

WORK ALLOCATION (As on 07.11.2017)

Designation	Name	Powers & Duties
Secretary	Shri Rajiv Nayan Choubey	
Joint Secretary & Financial Advisor	Smt. Gargi Kaul	All Financial Matters of Ministry of Civil Aviation.

JOINT SECRETARIES

Joint Secretary	Shri Arun Kumar, IAS (HY:1989)	Airports Authority of India (AAI) Airport Development (AD) Vigilance Section (Vig) Parliament Agreement – Additional Work
Joint Secretary	Shri Satyendra Kumar Mishra, IRS, (IT:1990)	Air India DGCA Aviation Exhibition Official Language C&W – Additional Charge
Joint Secretary	Mrs. Usha Padhee, IAS (OR:1996)	Administration, Cash & General Domestic Transport General Aviation + RCS Aviation Security IT Cell IGRUA- Additional charge Railway Safety – Additional Charge
Economic Advisor	Ms. Vandana Aggarwal, IES	I. Economic Regulatory Division II. Air Cargo Logistics Promotion Board including Cargo matters pertaining to AAI; III. Skill Development IV. Economic Survey & Impact of Global Economics Development of India's Economic Agenda V. Competition related issues in Civil Aviation VI. Budget proposal on tax related issues regarding Aviation Sector.
Chief Financial Controller	Vacant	Payment, Accounting and Internal Audit, Budget Work. Work relating to PSF.

DIRECTOR/DEPUTY SECRETARIES

Joint Secretary	Smt Rubina Ali	Administration, Cash and General Domestic transport + RCS General Aviation (excluding IGRUA)
Director	Dr. Shefali Juneja	Agreement IGRUA Parliament Unit Air India- Additional Charge
Director	Shri Suyash Narain	Directorate General (DG) Aviation Security (AS), IT Cell C&W and RTI – Additional Charge
Director	Shri Venkatramana R. Hegde	Airport Authority of India (AAI), Airport Development (AD) Section, Vigilance Section.
Director	Shri Angshumali Rastogi	IF Division, ER Division NAU (National Aviation University)
vacant	Vacant	vacant
vacant	Vacant	vacant
Joint Director (OL)	Smt. Rama Verma	Official Language (OL)

UNDER SECRETARIES

Under Secretary	Shri Satish Chander	AS Section RS Section
Under Secretary	Shri S.Venkataramana	AD Section India Aviation Show
Under Secretary	Shri Umesh Kumar Bhardwaj	DT Section GA Section (excluding IGRUA)
Under Secretary	Shri Amit Ghoshal	IF Division
Under Secretary	Shri Anup Pant	Admn Section Cash Section General Section
Under Secretary	Shri Kameshwar Mishra	DG Section IT Cell
Under Secretary	Shri P J Thomas	Airport Authority of India (AAI) Vigilance Section
Under Secretary	Shri Deepak Sajwan	HMCA Office
Under Secretary	Shri Sandesh Saxena	Agreement Section Parliament Unit
Under Secretary	Shri Chandra Kishore Shukla	Air India
Under Secretary	Shri Sanjay Singh	Coordination & Welfare (C&W) ER Division NAU and IGRUA

SECTION OFFICERS

Section Officer	Shri R.N. Upadhyay	Establishment (Admn) and O&M matters.
Assistant Director	Vacant	Official Language Matters (Hindi Section)
Section Officer	Shri Varun Singh Chauhan	General Section Cash Section
Section Officer	Smt Anjali Mathur	Coordination, Public Grievances & Welfare (C&W Section), RTI.
VACANT	VACANT	VACANT
Section Officer	Shri R. Sathees Kumar	Aviation Security (AS Section)
Section Officer	Shri Pronob Mukherjee	Finance (Fin –I Section)
Section Officer	Smt Indu Butani	ER Division National Aviation Universal(NAU)
Section Officer	Shri Pradeep Kumar Sharma	Airports Authority of India (AAI Section)
Section Officer	Smt Pallavi Sule	Railway Safety (RS Section at Lucknow)
Section Officer	Shri Roshal Lal	AI Section.
Section Officer	Shri Bhupesh Pillai	Domestic Air Transport (DT Section)
Section Officer	Shri Sanjay Rawat	AD Section.
Section Officer	Shri Dhananjay Sharma	GA & IT Section (including IGRUA)
Section Officer	Shri Phailee Ram Meena	Parliament Unit
Section Officer	Shri Ratnakar Jha	Agreement Section
Section Officer	Shri Arun Kumar	DG Section IT Cell


New Delhi: dated 17th May, 2018.

OFFICE ORDER

Consequent upon her promotion as Joint Secretary, Dr. Shefali Juneja; is assigned the following work with immediate effect and until further order:-

- (i) Agreement
- (ii) Coordination & Welfare
- (iii) National Aviation University
- (iv) IGRUA

2. This issues with the approval of the Competent Authority.



(Anup Pant)

Under Secretary to the Govt. of India
Tel:24617547

To

1. Dr. Shefali Juneja, Joint Secretary.
2. PS to HMCA
3. PS to HMOS CA
4. PPS to Secretary
5. All Officers in the Ministry (main)
6. All attached / subordinate officers and PSUs under the Ministry.
7. Office Order Bundle.
8. Hindi Section for Hindi version
9. All Officials in the Ministry (main).