S. No	Name	Designation	WorkAllocated	ReportTo	LinkOfficer
1.	Shri Ravikiran Ubale	Director (PW)	 a) Bhavishya & Coord. b) Admn.I c) Admn.II d) Budget & Cash e) Desk-H 	JS(Pension)	Dir.(PP)
2.	Dr. Pramod Kumar	Director (PP)	a) Desk-B b) CPENGRAMS	JS(Pension)	Dir.(PW)
3.	Shri Ravinder Kumar	Director(RK)	a) Desk-D&E b) Desk-F& RTI	JS(Pension)	DS(RCS)
4.	Shri R.C.Sethi	Deputy Secretary (RCS)	a) Desk-A b) Desk-I c) Desk-G	JS(Pension)	Dir.(RK)
5.	Shri S. Chakarbarti	Under Secretary(B)	 a) All aspect relating b) Counting of past service/resignation/bre akin service/addition c) Retirementgratuity d) NationalPensionSystem e) PFRDAmatters f) Issues relating to mobility of Govt servants from one dept. to another Ex-Burma, ex-Goa/Pondicherry Pensioners g) All Coordination work related to Parliament Questions 	Dir.(PP)	Shri Deepak Gupta, Under Secretary (CPENGR AM)
6.	Shri Subhash Chander	Under Secretary(H)	 a) Strategic Initiative:Promotion of DigitalLifeCertificatean drelatedissues. b) Pension Procedures under CCS(Pension) Rules & Simplification of Forms c) Aadhaar Seeding d) Grants-in-Aid e) Identification associations f) Coordination work w.r.t.O/o PFA 	Dir.(PW)	Shri Nagender Kumar (Adm.I)
7	Shri Nagender Kumar	Under Secretary, Admn.I & Admn.II	 a) All Establishment related matters b) Vigilance Matters c) Training matters d) Outsourcing of staff e) (Estimates, tenders, LOAetc.)other thanbilling f) Admin1 including attendance, leave account, immovable property returns, medical claims, APAR etc. g) Pension matters of staffand officers. h) Monthly DO to DoPT i) Updating of portals (AVMS, Probity, CVO) 	Dir.(PW)	Shri Vishal Kumar, Under Secretary

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			g) h)	Coordination SeniorOfficers'Meetin		
			a)	g Compilation		
			b)	ofcompendium Updation of E-		
			0)	samiksha portal		
			c)	Coordination other than Parliamentary		
				Affairs		
			d) e)	/Questions /LIMBS. All issues pertaining to		
			- /	Hon'ble MoS (PP)		
			f)	review meeting. VIP references		
11.	Ms. Madhu	UnderSecretary(	g)	Allpensionpolicymatt	DS(RCS)	Shri Rajesh Sharma,
	Mankotia	A)		erexcludingthosealloc atedtootherDesks.		Under Secretary (Desk-G)
			h)	Strategic		
				Initiative: Review		
				Rationalization of CC		
				S(Pension)Rules,197 2		
			i)	Matterrelatingto6 th Ce ntral Pav		
				ntral Pay Commission& 7 th		
				CPC, etc.		
				(exceptcommitteewor k)Workrelated to7 th		
			i)	CPC Pension Act 1871		
			j)	CourtCases		
			k)	MonitoringofLIMBS software		
			1)	Weekly status		
			m)	Weekly position of court cases to DoPT		
12.	VACANT	Under Secretary	a)	Commutation of	Dir.(RK)	Ms. Sonika Khattar,
		(D&E)	b)	Pension Rules DearnessRelief.		Under Secretary (Desk-F & RTI)
			c)	SCOVA/JCM.		
			d)	Resolutions and demands		
				received from		
				pensioners' associations		
			e)	Cabinet notes under		
				Rule37A including		
			f)	references Absorption of Central		
			,	Govt. employees		
			g)	Grant of exemption from the Rule of		
				immediate absorption		
				Autonomous Bodies for filling up posts by		
			L	deputation.		
			h)	Matters relating to conversion of Govt.		
				Deptts into PSUs/Autonomous		
				Bodies.		
			i)	Matters pertaining to Issue of Pensioners'		
				Card		
			j)	Reference under CGHS issues, Fixed		
				Medical Allowance/		
				Health Insurance Scheme.		
			k)	Strategic Initiative:		
				Liberalized Health OPD Scheme for		
			-	pensioners		
			1)	All aspects of Family Pension		
				under CCS		
				(Pension) Rules, 1972		

			<ul> <li>m) Ex-gratiato CPF retirees/famil ies</li> <li>n) Payment of arrears of Pension (Nomination) Rules</li> <li>o) Pension Adalat</li> </ul>		
13.	Shri Sandeep Gahlot	Under Secretary(Des k- I)	<ul> <li>a) All aspects relating to qualifying service.</li> <li>b) Counting of provide the service of the serv</li></ul>	DS(RCS)	Ms. MadhuMankotia, Under Secretary Desk-A)
14.	ShriDeepak Gupta	Under Secretary (Cpengram)	<ul> <li>a) Supervision/monitoringofgr ievancesregisteredunderCP ENGRAM</li> <li>b) Examination of the quality ofclosedgrievances&amp;satisfa ctionindex,monitoringof appeals with Nodal officers(Monthlyreports)</li> <li>c) Putting up DoPPW related Appeals of Grievances to Dir(PW)</li> <li>d) Review &amp; audit of the systemofCPENGRAMS&amp;r elatedMIS &amp; coordination with NICteam</li> <li>e) Review &amp; Audit of Grievances of Pension Adalats &amp; quality of disposal</li> <li>f) Review &amp; Audit of chroniccJSesreceivedonem ailandcoordinationwiththeg rievanceholder</li> <li>g) IntegratedGrievanceCallcen ter, its operation, includingtechnicalissues.</li> <li>h) ANUBHAV scheme.</li> </ul>	Dir.(PP)	Shri S.Chakarbarti,Under Secretary(B)
15.	Ms. Manju Gupta	AD(OL)	a) All work pertaining to Hindi translation and Official language	US(Admn.I)	Shri Anil Kumar Koiri, STO

16	Ms. Deborah	Section	a)	All work relating to	US(Admn.I)	
	Umesh	Officer(Admn.I)	u)	Establishment		
	Children	)		matters viz. filling up		
				of posts, pay fixation,		
				MACP cases,		
				Immovable Property		
				Return, etc.		
			b)	Vigilance matters		
			c)	E-ServiceBook		
			d)	Training matters of		
			u)	Staff & Officers		
			e)	Custody & record of		
			0)	passports		
			f)	Pension matters		
			g)	Engagement		
			b)	Updating of		
			11)	Probityportal		
			i)	EHRMS		
			i)	Pension matters of		
			J/	staff and officers.		
			k)	Monthly DO to DoPT		
			1)	Updating of		
			-)	portals(AVHM,Prob		
				ity,CVO)		
				Updating of DoPPW's		
				website (Coordination		
				issues)		
			m)	Duty list of staff		
			,	&officers/Other		
				misc.		
			n)	work JS given by		
			.,	US(Admin.I)		

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17.	Shri Andrew Zomawia Karthak	SectionOfficer( Admn.II)	<ul> <li>a) All matters relating to E-procurement &amp; purchase of petty items including computers, intercoms along with their AMC.</li> <li>b) Care-taking work of office including furniture, disposal of old stocks, water arrangements, office modernization etc.</li> <li>c) Liveries for MTS</li> <li>d) Purchasing of rule books.</li> <li>e) Staff Car matters including tender for hiring of vehicle and its finalization. Petrol&amp; servicing of official vehicle</li> <li>f) SanctionofTaxibills</li> <li>g) Arrangement of meetings and Protocol</li> <li>h) Liaison with the offices/Department/ Ministration matters</li> <li>i) Sanction of Telephone bills &amp; related matters</li> <li>j) Printingwork</li> <li>k) Purchase of stationery&amp;distributio n</li> <li>handling of Newspapers &amp; Magazines</li> </ul>
			Magazines m) Payment of misc. bills relating to General administration. n) Other misc. work as
			given by US(Admn.II)/HOO
18.	ShriAkh leshMaa n	SectionOfficer( Cash &Budget)	<ul> <li>a) Billrelatedworkpertainin gtoallsanctions</li> <li>b) Allworkpertainingtocoor dinationofBudget&amp;itspre paration</li> <li>c) Audit of the Departmentincludingdeal ingofallauditobservations</li> <li>.</li> <li>d) Incometaxcalculations&amp;i ssue ofForm-16</li> <li>e) QuarterlyreturnstoITdep artmentincludingcoordin ation</li> <li>f) PreparationofBudget</li> <li>g) Auditrepliesandrelatedc oordination work</li> <li>h) Othermiscellaneous workJSgivenbyUS( Adm.II)/HOO</li> </ul>
19.	Ms. SwatiKan t	SectionOfficer	<ul> <li>a) CommutationofPensionR US (DeskD &amp; E) ules</li> <li>b) DearnessRelief.</li> <li>c) SCOVA/JCM.</li> <li>d) Resolutions anddemandsreceivedfro mpensioners'association s</li> <li>e) Cabinet notes under Rule37Aincludingrefere nces</li> </ul>
			f) AbsorptionofCentralGov t. employees inAutonomousBodies/PS

Us
includingreciprocal
arrangementwithStateGo
vernment.
g) Grant of exemption from
the Rule of immediate
absorption in
Autonomous Bodies for
filling up posts by
deputation.
h) Matters relating to
conversion of Govt.
Deptts into
PSUs/Autonomous
Bodies.
i) Matters pertaining to
Issue of Pensioners'
Card
j) Reference under CGHS
issues, Fixed Medical
Allowance/ Health
Insurance Scheme.
k) Strategic Initiative:
Liberalized Health
OPD Scheme for
pensioners
p) All aspects of Family
Pension under CCS
(Pension)Rules,1972
q) Ex-gratiato CPF
q) Ex-gradiato CFF retirees/families
r) Payment of arrears
ofPension(Nominatio
n)
Rules
Pension Adalat

20.	ShriHe mant	SectionOfficer	<ul> <li>a) Allpensionpolicymatters excludingthoseallocatedt ootherDesks.</li> <li>b) Strategic Initiative: Review &amp; RationalizationofCCS(Pension)Rules,1972</li> <li>c) Mattersrelatingto6thCentral Pay Commission&amp; 7thCPC, etc. (exceptcommitteework)</li> <li>d) Workrelated to7thCPC</li> <li>e) PensionAct1871</li> <li>f) Courtcases</li> <li>g) MonitoringofLIMBSsoft ware</li> <li>h) Weekly status ofcontempt cases /important cases toHon'ble MoS(PP)</li> <li>i) Weekly position of courtcasestoDoPT(every Thursday)</li> <li>j) Anyotherworkassignedb</li> </ul>	US(A)	
21.	Syed Mohd. Danish Rizvi	SectionOfficer	<ul> <li>yUS(A)</li> <li>a) BhavishyaPortalandrelat ed issues</li> <li>b) IntegratedPensionerPortal:         <ul> <li>IntegrationofBhavishyawit hpensiondisbursingBanks</li> <li>c) Chasing Non- CivilMinistriestodigitizepe nsionprocessingontheparal lelofBhavishya</li> <li>d) Handlingofcriticalissuesof retireespertaining to</li> </ul> </li> <li>Banks/CPAO/Ministries         <ul> <li>e) Coordinationof7thCPCrela ted issues</li> <li>f) Pensioners' Portalincludinghiringoftec hnicalmanpowerforPension ers'PortalforNICCoordinati on</li> <li>g) SeniorOfficers'Meeting</li> <li>h) Compilation ofcompendium</li> <li>i) Updation of E-samiksha portal</li> <li>j) Coordination other than Parliamentary Affairs</li> <li>k) /Questions /LIMBS.</li> <li>l) All issues pertaining to Hon'bleMoS (PP) review meeting.</li> <li>m) VIP references</li> </ul> </li> </ul>		