

ANNEXURE A

Allocation of Responsibilities/Assignment among Officers/ Officials and their Reporting Pattern in each Division in Meity.

Name of the Division/Section :- CR&A Section

Effective Date: 31.12.2022

S. No.	Name with Designation	Allocation of Assignments/Work(S)	Reporting to	Assisted by	Remarks
1.	Shri Ramesh Chand, SO	All matters relating to CR&A Section	JD(GA)	In-charge CR&A	
2.	Shri V.K. Jaggi, ASO I/C	Supervising work and maintaining of all files/dak relating to of CR&A Section	SO(CR&A)	CR&A Staff	
3.	Shri Pawan Kumar, D/R	All out side dak to be delivered by hand at the destination	In-charge, CR&A		
4.	Shri Pravin Kumar, D/R	All out side dak to be delivered by hand at the destination	-do-		
5.	Shri Ravi Dabas D/R	All out side dak to be delivered by hand at the destination	-do-		
6.	Shri Shokin Pal, MTS	Delivered the postal franked dak to the post office and distribution of incoming dak and outgoing dak.	-do-		
7	Shri Umed Singh, MTS	-do-	-do-		
8	Shri Ashok Kumar, MTS	-do-	-do-		

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Allocation of Responsibilities/Assignment among Officers/ Officials and their Reporting Pattern in each Division in Meity.

Name of the Division/Section :- G-III & OA Cell

Effective Date:31.12.2022

S. No.	Name with Designation	Allocation of Assignments/Work(S)	Reporting to	Assisted by	Remarks
1	G R Meena, Deputy Director	Purchase of Technical & Non-Technical items	B.D.Sharma, Director		
2	Ramesh Chand, Section Officer	Purchase of Technical items & Non-Technical items	G R Meena, Deputy Director		
3	Ritu, SSA	Purchase of Technical items & Non-Technical items	Ramesh Chand, Section Officer		
4	Atul Kumar, ASO	All work relating to OA Cell	Ramesh Chand, SO		