

Ministry of Personnel, Public Grievances and Pensions
(Department of Administrative Reforms and Public Grievances)

**CENTRAL INFORMATION OFFICERS AND APPELLATE AUTHORITIES
UNDER RIGHT TO INFORMATION ACT, 2005**

Sl. No.	Name of the Central Public Information Officer, Designation Tele. No.	Subject Matter	Name of Appellate Authority with Designation /Tele. No.
1.	Shri Anurag Srivastava Under Secretary (O&M) Tel: 23744391 Intercom: 235	Formulation of common office procedure, All matters related to Central Secretariat Manual of Office procedure, Advise to State Govt. on O&M aspects, Quality Management in Government, Method Studies, Plan Scheme on Modernization of Government Offices, Records Management.	Shri S.K. Gupta, Deputy Secretary (Organisation & Methods and Modernisation) 23362325
2.	Shri Akhil Saxena Under Secretary (E-gov. A) 23367966 Intercom: 227	Promotion of excellence in e-Governance including National Conference in e-Governance, National Awards for e-Governance, Modernization of District Administration, Coordination of Plan Budget.	Smt. Lekha Kumar Director(E-governance) 23363030
3.	Shri Juglal Singh Under Secretary (E-gov. B) Tel. 23367966 Intercom: 232	Coordinating and supporting implementation of National e-Governance Plan, Mission Mode Project of e-Office, World Bank Assistance Sub-Project on Capacity Building for Good Governance, e-Disha Enterprise Solution for Less Paper Office applications and related issues in association with NIC, Promotion of IT in the functioning of Gol, updation of information on internet/ website, all training and capacity building activities. DIFD supported programme on Capacity Building for Poverty Reduction.	

4.	Shri I P Mishra Under Secretary, (AR) 23348276 Ext: 213	Second Administrative Reforms Commission, Prime Minister's Award for Excellence in Public Administration, Internship Programme in Govt. of India, Monitoring and Implementation of Pilot Projects on administrative reforms, Observance of Civil Service Day, National Conference of District Collectors.	Ms. Meenakshi Sharma Director(Administrative Reforms) Tel: 23362369
5.	Shri R.C. Handa, Under Secretary, (AR) 23348276 Ext: 230	Review of Administrative Laws. Pilot Projects on Administrative Reforms. Implementation of Point 20 of Twenty Point Programme, 1986 relating to Responsive Administration, Annual Action Plan of the department; Study of commissions/ Tribunals/ Statutory Bodies, Study Reports done by the Departments.	
6.	Shri P.T.Bhutia, Under Secretary (ARC) Ph: 23367060	All matters related to 2 nd Administrative Reforms Commission.	Shri S.A.Rahim, Deputy Secretary Ph: 23741006. Intercom: 211
7.	Shri A.K.Srivastava Deputy Director (D&D) 23360208 Intercom: 231	Matters related to Civil Service News; Indexing of departmental works; Inventory of administrative innovations; All matters related to Management in Government; Follow-up action on Chief Minister's Conference; Administrative Year Book; Press Clippings and releases; Issue>Returns/ Purchase of books and Periodicals.	Smt. Ritika Bhatia Deputy Secretary (Documentation & Dissemination) 23360369 Intercom: 234
8.	Shri V.K. Mishra, Under Secretary(D&D) Tel: 23744391	Matters related to Documentation and Dissemination of best practices; Digitization of	

		reports of various Administrative Reforms Commission. Governance Knowledge Centre. Regional Conferences on Good Governance.	
9.	Shri Anurag Srivastava Under Secretary (IE&C) 23360583 Intercom: 215	International Exchange & Cooperation; matters related to CAPAM & IAS.	Shri Satish Kumar Director (International Exchange & Cooperation) 2360208
10.	Shri P.S. Chauhan Under Secretary(PG) Tel:23367966 Intercom:228	Handling of individual public grievances pertaining to Ministries/Departments of Govt. of India.	Shri Manish Mohan, Deputy Secretary (Public Grievances) 23745472
11.	Smt. S.N.Joshi Under Secretary(PG) Tel: 23367966 Intercom: 228	Handling of individual public grievances pertaining to State Governments /UTs. excluding Delhi	
12.	Shri Badri Prasad, Deputy Director(PG), Tel: 23361856 Intercom 238	Matters related to Public Grievance Redressed Mechanism. Handling of individual public grievances pertaining to Ministries/Departments of Govt. of India including Railways and Delhi Government.	
13.	Smt. Shyama Kutty Under Secretary(PG) Tel: 23367966 Intercom: 255	Matters related to Citizen's Charter; World Bank Project on Charter mark and Excellence in Public Service Delivery System(Sevottam). DIFD projects pertaining to PG, Setting up of Facilitation Centers and its evaluation.	
14.	Shri V.K.Verma Under Secretary (Administration.) 23360583 Intercom: 222	All establishment and personnel matters of DoAR & PG; House Keeping jobs; Departmental Record Room, Coordination in Parliamentary Matters and Cash & Accounts; Annual Report; All Budget Matters and coordination of RTI matters.	Shri S K Gupta, Deputy Secretary (Administration & Coordination)
15.	Shri Shravan Kumar	All matters pertaining to	

	Deputy irector(Official Language) 23348273 ext 272	promotion of Official Language in the Department.	
--	---	---	--
