

No. 01/10/2021-CBC
Government of India
Capacity Building Commission

Jawahar Vyapar Bhawan,
New Delhi
Dated 21 September, 2021

OFFICE ORDER

Subject: Work allocation among the Officers in Capacity Building Commission.

The following work allocation is made among the Officers in Capacity Building Commission with immediate effect: -

Shri S. P. Roy, Director (Administration)

- (i) All the matters relating to Administration, Establishment & Vigilance
- (ii) Matters relating to Cash, House Keeping, Procurement, Logistics etc
- (iii) To act as Head of Department
- (iv) To act as appellate authority on RTI Matters related to the subject
- (v) Any other works assigned by Secretary/Member/Chairman from time to time.

Shri Satish T. J., Deputy Secretary (Integrated Finance)

- (i) All the matters relating to Finance
- (ii) Budget, Audit & Accounts matters
- (iii) To act as Integrated Finance Adviser (IFA) to CBC
- (iv) To act as appellate authority on RTI Matters related to the subject
- (v) Any other works assigned by Secretary/Member/Chairman from time to time.

Shri Sunil Kumar Choudhary, US

- (i) Administrative Matters
- (ii) Vigilance Matters
- (iii) Transfer posting of staffs
- (iv) Pay Fixation, Annual Increment etc
- (v) GPF Matters
- (vi) Leave Matters
- (vii) LTC Matters
- (viii) CGHS related matter
- (ix) Disciplinary matters
- (x) Sexual Harassment Matters
- (xi) To act as CPIO on RTI matters relating to the subject
- (xii) Court Cases related to the subject
- (xiii) Public Grievance matters relating to the subject
- (xiv) Any other works assigned by Director/Secretary//Member/Chairman from time to time.

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Shri Raj Kishore, US

- (i) All the matters relating to DDO
- (ii) House Keeping aspects, Security matters
- (iii) Purchase of Stationary, Office Equipment, Services etc
- (iv) Matters relating to Hiring of Manpower
- (v) Processing bills of Salary, Travel, GPF, LTC, Medical Claims, Hospitality, outsourcing agency etc.
- (vi) Logistic arrangement for all meetings, workshop, seminars etc
- (vii) Hospitality related matters
- (viii) To act as CPIO on RTI matters relating to the subject
- (ix) Court Cases related to the subject
- (x) Public Grievance matters relating to the subject
- (xi) Any other works assigned by Director/Secretary/Member/Chairman from time to time.

Shri Anurag Kumar, US

- (i) All the matters relating to Budget,
- (ii) Matters relating to Audit & Accounts
- (iii) Matters relating to process of tenders
- (iv) Matters regarding website maintenance
- (v) Information Technology related matters
- (vi) Matters relating to processing of MoUs
- (vii) To act as CPIO on RTI matters relating to the subject
- (viii) Court Cases related to the subject
- (ix) Public Grievance matters relating to the subject
- (x) Any other works assigned by Director/Secretary/Member/Chairman from time to time.

2. Shri Sunil Kumar Choudhary & Shri Raj Kishore will be link officer for each other. Shri Raj Kishore will also be link officer of Shri Anurag Kumar.

3. Director (Administration) & Deputy Secretary (Integrated Finance) will be link officer for each other

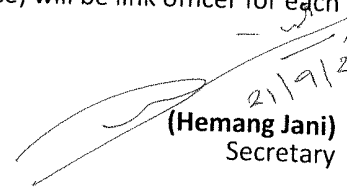
To

All concerned officers of CBC

Copy to:

PPS to Chairman, Members CBC)

Guard File


21/9/2021
(Hemang Jani)
Secretary