

North Block, New Delhi
Dated 4th September, 2017

Office Memorandum

Subject: Meeting to shortlist presentations of Assistant Secretaries – reg.

The Sectoral Group of Secretaries (SGOSs) have been given responsibility of providing guidance to Assistant Secretaries in preparing presentations/ reports based on the work allocation assigned to them.

2. It has been decided that 4 best presentations are to be shortlisted by each Sectoral Group (SGOS). These could be a mix of individual and group activity. The Presentations so shortlisted (around 36) will then be reviewed by Committee consisting of all nine Rapporteurs to further shortlist 16 presentations to be submitted to Cabinet Secretary who will then select the final 8 best presentations for the Valedictory Session.

3. The Cabinet Secretary has scheduled the review of the 16 shortlisted presentations on **16th & 17th September, 2017**.

4. Accordingly, Rapporteurs of respective SGOS has been requested to organize the meeting of SGOS for **shortlisting presentations** of the Assistant Secretaries in their respective SGOS Groups **by 8th September, 2017** and forward the names/titles to DoPT at e-mail id d.chaturvedi@nic.in and secy_mop@nic.in **by 11th September, 2017**. Furthermore, the meeting of all Rapporteurs to review and further shortlist 16 presentations is scheduled on **12th September, 2017 from 9:30 AM onwards** at CSOI Vinay Marg, New Delhi.

5. It is therefore, requested that the Assistant Secretaries posted in your Ministries/ Departments may be directed to prepare/finalise their individual/group presentation (s) expeditiously so that they can be presented before the **SGOS by 8th September, 2017**.

[Handwritten Signature]
4/9/17

(Devsh Chaturvedi)
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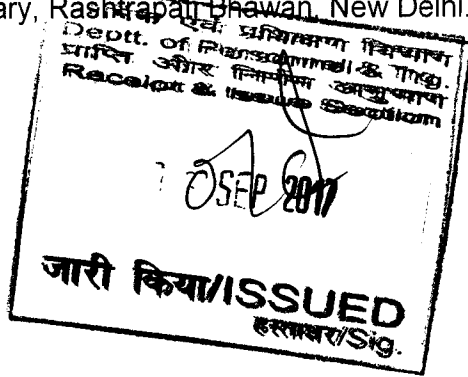
All the Secretaries to Govt. of India (as per list)

Copy for necessary action to: Rapporteurs of the Groups

Copy for information to:

1. PPS to Cabinet Secretary, Rashtrapati Bhawan, New Delhi.
2. PSO to Secretary (P).
3. PPS to EO & AS

[Handwritten Signature]
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E-mail Ids of Secretaries (As on 01.09.2017)

Sl. No.	Ministry / Department	Name of Secretary (Shri/Smt./Ms.)	E-mail ID
1.	Administrative Reforms and Public Grievances	C. Viswanath	secy-arp@nic.in
2.	Agriculture, Cooperation and Farmers Welfare	Shobhana K. Pattanayak	secy-agri@nic.in
3.	Animal Husbandry, Dairying and Fisheries	Devendra Chaudhary	secyahd@nic.in
4.	Border Management	SanjeevaneeKutty	secybm@mha.gov.in
5.	Civil Aviation	Rajiv NayanChoubey	secy.moca@nic.in
6.	Coal	Susheel Kumar	secy.moc@nic.in
7.	Commerce	Rita A Teotia	csoffice@nic.in
8.	Consumer Affairs	Avinash K. Srivastava	secy-ca@nic.in
9.	Corporate Affairs	Tapan Ray	tapanray@nic.in
10.	Culture	Rashmi Verma	secy-culture@nic.in
11.	Defence	Sanjay Mitra	defsecy@nic.in
12.	Defence Production	Ashok Kumar Gupta	sdpns@nic.in
13.	Development of North Eastern Region	Navin Verma	secydoner@nic.in
14.	Drinking Water and Sanitation	Parameswaran Iyer	param.iyer@gov.in
15.	Economic Affairs	Subhash Chandra Garg	secy-dea@nic.in
16.	Electronics and Information Technology	Ajay P. Sawhney	secretary@mit.gov.in
17.	Empowerment of Persons with Disabilities	G. Latha Krishna Rao	secretaryda-msje@nic.in
18.	Environment, Forests and Climate Change	Ajay Narayan Jha	secy-moef@nic.in
19.	Expenditure	Ashok Lavasa	secyexp@nic.in
20.	Fertilizers	Bharati S. Sihag	fertsec@nic.in
21.	Financial Services	Rajiv Kumar	secy-fs@nic.in
22.	Food & Public Distribution	Preeti Sudan	secy-food@nic.in
23.	Food Processing Industries	Jagdish Prasad Meena	secy.mofpi@nic.in
24.	Health and Family Welfare	C.K. Mishra	secyhfw@gmail.com
25.	Higher Education	Kewal K. Sharma	secy.dhe@nic.in
26.	Home Affairs	Rajiv Gauba	hshso@nic.in
27.	Housing and Urban Affairs	Durga S. Mishra	secyurban@nic.in
28.	Industrial Policy and Promotion	Ramesh Abhishek	secy-ipp@nic.in
29.	Information and Broadcasting	Ajay Mittal	secy.inb@nic.in
30.	Justice	SnehlataShrivastava	secy-jus@gov.in
31.	Labour and Employment	M. Sathiyavathy	secy-labour@nic.in

32.	Land Resources	Dinesh Singh	secylr@nic.in
33.	Micro, Small and Medium Enterprises	Arun K. Panda	secretary-msme@nic.in
34.	Mines	Arun Kumar	secy-mines@nic.in
35.	New and Renewable Energy	Rajeev Kapoor	secy-mnre@nic.in
36.	NITI Aayog	Amitabh Kant, CEO	ceo-niti@gov.in
37.	Panchayati Raj	Jitendra Shankar Mathur	secy-mopr@nic.in
38.	Personnel and Training	Ajay Mittal	secy_mop@nic.in
39.	Petroleum and Natural Gas	Kapil Dev Tripathi	sec.png@sb.nic.in
40.	Pharmaceuticals	Jai Priye Prakash	jaipriye@nic.in
41.	Posts	Anant Narayan Nanda	secretary-posts@indiapost.gov.in
42.	Power	Ajay K. Bhalla	secy-power@nic.in
43.	Railways	R.K. Verma	secyrb@rb.rail.net.gov.in
44.	Revenue	Hasmukh Adhia	rsecy@nic.in
45.	Road, Transport and Highways	Yudhvir S. Malik	secy-road@nic.in
46.	Rural Development	Amarjeet Sinha	secyrd@nic.in
47.	School Education and Literacy	Anil Swarup	secy.sel@nic.in
48.	Shipping	Ravi Kant	secyship@nic.in
49.	Skill Development and Entrepreneurship	K.P. Krishnan	secy-msde@nic.in
50.	Social Justice and Empowerment	G. Latha Krishna Rao	secywel@nic.in
51.	Sports	Injeti Srinivas	secy-sports@nic.in
52.	Telecommunications	Aruna Sundararajan	secy-dot@nic.in
53.	Textiles	Anant K. Singh	secy-textiles@nic.in
54.	Tourism	Rashmi Verma	sectour@nic.in
55.	Tribal Affairs	Leena Nair	secy-tribal@nic.in
56.	Water Resources, RD & GR	Amarjit Singh	secy-mowr@nic.in
57.	Women and Child Development	Rakesh Srivastava	secy.wcd@nic.in
58.	Youth Affairs	Amarendra Kumar Dubey	secy-ya@nic.in