

F.No. 22012/2/2017-Estt.
GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road, New Delhi.

Dated: 11th October, 2023

OFFICE ORDER No. 149 /2023

The competent Authority has approved the following work allocation among AS/JSs/DDG with immediate effect and until further orders:

Sl. No	Addl. Secretary/ Joint Secretary/ DDG	Allocation
1.	Shri K R Meena, Additional Secretary	a. General Administration (incl. Gender Cell), Cash, Azadi ka Amrut Mahotsav (AKAM) b. Vigilance c. Establishment (including appointment of Consultants) d. Coordination e. Capacity Building Commission f. Vision@2047 g. Parliament h. Sachar Committee & 15 PP (includes Anglo Indian Community & any other community specific grievance) i. Dargah Committee, Reservation Matters j. NAWADCO k. MAEF
2.	Shri C.P.S. Bakshi, Joint Secretary	a. Haj b. Skill Development Schemes - (PM Vikas, Seekho Aur Kamao, Nai Manzil, USTAAD, Hamari Dharohar, Nai Roshni) c. NMDFC

3.	Shri Shahnawaz Alam, Joint Secretary	<ul style="list-style-type: none"> a. NCM b. NCLM c. IT (NIC, e-office, website) d. Special Campaign for Disposal of Pending Matters (SCDPM)
4.	Shri J.S. Raje Joint Secretary	<ul style="list-style-type: none"> a. Education – (Pre-Matric Scholarship, Post Matric Scholarship, Merit-cum-Means Scholarship, Padho Pradesh, MANF) b. Madarasa Education c. DBT d. PMJVK e. WAQF f. WAMSI Portal and Grievances related to it.
5.	Smt Richa Shankar, DDG	<ul style="list-style-type: none"> a. E- Samiksha b. SGOs c. Compilation of a comprehensive statistical Handbook, Reports, Data on Minorities d. Any other work concerning submission of statistical reports of NITI Aayog and Ministry of Statistics and Programme Implementation. e. Jiyo Parsi (including grievances related to the community)
		<ul style="list-style-type: none"> a. Research & Media b. RTI c. Annual Report d. CP Grams, Public Grievances e. Citizens Charter f. Official Language

6.	Smt. Nirupama Kotru, JS&FA	IFD & Budget, Audit Paras, OOMF, PAC, EFC and SFC of the Department in conjunction with the concerned Joint Secretary and Standing Committee work related to Demands for Grants
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(Rakesh Kumar)

Deputy Secretary to the Government of India

Copy to:

- i. APS to Hon'ble Minister (MA)
- ii. APS to Hon'ble Minister of State
- iii. All AS/JSs/DDG
- iv. Sr. PPS to Secretary (MA)
- v. PPS to AS (MA)
- vi. PPS to JS (CPSB)/ PPS to JS (SA)/PPS to (JSR)/PS to DDG (RS)/ PS to JS & FA, MoMA.
- vii. All Officers/ Officials – *through e-Office portal.*
- viii. Sr. Tech. Director (NIC)
- ix. Notice Board (e-Office)
- x. Office Order Folder.
- xi. Hindi Section – *For translation*