

**Work distribution among Joint Secretaries/Economic Advisor of Ministry of Steel
(As on 31.10.2018)**

1. Smt Rasika Chaube, Additional Secretary

Wing/ Division/ Cell/ Desk	Functions
NMDC Division	<ul style="list-style-type: none"> • All matters relating to NMDC (except Board level appointments) • Parliament questions, VIP references, CPGRAMS, RTI, court cases, PMO, Annual report etc material relating to the above.
MECON Division	<ul style="list-style-type: none"> • All matters relating to MECON (except Board level appointments) • Parliament questions, VIP references, CPGRAMS, RTI, court cases, PMO, Annual report etc material relating to the above.
Industrial Development Division	<ul style="list-style-type: none"> • National Steel Policy • Policy regarding distribution of iron & steel material to SSI • Coordination with various Ministries /state Governments for facilitating major investment & resolution of pending issues for development of iron & steel industry • IMG meetings • Matters relating to growth & development of pig iron industry, steel providing industry, steel processing industry, etc. • Coordination with Ministry of shipping, Road Transport & Highways • Coordination with Department of Financial Services & RBI • Follow of action on discussion on the issues of major public/private steel manufactures of the country taken by Project Monitoring Group (PMG) of Cabinet Secretariat • Foreign Direct Investment in Iron & Steel Sector. • Application of up to 100% Export oriented units in Iron & Steel Sectors • Coordination of “MyGov” • Parliament questions, VIP references, CPGRAMS, RTI, court cases, PMO, .Annual report etc material relating to the above. <p>Logistics desk (Railways) – Coordination with Ministry of Railways on railway related issues.</p>
SDF JPC and ERU	<ul style="list-style-type: none"> • Administrative Work of ERU • Work of Chairman JPC
Parliament Cell	<ul style="list-style-type: none"> • All parliamentary matters relating to Ministry of steel • Meetings of the consultative Committee and Standing Committee • Visits of parliamentary committees/study group to PSUs and Projects etc. under the Ministry of Steel
Trade & Taxation Division	<ul style="list-style-type: none"> • Policy matters pertaining to steel market, international trade & domestic trade • Steel price monitoring • Coordination with Department of Commerce on all issues Concerning international trade, trade agreements with foreign countries, WTO • Participation and follow up action with Organisation for Economic Cooperation and Development (OECD) • Administrative matters of UNDP – GEF(Steel)

	<ul style="list-style-type: none"> • Export/import & trade matters relating to iron ore/manganese/chromium policy • Taxation & policy for import & export duty on steel products • International trade issues (anti dumping duty, safeguards, countervailing, etc.) • Parliament questions, VIP references, CPGRAMS, RTI, court cases, PMO. Annual report etc material relating to the above.
Raw Materials Division	<ul style="list-style-type: none"> • Assisting Iron & Steel units for linkages of major raw materials including coal linkages to sponge iron units/steel sector • Linkages of natural gas • Allotment of captive coal blocks • Exports ceiling & related policy matters of manganese ore/chrome ore & its concentrates & Ferro alloy industry • Advice to Ministry of Commerce on export of iron ore • Advice to Ministry of Mines on policy relating to allocation of iron ore mines • Distribution & policy issues of coal & natural gas. • Parliament questions, VIP references, CPGRAMS. RTI, court cases, PMO. Annual report etc material relating to the above. • Work related to “Make in India”

2. Shri Puneet Kansal, Joint Secretary(K)

S. No.	Wing/Division/Cell/Desk	Functions
1.	SAIL Division	<ul style="list-style-type: none"> • Matters relating to Commercial Infrastructure Projects • Modernization and expansion • Land. Mining leases. Environment /forest/etc. clearance / renewal etc. • Audit, Budget. • Safety, CSR. • Court Cases • RFD • VIP references, Parliament questions, RTI of all plants • Merger of refractory unit of BSCL with SAIL etc. • Transfer of Shares, MOA etc. • Parliament questions, VIP references, CPGRAMs, RTI, court cases, PMO Annual report etc material relating to the above
2.	Coordination Division	<ul style="list-style-type: none"> • Coordination • Preparation of Annual Report of the Ministry of Steel • Monitoring of Central Public Grievance Redrresal and Monitoring System (CPGRAMs) • Preparation of Induction Note for Minister/Secretary and material for President's "Address to Parliament. • Finalization and monitoring of the Citizens/Clients charter of the Ministry. • Comments on the Draft Cabinet Notes received from other Ministries/Departments. • Circulation of guidelines/orders/instructions relating to Public Sector Enterprises issued by various Ministries/Departments from time to time. • Monitoring of CPGRAMs, PMO references. • Swachh Bharat & Swachh Vidayala.
3.	Board Level Appointments Cell	<ul style="list-style-type: none"> • Board level Appointments cell – all Board level appointments Functional/Govt./Independent (including CMDs/MDs/Directors) of all CPSEs of Ministry of Steel. • Administrative matters viz leave, pay fixation etc of the above Board level Officers.
5.	Projects Monitoring Cell & International Cooperation Division (Part)	<ul style="list-style-type: none"> • Monitoring of All Public Sector Projects • Matters relating to ICVL • Green field investment projects relating to Japan, China and South Korea

3. Ms. Ruchika Chaudhry Govil, Joint Secretary (R)

S. No.	Wing/ Division/ Cell / Desk	Functions
1.	RINL Division	<ul style="list-style-type: none"> • All matters relating to RINL (except Board level appointments) • Parliament questions, VIP reference, CPGRAMs, RTI, court cases, PMO. Annual report etc material relating to the above.
2.	MSTC Division	<ul style="list-style-type: none"> • All matters relating to MSTC (except Board level appointments) • Parliament questions, VIP reference, CPGRAMs, RTI, court cases, PMO. Annual report etc material relating to the above.
3.	Technical Division	<ul style="list-style-type: none"> • Technical evaluations/disposal of some specific work of technical nature besides rendering technical advice on all matters falling under the purview of Ministry of Steel • Export promotion • Direct/Secretariat Functions • Research & Development • Energy & Environment Management • Standardization & Quality Control • Export promotion through duty free import for export production • Prime Minister's & Steel Minister's Trophy • National Metallurgist Day Awards • Coordination with all Ministries/ Departments on Technical Matters • Advisory Functions: Rendering Technical Advice on all matters relating to Planning & Development (Project Import, National Steel Policy / Working Groups, etc. • Raw material or iron & steel production • EXIM Policy / Grant of EPCG License • Fiscal policy / WTO/ TBT matters • Techno- Economic Efficiency parameters, etc • Parliament questions, VIP references, CPGRAMS. RTI court cases, PMO. Annual report etc material relating to the above. • Certifying essentiality of imports of capital goods under Export Promotion Capital goods Scheme for project import.
4.	Projects & International Cooperation Division (Part)	<ul style="list-style-type: none"> • Global forum • Projects (Green Field Investment) except countries of Japan, China and South Korea • Bilateral & multilateral cooperation etc. • Parliament questions.VIP references, CPGRAMs, RTI, court cases, PMO, annual report etc material relating to the above
5.	Steel Development (Institutes) Division	<ul style="list-style-type: none"> • Research institutes BPSNL, NISST, INSDAG • Steel Consumer Council • Ferrous Scrap Committee (FSC) • Furnishing material for Parliamentary Committee, Performance Budget, Annual Report, Annual Plan, President and Finance Ministers' speech in Parliament. Monthly DO to Cabinet Secretariat, DIPP, etc • Parliament questions, VIP references, CPGRAMS, RTI court cases, PMO. Annual report etc material relating to the above.

6.	Vigilance Division	<ul style="list-style-type: none"> • Identification of sensitive areas prone to malpractices/temptation and taking preventive measure to ensure integrity/efficiency in Government functioning. • Scrutiny of complaints and initiation of appropriate investment measures, inspections and follow up thereon • Furnishing the comments of the Ministry to the Central Vigilance Commission on the investing reports of the Central Bureau of Investigation. • Appointment of Chief Vigilance Officers (CVOs) in the PSUs in Consultation with CVC and Department of Personal & Training • Examination of complaints regarding allegations against the officials/officers of the PSUs under this Ministry for appropriate action • Maintenance and scrutiny of immovable property returns of officers and staff working in the Ministry. • Maintenance of ACRs of the CVOs of PSUs. <p>The work relating to implementation of the Right to Information Act 2005 in the Ministry of Steel and monitoring its implementation in the PSUs and other officers under the Ministry including submission of Annual Report relating to RTI activities to the Central information Commission. RTI policy matters.</p>
7.	IEC & Marketing	<ul style="list-style-type: none"> • Entire work relating to IEC and Marketing including coordination for activities of setting up of Steel Pavilion at India International Trade Fair.

4. **Shri. T. Srinivas, Joint Secretary (S)**

S. No.	Wing/Division/Cell/Desk	Functions
1.	Establishment Division	<ul style="list-style-type: none"> • Matters relating to the secretariat like appointments, transfer, training, pay fixation, grant of advances, disciplinary cases, etc. of all officers/officials in the Ministry of Steel and issues related to Welfare of Women. • All O&M matters such as implementation of the provision of the Manual of Office Procedure including Annual Inspection of the Sections/Desks • E-governance & computerisation. IT & website, biometric attendance • Parliament questions, VIP references, CPGRAMs, RTI, court cases, PMO, Annual report etc. Material relating to the above.
2.	General Administration Division	<ul style="list-style-type: none"> • General office administration and house keeping • Office equipment, procurement and maintenance of office equipment • Civil Defence • Departmental Security • Medical Claims • Issues of various items of contingencies to the officers/officials of Ministry etc.
3.	KIOCL Division	<ul style="list-style-type: none"> • All matters relating to KIOCL (except Board level appointments) • Parliament questions, VIP reference, CPGRAMs, RTI, court cases, PMO. Annual report etc material relating to the above.
4.	MOIL Division	<ul style="list-style-type: none"> • All matters relating to MOIL (except Board level appointments) • Parliament Questions, VIP references, CPGRAMs, RTI, court cases, PMO, Annual report
5.	Official Language Division	<ul style="list-style-type: none"> • Implementation of official language policy and Hindi translation work.
6.	HR PSU Information Cell	<ul style="list-style-type: none"> • PSU HR Information Cell – collation of information relating to HR policies of all CPSEs
7.	Control Cell	<ul style="list-style-type: none"> • Monitoring security related matters (accidents and emergency situation) of the Public Sector Undertaking under the Ministry of Steel.
8.	Bird Group Companies	<ul style="list-style-type: none"> • All matter relating to Bird Group Companies (except Board level appointments) • Parliament questions, VIP reference, CPGRAMs, RTI, court cases, PMO. Annual report etc material relating to the above.

5. Smt. Pally Kundu, DDG

Wing/ Division/ Cell/ Desk	Functions
Statistical Division	<ul style="list-style-type: none"> to oversee the work of data compilation of JPC, ERU (The administrative work pertaining to JPC be looked after by Addl. Secretary as Chairman of JPC) Compilation and analysis of statistical data of steel sector etc Analysis of the data furnished through the monthly Report on Iron and Steel by JPC to SD-I. Any other work assigned from time to time.
Library	<ul style="list-style-type: none"> All matters relating to acquisition of books, manuals, newspapers, journals, other reference books and maintaining catalogues, etc.
FH Division	<ul style="list-style-type: none"> All matters relating to FSNL, HSCL
Record room, Receipts & Dispatch	<ul style="list-style-type: none"> Record, Receipts & dispatch

6. Smt. Promodita Satish, Economic Advisor

Wing/ Division/ Cell/ Desk	Functions
Economic Division	<ul style="list-style-type: none"> Annual Plan of the Ministry, including PSUs under the Ministry Plan Outlay Budget Plan Monthly report to Cabinet Sectt. Analysis of the Economic Survey(annual) Highlights of the achievement of the Ministry to be circulated to all Ministries/Departments through e-mail Any other work assigned from time to time.
Skill Development	<ul style="list-style-type: none"> Co-ordination of Skill Development with the PSUs
Training	<ul style="list-style-type: none"> Training Manager

Name of the Officer (S/Shri)	Items of work allocated	Reporting Officer
Mahabir Prasad, Director	SAIL, Coordination, BLA and Raw Material, Green field investment projects relating to Japan, China and South Korea Foreign Direct Investment in Iron & Steel Sector in respect of Japan, China and south Korea	JS (K)
Neeraj Agrawal, Director	RINL, Technical Division, Projects & International Cooperation Division [Global forum, Projects (Green Field Investment) except countries of Japan, China and South Korea], Steel Development Institutes and IEC & Marketing	JS(R)
Girraj Prasad Meena, Deputy Secretary	NMDC, MECON, ID Wing, SDF, JPC and ERU, Parliament Cell, Trade and Taxation	AS(RC)
Anil Kumar, Deputy Secretary	Establishment, General & Admin, MOIL, Bird Group of Companies, Control Cell	JS(S)