

Government of India
Ministry of Coal
(Coal Controller Organization)

Scope Minar, 5th Floor, Core-1
Laxmi Nagar, Delhi-110092
Date: 30.05.2025

OFFICE ORDER

In supersession of all earlier office orders, the work allocation / duties among Officers/OSDs, officials/YPs of CCO Delhi are revised as below and all the files in e-office should be routed accordingly with immediate effect.

Work assigned to the Officer(s)	Description of the work	Supporting official (s)
Sh. Sajeesh Kumar, Coal Controller		
Dr. S. C. Agrawal, Director [Addl Charge-, HoD, Vigilance Officer, CPIO]		
1. Ms. Aarti Mahawar, DD [Addl Charge-HoO]		
Akash Shivhare, DACC/DDO	Budget & Accounts, Audit matter (CAG/internal), Matters of CoP under CM (SP) Act, 2015 & Bank Guarantees.	AO (CB) Link Officer- Asstt (SunilK) LDC (IndrajitR)-for BGs
	(ii) Matters of Income Tax / GST etc. (whenever it is required)	(ii) YP-Ms Bhawana
	Medical Bills and CoP matters	LDC (AmitK) LO-Asstt (Subham Singh) Through -AO (CB)
	Parliamentary Standing Committee, Office Rent etc.	Asstt. (Subham S)-LO- Asstt.(Prabhat K) Through AO (CB)
	Salary Bills, GPF, LTC, Maintenance of PBR & CRI section	LDC (AjayT)- LO- (LDC-Ashutosh K) Through AO (CB)
	Budget, Audit related, contingency bills etc.	LDC (AshutoshK) - Through AO (CB) [LO- AjayT]
	Procurement through GeM (CCO Delhi, Kolkata and Dhanbad). Matter related to General Section.	Shri Sunil Reddu, Asstt. Link Officer- Asstt (PrabhatK)
	GEM Consignee/buyer & General Section	Asstt (PrabhatK) Link Officer- Asstt (SR)
	(i) General Section, Organizing Meeting and Refreshment, Swachhata Pakhwada and related activities and Salary of YPs	(i) Asstt (PB) LO- Asstt (SR) (ii) LDC (AbhishekK) - through Asstt (PB)

Law

	(ii) General Section, Maintenance of Purchase Registrar, Supervision of Office cleaning and dusting and Custodian of Office Car related matters, (iii) Record maintenance (Books/Magazine/News Paper)	(iii) LDC-Ms Babali through Asstt (PB) LO-Ms. Meenakshi
	New Pension Scheme, Advances, CEA, Income Tax, TA and CTG, HBA. (ii) All matters related to PFMS portal, (iii) Management of CNA account.	Asstt (SunilK) Link Officer- LDC (AjayT)
	All matters related to Pension and Bhavishya Portal	Asstt (Madhai M)/ LDC (Ms Neha)
	Residual works of COP under CMN Act, 1972 & 1973	AO (SB) Link Officer- AO (CB)
	All matter related to Hindi section of CCO including organizing Hindi training, workshop, Parliamentary matters, translation of booklets or reports, office order and other communications.	Ms. Jaya Pandey, JHT/ LDC (Ms. Neha) LO- Asstt.(SubhamS)
Shri Manoj Karmakar, AO Link Office- AO (CB)	(i)All Matter of Establishment and Administration (RTI and Public Grievances, Vigilance matter) including administrative policy matter and (ii) Legal Matters.	(i) Asstt (SubhamS) LO-Asstt (PrabhatK) (ii) Mr.Nitin Bidal, YP for all legal matters through AO (MK)/DACC
Shri Pradyut Kr. Goswami, Asstt. Link Officer- AO (MK)	Leave files including Kolkata and Dhanbad, Service Book, Custodian of Service Book, Personal files and APAR, Issue of ID cards, CGHS matter, Passport related matter. Leave records of YPs. Maintenance of daily attendance. Tour of OSDs and maintenance of leave	LDC (VK)- LO (Ms. Neha-LDC) Trough Asstt (PKG)
2. Akash Shivhare, DACC/DDO		
Shri Joginder Singh, OSD LO- OSD (RVS)	i. CCDAC ii. Land Acquisition under CBA Act, 1957 iii. Mine Opening Permission, Coal Gradation iv. Statutory Complaints v. Technical Coordination vi. Quantification of Coal for surface Gasification/Liquification	(i)/(ii) AO (Sh. Debasis Das) (ii) LDC (Ms. Babali) (iii)LDC (Ms. Meenakshi) YP, Mr.Ramiz R Sheikh, (Grading Coal, Mine Opening and CCDA etc.) YP, Mr.SubhamE (Works related to Statutory compliant, and NOC under CBA Act.)
Shri Ashish Verma, OSD	i. Approval of Mine Plan & Mine Closure plan & matters of SWCS portal	i. Asstt. (PrabhatK) ii. OSD (NS)

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LO- OSD (AK)	ii. Issues related to 5 yearly compliance report with respect to Mining plan	YP (Jay Prakash)
Shri Ajay Kumar, OSD LO-OSD (AV)	i. Work related to disposal of washery rejects & Monitoring of Washery Statistics ii. Star Rating of Coal Mine iii. Safety and Health Management System Audit iv. Matter related to Mine Closure for Dhanbad region v. Coal Gradation of Sambalpur & Bilaspur region	LDC (Ms. Mamta) YP (Dileep Singh)- washery YP (--)- Dhanbad region YP, Mr.Ramiz R Sheikh Coal Grade
Shri Ranvijay Singh, OSD LO- OSD (JS)	i. Matter related to Mine Closure except Dhanbad, Ranchi & Kothagudem ii. Bridge Linkage iii. Maintenance & Custody of original signed copy of Escrow Agreement iv. Mine Opening Permission v. All other activities related to Mine closure.	(i) AO (SB)- (All documents/ records/data maintenance w/r to Mine closure- all region) (iii) LDC (Indrajit R) (iv) LDC (Ms. Meenakshi) YP-Ms Shradha (Nagpur/Kolkata Region) YP-Ms Bhawana (Sambalpur Region & Maintenance of Escrow A/C- all region) YP (Dileep Singh)- (Bilaspur Region) YP (--)- Misc-Residual work related to Mine Closure Plan, Bridge Linkage
Shri. Nirutpal Singh LO-OSD (RVS)	i. Mine Closure (Ranchi and Kothagudem Regions) ii. All data / residual work of statistics activity/P.Q. etc. iii. Work of CCO website. iv. Nodal Officer of Social Media Accounts /Team of CCO	(i) YP-Ejaz Akhtar (ii) AO (SB) & YP, Subhame (iii) YP, Ms.Bhawana & Mr. Jay Prakash-all coordination with Social Media Team (ii) through DD (iii), (iv) through DACC/DD

Raw

Name of the Official(s)	Duties assigned to	Link Official(s)
Mr Sawan Kumar, Steno	PA to CC & DIR	Mr. Vinod K, LDC & Mr. Abhishek K, LDC
Shri Rajnish Kr Sharma	Attached with DACC	Shri Ranjan Kumar
Shri Ranjan Kumar	Attached with DD and Outdoor duty (MoC & PAO).	Shri Rajnish Kr Sharma

This issues with the approval of Coal Controller

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30/5/25
(Aarti Mahawar)
Dy. Director & HO

To,
All Officers/ OSDs/Official (s) of CCO Delhi

Copy to:

1. PS to Coal Controller, Delhi
2. PA to Director, CCO, Delhi