

S. No	Name	Designation	Telephone No.	Work Allocated	Report To	Link Officer
1.	Shri Ruchir Mittal	Director(PW)	23350012	a) Desk-C b) Coord. c) Admn.I d) Desk-H	AS(Pension)	Dir.(PP)/DS(RCS)
2.	Dr. Pramod Kumar	Director(PP)	23350020	a) Desk- B b) CPENGRAMS	AS(Pension)	Dir.(PW)/Dir.(RK)
3.	Shri Ravinder Kumar	Director(RK)	24624802	a) Desk-D&E b) Desk-F c) RTI	AS(Pension)	DS(RCS)/Di.(PP)
4.	Shri R.C. Sethi	Deputy Secretary(RCS)	24635979	a) Desk-A b) Admn.II c) Budget d) Cash	AS(Pension)	Dir.(RK)/Dir.(PW)
5.	Shri S. Chakarbarti	Under Secretary(B)	24625754	a) All aspect relating to qualifying service. b) Counting of past service/resignation/break in service/addition to qualifying service in special circumstances. c) Retirement gratuity d) National Pension System e) PFRDA matters 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(CPENGRAM)
6.	Shri Ashok Kumar Singh	Under Secretary(H)	23310108	a) Strategic Initiative: Promotion of Digital Life Certificate and related issues. b) Pension Procedures under CCS (Pension) Rules & Simplification of Forms c) Aadhaar Seeding d) Grants-in-Aid e) Identification of Pensioners' Associations & coordination of activities with Pensioners' Associations f) Coordination work w.r.t. O/o PFA	Dir.(PW)	Shri Rajesh Kumar, Under Secretary
7	Shri Rajesh Kumar	Under Secretary, Admn.I	24644631	a) All Establishment related matters b) Vigilance Matters c) Training matters d) Outsourcing of staff e) (Estimates, tenders, LOA etc.) other than billing f) Admin 1 including attendance, leave account, immovable property returns, medical claims, APAR etc. g) Pension matters of staff and officers. h) Monthly DO to DoPT i) Updating of portals (AVMS, Probity, CVO)	Dir.(PW)	Shri Vishal Kumar, Under Secretary

				<ul style="list-style-type: none"> j) Updating of DoPPW's website (Coordination issues) k) Creation of Link of VC through Bharat VC. l) e- Office m) EHRMS 2.0 n) Dak Receipt & diarizing in e-office monitoring o) Media Coordination including social media- Twitter, Facebook, Documentaries etc. p) Hindi (OL) 		
8.	Shri Subhash Chander	Under Secretary(F)& RTI	24655523	<ul style="list-style-type: none"> a) GPF/CPF matters b) Census/Database of Pensioners. c) All matters relating to Extra-ordinary pension, EOP Rules, Payment of Ex-gratia lumpsum compensation to Central Govt Employees, Retirement/ Retirement benefits for Constitutional and Statutory Authorities. d) Review and Rationalization of EOP Rules e) RTI 	Dir.(RK)	Shri Dhananjay Prasad Singh, Under Secretary(D&E)
9.	Shri Rajendra Kumar Dutta	Under Secretary(Budget)& DDO	24644633	<ul style="list-style-type: none"> a) Budget b) DDO c) Audit Paras d) Cash 	DS(RCS)	Shri Sandeep Gahlot, Under Secretary(Admn.II)
10.	Shri Vishal Kumar	Under Secretary(C & Coord.)	24644634	<ul style="list-style-type: none"> a) Bhavishya Portal and related issues b) Integrated Pensioner Portal:- Integration of Bhavishya with pension disbursing Banks c) Chasing Non-Civil Ministries to digitize pension processing on the parallel of Bhavishya d) Handling of critical issues of retirees pertaining to Banks/CPAO/Ministries e) Coordination of 7th CPC related issues f) Pensioners' Portal including hiring of technical manpower for Pensioners' Portal for NIC 	Dir.(PW)	Shri Rajesh Kumar, Under Secretary(Admn.I)

				<ul style="list-style-type: none"> g) Coordination h) Senior Officers' Meeting i) Compilation of compendium j) Updation of E-samiksha portal k) Coordination other than Parliamentary Affairs /Questions /LIMBS. l) All issues pertaining to Hon'ble MoS (PP) review meeting. m) VIP references 		
11.	Ms. Madhu Mankotia	Under Secretary(A)	24644637	<ul style="list-style-type: none"> a) All pension policy matter excluding those allocated to other Desks. b) Strategic Initiative: Review & Rationalization of CCS (Pension) Rules,1972 c) Matter relating to 6th Central Pay Commission & 7th CPC, etc. (except committee work) Work related to 7th CPC d) Pension Act 1871 Court Cases e) Monitoring of LIMBS software f) Weekly status of contempt cases/important cases to Hon'ble MoS (PP) g) Weekly position of court cases to DoPT 	DS(RCS)	Shri Sandeep Gahlot, Under Secretary(Admn.II)
12.	Shri Dhananjay Prasad Singh	Under Secretary(D&E)	24644632	<ul style="list-style-type: none"> a) Commutation of Pension Rules b) Dearness Relief. c) SCOVA/JCM. d) Resolutions and demands received from pensioners' associations e) Cabinet notes under Rule 37A including references f) Absorption of Central Govt. employees in Autonomous Bodies/PSUs including reciprocal arrangement with State Government. 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 l) All aspects of Family Pension under CCS 	Dir.(RK)	Shri Subhash Chander, Under Secretary(F&RTI)

				<p>(Pension) Rules, 1972</p> <p>m) Ex-gratia to CPF retirees/families</p> <p>n) Payment of arrears of Pension (Nomination) Rules</p> <p>o) Pension Adalat</p>		
13.	Shri Sandeep Gahlot	Under Secretary (Admn.II)	24641627	a) Admn.II	DS(RCS)	Ms. Madhu Mankotia, Under Secretary(A)
14.	Shri Deepak Gupta	Under Secretary	23310106	<p>a) Supervision/ monitoring of grievances registered under CPENGRAM</p> <p>b) Examination of the quality of closed grievances & satisfaction index, monitoring of appeals with Nodal officers (Monthly reports)</p> <p>c) Putting up DoPPW related Appeals of Grievances to Dir(PW)</p> <p>d) Review & audit of the system of CPENGRAMS & related MIS & coordination with NIC team</p> <p>e) Review & Audit of Grievances of Pension Adalats & quality of disposal</p> <p>f) Review & Audit of chronic cases received on email and coordination with the grievance holder</p> <p>g) Integrated Grievance Call center, its operation, including technical issues.</p> <p>h) ANUBHAV scheme</p> <p>i) Monitoring of Janpath Bhawan Dak inflow & outflow</p> <p>j) Dak Receipt & diarizing in e-office and its monitoring at Janpath Bhavan</p> <p>k) Dak Dispatch at Janpath Bhavan</p>	Dir.(PP)	Shri S. Chakarbarti, Under Secretary(B)
15.	Ms. Manju Gupta	AD (OL)		a) All work pertaining to Hindi translation and officials language	US (Admn.I)	Shri Anil Kumar Koiri, STO
16	Ms. Deborah Umesh	Section Officer (Admn.I)	24623107	<p>a) All work relating to Establishment matters viz. filling up of posts, pay fixation, MACP cases, Immovable Property Return, etc.</p> <p>b) Vigilance matters</p> <p>c) E-Service Book</p> <p>d) Training matters of Staff & Officers</p> <p>e) Custody & record of passports</p> <p>f) Pension matters of Staff/officers.</p> <p>g) Engagement of D.E.O./Consultant through outsourcing</p> <p>h) Updating of Probity portal</p> <p>i) EHRMS</p> <p>j) Pension matters of staff and officers.</p> <p>k) Monthly DO to DoPT</p> <p>l) Updating of portals (AVHM, Probity, CVO)</p> <p>m) Updating of DoPPW's website (Coordination</p>	US(Admn.I)	Shri Akhlesh Maan, SO (Cash)

				<p>issues)</p> <p>n) Duty list of staff & officers /Other misc. work as given by US(Admin.I)</p>		
17.	Shri Andrew Zomawia Karthak	Section Officer(Admn.I I)		<p>a) All matters relating to E-procurement & purchase of petty items including computers, intercoms along with their AMC.</p> <p>b) Care-taking work of office including furniture, disposal of old stocks, water arrangements, office modernization etc.</p> <p>c) Liveries for MTS</p> <p>d) Purchasing of rule books.</p> <p>e) Staff Car matters including tender for hiring of vehicle and its finalization. Petrol & servicing of official vehicle</p> <p>f) Sanction of Taxi bills</p> <p>g) Arrangement of meetings and Protocol</p> <p>h) Liaison with the offices/Department/Ministries for General administration matters</p> <p>i) Sanction of Telephone bills & related matters</p> <p>j) Printing work</p> <p>k) Purchase of stationery & distribution</p> <p>l) Handling of Newspapers & Magazines</p> <p>m) Payment of misc. bills relating to General administration.</p> <p>n) Other misc. work as given by US (Admn.II)/HOO</p>	US(Admn.II)	Shri Akhlesh Maan, SO (Cash)
18.	Shri Akhlesh Maan	Section Officer(Cash & Budget)		<p>a) Bill related work pertaining to all sanctions</p> <p>b) All work pertaining to coordination of Budget & its preparation</p> <p>c) Audit of the Department including dealing of all audit observations.</p> <p>d) Income tax calculations & issue of Form-16</p> <p>e) Quarterly returns to IT department including coordination</p> <p>f) Preparation of Budget</p> <p>g) Audit replies and related coordination work</p> <p>h) Other miscellaneous work as given by US (Adm. II)/HOO</p>	US(Budget & DDO)	Shri Andrew Zomawia Karthak, SO
19.	Ms. Swati Kant	Section Officer		<p>a) Supervision/ monitoring of grievances registered under CPENGRAM</p> <p>b) Integrated Grievance Call</p>	US(CPENGRAM)	

				center, its operation, including technical issues. c) ANUBHAV scheme		
20.	Shri Hemant	Section Officer		<ul style="list-style-type: none"> a) All pension policy matters excluding those allocated to other Desks. b) Strategic Initiative: Review & Rationalization of CCS (Pension) Rules, 1972 c) Matters relating to 6th Central Pay Commission & 7th CPC, etc. (except committee work) d) Work related to 7th CPC e) Pension Act 1871 f) Court cases g) Monitoring of LIMBS software h) Weekly status of contempt cases /important cases to Hon'ble MoS (PP) i) Weekly position of court cases to DoPT (every Thursday) j) Any other work assigned by US (A) 	US (A)	