

No.F.3/1/2021-Admn
Government of India
Ministry of Parliamentary Affairs

Room No.S-61, Parliament House,
New Delhi.

Dated: 15th January, 2024

Office Order

The following transfers / postings are ordered with immediate effect:-

S. No.	Name & Designation	From	To
1.	Sh A.K.Jha, DS(L)	Assurance-LS Assurance-RS Committee Research Cell	Assurance-LS Assurance-RS Committee Research Cell Leg.-I eGov & Coordination *
2.	Shri A.B. Acharya, DS(YP)	Youth Parliament P&W ME RTI	Youth Parliament-I * Youth Parliament-II * P&W ME RTI/Grievances Cell * Leg.-II Hindi
3.	Sh Mukesh Kumar, DS(A)	On Promotion	NeVA Cell Admn Admn A&P Section General Section

*A copy of the order allocating the work to newly created Sections is also enclosed.

This issues with the approval of Secretary, Ministry of Parliamentary Affairs.



(Dr. Satya Prakash)
Additional Secretary

Copy to:-

1. PS to Secretary, MoPA.
2. Officer/ Official concerned.
3. Hindi Section for translation.
4. KMS.
5. Sr. Technical Direction, NIC for uploading on the Ministry's website.

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S. No.	Name & Designation	From	To
1.	Shri S.S. Patra, US(L)	Leg.-I NeVA	Leg.-I Hindi
2.	Shri P.K. Halder, US(Assurance)	Assurance-LS Assurance-RS	No Change
3.	Shri Anil Kumar, US(C)	Committee Research Cell	Committee General Section
4.	Sh P.K. Tripathy, US(e-Coord)	Admn	Research Cell eGov & Coordination*
5.	Shri Manish Gupta, US(ME)	ME MPS-HM Office	No Change
6.	Shri Sharad Dwivedi, US(YP)	Youth Parliament P&W RTI	Youth Parliament-I * Youth Parliament-II * P&W
7.	Shri Rajesh Kumar Singh, US(RTI)	Leg.-II Hindi	Leg.-II RTI/Grievances Cell *
8.	Sh Kiran Kumar, US(A)	On Promotion	NeVA Admn A&P Section

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S. No.	Name & Designation	From	To
1.	Sh Sanjit Kumar Das, SO(NeVA)	On Promotion	NeVA Cell
2.	Shri Jagvender Nirranjan, SO(Leg-II)	On Promotion	Leg.-II Section RTI/Grievances Cell *
3.	Smt. Vandana Dhingra, SO(A&P)	Assurance-LS Assurance-RS	A&P Section
4.	Shri Rahul Kumar Agarwal, SO(ME)	A&P Section	ME Section
5.	Shri Sunil Kumar Jain, SO(Leg-I)	Leg.-I General Section	No change
6.	Shri Arpit Tyagi, SO(Assurance)	NeVA	Assurance- LS Section Assurance- RS Section
7.	Shri Md. Asadullah, SO(YP)	Youth Parliament P&W Section	Youth Parliament-I * Youth Parliament-II * P&W Section
8.	Shri Chandan Kumar, SO(A)	ME Section	Admn Section

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S. No.	Name & Designation	From	To
1.	Shri Arun Kumar Sharma, ASO	Assurance-LS	NeVA Cell
2.	Smt. Anju, JSA	Assurance-RS	A&P Section
3.	Shri Sunil, JSA	Committee	A&P Section
4.	Shri Anuj Kumar, ASO	Assurance-RS	eGov & Coordination *
5.	Shri Parvinder Khatri, SSA	Assurance-RS	Assurance-LS
6.	Shri Praveen, JSA	ME Section	Assurance-LS
7.	Shri Rahul Arya, Exe Asstt	Committee Section	Assurance-RS
8.	Shri Narender Kumar, SSA	Assurance-LS	Assurance-RS
9.	Shri Naveen Bhardwaj, ASO	Admn Section	Committee Section Research Cell
10.	Shri Sandeep Kumar, ASO	NeVA Cell	Research Cell
11.	Shri Vivek Ranjan, ASO	YP Section	Youth Parliament-I *
12.	Shri Ankit Mudgal, ASO	NeVA Cell	Youth Parliament-II *
13.	Smt. Ritu, ASO	Leg.-II	RTI/ Grievances Cell *
14.	Ms. Neha, Exe Asstt	On appointment	Leg.-II Section
15.	Shri Prince Chaturvedi, PA	New appointment	DS(Admn)

* A copy of the order allocating the work to newly created Sections is also enclosed. Staff posted in Research Cell and eGov & Coordination (e-Coord) Branch will be reporting directly to the Under Secretary concerned until the posting of Branch Officer.

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The following work have been allocated to the newly created Sections/ Branches in the Ministry:-

S. No.	Name of Section/ Branch and rooms allocated	Work allocated
1.	Youth Parliament-I (YP-I) Section (Room No.97, Samvidhan Sadan)	i) YP Scheme in Delhi Schools ii) YP Scheme in KVs iii) YP Scheme in JNVs
2.	Youth Parliament-II (YP-II) Section (Room No.97, Samvidhan Sadan)	i) YP Scheme in Colleges/ Universities ii) YP Scheme in States/ UTs. iii) Portal based online NYPS iv) YP Scheme in Eklavya Model Schools
3.	RTI/Grievances Cell (Room No.87B, Samvidhan Sadan)	US and DS in charge of RTI Branch will be nodal CPIO and Appellate Authority respectively for the entire Ministry. They will ensure timely & quality disposal of all the RTI/ Grievances received in the Ministry at their level as under:- i) RTI received through online portal ii) RTI received by post/ hand/ otherwise iii) Grievances received through CPGRAM portal iv) Grievances received by post/ hand/ otherwise v) RTI/ Grievances received from PMO/ President/ Vice President Secretariat vi) Being the nodal point, all RTI/ Grievances received will be disposed of by the Cell at their end either by furnishing the relevant information received from the concerned Section of the Ministry or by transferring it to the other Ministry/ Deptt. concerned.

4.	<p>e-Gov & Coordination (e-Coord) Section</p> <p>(Room No.93, Samvidhan Sadan)</p>	<ul style="list-style-type: none"> i) E-Governance initiatives ii) Electronic/ Print/ Social Media Management iii) Press Release for various events/ functions in the Ministry iv) CPWD Work v) Cabinet Returns vi) Pragati meeting related work vii) Monthly summary returns- Matter of Importance viii) Quarterly pending court cases report ix) Work related to e-samiksha x) Work related to SGoS-9 xi) Work related to vision or Mission-2047 xii) Work related to Major Achievements of the Ministry xiii) Work related to year-end Review of the activities of the Ministry xiv) Work related to GLIS Portal xv) Work related to Independence/Republic Days celebration and passes work xvi) Work related to Special Campaign, Swachhata Pakhwada, Swachhata Hi Seva and Vigilance Awareness Week and other campaigns related work xvii) Work related to celebration of all important days i.e. Constitution Day, Rashtriya Ekta Diwas, Anti-Terrorism, Har-Ghar Tiranga and other Days etc. xviii) Ensuring in coordination with the concerned Section that the contents provided on the website of the Ministry are up-to-date; xix) Other Miscellaneous work
5.	<p>Research Cell</p> <p>(Room No.93, Samvidhan Sadan)</p>	<ul style="list-style-type: none"> i) Review/revision/updating of the Manual of Parliamentary Procedures in the Government of India and advice/correspondence relating to the manual and instruction therein etc. ii) Work relating to functions of Parliamentary Secretaries. iii) Study and preparation of Brochures on various Parliamentary matters which have historical or reference value; iv) Advice to Ministries/State Government on constitutional matters and matters relating to Rules/Conventions of Parliament; v) Preparing notes and references material on various Parliamentary issues and constitutional matters (excluding court cases);

		<ul style="list-style-type: none">vi) Drafting speeches and talking material for Ministers for use at various Parliamentary forums;vii) Selection of Reference Books, Manual, Brochures and maintenance of the in-house Library;viii) Matters relating to Office of Profit and Powers, Privileges and Immunities of Members of Parliament.ix) Reports of the Administrative Reforms Commission;x) Coordinating the review/revision/updating of; a). Hand Book on the working of the Ministry of Parliamentary Affairs. b). Statistical Hand Book.xi) Compilation of Annual Report of the Ministryxii) Any other Research Work allotted by the Additional Secretary/Secretary/Ministers;xiii) Revision work of Citizens' Charter of this Ministryxiv) Other Misc. workxv) Various Returns
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It has also been decided to shift A&P Section to Room No.88, Samvidhan Sadan and Ministerial Staff of NeVA Cell to Room No.86-B, Samvidhan Sadan for better management of available space in the Ministry.



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