

CCO-Admn088/23/2022-Admn /E-352112
Government of India
Ministry of Coal
(Coal Controller Organization)

Scope Minar, 5th Floor, Core-1
Laxmi Nagar, Delhi-110092
Date: 02.04.2026

OFFICE ORDER

The Competent Authority has approved the following allocation of work/duties among the newly joined officers, along with the supporting officers/officials. All files in the e-Office system shall be routed accordingly with immediate effect.

Sh. Sajeesh Kumar, Coal Controller

Work assigned to			Description of Work	Supporting Officer/ Staff
Sh. H. Bhushan, DCC LO - DIR (SCA)	OSD (NS)		(i) Work related to Coal Exchange- development of application portal etc. for registration and regulation of coal exchanges. (ii) Work of CCO website and social media (iii) All data / residual work of statistical activities (iv) Work related to PMU of Coal exchange, and Mine Closure activities.	Devashish, AO Sunil Reddu, Asstt. Amit Kumar, UDC PMU (PwC) AO (SB) /YP, Subham E -(iii)
	DACC		(i) Matters of CoP under CM (SP) Act, 2015 & Bank Guarantees. (ii) Residual works of COP under CMN Act, 1972 & 1973	AO (CB)/ AO (SB) UDC (Amit Kumar) From CCO, Kol Asstt (Sima) & UDC (UK)
Shri Ashish Verma, DCC LO- DCC(HB)	OSD (RVS) OSD (Nitesh) (i-iv)	Sr. Geologist (PK) (except work related to Coal Exchange)	i. Matter related to Mine Closure activities except -Ranchi, Kothagudem & Dhanbad ii. Maintenance & Custody of original signed copy of Escrow Agreement iii. All other activities related to Mine Closure iv. Work related to Coal Exchange Through DCC (HB)	AO (SB)- (All documents/ records/data maintenance w/r to Mine closure) LDC (Indrajit R) YP-Ms Bhawana YP, Priyanka Team of Deloitte



			i. Approval of Mine Plan & Mine Closure plan & matters of SWCS portal ii. Issues related to 5 yearly compliance report with respect to Mining plan iii. Bridge Linkage	Asstt (Prabhat)- / YP (Ejaz Akhtar) (i-ii) From CCO, Kol Asstt (Sima) & UDC (UK)-(iii)
--	--	--	--	---

This issues with the approval of Coal Controller.


(Dr. S. C. Agrawal)
Director

All Concerned

Copy to: PS to Coal Controller

OFFICE ORDER

The Competent Authority has approved the following allocation of work/duties for newly joined officer (Dr. C. H. Venkataramana), along with his reporting & reviewing officers and supporting officers/officials. All files in the e-Office system shall be routed accordingly with immediate effect.

Sh. Sajeeb Kumar, Coal Controller-

Work assigned to		Description of Work	Supporting Officer/ Staff
I. Dr. S. C. Agrawal, Director (Head of the Department, Vigilance Officer, CPIO) LO - DCC (HB)	Dr. C. H. Venkataramana, CS (Dr. C. H. Venkataramana, CS will also act as Head of the Office of CCO and leave sanctioning Authority of Group B & C officers (accept special casual leave)	Budget & Accounts	Through AO (CB)
		(i) Matters of Income Tax / GST etc. (whenever it is required)	(i) Asstt (Sunilk) (Ms. Bhawana shall assist)
		(ii) Medical Bills	(ii) LDC (Amrit)
		(iii) Parliamentary Standing Committee, Office Rent etc.	(iii) Asstt. (Subram S)
		(iv) Salary Bills, GPF, LTC, Maintenance of PBR & CRI section	(iv) LDC (Ajay T)
		(v) Budget, Audit related, contingency bills etc.	(v) LDC (AshutoshK)
		Procurement through Gem	Through AO (Bas)
		Procurement through Gem (CCO Delhi, Kolkata and Dhanbad), Matter related to General Section.	Asstt. (SR) & Asstt (PK)
		GEM Consignee/buyer & General Section	
		(i) General Section , Organizing Meeting and Refreshment, YPs	Through AO (Das)
		(ii) General Section, Maintenance of Purchase Registrar, Supervision of Office cleaning and dusting and Custodian of Office Car related matters.	(i) Asstt (PB)
		(iii) Record maintenance (Books/Magazine/News Paper)	(ii) LDC (AbhishekK) - through Asstt (PB)
		(i) New Pension Scheme, Advances, CEA, Income Tax, TA and CTG, HBA.	(iii) LDC - Ms Babali / Ms. Menakshi through Asstt (P3)
		(ii) All matters related to PFMS portal.	Asstt (Sunilk)
		(iii) Management of CNA account.	
		All matters related to Pension and Bhavishya Portal	Asstt (Madhai N.) / LDC (Ms Neha)

(Signature)

Work assigned to		Description of Work		Supporting Officers / Staff
				From CCO, Kol - Asstt (ST) & Computer (MG)
				*JHT LDC (Ms. Neha)
				AO (SB) / VP, Sub in E
				AO (MK) (i) Asstt (Subham) (ii) Mr. Nitin Bidal, P- for legal matters Asstt (Sima) & UDC (UK) for legal matters Though AO (MK) Asstt. (PKG) LDC (RK)- LO (Ms. Neha-LDC)
	Dr. C. H Venkatranana, CS			Devashish, AO, Surilli Reddu, Asstt. Amit Kumar, UDC PMU (PWC)

*JHT: Disciplinary proceedings are going on

This issues with the approval of Coal Controller:

All Officers/ OSDs/ Official (s) of CCO Delhi, Kolkata and Jhnanbad

Copy to: PS to Coal Controller

(Dr. S. C. Agrawal)
Director
8.4.