

Government of India  
 MINISTRY OF COAL  
*DISTRIBUTION OF WORK*  
 (as on 14.01.2019)

Section	Subject	Concerned Officers
<b>General Administration</b> (SO – Shri L R Gulati)	General Administration : Housekeeping, stationery, furniture, Staff car etc. Telephone/telephone bills, computers, air bills, TA/NOC and general accommodation. Issue of Identity Cards, maintenance of photocopier/ purchase of stamps, library books, distribution of newspapers, magazines. Preparing of duty roster for night duty in R&I. Issue of CGHS cards/ reimbursement of medical bills. Budgeting and controlling of Secretariat Head of Expenditure of Ministry of Coal. Reimbursement of tuition fee.	Secretary/Shri Rajesh Kumar Sinha, JS(RKS)/ Shri Mahendra Pratap, Director/Shri LR Gulati, SO.
<b>IT Cell:</b>	All IT related work of the Ministry. Implementation of e-office. IT security.	Secretary/Shri Rajesh Kumar Sinha, JS(RKS)/Shri PSL Swami, DS/L. R. Gulati, SO
<b>BA (Board Level Appointments)</b>	Appointments/Service matters of Board level officers; Appointment of Coal Controller. Appointment of CMPFC.	Secretary/Smt. Vismita Tej, JS(VT)/ Shri PSL Swami, DS / Shri Sanjib Bhattacharya, <b>US/SO-VACANT</b>

<p><b>Establishment</b> (SO - Shri LR Gulati)</p>	<p>Appointments/Service matters of all officers posted in MOC under Central Staffing Scheme and of all other senior officers in the Ministry; All establishment and service matters related to officers and staff belonging to Central Secretariat Services and Multi-Tasking Staff; Distribution of work amongst sections and officers in the Ministry. Appointments of CVOs in all PSUs</p>	<p>Secretary/Smt. Vismita Tej, JS(VT)/ Shri PSL Swami, DS / Shri Sanjib Bhattacharya, US / Shri LR Gulati, SO</p>
<p><b>Coordination</b> (SO – Smt. S. Saklani)</p>	<p>Allocation of Business Rules; Monthly D.O to Cabinet; All matters of Coordination; Preparation of Annual Report of MOC; Nodal point of Ministry for RTI; Appointments of CPIO and Appellate Authority under RTI Act; Citizen’s Charter</p>	<p>Secretary/ Shri Bhabni Prasad Pati, JS(BPP) /Shri Rajnish Kwatra- DS/Sh. Rishan Ryntathieng- US/ Smt. Sumati Saklani -SO</p>
<p><b>CPAM</b> (Coal Projects Appraisal and Monitoring)  (Smt. Usha Malik)</p>	<p>Standing committee under MMDR Act/ Rules/ Project Appraisal; Project Monitoring; Matters related to MOEF; Construction of new railway lines for movement of coal; Clean Energy Fund; CPMP portal; Approval of Mining Plan and Mine Closures Plan of allotted coal/lignite blocks; Administrative matters of CCO; Monitoring of improvement of living conditions and drinking water supply in Staff Quarters of CIL.</p>	<p>Secretary/Addl. Secretary/ Shri Anindya Sinha, Adv(P), /Shri Peeyush Kumar, Director(T) /Shri A.K. Mandal-US, US/Smt. Usha Malik</p>
<p><b>CCNT (Clean Coal &amp; New Technologies)</b>  SO –R. C. Mathpal</p>	<p>All matters relating to exploration and detailed drilling; National Mineral Exploration Trust; <b>Make in India initiatives</b>; development of transportation infrastructure for Coal; Underground Coal Gasification (UCG); Coal Bed Methane and Coal Mine methane (CBM/CMM) development; R&amp;D; Heavy Earth Moving Machineries (HEMM)policy; Technology upgradation; Exploration; Crushing &amp; Setting up of Washeries; Policy on Washery Rejects; Grading of Coal.</p>	<p>Secretary/Addl. Secretary/ Shri Anindya Sinha, Adv(P) /Shri Peeyush Kumar, Director(T) /Shri A.K. Mandal-US, US/ SO –R. C. Mathpal</p>

<b>CC&amp;SD (Clean Coal &amp; Sustainable Development)</b>  SO –R. C. Mathpal	Disaster Management; Fire Safety; Rescue; Quality; Energy Conservation; Central Sector Schemes; CCDAC matters; Customs Duty; FCIL and Explosives application based technologies; Restoration; Mine Water Utilization.  <b>Tribal Sub Plan(TSP) and Nodal Unit for TSP.</b>	Secretary/Addl. Secretary/ Shri Anindya Sinha, Adv(P)/Shri Peeyush Kumar, Director(T) /Shri A.K. Mandal-US, US/ SO –R. C. Mathpal
	<b>Work relating to Jharia&amp;Raniganj Master Plan (CC&amp;SD Section)</b>	Secretary/Addl. Secretary/ Shri Anindya Sinha, Adv(P)/Shri Piyush Kumar, Director(T) /Shri A.K. Mandal-US, US.
<b>CBA-I (Coal Blocks Allocation)</b>  (Shri Ajay Kumar)	Identification of coal blocks underb MMDR Act for auction for captive use; Govt. dispensation and Tariff Based Bidding for power projects Allotment of coal blocks under MMDR Act tov State/Central PSUs; Matters related to coal blocks allotted earlier including monitoring of court cases and all other related matters; Policy on disposal of surplus coal; Ultra Mega Power Projects (UMPP); matters related to small and <b>Isolated patches</b>	Secretary/Addl.Secy./ <b>Shri Bhabni Prasad Pati, JS(BPP)</b> / Shri J.S. Bindra-Director/Shri Ajay Kumar, S.O.
<b>PCA (Policy and Corporate Affairs)</b>	Administration of all Acts & Rules except CBA Act; Corporate Affairs of CIL, NLCI and SCCL; All company related policy issues legal and financial matters of CIL, NLCI, Audit matters of PSUs; MoUs with CIL & NLCI; Royalty of coal and lignite; Prevention of illegal Mining; All other matters relating to NLCI. Including Industrial Relations, Planning & Development of Lignite resources in the country; Ancillary Unit issues.  Committee on Pubic Undertakings (COPU)	Secretary/Addl.Secy./Smt. Vismita Tej, JS(VT))/Shri J.S. Bindra- Director/Shri Alka Shekhar, US/ <b>SO-Vacant</b>
<b>CBA-II (Coal Block Allocation)</b> (Shri MV	Identification of coal blocks under CM (SP) Act, 2015 for auction for captive use; Govt. dispensation and Tariff Based Bidding for power projects; Allotment of coal blocks	Secretary/Shri R.K. Sinha-JS(RKS)/Shri Mahendra Pratap- DS/ Shri Rishan Rynthathiang-US / Shri MV

Balasubramanian -Section Officer)	under CM(SP)Act to State/Central PSUs; All matters relating to bidding, fixation of reserve price / floor price including matters relating to M/s CRISIL Infrastructure Advisory; All Matters relating to Auction/Post Auction(out of 204 cancelled coal blocks); Matter related to Valuation of Coal Blocks(Valuation Committee), Orders to NA etc. All financial matters, Intrinsic Value Calculation, Maintaining Data base related to Coal Blocks; Monitoring of development of coal/lignite blocks allotted/auctioned under MMDR Act; Approval of auction of coal blocks done by NA.	Balasubramanian, S.O
<b>International Cooperation (IC)</b>	All matters related to bilateral and multilateral cooperation in coal sector with other countries and international bodies including UN. Foreign visits of all officers of Ministry and PSUs in official capacity.	Secretary/Shri R.K. Sinha- JS(RKS)/Shri Dominic Dungdung, DS
<b>Vigilance</b> (Shri Manish Uniyal)	All Vigilance matters relating to Ministry of Coal/CIL/NLC/CMPFO /CCO.)	Secretary/ Smt. Vismita Tej, JS (VT))/ Shri Mukesh Choudhary-Director/Shri Kishore Kumar, US/ Shri Manish Uniyal, SO
<b>CLD (Coal Linkage &amp; Distribution)</b> (Shri P.K. Chanda, S.O.) (Shri Suneel Kumar, AD)	Coal Distribution; Logistics; Linkages for power and non-power sector; Coal e-auctions; Import Substitution; Quality Assurance; Sagarmala Project (Detailed work allocation of the CLD Section at Annexure-I)	Secretary/Addl.Secretary(Coal) Shri Rajesh Kumar Sinha, JS(RKS)/ Shri Mukesh Chaudhary- Director /Sujeet Kumar, US /Shri P.K. Chanda, S.O, Shri Suneel Kumar, AD.
<b>IFD</b>	Preparation of Budget; Outcome Budget, Expenditure Control, Standing Committee on Coal and Steel, Public Accounts Committee; Coordination of audit paras.	Secretary/Smt. Reena Sinha Puri, JS&FA/Shri A. K. Das, US/ <b>SO-Vacant</b>
<b>PMS (Planning, Monitoring and Statistics)</b>	Project Monitoring; Coal Production; Coal Import; Coal Statistics; Annual Action Plan and Annual Plan	Secretary/Addl. Secretary(Coal)/ Shri Animesh Bharti, Economic Adviser/Shri D.K. Sharma, Deputy Director/ Shri

(Shri Shankar Lal, AD)		Shankar Lal - AD
<b>LA&amp;IR (Land Acquisition and Industrial Relations)</b>	Land Acquisition under CBA Act; Law and order; National Coal Wage Agreement (NCWA); Joint Bi-partite Committee (JBCCI) on Coal Industry; Industrial Dispute cases; Sand and Coal Transportation.	Secretary/Addl. Secretary/ Shri Ashish Upadhyaya, JS (AU)/Shri R. S. Saroj, DS
<b>CSR&amp;W (Corporate Social Responsibility and Welfare)</b>	Corporate Social Responsibility and Welfare; Welfare; Personnel/Public Grievances; CPGRAM; Service Matters and Training of below board level officers in CIL and its subsidiaries; Skill Development; Residual issues of erstwhile Coal Mine Labour Welfare Organization.	Secretary/Addl. Secretary(Coal)/ Shri Animesh Bharti, Economic Adviser/Shri Dominic Dungdung, DS/Shri D.K. Sharma, Deputy Director/ <b>SO - Vacant</b>
<b>CMPF (Administration of Coal Mine Provident Fund Organization)</b>	All administrative matters related to CMPFO including amendment to the CMPF Act and rules and all other related matters; grievances/ Misc references relating to CMPF 1998 from employees and pensioners.	Secretary/ Shri Bhabni Prasad Pati, JS(BPP)/Shri J.S. Bindra-Director, Shri Bijoy Samanta-US/ <b>SO - Vacant</b>
<b>Raj Bhasha</b> (Smt. Martha Bihan, AD)	All work related to translation and implementation of official language policy.	Secretary/Shri Ashish Upadhyay, JS(AU)/Shri Subodh Kumar, JD/Smt. Martha Bihan, AD
<b>Cash Section</b> (Shri P. K. Das, SO)	Preparation of bills and payment for salary and other expenditure of the Ministry of Coal.	Secretary/ Smt. Reena Sinha Puri- JS&FA/Shri A.K. Das, US/Shri P. K. Das- SO
<b>Nominated Authority</b> (Shri MV Balasubramanian )	Auction process and allotment of coal blocks under CM(SP) Act, 2015 and rules made there- under; settlement of liabilities of prior allottees as per the Act.	Secretary/ Shri Ashish Upadhyaya, JS (AU)/Shri N.K. Singh-DS/Shri MV Balasubramanian, SO
<b>Parliament</b> (LR Gulati)	All Parliamentary matters including Standing Committees- except those handled by JS&FA	Secretary/ Shri Bhabni Prasad Pati, JS(BPP)/Shri Rajnish Kwatra-DS /Shri LR Gulati-SO.
<b>DDG, MOC</b>	<b>Swachh Bharat Mission</b> , All Statistical work of Ministry of Coal	<b>Additional Secretary/DDG</b>