

No.13020/1/2016-AIS-I  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated 21<sup>st</sup> July, 2016  
2<sup>nd</sup> Aug.

**Order**

Subject: Posting of Assistant Secretaries (2014 Batch IAS) – work allocation amongst Joint Secretaries in DoPT – regarding.

For smooth organization of events and all activities related with the Assistant Secretaries of 2014 batch IAS scheduled to be posted in Central Government w.e.f. 1<sup>st</sup> August to 31<sup>st</sup> October, 2016, the allocation of work to Joint Secretaries DoPT is done as under:

Sl. No.	Name & Designation of officer	Responsibility / Item of work
	<b>Shri Rajiv Kumar Estt. Officer &amp; Addl. Secy.</b>	<b>Overall In charge</b> of all the works relating to Assistant Secretaries of 2014 batch.
1.	Shri Devesh Chaturvedi Joint Secretary (S&V-I)  (To be assisted by :  i. Sh. Sandeep Jain, Director, (CWO)  ii. Sh. Sanjeev Kumar, Dy. Secretary (Trg.)  iii. Sh. Purushottam, Dy. Secretary (AVD-II)	1) All issues related with Contents part , inter alia, will be the following: o Preparation of talking points for PM/ MoS (PP) / Cabinet Secretary for the Inaugural and Concluding function. 2) Special Sessions (Fortnightly) – Talking to/liasioning with the dignitaries/ eminent Speakers for the Special Session), etc. 3) Decision on the requests received from Ministries/Departments for taking lectures/sessions/ Field Visits, etc. during alternate Fridays. 4) Coordination of meetings of Mentors' group. 5) Organization of Feedback sessions. 6) Any other work assigned from time to time.
2.	Mrs. Archana Varma, Joint Secretary (AV)  (To be assisted by :  i. Shri Sudhir Kumar, Director (AIS)  ii. Sh. Suresh Kumar, Dy. Secretary (Admn.)	1) All Logistics related and other issues works not assigned to any other Joint Secretary. 2) Meetings, coordination, etc. with Joint Secretary (Admin.) of other Ministries. 3) Leave and other Disciplinary issues. 4) Any other work assigned from time to time.

2. This issues with the approval of **Secretary (Personnel), DoPT.**

  
(Sudhir Kumar)  
Director (AIS)

Copy to: All concerned officers.

Copy for information to:

- 1) PS to MoS (PP)/PSO to Secretary (Pers.), DOPT
- 2) All AS/JS DOPT.
- 3) S.O. (V.K.)