### Work Allocation of Additional Secretary/Joint Secretaries

#### Annexure

<table>
<thead>
<tr>
<th>Name of the Officer</th>
<th>Work Allocated</th>
</tr>
</thead>
</table>
| **Shri S.K. Dev Verman**             | • General Administration  
• Establishment (Including Website, Helpline, E-office)  
• Coordination  
• Parliament  
• Usttad  
• Hamari Darohar  
• Media & Research  
• Waqf Matters  
• Central Waqf Council  
• Durgah Committee  
• Nai Manzil  
• MAEF |
| **Additional Secretary**             |                                                                                   |
| **Ms. Niva Singh**                   | • Scholarship Schemes  
• Padho Pardesh  
• MANF  
• Jiyo Parsi  
• Gender Cell  
• Anglo-Indian Matters |
| **Joint Secretary**                  |                                                                                   |
| **Shri C.P.S. Bakshi**               | • Seekho aur Kamao  
• Nai Roshni  
• NMDFC  
• CVO (Vigilance)  
• NAWADCO  
• DBT  
• Islamic Banking Related Matters |
| **Joint Secretary**                  |                                                                                   |
| **Ms. Nigar Fatima Hussain,**        | • Pradhan Mantri Jan Vikas Karyakram (PMJKV)  
• Naya Savera  
• Nai Udaan  
• Haj  
• Sachar Committee & 15 Point Programme  
• National Commission for Minorities (NCM) (including notification of Minorities)  
• CLM (including additional charge of CLM)  
• Coordination of Court Cases  
• Reservation Matters  
• Policy & Planning |
| **Joint Secretary**                  |                                                                                   |
## Work Allocation of Additional Secretary/Joint Secretaries

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Ms. Richa Shanker, DDG | • Plan and Annual Plans  
• Annual Reports  
• E-Samiksha  
• Official Language  
• RTI  
• Compilation of a comprehensive statistical Handbook, Reports, data on Minorities  
• Any other work concerning submission of statistical reports to Niti Aayog and Ministry of Statistics and Programme Implementation. |
| Shri Jagmohan Gupta, JS&FA | • Internal Finance Division (IFD), Budget & Related Matters |