

**Government of Rajasthan**  
**Statistics Department**  
**Directorate of Economic & Statistics**

File no. F1()Est/DES/2021 /2035

Date - 21-10-2021

**Office Order**

In suppression of all earlier orders for work distribution among the Officers of the Directorate of Economics and Statistics, Unit wise work distribution for all officials is allotted as per given below in the table with immediate effect:

S.N	Officer's Name	Work Distribution	Staff
I	<b>Establishment Division- Shri Akash Pathak, JD and DDO</b>		
	<b>Shri Subhash Chandra Sharma, DD</b>	<p><b>Establishment</b></p> <ul style="list-style-type: none"> <li>• Work related to issuing of Seniority List of all, and of Gazetted, Non-Gazetted and Ministerial Staff, under Directorate Economics and Statistics</li> <li>• Organizing the DPC meetings of all Gazetted, Non-Gazetted and Ministerial Staff</li> <li>• Maintaining Roaster Register of all Non-Gazetted and Ministerial Staff</li> <li>• All Work related to Cadre Control and Appointments of Subordinate and Ministerial cadre.</li> <li>• Posting &amp; Transfer work of Subordinate and Ministerial cadre.</li> <li>• Work related to A.C.R. of Subordinate and Ministerial cadre</li> <li>• Departmental Assembly and Parliament Questions</li> <li>• Preparing and Issuing of departmental Standing order</li> <li>• Timely Updation and amendment work in The Rajasthan Statistical Subordinate Service Rules, 1971 and other departmental Rules</li> </ul>	<p>Shri Minshiv Meena, Ad. AO Shri Shankar Singh Shekhawat, AAO Shri Neeraj Rajoriya, AAO Shri RamJi Lal Bairwa, ASO Shri Manish Kumar Khandelwal, ASO Shri Veer Singh Dukya, JA Ms. Khushboo Haryana, JA</p>
	<b>Shri Bhanu Pratap Singh, Est. Officer</b>	<ul style="list-style-type: none"> <li>• Work related to all establishment matters of all Officers working in DES and Districts &amp; Blocks</li> <li>• All establishment matters of Subordinate staff working in in DES and Districts &amp; Blocks</li> <li>• All establishment matters of all Ministerial Staff working in Directorate, District and Block level offices.</li> <li>• Work related to RSR matters of all Subordinate and Ministerial cadre.</li> <li>• All work related to sanction of different types of leaves to employee working at Directorate, District and Block level</li> </ul>	<p>Shri Moti Singh, Ad. AO Ms. Manju Khandelwal, Ad AO Ms. Vidhya Sharma, AAO Shri Kanvar Pal, AAO Ms. Kavita Pareek, AAO Ms. Nirmala Kanwer, JA Ms. Madhvi Makwana, JA Ms. Lakshmi Mandiwal, JA Shri Mohit SinghRathore, JA Shri Akshay Sharma, JA</p>

S.N	Officer's Name	Work Distribution	Staff
		<p>offices.</p> <ul style="list-style-type: none"> <li>• Proceeding and disposal of all matters related to disciplinary action against all subordinate and ministerial staff</li> <li>• Maintaining service records/ personal files of all Officers, Subordinate and ministerial staff</li> <li>• Preparing of Pension Kulaks of officers, Subordinate and ministerial staff working in DES, District and blocks</li> <li>• All other remaining Establishment related works</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	
	<p><b>Drawing and Disbursing related work (DDO)</b></p> <p><b>Shri Rajesh Bakliwal, AAO (Payment)</b></p>	<ul style="list-style-type: none"> <li>• Salary Bill and Income tax of Officers/ Employees</li> <li>• Pay Posting work by Pay Bills</li> <li>• Medical and T.A. bills related work of Directorate and District level Offices.</li> <li>• Maintaining of GPF/ State Insurance Pass Books and entries of deductions in the ledger.</li> <li>• Maintaining of Cash Book</li> <li>• Maintaining of GPF/ State Insurance bills, F.V.C. Bills,</li> <li>• Maintaining of P.D. Accounts and Departmental Bank Accounts</li> </ul>	<p>Shri Himanshu Pareek, AAO Shri Jayram Lochibh, JA Shri Lokesh Kumar Yadav, JA Shri Chotu Ram Samota, JA</p>
	<p><b>Store Management</b></p> <p><b>Shri Ram Kumar Soni, AO</b></p> <p><b>Shri Narendra Kumar Sharma, Ad. AO</b></p> <p><b>Sh. Brijesh Sharma, AD (Add. Charge)</b></p>	<p><b>A. Store</b></p> <ul style="list-style-type: none"> <li>• Permanent and Consumable Store Management.</li> <li>• IT Hardware Procurement, Preventive Maintenance, AMC, Recycling of Toner Cartridges and creating Cartridge Pool under IT project</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul> <p><b>B. Caretaking</b></p> <ul style="list-style-type: none"> <li>• Printing of Departmental Publication</li> <li>• Care Taking of 21 Departments in Yojna Bhawan Building</li> <li>• Protocol related work.</li> <li>• Pool in-charge of vehicles</li> <li>• Arrangement of meeting and seminar</li> <li>• Security Arrangement for Yojana Bhawan</li> <li>• Work related to ensure Water Supply, Sanitation, Renovation, Maintenance and Electrical Supply in Yojana Bhawan</li> </ul>	<p>Shri Abhay Singh, JA Shri Daulat Ram Jat, JA Shri Lokesh Jain, JA Shri Arvind Kumar Sharma, ASO Shri Indresh Agrawal, IA</p> <p>Shri Shankar Tewani, AAO Shri Yashwant Kumar, JA</p>
<b>II.</b>	<b>Coordination and Publication Division – Shri Ramesh Chand Yadav, JD</b>		
	<p><b>Shri Jitendra Kumar, SO</b></p>	<p><b>A. Coordination</b></p> <ul style="list-style-type: none"> <li>• Organizing Statistics Day at State and District Level.</li> </ul>	<p>Shri Ravi Kumar Gupta, ASO Shri Ashish Rathore, AAO Ms. Anju Sharma, SI</p>



S.N	Officer's Name	Work Distribution	Staff
		<p>office regarding RTI Act.</p> <ul style="list-style-type: none"> <li>• Prepare Annual/ Monthly progress report and send to AR Department.</li> <li>• Prepare progress report and upload on Departmental website.</li> <li>• Monitoring and supervision of pending RTI matters in district/ blocks</li> </ul> <p><b>D. Census</b></p> <ul style="list-style-type: none"> <li>• Republish the intention of taking a census notified by the Central Government in State Gazettes;</li> <li>• Republish the census schedules and questionnaires notified by the Central Government in States Gazettes.</li> <li>• Publish a notification the public to cooperate in furnishing accurate and unambiguous information in respect of the questions that may be put to them through census along with an extract of penalties prescribed under section 11 of the Act;</li> <li>• Republish in the gazette the reference date for the census and the period during which house listing operations and population census will take place under section 3 of the Act;</li> <li>• Freeze the administrative boundaries of districts, tehsils, towns, etc. from the date to be intimated by the Census Commissioner which shall not be earlier than one year from the census reference date and till the completion of the census;</li> <li>• Nominate a senior officer of the State Government at State Head Quarters as Nodal Officer to liaise between Director of Census Operations and other officers in Census work;</li> <li>• Impose restrictions on the Head of Department/officer on the transfer of officers/officials once appointed as Supervisor/Enumerator, without the proper consent of Principal/ District Officer;</li> <li>• Give wide publicity of the census through radio, audiovisuals, posters etc.</li> <li>• All other works related to Census.</li> </ul> <p><b>E. Plan</b></p> <ul style="list-style-type: none"> <li>• Preparation of Draft Annual Scheme Plan and BFC Estimations and Quarterly Plan review meetings.</li> <li>• Assessment of New Works and Maintenance Works in Yojana Bhawan,</li> </ul>	

S.N	Officer's Name	Work Distribution	Staff
		District and Block Level <ul style="list-style-type: none"> <li>• Preparation of Review Meetings for Allocated Budget in SCSP and TSP.</li> <li>• Monitoring of Departmental Scheme Expenditure</li> <li>• Coordinate with Planning Department</li> <li>• Budget Sanction for Maintenance of Yojana Bhawan Building, District and Block Level Building</li> <li>• Documentation Work of Government Schemes Achievements Outsourced Work.</li> </ul>	
<b>III</b>	<b>Price Division – Shri Ramesh Chand Yadav, JD (Additional Charge)</b>		
	<b>Shri Viresh Jain, SO</b>	<ul style="list-style-type: none"> <li>• Work related to Wholesale Price Index</li> <li>• Live Stock Products &amp; Live Stock Feeds Collection</li> <li>• Annual report of Animal fairs</li> <li>• Work related to CPI- Sub State level</li> <li>• Work related to CPI - State level</li> <li>• Monitoring and Supervision of Price Statistics Portal</li> <li>• Quarterly report related to Building Construction Material Prices and Wages</li> <li>• Release Monthly Bulletin on Price Situation in Rajasthan and send to Governor Office, CMO and other Departments</li> <li>• Monitoring and supervision of related pending matters and Activities of district/ blocks</li> </ul>	Shri Bajrang Lal Swami, ASO Shri Manoj Saini, Computer
	<b>Shri Shiv Kumar Meena, SO</b>	<ul style="list-style-type: none"> <li>• Work related to Retail Price</li> <li>• Releasing of Building Construction Index</li> <li>• Data Collected for Building Construction Materials &amp; Labour Wages, Building Construction Certificates, Land, Building Purchasing and Rent Rates, etc.</li> <li>• Work related to CPI (IW)</li> <li>• Weekly report on retail price of essential commodities and send to Governor Office, CMO and other Departments</li> <li>• Monitoring and supervision of related pending matters and Activities of district/ blocks</li> </ul>	Shri Gajendra Kamwat, ASO Ms. Pooja Dotaniya, IA
<b>IV.</b>	<b>Survey Division – JD (Vacant)</b>		
	<b>Shri Rajeev Chaudhuri, AD</b>  <b>Shri Ashish Yadav, SO</b>	<b>A. National Sample Survey</b> <ul style="list-style-type: none"> <li>• Field Survey work of selected sample on socio-economic issues on the bases of NSS Round.</li> <li>• Organize the training of State and</li> </ul>	Shri Surendra Gupta SO, Shri Ram Prakash Sharma, ASO Ms. Sandhya Jain, ASO Shri Rajesh Verma, ASO



S.N	Officer's Name	Work Distribution	Staff
		<ul style="list-style-type: none"> <li>• Monitoring of field work of Economic census as per MoSPI (ESD) guidelines.</li> <li>• Release the state and district level estimates of economic census</li> <li>• State level report publication of economic census.</li> <li>• Payment of Remuneration of charge officers, state officers, district officers and second level supervisors.</li> <li>• Co-ordination between MoSPI (ESD) district offices, NSO, CSC and other stack holders</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul> <p><b>E. Library</b></p> <ul style="list-style-type: none"> <li>• Entry in "E-Granthalya Software" of books in Departmental Library.</li> <li>• Purchasing and Issuing of Books.</li> <li>• Purchasing and make availability of the newspapers and magazines for reader room.</li> <li>• Maintenance of record and registers of library.</li> <li>• Physical verification of books in library.</li> <li>• Work on development of library as per direction and requirement.</li> <li>• Prepare and upload the e-publication of departmental publication on "E-Granthalya.</li> <li>• Bidding of old newspapers, magazines and un-useful books</li> </ul>	
<b>V.</b>	<b>Industrial Statistics Division – Dr. Sudesh Kumar (Add. Charge)</b>		
	<b>Shri Dilip Bharheth, SO</b>	<p><b>IIP &amp; ASI</b></p> <ul style="list-style-type: none"> <li>• Compilation of unit level data, editing &amp; formatting, work of multiplier and data validation of ASI Schedule</li> <li>• Work related to Annual ASI Report</li> <li>• Coordination with Districts regarding ASI works and</li> <li>• Coordination with CSO regarding ASI and IIP</li> <li>• Monitoring and Supervision of IIP Portal</li> <li>• Release IIP Index on Monthly/ Quarterly/ Yearly basis</li> <li>• Work related to Annual IIP Reports</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	Shri Vinay jangid, ASO Ms. Ankita Solanki, SI Shri Anil Khandelwal, SI Ms. Kanika Gupta, Computer
<b>VI.</b>	<b>Information Technology Division- Smt. Rajshree Sankhala, SA (JD)</b>		
	<b>Shri Sudhendra Pal Singh, Programmer</b>	<ul style="list-style-type: none"> <li>• Technical Support to portals and mobile applications developed by DoIT&amp;C and NIC</li> <li>• Pre and Post Documentation of Portal and Mobile App</li> </ul>	Ms. Vartika Koolwal, IA Ms. Anubha Tiwari, IA Shri Dhanraj Meena, IA Ms. Swati Sharma, IA

S.N	Officer's Name	Work Distribution	Staff
		<ul style="list-style-type: none"> <li>• Presentation for Training.</li> <li>• Technical Monitoring of Concerned Mobile App and Portal on Daily Basis</li> <li>• Data Entry Progress Report of Each Concerned Portal</li> <li>• Coordination with DoIT&amp;C/ RISL/ NIC for the Development and Maintenance of SDG, YIP and RYVP portals.</li> <li>• Regular updation of DES website <a href="https://www.plan.rajasthan.gov.in/statistics">https://www.plan.rajasthan.gov.in/statistics</a> and regular uploading of departmental publications on DES website</li> <li>• Prepare departmental quarterly newsletter and upload on DES website</li> <li>• Technical support to computer hardware related issues to all sections of DES/ Districts / Block offices</li> <li>• Technical support in departmental meetings, video conferencing and presentations</li> <li>• IT related training to officials of DES/ Districts/ Blocks Offices</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	
<b>VII.</b>	<b>Agriculture Statistics &amp; E-gram - Shri Ramniwas, DD</b>		
	<b>Shri Mahesh Chandra Verma, SO</b>	<b>Agriculture Statistics</b> <ul style="list-style-type: none"> <li>• Work related to Crop forecast</li> <li>• Work related to Advance estimates</li> <li>• Work related to Crop Production</li> <li>• Work related to TRS area estimates</li> <li>• Work related to Core group meeting for advance estimates</li> <li>• HLTCC meeting for Improvement of Agriculture Statistics</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	Shri Jitendra Sharma, ASO Shri Ankit Yadav, ASO Ms. Archana Garg, SI Shri Hari Ram Jat, Computer Ms. Sarika Bajdoliya, IA
	<b>Shri Santosh Kumar Verma, SO</b>	<ul style="list-style-type: none"> <li>• Work related to Area Statistics</li> <li>• Work related to Agriculture Index</li> <li>• Publication of Agricultural Statistics of Rajasthan and Area estimates of Principal Crops</li> <li>• Work related to Land Use Statistics</li> <li>• Sample checking of area enumeration and Supervise information of Crop cutting experiments</li> <li>• Work related to General Crop cutting enumeration</li> <li>• Work related to Agricultural wages</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	Shri Anubhav Jain, ASO Ms. Dimple Jain, SI Ms. Muklesh, SI Ms. Pooja Bairwa, SI Ms. Sangeeta Kumawat, SI
	<b>Ms. Karuna Vijay, SO</b>	<b>Mukhya mantri e-Gram Yojana</b> <ul style="list-style-type: none"> <li>• Updation of Village level basic</li> </ul>	Shri Rakesh Sharma, Computer



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		Information on E-gram Portal <ul style="list-style-type: none"> <li>Monitoring and Supervision of E-Gram Portal</li> <li>Work related to District &amp; Block level E-gram Training</li> <li>Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	
<b>VIII</b>	<b>Integrated Finance Division – JD (Vacant)</b>		
	<b>Mr. Rajeev Shrivastava, AD</b>  <b>Ms. Khushbu Rathore, SO</b>  <b>Shri Mevaram Meena, SO</b>	<b>State Income</b> <ul style="list-style-type: none"> <li>Prepare State Income Estimates (GSDP)</li> <li>Prepare District Domestic Product (DDP) Estimates</li> <li>Annual and Six month FRBM information</li> <li>Preparing GSDP data for Reconciliation with CSO Estimate</li> <li>Organising Reconciliation meeting District for Preparing DDP Estimate</li> <li>Coordination with CSO</li> </ul> <b>Finance</b> <ul style="list-style-type: none"> <li>Collection and Compilation of Information for Preparation and Publication of Economic Review</li> <li>Organizing Meeting and Coordinate with Departments regarding Economic Review</li> <li>Publication of Budget Study &amp; Budget at a Glance</li> <li>To Prepare Estimates of Gross Fixed Capital Formation (GFCF)</li> <li>Employee Census</li> <li>Studies/Survey on different topics</li> <li>Coordination with Finance Department regarding Budget Study &amp; Budget at a Glance</li> <li>Reconciliation of DDP with MoSPI</li> <li>Monitoring and Supervision of Economic Review App</li> <li>Economic &amp; Purpose Classification of Local Bodies Annual accounts and Publication</li> <li>Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>Economic &amp; Purpose Classification of Autonomous Institutions Annual accounts and Publication</li> <li>Economic &amp; Purpose Classification of Non-Departmental commercial undertaking</li> <li>Economic &amp; Purpose Classification of State Budget and Publication</li> </ul>	Shri Ramsahay Meena, ASO Shri Shankar Lal Kumawat, ASO Shri Rajan Bijarniya, ASO Shri Ramakant Sharma, ASO Shri Rajesh Kumar Sharma, ASO Shri Rahul Jethani, ASO Ms. Sunita Gupta, SI Shri Shiv Om Gupta, Computer Shri Madan Kumawat, Computer Ms. Pragya Saxena, IA Shri Rahul Vedwal, Computer
	<b>Ms. Karuna Vijay, SO (Add. Charge)</b>	<ul style="list-style-type: none"> <li>Economic &amp; Purpose Classification of State Budget and Publication</li> </ul>	Shri Manish Meena, JA

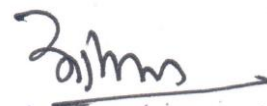


S.N	Officer's Name	Work Distribution	Staff
		<p>Registration</p> <ul style="list-style-type: none"> <li>• Issue Civil Registration System (CRS) Circulars/Guidelines</li> <li>• Appointment of Registrar/ Deputy registrar</li> <li>• Monitoring and Solution of the problems related to Pehchan Portal through NIC</li> <li>• Monitoring of Digitalization and Scanning of Vital Record</li> <li>• Updation of Local Government Directory on Pehchan Portal</li> <li>• Issue User ID &amp; Password for Pehchan Portal</li> <li>• Send Monthly Report to RGI</li> <li>• Verification of Birth &amp; Death Certificates</li> <li>• MCCD related Work and Prepare Report</li> <li>• Monitoring of Application of Birth &amp; Death received from E-mitra/ Directly public on Pehchan Portal</li> <li>• Survey for physical verification of Birth-Death &amp; Marriage Registration</li> </ul> <p><b>Marriage Registration &amp; CRS</b></p> <ul style="list-style-type: none"> <li>• Coordination with Home Department, regarding Marriage Registration</li> <li>• Work related to Marriage Act/Rules</li> <li>• Coordination with District Registrars regarding guidance of Marriage Registration</li> <li>• Monitoring of Marriage Registration on Pehchan Portal</li> <li>• Regular Inspection &amp; Monitoring of Birth-Death Registration at Field by DES officers, DSO and BSO</li> <li>• Grievance &amp; Redressal of Birth-Death &amp; Marriage registration on Sampark Portal</li> <li>• Organised the Video Conference of Birth-Death &amp; Marriage Registration with Districts and Blocks</li> <li>• Organise Meeting of Inter Departmental Coordination Committee</li> <li>• Prepare Annual Vital Report</li> <li>• Monitoring of Application of Marriage received from E-mitra/ Directly public on Pehchan Portal</li> <li>• Birth-Death &amp; Marriage Registration related Public Problems Solve through Toll Free (1800-180-6745)</li> <li>• Estimation of projected events of Birth and Death</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	<p>Shri Dinesh kumar Serwani,            Computer</p>

S.N	Officer's Name	Work Distribution	Staff
<b>XI</b>	<b>SDG - Shri R. K. Pandey, Director, SDGs</b>		
	<b>Shri Brijesh Sharma, AD</b>  <b>Praveen Kumar, SO</b>  <b>Shri Gopal Lal Gupta SO</b>	<ul style="list-style-type: none"> <li>• Work related to SDGs</li> <li>• Facilitate State Level Committee / Departments in Identification of Indicators for each Goal/target</li> <li>• Facilitate departments in preparation of current status of Identified indicators (State, District and Block)</li> <li>• Development of IT based platform "SDG-MIS" for capturing real time performance and achievements against Identified targets and generation of SDG District Level Indices</li> <li>• Publication of State Annual Progress Report &amp; other periodic Reports</li> <li>• Facilitating data/analysis to various stake holders</li> <li>• Correspondence with NITI Aayog, MoSPI &amp; PI and other associated Ministries</li> <li>• Dealing with International UN Agencies i.e. Unicef, World Food Program, UNFPA etc.</li> <li>• Preparation of State Vision Document</li> <li>• State level SDG technical Committee Meetings and Implementation of recommendations</li> <li>• Finalization of State Indicator Framework(SIF) and its regular updation</li> <li>• Preparation of Status Report on SIF</li> <li>• Integration of Information of data of SDG to Jan Soochna portal</li> <li>• Capacity development of various level functionaries on SDGs</li> <li>• IEC on SDGs</li> <li>• SDG Related Chapter in Economic review</li> <li>• Mapping of Financial Resources under various Heads with SDGs</li> <li>• Implementation of Data for Policy Action in Government of Rajasthan (DPA) under World bank Assisted Strengthen of Public Finance Management System and Coordination with Price Waterhouse Coopers Ltd. and associated Departments</li> <li>• Implementation of Support for statistical Strengthening Scheme in the state</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	Shri Ashok Gehlot, SI Shri Sunita Sharma, SI Shri Vinod Kumar Chipa, SI Shri Devendra Bairwa, ASO Shri Vijendra Taragi, UDC
<b>XII</b>	<b>HR and Training Division- Shri Akash Pathak, JD (Additional Charge)</b>		
	<b>Ms. Aparna Gupta, AD</b>	<ul style="list-style-type: none"> <li>• Organizing Trainings for DES Staff</li> </ul>	Dr. Bhudev Singh, ASO

S.N	Officer's Name	Work Distribution	Staff
		<ul style="list-style-type: none"> <li>• Nomination of Officers and Officials for trainings arranged on various topics</li> <li>• Nomination of Officers and Officials for departmental and inter-departmental trainings</li> <li>• To Conduct Training Programme for ISS</li> <li>• Work related to Karmik Khata web Application</li> <li>• Work related to Raj-Kaj Application</li> <li>• Work related to Sampark portal</li> <li>• Disposal of Grievances registered on Sampark portal/ helpline181</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	(Training) Shri C. L. Jangid, SI (HR) Ms. Seema Agrawal, SI (Training) Shri Bhawani Shankar Kumawat, IA (HR)
<b>XIII</b>	<b>Legal Cell- Sr. legal Officer (Vacant)</b>		
	<b>Sh. Bhanu Pratap Singh (Add. Charge)</b>	<ul style="list-style-type: none"> <li>• Work related to Court Cases</li> <li>• Work related to RAT cases</li> <li>• Work related to LITES portal</li> <li>• Appointment of OIC for Court Cases</li> <li>• Examination of court cases and getting Approval of Court Cases replies</li> <li>• Monitoring and Supervision of pending legal cases</li> <li>• Monitoring and supervision of legal cases pending on districts</li> </ul>	Shri Deependra Kumar, JA
<b>XIV</b>	<b>Accounts Division- Account Officer (Vacant)</b>		
	<b>Shri Murari Lal Verma, AAO-I (Audit)</b>  <b>Ms. Anjulata Jorwal, AAO-I (Audit)</b>  <b>Shri Rajesh Kumar, AAO-I (Budget)</b>	<ul style="list-style-type: none"> <li>• AG/ Internal/ Physical Audit Para's Compliance</li> <li>• To Conducting Quarterly Review Meeting regarding Audit Para</li> <li>• Preparation of BFC Estimation</li> <li>• Monitoring of Expenditure</li> <li>• AG Compilation Work</li> <li>• Coordination With Finance Department</li> <li>• Allocation of Budget to Headquarter and District Level</li> <li>• Work related to Internal Audit at District Level</li> <li>• Monitoring of TRS and ICS related Budget and MPR</li> <li>• Nodal Officer for All Accounts Related Matter</li> <li>• Monitoring and supervision of pending matters and Activities of district/ blocks</li> </ul>	Ms. Seema Choudhary, Jr. Acct. (Accounts report) Shri Anoop Kumari Duriya, SI (Budget)

All unit OICs will issue separate orders for work distribution among their staff in such a way to maximize output of work.



**(Dr. Omprakash Bairwa)**  
**Director & Joint Secretary**

Copy for information and necessary action to the:

1. PS to Secretary, Statistics Department
2. PS to Director & Joint Secretary, DES
3. Director(Statistics), Jan Aadhar & SDG
4. SA (JD), DES for uploading on website
5. All Concerned Officers/Officials
6. Guard file



**(Akash Pathak)**  
**Joint Director (Admn.)**