

OFFICE ORDER

In partial modification of earlier office order F-A-20013/30/2015/A-II dated 16.12.2022 and F-23014/6/2003-A-II dated 5.07.2022 work allocation/ duties among following officials of CCO Delhi and Kolkata are revised and all the files in e-office should be routed through the Officials/ Officer as per the channel mentioned:

SN	Name of Officials with designation	Description of New Duties assigned to the Officials'	Channel of Submission/ Supervisor	Link Officer
OSDs				
01.	Shri Joginder Singh, OSD	i. CCDAC ii. Mine Opening Permission iii. Land Acquisition under CBA Act, 1957 iv. Technical Coordination v. Mine closer activity	CC	OSD (AV)
02.	Shri Ashish Verma, OSD	i. Matter related to Mine Closure ii. Approval of Mine Plan	CC	OSD (AK)
03.	Shri Ajay Kumar, OSD	i. Washery rejects ii. Star Rating of Coal Mine	CC	OSD (NS)
04.	Shri Ranvijay Singh, OSD	i. Mine Opening Permission ii. Matter related to Mine Closure and Maintenance of Escrow Accounts. iii. Custodian of Original signed copy of Escrow Agreement iv. Statutory Complaint v. Coal Gradation vi. Bridget Linkage	OSD (JS) OSD (AV)	OSD (JS)
05.	Shri Nirutpal Singh, OSD	i. Mine Closure ii. Assistance in Star Rating of Coal Mine iii. Coordinate to all data related activities and work of CCO website	OSD (RVS) OSD (AK) DD (AM)	-

Signature

AOs/ASSTTs

01.	Md Aftab Alam AO	All matter related to Hindi, CCO including English to Hindi, organize Hindi training, workshop, matter related to Parliamentary standing committee on Hindi	DD(AM)	AO(Das)
02.	Shri Debasis Das AO	CCDAC and Star Rating, Land Acquisition under CBA Act, 1957, Procurement through GeM (CCO Kolkata, CCO Dhanbad Office)	DD (AM) OSD (JS)	Md Aftab Alam AO
03.	Shri Manoj Karmakar, Asstt	All Matter of Establishment and Administration, including policy matter and Legal Matters RTI and Public Grievances, Mine plan approval.	DD (AM) OSD (AV)	Shri Pradyut Kr. Goswami
04	Shri Pradyut Kr. Goswami, Asstt	i. Supervision of all matter related to Leave, Service Book [Leave files routed through Asstt. (MK)] ii. Maintenance of daily attendance	DD (AM)	Shri Manoj Karmakar, Assistant
05.	Shri Chandan Bandopadhyay, Asstt.	Supervisory of all matters related to Accounts and Budget and allied functions, COP, Audit matter, Parliamentary Standing Committee and Office Rent	DD (AM)	Shri Sumanta Biswas, Assistant
06.	Shri Pranab Bandopadhyay, Assistant	i. All matters of General Section ii. General Procurement through Local Purchase iii. Organizing Meeting and Refreshment	DD(AM)	Shri Sunil Reddu, Assistant
07	Shri Sumanta Biswas, Asstt.	Work related Statistical Section (publication of Annual Coal Directory & Provisional Coal Statistics, various monthly and quarterly reports) and Matters related to Parliament	OSD (NS)	Asstt (CB)
08	Shri Sunil Reddu, Asstt.	Pension related matters- Pension of CCO, Leave encasement, Gratuity, CGGIES, Procurement through GeM (CCO Delhi)	DD (AM)	AO (Das) Asstt(PB)

LDCs/UDCs

01.	Shri Vinod Kumar, LDC	i. Administration Section including custodian and maintenance of service book of Officer/ Officials of CCO. Issue of ID Card ii. Matter relating to regularization of leave, CCO iii. Maintenance of Personal File iv. Custodian and maintenance of APAR	Shri P.K. Goswami Asstt.	Ms. Neha, LDC
02.	Shri Sunil Kumar UDC	Works relating to New Pension Scheme, Contingency Bills & Advances, CEA, Income Tax, TA and CTG, HBA	Shri Chandan Bandopadhyay, Asstt.	Shri Ajay Teotia LDC

03.	Shri Teotia LDC	Ajay Preparation of Salary Bills, GPF, Medical, LTC, Consignee of GeM (CCO Delhi)		Shri Sunil Kumar UDC
05.	Shri Abhishek Kumar LDC	Works relating to General Section, Maintenance of Purchase Registrar, AMC issues and General Procurement, Supervision of Office cleaning and dusting and Custodian of Office Car related matters, Arrangement of Meeting and refreshment	Shri Pranab Bandopadhyay, Asstt.	Shri Amit Kumar, LDC
06.	Shri Subham Singh UDC	i. Works relating to Admin & Metter related to Opening & closing of e-office and email of officials of CCO- through Asst (MK) ii. Audit matter, Parliamentary Standing Committee and Office Rent- through Asstt CB) iii. RTI & Public Grievances- through Asst (MK) iv. Star Rating		Shri Abhishek Kumar LDC
07.	Shri Prabhat Kumar, UDC	Matter related to approval of Mining Plan and Mine Closure Plan, File work related to escrow agreement and Mine closer plan	OSD (AV) OSD (RVS)	Smt. Mamta Devi LDC
08.	Ms. Meenkshi, LDC	Custodian of Original signed copy of Escrow Agreement, Mine Opening Permission, Coal Gradation	OSD (RVS) AO (DD)	Smt. Babli, LDC
09.	Smt. Babli, LDC	Land Acquisition under CBA Act, 1957, Bridge Linkage of Coal	OSD (RVS)	Ms. Meenkshi, LDC
10.	Shri Amit Kumar, LDC	Work relating Statistical Section (Maintenance of Daily production, Preparation CPD, IMB, DIPP coal production report etc.), Matters related to Parliament	Asstt (SB)	Shri Subham Singh UDC
11.	Smt. Mamta Devi LDC	Work related to Disposal of Washery rejects, Monitoring of Washery Statistics	OSD (AK)	Shri Prabhat Kumar, UDC
12.	Shri Manish Kumar, Steno Grade-II	CoP matters, Mine Closure Plan-reimbursement of claims related work, Custodian of Email id of CCO Coordination	Shri Chandan Bandopadhyay, Asstt.	Shri Swan Prakash Steno Gr-II
13	Shri Swan Prakash Steno Gr-II	PS to Director, CRI section, Matters relating to Hindi Section	-	Shri Manish Kumar
YPs				
01.	Shri Debasis Chowhan YP	(i) Works related to Statistics Section (ii) IT related works (iii) Preparation of PPT and handling of various Govt. Portal.	Shri Pranab Bandopadhyay, Assistant	Shri Subham Endulkar YP
02.	Ms. Shraddha YP	Mining Plan and Mine Closure Plan	OSD (AV)	-

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03.	Ms. Bhawna Satija YP	Mine Closure Plan-Escrow account related work and reimbursement of claims, Matters related to Income Tax / GST etc. (when ever it is required)	OSD (RVS)	-
04.	Sh Subham Endulkar YP	Works related to Coal Statistics (Compilation of Provisional and Annual Coal Directory) Planning of Coal Production Projection of captive and commercial coal mine.	Shri Sumanta Biswas, Asstt.	Shri Debasis Chowhan YP
05	Sh Gyanendra Upadhyaya	Mine Closure Plan- reimbursement of claims related work, Works related to Coal Statistics	Shri Sumanta Biswas, Asstt.	Sh Subham Endulkar YP

CCO Kolkata

01.	Sh. Kingsuk Mukhopadhyay, OSD	Residual works of MCBA, CCDA, MCPS and other technical sections. In-charge of CCO Kolkata	CC	
02.	Sh. Nitesh Kumar Manager Finance	Residual MCPS	OSD (KM)	
03.	Ms. Sima Guha Roy, Asstt	i. All matters related to residual works of Accounts Section. ii. Custodian of signed copies of original Escrow Agreement and Hard copies of Mining Plan and Mine Closure plan till transfer to CCO Delhi. iii. Custodian of residual BG of de allocated coal blocks. iv. Consignee of GeM (CCO Kolkata) v. CRI section	i. Ms Aarti Mahawar DD ii. Technical matter to concerned OSDs Delhi.	Smt. Manashi Goswami Jr Comp.
04.	Shri Sukchand Sarkar, Asstt &	All matter related to residual cell of Administration General Section (A-IV)	i. Shri Pradyut Kr Goswami Assistant	Shri Avijit Sur UDC
05	Shri Avijit Sur UDC		ii. Shri Pranab Bandopadhyay Assitt.	
05.	Smt. Jaya Pandey, JHT	Matter related to residual Hindi section (Hindi Translation), including Rajbhasha matters, translation of Coal Directory, Coal Provisional and other reports.hindi communication.	Md Aftab Alam AO	
06.	Shri Tapan Kr Gayen Asstt. & Mansur Ali Khan UDC	Works related to residual Legal Section and updating of LIMBs	Shri Manoj Karmakar Asstt.	-

Signature

07.	Smt. Manashi Goswami Jr Comp.	Assisting to the works of Ms. Sima Guha Roy, TA, LTC, Medical etc. including any other matters related to account section.	Ms. Sima Guha Roy, Assistant	Ms. Sima Guha Roy, Assistant
08.	Shri Umesh Gupta LDC	Assisting Shri Nitesh Kumar in residual Mine closure works	Shri Prabhat Kumar UDC	-
09.	*Shri Madhai Mandal & Shri Samarajit Tikadar, Asstt.	i. Works related to residual Pension section of CCO Kolkata. ii. Maintenance of records of Additional Levy. iii. Any Misc. matters as and when required.	Shri Sunil Reddu	-

* Shri Madhai Kr Mandal stands relieved on 01.08.2023 and revised work allocation of Shri M K Mandal will be done on report to CCO Delhi.

Note: 1. Additional work can be allocated by the senior officers as and when required

2. Ms. Neha LDC- on maternity leave

This order is effected from the date of issue of this office order till further modification.

This issues with the approval of Coal Controller

(Signature)
04/7/23
(Aarti Mahawar)
Dy. Director

To,

1. Person concerned
2. Officers and OSDs of CCO Delhi /Section Supervisors of Concerned Section of CCO Delhi,
3. Office order file
4. Hindi Section CCO Kolkata for Hindi Version.

Copy to:

1. PS to Coal Controller, MOC, Lok Nayak Bhawan, New Delhi
2. PA to Joint Director & HO CCO Delhi