

P.24011/4/2011-PM
Government of India
Cabinet Secretariat
Performance Management Division

Dated -13th February, 2012

OFFICE ORDER NO. 2/2012

In supersession of the Office Orders of even number dated 14th March, 2011 and 4th May 2011, the allocation of work among the officials in the Performance Management Division (PMD) will be as under with immediate effect:-

S. No.	Name & Designation	Work Allocation
i.	Mr. Jugnu Gupta Director Dir.(JG)	Matters relating to Departments/Ministries covered by Syndicate 5 & 6, RTI, Knowledge Management, External communication/outreach/Government Performance Network, Strategy Development Guidelines and Co-ordination, International Collaboration/ Maxwell Collaboration, Ethics Management, Benchmarking Unit, Doing Business Project, Government Effectiveness Risk, ISO 9001 Certification of PMD.
ii.	Mr. S.B. Mandal Deputy Secretary DS (SBM)	Matters relating to Departments/Ministries covered by Syndicate 3 & 4, Administrative Reforms Commission (ARC) recommendations, Results-Framework Document (RFD) Guidelines and co-ordination, Results Framework Management System

		(RFMS), Publications (RFD Compendium, Newsletter and other publications), Information and Telecommunications (ITC) Matters, Performance Appraisal Report, High Power Committee Matters, E-office Implementation in PMD.
iii.	Mr. Rattan Lal Raichandani Deputy Secretary DS (RLR)	Matters relating to Departments/Ministries covered by Syndicate 1 & 2, Citizen's/Client's Charter/Grievance Redressal Mechanism (GRM) Coordination, International Workshop and other workshops coordination, Parliament Questions, Head of Department, Administrative and Staffing issues, Library, Janpath Renovation. Performance –Related Incentives,
iv.	Mr. M.P. Fulzele Senior Performance Officer SPO(MPF)	Coordination with Adhoc Task Force (ATF)/Resource Persons/Consultants/ Interns, ATF Management Development, Technical Assistance to States, Web site development and updation / maintenance.

2. The Director, Deputy Secretaries and Sr. Performance Officer will report to the Secretary (Performance Management).

3. The arrangements of Link Officers will be as under:

- i. Director (JG) and DS (SBM) will be the Link Officer for each other.
- ii. Deputy Secretary (RLR) and Deputy Secretary (SBM) will be the Link officer for each other.

4. Allocation of work of syndicates to Resource Persons (RP) shall be as under:

- Syndicate 2:-** Mr. Rana Bharali (RB)
Syndicate 3:- Mr. Sandeep Chugh (SC)
Syndicate 4:- Mr. SPS Solanki (SPS)

- Syndicate 5:-** Ms. M. Padhi (MP)
Syndicate 6:- Mr. IK Sawhney (IS)

Shri Ghanshyam Kumar (GK), Under Secretary (US), is allocated work of syndicate 1 till another Resource Person joins.

5. Based on the need and other exigencies, RPs will be assigned the items of work by the respective Director / Dy. Secretaries to assist in other items of work as assigned to them in addition to syndicate work.

RP (RB) shall assist SPO (MPF) in website development and updation / maintenance.

6. The Link Officers for syndicates shall be as under:

- i. US (GK) and RP (RB) shall be Link Officer for each other.
- ii. RP (SC) and RP (SPS) shall be Link Officer for each other.
- iii. RP (MP) and RP (IS) shall be Link Officer for each other.

7. Allocation of work among the Under Secretaries in the PMD will be as under:

S. No.	Name & designation	Work allocation	Reporting to
i.	Mr. Jai Pal Under Secretary US(JP)	DDO work, Library, Record Room, Record Management.	DS(RLR)

ii.	Mr. Rakesh Sharma Under Secretary US(RS)	<p>Administrative, Establishment and staffing issues, Administrative arrangements for Workshops & ATF meetings, Head of Office, Hotel Janpath accommodation & Renovation,</p> <p>International collaboration/Maxwell collaboration, Knowledge Management,</p> <p>Publications (RFD Compendium and Performance Matters Newsletter and other publications)</p>	<p>DS (RLR)</p> <p>Dir. (JG)</p> <p>DS (SBM)</p>
iii.	Mr. G.S. Panwar Under Secretary US(GS)	<p>Coordination work relating to Ministries/Departments covered by Syndicate 5 and 6, Strategy Development Guidelines and Co-ordination, RTI, External Communication/Outreach/Govt. Performance Network ,</p> <p>Citizen's/Client's Charter/GRM, Performance-Related Incentives.</p>	<p>Dir. (JG)</p> <p>DS (RLR)</p>
iv.	Mr. Ghanshyam Kumar Under Secretary US(GK)	<p>Coordination work relating to Ministries/Departments covered by Syndicate 1 and 2, Coordination for International Workshop and other workshops, Resource Person for Syndicate 1, Parliament Questions,</p> <p>Ethics Management, Benchmarking Unit, Doing Business Project, Government Effectiveness Risk, ISO 9001 Certification of PMD</p>	<p>DS (RLR)</p> <p>Dir.(JG)</p>

v.	Mr. Naresh Kumar Under Secretary US(NK)	Coordination work relating to Ministries/Departments covered by Syndicates 3 and 4, ARC recommendations, High Power Committee matters, RFD Guidelines and Co-ordination, RFMS Coordination, ITC matters, Performance Appraisal Report, E-office implementation in PMD	DS (SBM)
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8. The arrangement of Link Officers in respect of the Under Secretaries will be as under:

- i. Under Secretary (GS) and Under Secretary (RS) will be the link officer for each other.
- ii. Under Secretary (GK) and Under Secretary (NK) will be the link officer for each other.
- iii. Under Secretary (JP) and Under Secretary (RS) will be the link officer for each other.

9. Additional items of work may also be assigned to Under Secretaries by their respective Reporting Officers.


 (R.L. Raichandani)
 Deputy Secretary

All officials in PMD.

Copy for information to:

- i. PS to Secretary, Performance Management Division.
- ii. US (Admn. I), Cabinet Secretariat (Main), Rashtrapati Bhavan.