

Ministry of Minority Affairs

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Work Allocation of Additional Secretary/Joint Secretaries

Name of the Officer	Work Allocated
<p>Shri S.K. Dev Verman Additional Secretary</p> <p>Email: <u>siddharth.devverman@nic.in</u></p> <p>011-24364280 (O)</p>	<ul style="list-style-type: none">• Seekho aur Kamao• USTTAD• Nai Manzil• Media & Research• Establishment (including Website, Helpline E-office)• General Admn• Coordination• Parliament
<p>Ms. Niva Singh Joint Secretary</p> <p>Email:<u>niva.singh1@nic.in</u></p> <p>011-24364288 (O)</p>	<ul style="list-style-type: none">• Scholarship Schemes• Naya Savera (Free Coaching)• Nai Udaan• Padho Pardesh• MANF• Hamari Dharohar• Jiyo Parsi• Nai Roshni• Gender Cell• Anglo-Indian Matters
<p>Shri Jan-e-Alam, Joint Secretary</p> <p>Email:<u>jan.alam@gov.in</u></p> <p>011-24364312 (O)</p>	<ul style="list-style-type: none">• Haj• Waqf Matters• Central Waqf Council• Vigilance (CVO)• MAEF• NMDFC• NAWADCO• Coordination of Court Cases• Islamic Banking related matters• Reservation matters• Durgah Committee
<p>Ms. Nigar Fatima Hussain, Joint Secretary</p>	<ul style="list-style-type: none">• Pradhan Mantri Jan Vikas Karyakram (PMJVK)

<p>Email: nigarhussain.edu@gov.in 011 24364271 (O)</p>	<ul style="list-style-type: none"> • Sachar Committee & 15 Point Programme • Policy & Planning (PP) • National Commission for Minorities(NCM) (including notification of Minorities) • CLM (Including additional charge of CLM)
<p>Ms. Rajneesh Jain, DDG Email: rajnesh.jain@nic.in 011-24364279 (O)</p>	<ul style="list-style-type: none"> • Direct Benefit Transfer (DBT) • Plan and Annual Plans • Annual Reports • E-Samiksha • Official Language • RTI • Compilation of a comprehensive statistical Handbook, Reports, data on Minorities • Any other work concerning submission of statistical reports to Niti Aayog and Ministry of Statistics and Programme Implementation.
<p>Shri Jagmohal Gupta, JS&FA Email ID : jmg@nic.in 24364315 (Antodaya Bhawan) 23710297 (Shram Shakti Bhawan)</p>	<ul style="list-style-type: none"> • Internal Finance Division (IFD), Budget & Related Matters

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Work allocation of Directors/Deputy Secretaries

S.No.	Name of Officer	Work Allocation
01.	Shri P.K. Thakur, Director 011-24364314 (O)	<ul style="list-style-type: none">• USTTAD & Hunar Haat• Research & Media• General Administration
02.	Shri Nizamuddin Director 011-26160080 (O)	<ul style="list-style-type: none">• Haj• Durgah Committee• Misc Issues (Including Islamic Banking)• Coordination of Court Cases
03.	Ms. Moina Benazir Deputy Secretary 011-24364317 (O)	<ul style="list-style-type: none">• Seekho aur Kamao• Nai Manzil
04.	Shri Satya Prakash Deputy Secretary 011-24364278 (O)	<ul style="list-style-type: none">• IM, CLM, NCM• Waqf• NAWADCO• Vigilance
05.	Shri Ravi Sunder Deputy Secretary 011-24364281 (O)	<ul style="list-style-type: none">• PMJVK
06.	Shri Dhruv Chakravarty Deputy Secretary 011-24360852 (O)	<ul style="list-style-type: none">• Scholarship• Anglo Indian Matters• Padho Pardes• MANF
07.	Ms. Mala Rangarajan Deputy Secretary 011-24360858 (O)	<ul style="list-style-type: none">• Nai Roshni• Free Coaching• Nai Udaan• Hamari Dharohar• Gender Cell• Jio Parsi
08.	Shri. Manoj Sharvar Deputy Secretary 011-24360880 (O)	<ul style="list-style-type: none">• IFD• DBT• NMDFC
09.	Shri Ravinder Kumar Deputy Secretary 011-24360851 (O)	<ul style="list-style-type: none">• Coordination• Parliament• Sachar Committee• 15 PP• Official Language• Annual Report• Public Grievances• CPGRAMS
10.	Shri Vijay Singh Deputy Secretary 011-24360854 (O)	<ul style="list-style-type: none">• Establishment (including appointment of Consultants)• E-Samiksha• E-office• Helpline• RTI
11.	Shri S.P. Teotia, Deputy Secretary 011-26160080 (O)	<ul style="list-style-type: none">• Haj• MAEF
12.	Shri Deori, Deputy Secretary 011-23072651 (O)	<ul style="list-style-type: none">• Office of CLM