

## A-19011/4/2023-ESTABLISHMENT (e-file 12307)

भारत सरकार / Government of India

पृथ्वी विज्ञान मंत्रालय / Ministry of Earth Sciences

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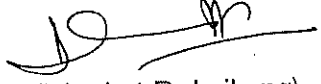
New Delhi, the 28 July 2023

Office Order

In partial modification of Office Order No. MoES/25/54/2016-Estt. (e-file 1250) dated 03/07/2023 & Office Order No. A-19011/3/2023-ESTABLISHMENT (e-file 12232) dated 19/07/2023, following allocation of work in the US grade of MoES is ordered with immediate effect and till further orders: -

Sr. No.	Name & Designation	Existing work allocation	Revised work allocation
1.	Smt. Manjula Daniel, US	Vigilance & Parliament	Vigilance & Parliament
2.	Sh. Ajit Kumar Dung Dung, US	Estt-ABs, ICC, GA & Cash	Estt-ABs & GA
3.	Smt. Nirupma Sharma, US	Estt.	ICC & Cash
4.	Smt. Meena Gopinath, US	-	Estt.

2. This issues with the approval of Secretary, MoES.

  
 धरकत आर. लुईकांग / (Dharkat R. Luikang)  
 उप सचिव, भारत सरकार / Deputy Secretary to the Govt. of India

Copy to:

1. Smt. Manjula Daniel, US; Sh. Ajit Kumar Dung Dung, US; Smt. Nirupma Sharma, US and Smt. Meena Gopinath, US
2. Director (GA, Cash, ICC & Parliament)
3. Deputy Secretary (Vig.)
4. PSO to Secretary, MoES / PSO to AS & FA, MoES / Sr. PPS to Joint Secretary, MoES
5. All Officers / Officials in MoES
6. Personal Files of the Officers concerned
7. IT Section, MoES (for uploading in E-Office) / Guard File

A-19011/2/2023-ESTABLISHMENT (e-file 12176)

भारत सरकार / Government of India

पृथ्वी विज्ञान मंत्रालय / Ministry of Earth Sciences

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New Delhi, the 17 July 2023

**Office Order**


In partial modification to Office Order No. MoES/25/54/2016-Estt. (e-file 1250) dated 03/07/2023, following allocation of work in the grade of DS/Director of MoES is ordered with immediate effect: -

Sr. No.	Name & Designation	Existing work allocation	Revised work allocation
1.	Sh. Keshav Kumar, Director	GA, Cash, Estt.(ABs), ICC, Parliament & OL Div. and HoD	GA, Cash, Estt.(ABs), ICC, Parliament, OL Div
2.	Smt. Neha Singh, DS	Vigilance, Protocol, CPGRAM, RTI (AA) & IMD	Vigilance & Protocol
3.	Smt. Dharkat R, Luikang, DS	Establishment Matters of MoES Proper, NCS, CMLRE, NCMRWF & NCCR including BGRL project Koyna	Establishment Matters of MoES Proper, NCS, CMLRE, NCMRWF & NCCR including BGRL project Koyna
4.	Sh. Devaki Nandan Saraswat, DS	-	HoD, CPGRAM, RTI (AA), IMD

2. Further, link officer arrangement among DS/Directors is as under:

Sr. No.	Name & Designation	1 <sup>st</sup> Link Officer	2 <sup>nd</sup> Link Officer
1.	Sh. Keshav Kumar, Director [GA, Cash, Estt.(ABs), ICC, Parliament, OL Div]	Smt. Dharkat R. Luikang, DS	Sh. Devaki Nandan Saraswat, DS
2.	Smt. Neha Singh, DS [Vigilance & Protocol]	Sh. Devaki Nandan Saraswat, DS [except the charge of vigilance]	Smt. Dharkat R. Luikang, DS [except the charge of vigilance]
3.	Smt. Dharkat R. Luikang, DS [Establishment]	Smt. Neha Singh, DS	Sh. Keshav Kumar, Director
4.	Sh. Devaki Nandan Saraswat, DS [HoD, CPGRAM, RTI (AA), IMD]	Sh. Keshav Kumar, Director	Smt. Neha Singh, DS

3. This issues with the approval of Secretary, MoES.

  
धरकत आर. लुईकांग / (Dharkat R. Luikang)  
उप सचिव, भारत सरकार / Deputy Secretary to the Govt. of India

Copy to:

1. Sh. Keshav Kumar, Director; Smt. Neha Singh, DS and Sh. Devaki Nandan Saraswat, DS
2. PSO to Secretary, MoES / PSO to Additional Secretary & Financial Advisor / Sr. PPS to Joint Secretary, MoES
3. All Officers / Officials in MoES
4. Personal File of the Officers concerned
5. IT Section, MoES (for uploading in E-Office) / Guard File

**OFFICE ORDER**

The following link officer arrangement among DS/Directors/Deputy Secretaries, Under Secretaries and Section Officers in MoES is ordered with immediate effect:

**Director/Deputy Secretary level:**

SI No	Name & Designation	1 <sup>st</sup> Link Officer	2 <sup>nd</sup> Link Officer
1.	Sh. Keshav Kumar, Director (GA, Cash, Estt.(ABs), ICC, Parliament & OL Div.)	Smt. Dharkat R. Luikang, DS	Smt. Archana Srivastava, DS
2.	Smt. Archana Srivastava, DS (CPGRAM, HOD, RTI (AA), & IMD)	Sh. Keshav Kumar, Director	Smt. Neha Singh, DS
3.	Smt. Neha Singh, DS (Vigilance & Protocol)	Smt. Archana Srivastava, DS. (Except the charge of Vigilance)	Smt. Dharkat R. Luikang, DS. (Except the charge of Vigilance)
4.	Smt. Dharkat R. Luikang, DS (Establishment)	Smt. Neha Singh, DS	Sh. Keshav Kumar, Director

**Under Secretary Level:**

SI No	Name & Designation	1 <sup>st</sup> Link Officer	2 <sup>nd</sup> Link Officer
1.	Sh. Ajit Kumar Dung Dung, US (Estt-ABs & ICC)	Smt. Manjula Daniel, US	Sh. S. Abirama Sekar, US
2.	Smt. Manjula Daniel, US (Vigilance & Parliament)	Sh. S. Abirama Sekar, US (except the charge of Vigilance)	Sh. Ajit Kumar Dung Dung, US (except the charge of Vigilance)
3.	Sh. S. Abirama Sekar, US (GA & Cash)	Sh. Ajit Kumar Dung Dung, US	Smt. Manjula Daniel, US (except the charge of GA)

**Section Officer Level:**

Sr. No.	Name & Designation	Section	1 <sup>st</sup> Link Officer	2 <sup>nd</sup> Link Officer
1.	Sh. P. Radhakrishnan, SO	IFD	-	-
2.	Sh. Hira Lal Mishra, SO	RTI, IMD, Record Officer	Sh. Sandeep Saharia	Sh. Vivek, SO
3.	Sh. Anuj Kumar Dahiya, SO	Protocol	Sh. Vivek, SO	Sh. Ankit Jain, SO
4.	Sh. Ankit Jain, SO	Vigilance	-	-
5.	Sh. P. K. Jain, SO	Cash	Sh. Ankit Jain, SO [DDO in the absence of SO (Cash)]	Sh. Hira Lal Mishra, SO [DDO in the absence of SO (Cash) & 1 <sup>st</sup> Link Officer]
6.	Sh. Sandeep Saharia, SO	Establishment	Sh. Agam Mittal, SO	Sh. P. K. Jain, SO
7.	Sh. Agam Mittal, SO	Establishment (ABs), ICC	Sh. Hira Lal Mishra, SO	Sh. Anuj Kumar Dahiya, SO
8.	Sh. Vivek, SO	GA	Sh. Anuj Kumar Dahiya, SO	Sh. Agam Mittal, SO

2. This issues with the approval of Secretary, MoES.

धरकत आर. लुइकांग / Dharkat R. Luikang

उप सचिव, भारत सरकार / Deputy Secretary to the Govt. of India

Copy To:

- Shri Keshav Kumar, Director / Smt. Archana Srivastava, DS / Smt. Neha Singh, DS / Smt. Dharkat R. Luikang, DS
- Shri Ajit Kumar Dung Dung, US / Shri Abirama Sekar, US / Smt. Manjula Daniel, US
- Sh. P. Radhakrishnan, SO / Sh. Hira Lal Mishra, SO / Sh. Anuj Kumar Dahiya, SO / Sh. Ankit Jain, SO / Sh. P. K. Jain, SO / Sh. Sandeep Saharia, SO / Shri Agam Mittal, SO / Sh. Vivek, SO.
- PSO to Secretary, MoES / PSO to AS & FA / Sr. PPS to Joint Secretary, MoES

**MoES/25/54/2016-Estt. / efile 1250**  
**भारत सरकार / Government of India**  
**पृथ्वी विज्ञान मंत्रालय / Ministry of Earth Sciences**

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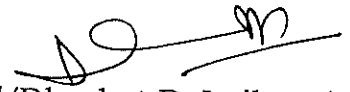
New Delhi, the 03 July 2023

**Office Order**

Following allocation of work in the grade of US/DS/Director of MoES is ordered with immediate effect: -

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Existing work allocation</b>	<b>Revised work allocation</b>
1.	Sh. Keshav Kumar, Director	GA, Cash, Estt.(ABs), ICC, Parliament & OL Div.	GA, Cash, Estt.(ABs), ICC, Parliament, OL Div and HoD
2.	Smt. Neha Singh, DS	Vigilance & Protocol.	Vigilance, Protocol, CPGRAM, RTI (AA) & IMD
3.	Sh. Ajit Kumar Dung Dung, US	Estt-ABs & ICC	Estt-ABs, ICC, GA & Cash

2. This issues with the approval of Secretary, MoES.

  
धरकत आर. लुईकांग / (Dharkat R. Luikang)  
उप सचिव, भारत सरकार / Deputy Secretary to the Govt. of India

Copy to:

1. Sh. Keshav Kumar, Director; Smt. Neha Singh, DS and Sh. Ajit Kumar Dung Dung, US
2. PSO to Secretary, MoES / PSO to Additional Secretary & Financial Advisor / Sr. PPS to Joint Secretary, MoES
3. All Officer / Officials in MoES
4. Personal File of the Officers concerned
5. IT Section, MoES (for uploading in E-Office) / Guard File

No. MoES/25/54/2016-Estt. /E- 1250  
भारत सरकार /Government of India  
पृथ्वी विज्ञान मंत्रालय/Ministry of Earth Sciences  
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पृथ्वी भवन, लोधी रोड, नई दिल्ली  
Prithvi Bhavan, Lodhi Road, New Delhi-3  
दिनांक/Dated: 10<sup>th</sup> February, 2023

Following work allocation in the grade of DS/Directors, SOs and ASOs of MoES is ordered with immediate effect and till further orders:-

Sl. No.	Name & Designation	Existing allocation	Work	Revised Work allocation
1.	Shri Keshav Kumar, Director	Establishment (ABs), ICC & Parliament		GA, Cash, Estt (Autonomous Bodies), ICC, Parliament & Official Language Division.
2.	Col. Vikram Singh Rana, Director	Director (GA, Cash), MoES and Director (Estt.&Admin) NCMRWF		Director (Estt. & Admn) NCMRWF
3.	Shri Hiralal Mishra, SO	General Section		SO (IMD, CPGRAM and others) - (attached with Smt Archana Srivastava, DS)
4.	Shri Vivek, SO	GA (Desk Pattern)		GA Section
3.	Shri Jitender Arora, ASO	IFD Section		Estt Section
4.	Shri Saksham, ASO	Estt. Section		General Section
5	Shri Ankush Chiller, ASO	Estt Section		IFD Section

2. This issues with the approval of Competent Authority.

(धरकत आर. लुइकांग / Dharkat R. Luikang)

उप सचिव, भारत सरकार / Deputy Secretary to the Govt. of India

**Copy To:**

- 1) Shri Keshav Kumar, Director/ Col. Vikram Singh Rana, Director
- 2) OL Division, MoES
- 3) Shri Hiralal Mishra, SO, Shri Vivek, SO
- 4) Shri Jitendra Arora, Shri Saksham, Shri Ankush Chiller
- 5) PSO to Secretary, MoES / PSO to AS & FA/ Sr. PPS to JS(ES)
- 6) All Officers/Sections of MoES – through e-office.
- 7) Guard File.

**No. MoES/25/01/2016-Estt. (e-1281)**  
Government of India  
Ministry of Earth Sciences

Prithvi Bhawan, Lodhi Road  
New Delhi, dated 07<sup>th</sup> January, 2025

**OFFICE ORDER**

**Sub: Allocation of work among Scientists / Officers of the Ministry of Earth Sciences**

In partial modification to Ministry's Office Order of even reference dated 04<sup>th</sup> November 2024, the following allocation of work among Scientists in the Ministry is ordered with immediate effect:-

S. No	Name of Program/ Schemes	Program Head	Program Director	Program Officer
1.	Deep Ocean Mission - All Six verticals.	Dr. M V Ramanamurthy	Dr. Mithila Verma	Dr. Bhavya Khanna, Dr. Nobi E.P., Dr. Arun Pandi N., & Smt. S. Suganya

2. This issues with the approval of Secretary, MoES.

  
(Meena Gopinath)

Under Secretary to the Govt. of India  
Tele:- 011-24669510

To

- (i) All the concerned Scientists and Officers.
- (ii) PS to HMoES / Sr. PPS to Secretary, MoES / PSO to AS&FA / Sr. PPS to JS(ES), MoES.
- (iii) Director(GA) / Director (IFD) / Director (Estt.) / DS(IMD) & HoD / DS(Vig) / Director (ICC & Audit)
- (iv) Director, NIOT/Director, INCOIS/ Director, NCESS/Director, NCPOR/Director IITM.
- (v) DGM, IMD/ Head, NCCR/Head, CMLRE/Head, NCMRWF/Director, NCS.
- (vi) SO(Estt.)/SO(IFD)/US(ICC)/All Sections, MoES.
- (vii) IT Section, MoES with a request to circulate the Office Order through e-office/NIC.
- (viii) Personal file/Guard file/Library.

MoES/25/01/2016-Estt.

1/5 8/2023

No. MoES/25/01/2016-Estt.  
Government of India  
Ministry of Earth Sciences

By Hand/  
Speed Post

Prithvi Bhawan, Lodhi Road  
New Delhi, dated 01 August, 2023

**OFFICE ORDER**

Cdr. P.K. Srivastava, Scientist 'G', MoES will look after the charge of Mission Director, Deep Ocean Mission in addition to his existing charge with effect from 09<sup>th</sup> August, 2023 till 26<sup>th</sup> August, 2023 or until further orders whichever is earlier in absence of Dr. M.V. Ramana Murthy, who is scheduled to proceed on Ex-India Leave during the period.

2. Further, Dr. Tune Usha, Scientist 'G' is assigned the additional charge of Director, NCCR Chennai in addition to her existing duties with effect from 09<sup>th</sup> August, 2023 till 26<sup>th</sup> August, 2023 or until further orders whichever is earlier in absence of Dr. M.V. Ramana Murthy, who is scheduled to proceed on Ex-India Leave during the period.

3. This issues with the approval of Competent Authority.

  
(Dharkat R. Luikang)  
Deputy Secretary (Estt.)  
Tele: 011-24669529

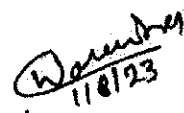
To,

1. Cdr. P.K. Srivastava, Scientist 'G', MoES
2. Dr. Tune Usha, Scientist 'G', NCCR Chennai.
3. Dr. M.V. Ramanamurthy, Mission Director DOM & Director, NCCR Chennai.
4. PSO to Secretary / Sr. PPS to JS(ES) / PSO to AS&FA, MoES
5. All Programme Divisions, MoES
6. All Attached / Subordinate Offices and Autonomous Institutes.
7. IT Division- with a request to upload the order in e-office.
8. Service Book / Personal File of the concerned official / Guard File.





पृथ्वी विज्ञान मंत्रालय  
जारी किया.....  
दिनांक.....

  
11/8/23

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**No. MoES/25/01/2016-Estt**  
Government of India  
Ministry of Earth Sciences

Prithvi Bhawan, Lodhi Road  
New Delhi, dated 2<sup>nd</sup> January, 2023

**OFFICE ORDER**

**Sub: Allocation of work among Scientists / Officers of the Ministry of Earth Sciences – reg.**

In supersession of this Ministry's earlier Orders of even reference on the subject mentioned above, the revised allocation of work of the Officers, with immediate effect, is as follows:-

S. No	Name of Rationalized Program / Schemes	Name of Program/ Schemes	Program Head	Program Director	Program Officer
1.	Scientific Secretariat  Planning and Coordination	<ul style="list-style-type: none"> <li>▪ Overall planning and coordination of Implementation of Programs of the Ministry.</li> <li>▪ Supporting Secretary in day-to-day work related to scientific activities</li> </ul>	Sh. Gopal Iyengar	Dr R.S. Maheskumar	Dr Vandana Choudhary
2.	Atmosphere & Climate Research – Modelling Observing Systems & Services (ACROSS)	<ul style="list-style-type: none"> <li>▪ Atmospheric Observation System Network</li> <li>▪ Weather and Climate Services etc.</li> <li>▪ Commissioning of Polarimetric Radars (PDWRs)</li> <li>▪ Upgradation of Forecasting System,</li> <li>▪ IMD related matters</li> </ul>	Dr. R.S. Maheskumar	Sh. Suresh Ram	
		Atmospheric Process and Modeling Services <ul style="list-style-type: none"> <li>▪ Numerical Modeling of Weather &amp; Climate (NCMRWF)</li> <li>▪ BIMSTEC Center for Weather and Climate</li> <li>▪ IITM – Manpower; Operation &amp; Maintenance</li> <li>▪ Monsoon Mission</li> <li>▪ MC4 (PDTC+CCCR)</li> <li>▪ High Performance Computer (HPC)</li> <li>▪ IITM and NCMRWF related matters</li> </ul>	Dr. Kamaljit Ray	Sh. Suresh Ram	Dr. Shiekha Elizabeth John
3.	Ocean Services, Modelling, Application, Resources and Technology (O-SMART)	<ul style="list-style-type: none"> <li>▪ NIOT– Manpower; Operation &amp; Maintenance</li> <li>▪ NCCR, CMLRE related matters</li> </ul>		Dr Sandip Kumar Mukhopadhyay	Dr. M. Ashokan
		<ul style="list-style-type: none"> <li>▪ INCOIS – Manpower; Operation &amp; Maintenance</li> <li>▪ ITCO ocean</li> </ul>		Cdr. P. K. Srivastava	Dr K R Mangalaa



		<ul style="list-style-type: none"> <li>• Ocean Modelling and Advisory services</li> <li>• Ocean Observing Network</li> <li>• Ocean Non-Living resources</li> <li>• Marine Living resources and Ecology</li> <li>• Coastal Research</li> <li>• Ocean Technology</li> <li>• Operation and Maintenance of Research Vessels</li> </ul>	Dr Vijay Kumar	Dr Sandip Kumar Mukhopadhyay Dr Sandip Kumar Mukhopadhyay Dr Sandip Kumar Mukhopadhyay Dr Sandip Kumar Mukhopadhyay Dr Sandip Kumar Mukhopadhyay Dr Sandip Kumar Mukhopadhyay Cdr. P. K. Srivastava	Dr K R Mangalaa Dr. M. Ashokan Dr. M. Ashokan Dr K R Mangalaa Dr K R Mangalaa Dr. M. Ashokan Dr. M. Ashokan
4.	Polar Science & Cryosphere (PACER)	<ul style="list-style-type: none"> <li>• Polar Science &amp; Cryosphere               <ul style="list-style-type: none"> <li>▪ NCPOR – Manpower; Operation &amp; Maintenance</li> </ul> </li> </ul>	Dr Vijay Kumar	Dr. S A S Naqvi	Dr Aparna Shukla
5.	Seismology and Geoscience (SAGE)	<ul style="list-style-type: none"> <li>(i) NCS related matters</li> <li>(ii) Deep Drilling in Koyna Intra-plate seismic zone of Maharashtra</li> <li>(iii) Geodynamics and Surface Process-NCESS</li> <li>(iv) Integrated Ocean Drilling Program (IODP)</li> <li>(v) Geoid Low and Crustal Processes and Studies</li> </ul> NCESS – Manpower; Operation & Maintenance	Dr. N.Khare	Dr. Arun Gupta	
6.	Deep Ocean Mission	All Six verticals	Dr. M V Ramanamurthy	Dr. Mithila Verma	
7.	Research, Education and Training Outreach (REACHOUT)	<ul style="list-style-type: none"> <li>• R&amp;D in Earth System Sciences Apex Committee for Project Appraisal and Monitoring Committee &amp; Technology Research Board.</li> <li>(i) Centres of Excellence – ESTC.</li> <li>(ii) Project Appraisal and Monitoring Committee (PAMC) – Atmospheric Science.</li> <li>(iii) Project Appraisal and Monitoring Committee (PAMC) – Geoscience &amp; Seismology</li> <li>(iv) Project Appraisal and Monitoring Committee (PAMC) – Oceanography</li> <li>(v) Project Appraisal and Monitoring Committee (PAMC) – Hydrology and Cryosphere.</li> <li>(vi) Technology Research Board</li> </ul>	Sh. Gopal Iyengar	Dr Vandana Choudhary Dr. Jagvir Singh Dr R.S. Maheskumar Dr. Vandana Choudhary Dr. Sandip Kumar Mukhopadhyay Dr Aparna Shukla	Dr. Aditi Dr. Aditi / Sh. H.C.Meena Dr. Aditi Dr. Arun Gupta Dr. K.R. Mangalaa
			Dr M.V.	Dr. Mithila	



		(TRB) - Earth Sciences	Ramanamurthy	Verma	
		(vii) Awareness & Outreach (Exhibition & Fair)	Dr. Jagvir Singh	Dr. Aditi	Sh. H.C. Meena
8.	International Cooperation		Cdr. P. K. Srivastava	Dr Aparna Shukla	
9.	Parliament related – Disaster Support (Coordination with NDMA, Home Ministry etc),		Sh. Gopal Iyengar	Dr. Mahesh Kumar	Sh. Suresh Ram
10.	Budget Planning, DGQI , OOMF, PRAYAS and other dashboards		Sh. Gopal Iyengar	Dr. Vandana Choudhary	Dr. Shiekha Elizabeth John
11.	Monthly Report		Dr Vijay Kumar		Dr. M Ashokan
12.	Library Science & Information System		JS(A)*	Dr Bhavya Khanna	Smt. Divya Batra
13.	Communications/ Social Media Group / Information Technology		Sh Gopal Iyengar	Dr R.S. Maheskumar	Dr Bhavya Khanna

2. \*The work allocation in respect of Joint Secretary (Admn) will be in addition to the work of administration.
3. Any other activity which is not identified above shall be looked after by Shri Gopal Iyengar, Scientist-G.
4. In addition to the work allocation listed, any additional work can be assigned to an Officer as and when required from time to time.
5. The channel of submission for appraisal/approval of proposals, program-related fund releases should be routed through IFD (involved with financial issues only) by the respective Program Head.
6. This issues with the approval of Secretary.



(Dharkat R. Luikang)  
Deputy Secretary to the Govt. of India  
Tele:- 011-24669529

To

- (i) All the concerned Scientists and Officers concerned.
- (ii) PS to HMoES/PSO to Secy, MoES/Sr.PPS to AS&FA/Sr. PPS to JS(ES), MoES.
- (iii) Director(GA)/Director (IFD)/DS(Estt)/DS(Vig)/DS(ICC)/DS(IMD & Audit) & HoD
- (iv) Director, NIOT/Director, INCOIS/ Director, NCESS/Director, NCPOR/Director IITM.
- (v) DGM, IMD/ Head, NCCR/Director, CMLRE/Head, NCMRWF/Director, NCS.
- (vi) SO(Estt.)/SO(F)/US(ICC)/All Sections, MoES.
- (vii) IT Section, MoES with a request to circulate the Office Order through e-office/NIC.
- (viii) Personal file/Guard file/Library.