## Smt Rasika Chaube, Additional Secretary

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<th>S. No.</th>
<th>Wing/Division Cell/Desk</th>
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</table>
| 1.     | NMDC Division            | - 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. |
| 2.     | Trade & Taxation Division | - 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.  
          |                           | - Coordination with DGFT and DGTR  
          |                           | - Export/import & trade matters relating to iron ore/manganese/chromium policy.  
          |                           | - Export promotion  
          |                           | - SIMS, TBT  
          |                           | - Taxation & policy for import & export duty on steel products.  
          |                           | - International trade issues ( antidumping duty, safeguards, countervailing, etc).  
          |                           | - Steel Business Development Centre  
          |                           | - Enhancing Steel usage  
          |                           | - Setting up of Green Field Steel Plants/Investments  
          |                           | - Parliament questions, VIP references, CPGRAMS, RTI, court cases, PMO. Annual report etc material relating to the above. |
| 3.     | Raw Materials Division   | - Assisting Iron & Steel units for linkages of major raw materials including coal linkages to sponge iron units/steel sector.  
          |                           | - Linkages of natural gas and coal as well as their distribution & policy issues  
          |                           | - All matters relating to allocation of captive coking coal blocks and setting up of washeries by Steel CPSEs.  
          |                           | - 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.  
          |                           | - Raw material security including investments abroad  
          |                           | - Logistics & Coordination with Ministry of Shipping, Road Transport & Highways, Railways and Commerce (Logistics wing)  
          |                           | - Parliament questions, VIP references, CPGRAMS. RTI, court cases, PMO. Annual report etc material relating to the above. |
| 4.     | Project Monitoring Cell  | - Monitoring of All Public Sector Projects |
### 2. **Shri Rohit Yadav, Joint Secretary**

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| 1.     | Make in India (ID Division) | - National Steel Policy.  
- DMISP Policy  
- Make in India  
- Steel Clusters.  
- Disinvestment  
- Coordination with various Ministries /state Governments for facilitating major investment & resolution of pending issues for development of iron & steel industry.  
- Matters relating to growth & development of pig iron industry, steel providing industry steel processing industry, etc.  
- Coordination with Department of Financial Services & RBI.  
- Policy regarding distribution of iron & steel material to SSI  
- Steel Ministry dashboard  
- Follow of action on discussion on the issues of major public/private steel manufacturers of the country taken by Project Monitoring Group (PMG) of Cabinet Secretariat.  
- Foreign Direct Investment in Iron & Steel Sector  
- Parliament questions, VIP references, CPGRAMS, RTI, court cases, PMO, Annual report etc for this division  
- Annual report of the Ministry |
| 2.     | MECON Division | - 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. |
| 3.     | SDF, JPC and ERU | - Administrative work of ERU  
- Work of Chairman JPC  
- SDF |
| 4.     | Technical Division | - Standardization & Quality Control  
- 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.  
- Direct/Secretariat Functions.  
- Research & Development.  
- Energy & Environment Management.  
- 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 (technical aspects)  
- EXIM Policy / Grant of EPCG License. |
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<td>5.</td>
<td><strong>Steel Development (Institutes) Division</strong></td>
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|   | • 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.  
|   | • Safety related issues in Steel Sector  
|   | • Steel Scrap related issues  
|   | • Research institutes BPSNL, NISST, INSDAG, SRTMI  
|   | • 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, DPIIT, etc  
|   | • Parliament questions, VIP references, CPGRAMS, RTI court cases, PMO. Annual report etc material relating to the above  
| 6. | **IEC & Marketing** |
|   | • Entire work relating to IEC and Marketing including coordination for activities of setting up of Steel Pavilion at India International Trade Fair.  
| 7. | **Skill Development** |
|   | • Coordination of Skill Development with the PSUs
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| 1.    | SAIL Division           | - Matters relating to Commercial Infrastructure Projects  
- Modernization and expansion  
- Land. Mining leases. Environment forest/etc. clearance / renewal etc.  
- Matters relating to ICVL.  
- Audit, Budget  
- Safety, CSR  
- Court Cases  
- FID  
- 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.    | Board Level Appointments Cell | - Board level Appointments Cell - all Board level appointments of 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 |
- Meetings of the consultative Committee and Standing Committee.  
- Visits of parliamentary committees/study group to PSUs and Projects etc. under the Ministry of Steel. |
| 4.    | Coordination Division   | - Coordination  
- 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.  
- Coordination of-MyGov  
- Pragati and e-Samiksha  
- 100-day and 5-year agenda |
| 5.    | Vigilance Division      | - 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 Officer (CVO) in the PSUs in Consultation with CVC and Department of Personnel & 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 return of officers and staff working in the Ministry.
- Maintenance of ACRs of the CVO of PSU.
- 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
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| 1.    | RINL Division            | • 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            | • 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.    | International Cooperation Division | • GFSEC  
|       |                          | • OECD Steel Committee  
|       |                          | • Green field investment projects from overseas including those relating to Japan and South Korea  
|       |                          | • Parliament questions. VIP references, CPGRAMS, RTI court cases, PMO, annual report etc material relating to the above |
| 4.    | Bird Group of Companies including OMDC | • All matters relating to Bird Group of Companies (except Board level appointments).  
<p>|       |                          | • Parliament questions, VIP references, CPGRAMS, RTI, court cases, PMO, Annual report etc material relating to the above. |</p>
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| 1.    | Establishment Division | - 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 computerization. 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 | - General office administration and housekeeping.  
- 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.  
- Swachh Bharat & Swachh Vidyalaya.  
- Monitoring of Central Public Grievance Redressal and Monitoring System (CPGRAMS), PMO references  
- Finalization and monitoring of the Citizens/Clients Charter of the Ministry.  
- Preparation of Induction Note for Minister/Secretary and material for President's "Address to Parliament., monitoring of CPM |
| 3.    | MOIL Division | - All matters relating to MOIL (except Board level appointments)  
- Parliament Questions, VIP references, CPGRAMS, RTI, court cases, PMO, Annual report. |
| 5.    | PSU HR Information Cell | - PSU HR Information Cell - collation of information relating to HR policies of all CPSEs. |
| 6.    | Control Cell | - Monitoring security related matters (accidents and emergency situation) of the Public Sector Undertaking the Ministry of Steel. |
| 7.    | KIOCL Division | - 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 |
### 6. Smt. Pally Kundu, DDG

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| 1.     | Statistical Division    | • To oversee the work of data compilation of JPC, ERU (The administrative work pertaining to JPC be looked after by JS(RY) 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. |
| 2.     | Library                 | • All matters relating to acquisition of books, manuals, newspapers, journals, other reference books and maintaining catalogues, etc. |
| 3.     | FH Division             | • All matters relating to FSNL, HSCL. |
| 4.     | Record room, Receipt & Dispatch | • Record, Receipt & dispatch |

### 7. Smt. Promodita Satish, Economic Advisor

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| 1.     | Economic Division       | • 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 email.  
• Any other work assigned from time to time. |
| 2.     | Training                | • Training Manager |