

# Organizational Structure



Minister (DOP)

Shri Hemant Kumar Gera  
Principal Secretary

Shri Akshay Godara  
Joint Secretary (A – 1)

- AIS Matters (A-1), ACR Cell (A-1/ACR)  
- RAS Matters (A-4-I), RSS Matters (A-4-II)

Departmental  
Enquiry

Sr. Joint L. R.  
Shri Hariram Purohit

- Amendments in CCA, Conduct & Business Rules, Enquiry & Legal  
Matters of DOP, Litigation Work

JS (A3 / E-I)  
Shri Rajendra Singh Kavia

- AIS, Mines, Water Resources/Irrigation, CAD & Water utility, RPS,  
Home, Civil Aviation, Commercial Tax, Insurance, Industry, Transport,  
PWD, Prosecution and other deptt. Work related to Assembly/Loksabha  
/amendments in rules/circulars/advice matters.

DS (A3 / E-II)  
Smt. Anupam Kayal

- M&H, RSS, SFSL, Labour & Employment, UDH/Town Planning, Excise,  
Art Culture & Archeology and Establishment work of department.

Sr. DS (A3 / Enq.)  
Shri Ashok Kumar Soni

- RD& Panchayati Raj, RAS (P to Z), RAcS, Agciculture and Agriculture  
Marketing Board, Animal Husbandary/Fishries, Forest, WCD, Social  
Justice & Empowement Deptt.

DS (A3 / E-III)  
Shri Kailash C. Kumawat

- RAS (A to O), PHED, Education, DOITC, Devasthan, Law, Ground  
Water, DIPR, Tourism, Co-operative, Science & Tech., TAD, Ayurved,  
Home Guard & Civil Defence, Food and Civil Supply, planning & Statistics  
Jail Deptt.

JS (A3/Complaints-I)  
Dr. Shiv Prasad Singh

- ACB Matters, Complaint Matters of RAS, PWD, Education, DOITC, PHED,  
Mines, Ground Water, Forest, Water Resources, Transport, Economics and  
Statistics, RSS, Planning, Labour & Employment, Industry, State Enterprises,  
Factory & Boiler, Revenue & Colonization, Food & Civil Supply, Sampark Portal  
and Assembly/Loksabha /Rajyasabha Questions.

JS (A3/Complaints-II)  
Dr. Priya Balram Sharma

- ACB Matters, Complaint Matters of AIS, M&H, Home, RD& Panchayati Raj,  
Agriculture, Finance, WCD, Cooperative, Animal Husbandary, UDH,LSG, Ayurved  
Unani, Homeopathy, Law, Social Justice & Empowement, Printing & Stationary,  
DIPR, Art Culture, Tourism & Archeology, Energy and Lokayukta etc.

Joint Secretary (Rules)  
Shri Jai Singh  
(Additional Charge)

- All Matters relating to various Service Rules including DPC etc.,  
Interpretation of Rules, RPSC, All Tribunal Matters

Deputy Secretary (Rules/Litigation)  
Shri Baldevaram Dhojak

Updation of Service Rules, Printing of Updated Service Rule, work  
related to Litigation, Appointment of Retired officers, RTI

Deputy Secretary (B)  
Shri Vikas Rajpurohit

- Establishment Matters of Non-Gazetted Employees.  
Nodal officer e-Office.

Joint Secretary (A5)  
Shri Mukut Bihari Jangid

- Welfare Matters of Employees, Nodal Officer Website, Sports  
activities of Service Personnel, Monitoring of Reservations. Work  
related to relaxation in connection of Deceased persons

Senior Dy. Secretary (Security)  
Shri Pradeep Goyal

Security Matters of Secretariat, Parking of Vehicles in Secretariat  
Premises, Monitoring of Security Guards work related to Home  
Guards Duty etc. Maintenance of Secretariat Premises.

Financial Advisor  
Smt. Manju Chahar

- Disbursement of Pay Arrears, bills of Gazetted/ Non-  
Gazetted Officers, Disbursement of Sanctions issued by  
various sections of Govt. Sectt. Budget Preparation and  
Controlling. To advice DOP on Financial & Accounts  
matters.