Department of Water Resources, River Development and Ganga Rejuvenation, Department of Drinking Water and Sanitation.</p> <p><b>Social</b>  Department of Higher Education, Department of School Education and Literacy, Department of Health and Family Welfare, Department of Health Research, Ministry of Skill Development and Entrepreneurship, Ministry of Culture, Ministry of AYUSH, Department of Pharmaceuticals, Department of Youth Affairs, Department of Sports.</p>
Shri. Rohit Kumar, Additional Secretary	Shri. Rugved Milind Thakur, Deputy Secretary	<p><b>Welfare</b>  Department of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Minority Affairs, Ministry of Women and Child Development, Ministry of Tribal Affairs.</p> <p><b>Technology</b>  Department of Biotechnology, Department of Science and Technology, Ministry of Earth Sciences, Department of Scientific and Industrial Research, Ministry of Electronics and Information Technology (MEITY), Department of Telecommunications, Office of the Principal Scientific Adviser.</p>
Shri. Rahul Sharma, Additional Secretary#	Ms. Sweta Mohanty, Deputy Secretary	<p><b>Governance</b>  Ministry of Information and Broadcasting, Ministry of Parliamentary Affairs, Ministry of Development of North Eastern Region (DONER), Department of Posts, Department of Legal Affairs, Legislative Department, Department of Justice.</p> <p><b>Security and Foreign Affairs</b>  Ministry of Defence, Department of Military Affairs, Department of Defence, Department of Defence Production, Department of Ex-Servicemen Welfare, Department of Defence Research and Development, Ministry of External Affairs, Ministry of Home Affairs, Department of Border Management, Department of Internal Security, Department of States, Department of Official Language, Department of Home, Department of Jammu, Kashmir and Ladakh Affairs, Department of Space, Department of Atomic Energy</p>

Ms. Manmeet Kaur Nanda, Joint Secretary	Shri Tamboli Ayyaz Fakirbhai, Director	<p><b>Finance &amp; Economy</b> Department of Financial Services, Ministry of Corporate Affairs, Department of Investment and Public Asset Management (DIPAM), Department of Economic Affairs, Department of Expenditure, Department of Revenue, Ministry of Statistics and Programme Implementation, Department of Public Enterprises.</p> <p>Global Tender Enquiry Cell.</p> <p><b>Commerce &amp; Industries</b> Department of Commerce, Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Heavy Industries, Ministry of Micro, Small and Medium Enterprises (MSME), Ministry of Steel, Ministry of Textiles, Ministry of Tourism, Ministry of Labour and Employment, Department of Chemicals &amp; Petro-Chemicals.</p>
Ms. Kavita Singh, Joint Secretary	Ms. Smita Sarangi, Director	Work relating to Appointments Committee of the Cabinet (ACC), Department of Personnel and Training, Department of Administrative Reforms and Public Grievances, Department of Pensions & Pensioners Welfare.
Shri. S.G.P. Verghese, Joint Secretary (in-situ) *		Vigilance & Complaint Cell (VCC)
Shri. Saurabh Kumar Tiwari, Joint Secretary * (Additional Charge)		Directorate of Public Grievances
Shri. Saurabh Kumar Tiwari, Joint Secretary *		Direct Benefits Transfer (DBT) Mission
Ms Indra Mallo, Joint Secretary		National Authority for Chemical Weapons Convention (NACWC)
Smt. D Sai Amutha Devi, Joint Secretary * *		Office of Secretary (Security), North Block

\* The officers report to Secretary (Coord)

\*\* The officer reports to Secretary (Security)

#AS (RS) will submit files through Secretary (Coord)

**Section-wise/ State-wise work distribution**

<b>S.No.</b>	<b>AS/JS</b>	<b>Director/DS</b>	<b>Section</b>	<b>States/UTs</b>
1.	Shri Satendra Singh	Shri. Deepak Mathews	CA-III	1. Jharkhand 2. West Bengal 3. Uttar Pradesh 4. Bihar
2.	Shri Puneet Kansal	Shri.Niranjan CC	CA-V	1. Haryana 2. Uttarakhand 3. Himachal Pradesh 4. Maharashtra 5. Gujarat 6. Punjab
3.	Shri. Rohit Kumar	Shri Rugved Milind Thakur	CA-III	1. Rajasthan 2. Madhya Pradesh 3. Chhattisgarh 4. Odisha
4.	Shri. Rahul Sharma	Ms Sweta Mohanty	TS Cell	1. Arunachal Pradesh 2. Assam 3. Manipur 4. Tripura 5. Nagaland 6. Meghalaya 7. Mizoram 8. Sikkim 9. Jammu and Kashmir 10. Ladakh 11. NCT of Delhi 12. Chandigarh 13. Andaman & Nicobar 14. Dadra & Nagar Haveli and Daman and Diu 15. Lakshdweep 16. Puducherry
5.	Ms. Manmeet Kaur Nanda	Shri Tamboli Ayyaz Fakirbhai	CA-IV	1. Telangana 2. Goa 3. Kerala 4. Andhra Pradesh 5. Karnataka 6. Tamil Nadu