



Government of India
Ministry of Finance, Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resource Management
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Telephone No. 011-23340315

F.NO. 34/BVS/HRD(HRM-I)/Office Order/2019 / 3782 Dated: 02.08.2019

OFFICE ORDER No.08/2019

Consequent upon joining of new Superintendents in DGHRM (HRM-I), the following work/charge allocation is ordered with immediate effect and until further orders.

Sl. No.	Name & Designation	Work/Charge allocated	
1.	Smt. Geetha Sreedhar, AAD	Policy/CR	Policy Section of HRM-I which includes General Policy matters, Association matters, Recruitment Rules; Cadre Restructuring and all matters related thereto; All matters pertaining to GST Reorganization and Customs Reorganization. DPC Work, as and when allocated; Any other work as may be assigned by the Higher Authorities.
2.	Shri Sanjay Kumar, AAD	Policy	Seniority and all matters related thereto; Any other work as may be assigned by the Higher Authorities.
3.	Shri Shailabh Pande, AAD	Policy	All work related to Vacancy, Eligibility list, regularization, Misc. work related to Group 'B to A'. Any other work as may be assigned by the Higher Authorities.
4.	Shri Rupesh Kr. Sharma, Superintendent	APAR	Scrutiny and scanning of APARs received, issuance of No Report Certificate, Custody and movement of APAR folder (Compactor), All work related to Attestation for deputation matters, Editing in APAR Module; DPC work and any other work as may be assigned by the Higher Authorities.
5.	Smt. Judith Bobin, Superintendent	APAR	All work related to JS empanelment & IPR, Representation, Editing in APAR module; DPC work and any other work as may be assigned by the Higher Authorities.
6.	Smt. Shobha Malhotra, Superintendent	DPC Cell	'B' to 'A' Promotion Cell
7.	Smt. Suchita Lokhande, Superintendent	CPGRAM & RTI	All work related to CPGRAM & RTI matters (excluding RTI appeals), DPC work and any other work as may be assigned by the Higher Authorities.
8.	Shri Ajay Singh Rauthan, Superintendent	DPC Cell	DPC work pertaining to SAG, HAG, HAG + Apex grade promotions. Any other work as may be assigned by the Higher Authorities.

10.	Shri Nitin Sharma, Superintendent	APAR/ Deputation	All work related to forwarding APARs for deputation and Attestation for deputation matters and related matters/work, Issuance of No Review Certificate, Editing in the APAR Module; DPC work and any other work as may be assigned by the Higher Authorities.
11.	Smt. Reema Suresh, Superintendent	DPC	NFU, NFSG and Review DPC. Any other work as may be assigned by the Higher Authorities.
12.	Shri Pankaj Kumar, Superintendent	SPARROW	SPARROW-IRS & SPARROW-CBIC and matters/work related thereto. DGHRD Website and any other system related matters. DPC work and any other work as may be assigned by the Higher Authorities.
13.	Shri B.B.Sharma, Superintendent	SPARROW	SPARROW-IRS & SPARROW-CBIC and matters/work related thereto. DGHRD Website and any other system related matters. DPC work and any other work as may be assigned by the Higher Authorities.
14.	Shri Raghunath Prasad Burnwal, Superintendent	Legal/DPC	legal issues related to HRM-I and Court related matters. DPC work and any other work as may be assigned by the Higher Authorities.

In addition to the aforesaid work, the officer(s) shall also attend to any other work as may be assigned by the Higher Authorities.

This supersedes all previous orders pertaining to aforesaid work. The Officers are directed to immediately take over the charge of their respective section, as above, immediately.

This issues with the approval of Competent Authority.

R.C. Sharma
(R.C.SHARMA)

Assistant Director (Admn.)

Copy to :-

1. PS to DG(HRM)/PS to ADG, HRM-I/PA to Additional Director/PA to Joint Director.
2. All Deputy/ Assistant Director, HRM-I.
3. All AADs, HRM-I.
4. The ADG (HRM-II)/ JD (Admn.), HRM-II for information.
5. Guard File