

## Allocation of work in Department of Pension and Pensioners' Welfare

Sl. No	Name, designation & Telephone No.	Work allocated	Report to	Link Officer
1	Ms. Seema Gupta, Director (PW)  24624802(O)  Plus  Shri Sandip Ramteke, PS	1. Desk-C (Pensioners' Portal, Pensioners Grievances), Sankalp, Bhavishya, Anubhav.  2. Admin –Establishment and Vigilance matters	JS(Pension)	Dir(P)/ Dir (PP)
2	Sh. Harjit Singh, Director (PP)  24624752 (O)  Plus  Shri D.S. Prasad, PS	1. Desk-A (Pension policy, matters relating to 6 <sup>th</sup> / 7 <sup>th</sup> CPC, Pension Act, 1871 & Pension Rules).  2. Desk-B (Qualifying service, counting of past service/resignation/break in service etc.), New Pension Scheme, service & retirement gratuity.  3. Desk-D (Absorption of Central Govt. employees in Autonomous bodies/ PSUs, reference under CS(MA) Rules/ Fixed Medical Allowance/ Health Insurance Scheme, Pensioner's demand on non-pensionary matters).	JS (Pension)	Dir (PW)/ Dir (P)
3	Ms. Sujasha Choudhury,  Director (P)  24635979 (O)  Plus  Smt. Sunita Vikas Ramteke, PS	1. Desk-G (Dearness Relief, Commutation of Pension, JCM matters, SCOVA). 2. Desk-E (Family Pension & Pension procedure). 3. Desk-F(GPF/CPF/EOP Rules, Database of Pensioners) 4. Desk-Coord. (Parliamentary Standing Committee & other Parliamentary matters & periodical returns), RTI 5. Admn. Division – General Admn./Budget / House keeping). 6. Jeevan Pramaan. 7. Head of Department (H.O.D.)	JS (Pension)	Dir (PP)/ Dir (PW)

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4	Sh. S.K.Makkar, Under Secretary. Desk – “A” 24644634(O)  Plus  Shri Ajay, PA	a) All pension policy matters relating to 6 <sup>th</sup> Central Pay Commission/ 7 <sup>th</sup> CPC, etc. b) Proposals regarding introduction of the pension Scheme in PSUs/Autonomous Bodies. c) Pension Act 1871. d) Matters relating to Court cases/RTI/VIP References / Inventory of decisions/ Misc. specific to the Desk	Dir(PP)	Sh. T.C. Varghese, Section Officer, Desk - “F”
5	Sh. Ashok Kumar Singh, Under Secretary Desk - (Coord.) & Admn-I  Desk 24644631(O)	a) Admin-I including Medical claims, APAR & Leave etc. b) Anubhav c) MMP on Pensioner’s Portal d) Identification of Pensioner’s Association	Dir(PW)	Shri Manoj Kumar, Under Secretary
		a) Cabinet notes b) All Coordination work including Parliament Questions. c) Monthly DO letter to Cabinet Secretariat d) Minutes of Weekly meeting e) Annual Report f) e-samiksha g) Hindi(OL)/Misc.	Dir(P)	
6	Smt. Deepa Anand, Under Secretary Desk – “D” 24644636(O)  Plus  Shri Deepak Pundir, PA	a) All matters relating to absorption of Central Govt. employees in Autonomous Bodies/PSUs including reciprocal arrangement with State Government. b) Grant of exemption from the Rule of immediate absorption in Autonomous Bodies for filling up posts by deputation. c) Pensioners’ demands of non pensionary nature such as Housing and Travel facilities etc. d) Matters relating to conversion of Govt. Deptts. Into PSUs/Autonomous Bodies. e) Reference under Fixed Medical Allowance/ Health Insurance Scheme. f) Matters relating to Court cases/RTI/VIP references/Parliament/Inventory of decisions specific to the Desk.	Dir(PP)/	Shri Sidheshwar Chakrabarti, Under Secretary Desk– “B”.
		a) Supervision/ monitoring of grievances registered under CPENGRAMS.	Dir (PW)	

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7	Shri Sidheshwar Chakrabarti, Under Secretary Desk – “B”. 24635754(O)  Plus  Smt. Nirmal Meena, PA	a) All aspect relating to qualifying service. b) Counting of past service/resignation/ break in service/addition to qualifying service in special circumstances. c) Issues relating to mobility of Government servants from one Department to another Dept and State Govts/UTs & vice-versa. d) Pension for temporary/Quasi permanent employees. e) Ex-Burma/Ex-Goa/Pondichéry Pensionner. f) All matters relating to Retirement gratuity g) Matters relating to Court case/RTI/VIP references / Inventory of decisions / Misc. specific to the Desk. h) New Pension Scheme	Dir(PP)	Smt. Deepa Anand, Under Secretary Desk – “D”
8	Sh. D.K. Solanki, Under Secretary Desk – “E”. 246446321 (O)  Plus  Ms. Jyoti, Steno Gr. D	a) All aspects of Family Pension under CCS (Pension) Rules, 1972. b) Ex-gratia to CPF retirees/families. All aspects concerning procedure for sanction of pension, issue of PPO and payment of pension through Banks, payment of pension outside India and arrears of Payment of Pension (Nomination) Rules. c) Matters relating to Court cases/RTI/VIP References Hindi/Parliament/Inventory of Decisions specific to the Desk.	Dir(P)/	Sh. Charanjit Taneja Under Secretary Desk – “G”
		a) Jeevan Pramaan	Dir(PW)	
9	Sh Charanjit Taneja, Under Secretary Desk – “G” /  24644637(O)	a) Commutation of Pension Rules b) Dearness Relief. c) SCOVA/JCM. d) Resolutions and demands received from pensioners’ associations e) Pensioners’ Adalat f) GPF cases submitted by Desk-F	Dir(P)	Sh. D.K. Solanki, Under Secretary Desk – “E”
	US(Admn.II)/ HOO*** Plus  Shri Ravi Rawat, PA	a) Admin-II b) Supervision of DDO’s work, Budget, Cash c) Controlling Officer of Diary/Dispatch		

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10	Shri Manoj Kumar Under Secretary  Smt. R Jayanthi Sharma, PA	a) Sankalp b) Bhavishya c) All Sankalp/Bhavishya related RTI matters/VIP references/Parliament etc.	Dir(PW)	Sh. Ashok Kumar Singh, US (Coord)
		d) Nodal Officer of RTI matters & e-office.	Dir(P)	
11	Ms. Pushplata, Asstt. Director (OL)	All work pertaining to Hindi translation and Official language.	US (Coord)	Dr. Om Prakash Dwivedi, SHT
12	Sh. T.C. Varghese, Section Officer (Desk-F) 24623107 (O)  Plus  Shri Sanjeet Kumar, PA	All matters relating to Extra ordinary pension, other than qualifying service, Retirement/ Retirement benefits for Constitutional and Statutory Authorities. GPF/CPF/EOP Rules and liberalized Pension Awards, Ex-gratia pension. Census/Database of Pensioners. Matters relating to Court cases/RTI/VIP references/Hindi/Parliament /Inventory of decisions specific to the Desk. New Pension Rules.	Dir(P)	Sh. S.K. Makkar, Under Secretary. Desk – “A”
13	Smt. Kiran Batra, Section Officer (Cash) & DDO	Sanction of advances like GPF, LTC, TA , Staff News papers bills etc. All work pertaining to coordination of Budget/Audit of the Department and Drawing Disbursing Officer ( DDO), purchasing of rule books. All work relating to budget, Parliamentary Standing Committee on Budgetary matters and dealing of all audit observations. Other miscellaneous work as given by US (AdmII)/HOO.	US (Adm.II) & HOO	Shri Rajesh Kumar, S.O. (Admn.II)
14	Smt. N. Prasanna Section Officer (Admn.I)	All work relating to establishment, filling up of posts, Engagement of D.E.O./Consultant through outsourcing, pay fixation, MACP cases, Immovable Property Return, Vigilance matters. e-Service Book, pension matters of Staff/officers.	US (Admn.I)	Shri Dhananjay Prasad Singh, S.O. (Coord)
		Monthly D.O. to Cab Sectt./e-samikSha Other misc. work as given by US(Admn.I)/HOO.		

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15	Shri Rajesh Kumar, Section Officer (Admn.II)	All matters relating to furniture, liveries for Group 'D' employees, purchase of petty items including their AMC, Staff Car matters, Taxi bills, caretaking work of office, disposal of old stocks, arrangement of meetings and Protocol, liaison with the offices/Department/ Ministries for General administration matter, Other misc. work as given by US(Admn.II)/ HOO.	HOO & US (Admn.II)	Smt. Kiran Batra, S.O. (Cash)/ DDO
16	Shri Dhananjay Prasad Singh, Section Officer (Coord)	All work relating to Coordination, Parliamentary matters. Interpretation / clarification of Disability pension.	US (Coord)	US(Coord.)
17	Shri Akhlesh Mann Assistant Section Officer (Desk-E/RTI) Additional Charge	Marking of references from different Miniseries/Department to concerned divisions. All work relating to RTI application of D/o Pension & PW and also receiving of RTI application of DOP&T establishment of Lok Nayak Bhawan. Other misc. work as given by US(Desk E).	US (Desk E)	Shri Dhananjay Prasad Singh, S.O.
18	Shri Prashant Gupta, Section Officer (Desk-A)	Attached with Desk A	US (Desk -A)	
19	Dr. Om Prakash Dwivedi, Senior Hindi Translator	All work pertaining to Hindi translation and Official Language and in addition the work pertaining to telephone bills, Tender for hiring of vehicle and its finalization, printing work, purchase of stationery & distribution and Taxi bills, handling of Newspapers & Magazines, Protocol work, payment of misc. bills relating to General administration and other misc. work as given by US(Admn.II)/ HOO.	HOO& US (Admn.II)	Smt. Kiran Batra, S.O. (Cash)/ DDO

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20	Shri Anand Kumar Jaiswal, Assistant Section Officer.	Work relating to sanction of all advances like Medical, HBA, Scooter/Car Advances, TA/LTC, computer advance and reimbursement of medical bills/Children Education allowances, Issue of CGHS Card etc. including misc. reimbursement cases and all work relating to maintenance of APAR of all the staff/officer of the Deptt., work relating to SPARROW/Lok Pal/Ayukta and other misc. work as given by US(Admn.I)/HOO.	HOO& US (Admn.I)	Shri Mahendra Singh Assistant Section Officer
21	Shri Mahendra Singh , Assistant Section Officer.	All matters relating to establishment like maintenance of Service Book of employees, leave account, annual increment, ER Sheets, issue of Identity Card, record of passports, all misc. establishment matters of staff including forwarding of application & applying for passport etc. and pension matters of Staff/officers. Other misc. work as given by US(Admn.I).	US (Admn.I)	Shri Anand Jaiswal, ASO
22	Shri Akhlesh Mann Assistant Section Officer	Matters related to Budget, e-Procurement, procurement related to I.T.s & AMC of computers, Intercoms. Petrol & servicing of official vehicle, procurement relating to Pensioners' Portal/Bhavishya. Other misc. work as given by US(Admn.II)/HOO.	HOO& US (Admn.II)	Shri Rajesh Kumar, S.O.
23	Sh. Sujit Kumar Das, Assistant Section Officer/ Cashier	All work relating handling of cash. Preparation of salary bill & other contingent bills. Reconciliation with Pay & Account Office. Assisting in issues relating to preparation of budget and audit replies. Other misc. work as given by US(Admn.II)/HOO.	DDO/ HOO& US (Admn.II)	Shri Anand Kumar Jaiswal, ASO
24	Shri Akshay Kumar Assistant Section Officer	CPENGRAMS related work- analysis of grievances.	US(D) through Grievance Cell	Consultant Sh. R.K. Johari