

MINISTRY OF HEAVY INDUSTRIES & PUBLIC ENTERPRISES
DEPARTMENT OF HEAVY INDUSTRY

MINISTER: SHRI ANANT G GEETE

MINISTER OF STATE: SHRI BABUL SUPRIYO

SECRETARY: SHRI GIRISH SHANKAR

WORK ALLOCATION AMONGST OFFICERS
(EXCLUDING TECHNICAL OFFICERS)

As on 01.05.2017

A. Allocation of Work between Hon'ble Minister & MoS (HI&PE)

All matters except those listed below at Para - 1 & 2 shall be submitted to the Minister (HI&PE) through MoS (HI&PE).

1. The following matters will be disposed of at the level of Minister of State (HI&PE):
 - a) All matters relating to:
 - Unstarred Questions
 - Assurances (Fulfilment/Extension of time, Request for dropping the Assurance)
 - Special Mentions
 - Laying of Annual Reports/Rules/Regulations, etc.
 - Authentication of Papers
 - b) Matters relating to Official Language Policy Implementation except chairing the meeting of Hindi Advisory Committee of the Ministry
 - c) VIP References addressed to the MoS
 - d) All matters related to BHEL Electrical Machines Ltd., Hoogly Printing Co. Ltd., Hindustan Salts Ltd., Sambhar Salts Ltd., Hindustan Cables Ltd., Hindustan Photo Films, Instrumentation Ltd., Triveni Structural Ltd., Tungabhadra Steel Products Ltd., Tyre Corpn. of India Ltd., HMT Bearings Ltd., HMT Chinar Watches Ltd., HMT Watches Ltd.
2. The following matters will be submitted directly to the Minister (HI&PE):
 - a) Starred Questions
 - b) Calling Attention Motion
 - c) VIP References addressed to the Minister
 - d) Establishment and Vigilance matters relating to Joint Secretary level and above in Ministry / Subordinate Organisations / Autonomous Bodies and Board level Officers in CPSUs.
 - e) Any urgent/immediate matter

B. The Charge of AS & FA (Shri Subhash Chandra Pandey)

S.No.	Section/Desk	PSEs	US/DO/SO/DS	DS/DIR/Equivalent
1.	Finance	---	Shri S.K.Saxena, US Shri Kulvinder Singh, US	DS (AMM)
2.	B&A	---	Smt. Ved Jyoti, US	DS(VK) - CCA(SS)

▲All files related to restructuring/closing/funding/alienation of assets of CPSEs would be routed through AS&FA for consideration of SHI.

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C. The Charge of Additional Secretary (Shri N. Sivanand)

S.No	Section/Desk	PSEs	US/DO/SO/AO	DS/DIR/ Equivalent
1	PE.IV	BYNL, TSL, TSPL	Smt. Alka Tewari, US Shri S.S. Negi, Consultant	Dir (RP)
2	PE.V	HEC	Smt. Ved Jyoti, US Shri B.S. Alluwahlia, Consultant	Dir (VPS)
3	PE.VIII	ILK, REIL	Shri Harihar Shukla, US Shri Kailash Chand, Consultant	Dir (RP)
4	PE.X	HMT, PTL	Shri Inder Jeet Singh, US Shri Babu Lal Meena, SO	Dir (VPS)
5	PE.VIII	FCRI	Shri Harihar Shukla, US Shri Kailash Chand, Consultant	DS (PG)
6	HE&MT Skill Development		Shri U.K. Mukherjee, US Shri Muthukrishnan, Consultant	Dir (RP)
8	IT Cell	---	Smt. Simmi Narnaulia, US Shri Manas Kr. Pandit, Consultant	DS (BG)
9	PE.IV	BPCL	Shri M. Subramanian, US Shri S.S. Negi, Consultant	DS (AK)
10	PE.V	CCIL, NBCIL	Shri Ghanshyam Thakur, US Shri B.S. Alluwahlia, Consultant	DS (AK)
11	Coordination	E- Sameeksha	Shri Dinesh Pal Singh, US Shri Tapas Dey, SO	DS (VK)
12	O&M Cell	---	Smt. Simmi Narnaulia, US Smt. Bimla Dass, SO	Dir (AKD)

D. The Charge of Joint Secretary (Shri Bhaskar Jyoti Mahanta)

S.No	Section/Desk	PSEs	US/DO/SO/AO	DS/DIR/ Equivalent
1	PE.I	AYCL, RIC, NIL	Shri U.K.Mukherjee, US Shri Rajendra Kumar, Consultant	Dir (SS)
2	PE.II	BOGL, MAMC	Shri L.C.Ram, US Shri B.R.Sharma, Consultant	DS (AK)
3	PE.II	HCL	Shri L.C.Ram, US Shri B.R.Sharma, Consultant	DS (BG)
4	PE.IV	B&R, R&C	Shri M. Subramanian, US Shri S.S. Negi, Consultant	DS (AK)
5	PE.VII	HPC, HNL, NEPA	Shri Harihar Shukla, US Shri Shravan Kumar, SO	DS (AK)
6	PE. XI	BHEL, NBPPL, BHPV, BEL, ECCO, HEI	Shri Sanjiv Kumar Gupta, US	Dir (VPS)
7	Coordination	---	Shri Dinesh Pal Singh, US Shri Tapas Dey, SO	Dir (SS)
8	SC/ST Cell	---	Smt. Ved Jyoti, US Smt. M.V. CH Padmavathi, SO	Dir (AKD)
9	PG Cell	---	Smt. Simmi Narnaulia, US Smt. Bimla Das, SO	Dir (PLA)
10	RTI Cell	---	Smt. Ved Jyoti, US Smt. M.V. CH Padmavathi, SO	DS (PG)

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E. The Charge of Joint Secretary (Shri Visvajit Sahay)

S.No	Section/Desk	PSEs/Items of Work	US/DO/SO/AO	DS/DIR/ Equivalent
1	Auto Engineering Industries (AEI)	(Electric Mobility, Officer in-charge of DBT, Court Cases of Auto Sector)	Shri Ajay Kumar Gaur, US Shri Thang Lian Lal, SO	Dir (PLA)
2	Auto Engineering Industries (AEI)	(Except Electric Mobility, DBT, Court Cases of Auto Sector)	Smt. Simmi Narnaulia, US Shri Thang Lian Lal, SO	Dir (PLA)
3	NATIS Cell	NATRiP, NAB	Shri B.P. Satapathy, US Shri S.P. Sharma, Consultant	Dir (PLA)
4	Vigilance	---	Shri Sanjiv Kumar Gupta, US Smt. Raj Kumari Singh, SO	Dir (SS)
5	TSW	NIDC, EPI	Smt. Alka Tewari, US Shri Yog Raj Sharma, Consultant	DS (BG)
6	IC Cell	---	Smt. Simmi Narnaulia, US Shri Manas Kr. Pandit, Consultant	Dir (SS)
7	PE.XII	CCI, BLC, TAFCO	Shri B.P. Satapathy, US Shri N.S. Rawat, Consultant	Dir (RP)
8	Administration	---	Shri S.K. Saxena, US Shri P.K. Uniyal, SO	DS (PG)
9	Gen. Admn.	---	Shri S.K. Saxena, US Shri P.K. Uniyal, SO	DS (PG)
10	Cash	---	Shri S.K. Saxena, US Smt. Ashma Singh, SO	DS (PG)
11	Parliament	---	Shri S.K. Saxena, US Shri B.S.Rautela, Consultant	DS (AMM)
12	Hindi	---	Shri Shiv Kumar Gaur, Consultant	Dir (RP)

F. The Charge of Economic Adviser (Shri A.K. Panda)

S.No	Section/Desk	PSEs	US/DO/SO/AO	DS/DIR/ Equivalent
1.	TSW (Annual Report)	-----	Shri L.C. Ram, US Shri Yog Raj Sharma, Consultant	DS (BG)
2	TSW (Annual Plan, Annual Action Plan, Formulation of Vision & Strategy beyond 12 th Five Year Plan)	---	Shri L.C. Ram, US Shri Yog Raj Sharma, Consultant	DS (BG)
3	PE.III	HPF	Shri Inder Jeet Singh, US Shri Durga Prasad, Consultant	Dir (AKD)
4	PE.III	BBJ	Shri Inder Jeet Singh, US Shri Durga Prasad, Consultant	DS (PG)
5	PE.VI	TCIL	Smt. Alka Tewari, US Shri Anwar Imam, SO	DS (BG)
6	PE.VI	SIL	Smt. Alka Tewari, US Shri Anwar Imam, SO	Dir (PLA)
7	PE.V	HSL, SSL	Shri Ghanshyam Thakur, US Shri B.S. Alluwahlia, Consultant	DS (BG)

EA shall also provide advice on:

- 1) All economic issues concerning the Department of Heavy Industry.
- 2) Cabinet Notes / Policy Papers / Discussion Papers / Proposals to Government Departments / Miscellaneous items.
- 3) Formulation of Schemes in the Sectors administered by DHI.

Shri A.K. Panda, Economic Adviser will directly report to Secretary (Heavy Industry) in respect of the work allocated to him.

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Link Arrangement as on 01.05.2017

(A) JOINT SECRETARY LEVEL

Sl. No.	Name	Link Officer	2nd Link Officer
1.	Shri N. Sivanand	Shri B.J. Mahanta	Shri Vishvajit Sahay
2.	Shri B.J. Mahanta	Shri N. Sivanand	Shri A.K. Panda
3.	Shri Vishvajit Sahay	Shri B.J. Mahanta	Shri N. Sivanand
4.	Shri A.K. Panda	Shri Vishvajit Sahay	Shri B.J. Mahanta

(B) DIRECTOR/DY.SECRETARY LEVEL

Name of Officer	Link Officer
Dir(SS)	DS(BG)
DS(BG)	DS(PG)
DS(PG)	Dir(SS)
Dir(PLA)	DS (AK)
DS (AK)	Dir (PLA)
Dir(AKD)	DS(BG)
Dir(RP)	Dir(VPS)
Dir(VPS)	Dir (RP)
DS(VK)	DS(AMM)
DS(AMM)	DS(VK)

(C) UNDER SECRETARY LEVEL

Name of Under Secretary on leave/training etc.	Work allocated to
US(HS)	US(AT)
US(AT)	US(UKM)
US(UKM)	US(HS)
US (GT)	US(MS)
US(MS)	US (GT)
US(VJ)	US(SKS)
US(SKS)	US(VJ)
US(LCR)	US (SKG)
US (SKG)	US(LCR)
US (BPS)	US(SN)
US(SN)	US (BPS)
US(KS)	US(DPS)
US(DPS)	US(KS)
US(AKG)	US(IJS)
US(IJS)	US(AKG)

WORK DISTRIBUTION AMONGST TECHNICAL OFFICERS

1. Auto Engineering Industry(AEI)*

S.No.	Name	Designation	Reporting to
1	Vacant	Industrial Advisor	JS (VS)
2	Shri Sanjay Chavre	Sr. Development Officer	
3	Sh. N.L.Goswami	Sr. Development Officer	
4	Sh. R.K. Jaiswal	Development Officer	

2. Heavy Engineering & Machine Tools (HE&MT)*

S.No.	Name	Designation	Reporting to
1	Vacant	Industrial Advisor	JS(NS)
3	Shri Sanjay Chavre	Sr. Development Officer	
4	Sh. N.L. Goswami	Sr. Development Officer	
5	Sh. R.K. Jaiswal	Development Officer	

3. Heavy Electrical Industry (HEI) *

S.No.	Name	Designation	Reporting to
1.	Shri K.K. Tiwari	Industrial Advisor	JS(BJM)
2.	Shri B.C. Nayak	Development Officer	

4. Technical Services Wing(B) – TSW(B)

References from DGFT for ratification of adhoc norms, Import of Restricted items.

S.No.	Name	Designation	Reporting to
1.	Shri K.K. Tiwari	Industrial Advisor	EA(AKP)
2.	Vacant	Sr. Development Officer	
3.	Shri B.C. Nayak	Development Officer	

- Development council , working group and other councils, Project Import, Technology Collaboration and FDI and all related technical matters concerning to the sector.

References from DGFT for ratification of ad-hoc norms, import of restricted items.
