

ANNEXURE-I

CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

Sr. No.	Name of Officers/officials	Allocation of work
1.	Assistant Director (Admn.)	Overall supervision work of CCRUM, Headquarters, New Delhi
2.	Shri Mohammad Parvez, Administrative Officer	Overall supervision work pertaining to Establishment, Administration and Accounts section.
3.	Shri S.R. Sharma, Sr. Consultant (Legal)	<ul style="list-style-type: none"> ➤ All Legal matters CAT/Court cases. ➤ Any other matter referred for legal opinion.
4.	Shri M Arshad Khan, Sr. Consultant (Admn.)	<ul style="list-style-type: none"> ➤ Scrutiny of files submitted to Director General. ➤ Examination and comments on any administrative/disciplinary matter referred by establishment/administration section.
5.	Shri S.S. Chaudhry, Consultant (Admn.)	<ul style="list-style-type: none"> ➤ Review of Recruitment Rules. ➤ Compassionate appointments. ➤ Any other administrative/establishment matter referred for examination and comments.
6.	Shri Sajid Ali, Office Assistant	<ul style="list-style-type: none"> ➤ Assisting to Administrative Officer. ➤ Maintenance of Central Diary of the section/Emails, files & other allied works.
7.	Shri Rajat Anand, Office Assistant	<ul style="list-style-type: none"> ➤ Assisting to Sr. Consultant (Legal) ➤ Any other work assigned by the Competent Authority.
A	Establishment Section under the Supervision of Smt. Gayatri Chawla, Junior Administrative Officer	
1.	Smt. Gayatri Chawla, Junior Administrative Officer	<ul style="list-style-type: none"> ➤ All Correspondence with Ministry. ➤ VIP References. ➤ Entrustment of External, Internal and Statutory Audit. ➤ Any other work assigned by the Competent Authority.
2.	Shri Mohammad Shahnawaz, Jr. Steno.	<ul style="list-style-type: none"> ➤ Recruitment/DPCs of Group A, B, C & D. ➤ Posting/transfer of the Group A, B, C & D. ➤ Insitu Promotion of Medical/Non-medical Scientist. ➤ Work related to compassionate appointments. ➤ APARs of all Officers/Staff. ➤ Any other work assigned by the Competent Authority.

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3.	Shri Faraz Ahmad, Office Assistant	<ul style="list-style-type: none"> ➤ Incumbency statement of HQRs/ Institutes/ Units. ➤ Maintenance of Reservation of Sc/ST/OBC Roster of Group A, B, C & D ➤ Issue of Seniority list of all Officers/staff of the Council. ➤ Building matters on all India basis ➤ Maintenance of records pertaining to secretariat training/workshop. ➤ Residuary items (i.e. item not allocated other administrative officers). ➤ Any other work assigned by the Competent Authority.
4.	Shri Alishan Qureshi, Jr. Steno.	<ul style="list-style-type: none"> ➤ DG office in morning, when DG not on tour. ➤ Personal file and Service Book in respect of all officers and staff posted at CCRUM, Hqrs., New Delhi. ➤ Any other work assigned by the Competent Authority.
5.	Smt. Tarannum Nigar, U.D.C.	<ul style="list-style-type: none"> ➤ MACP for all the posts under CCRUM, Hqrs.; decentralised and centralised Institutes/Units/Centre ➤ All Pension/Family Pension matters. ➤ All TA/DA matters pertaining to Council. ➤ Any other work assigned by the Competent Authority.
6.	Kumari Ifrah Siddiqui, Office Assistant	<ul style="list-style-type: none"> ➤ All work pertaining to Contractual staff engaged in various Scheme/Projects in all Peripheral Institutes/Units/ Centres (i.e. RAs, SRFs, JRFs T.O., Office Assistants and MTS/MTA etc.) ➤ All matters pertaining to Outsourcing of staff. ➤ All work pertaining to Secretarial /Contractual staff of Hqrs./Peripheral Institutes/ Units / centres and AYUSH Wellness Centre, Rashtrapati Bhawan. ➤ Any other work assigned by the Competent Authority.
7.	Smt. Ritu Yadav, Office Assistant	<ul style="list-style-type: none"> ➤ Maintenance of Central Diary of the section/Emails, files & other allied works. ➤ Any other work assigned by the Competent Authority.
8.	Shri Sachin Kumar, Office Assistant	<ul style="list-style-type: none"> ➤ Maintenance of Central Diary for O/o, AD (A), Emails, files & other allied works. ➤ Booking of Air Tickets and Taxi and its settlement of bill. ➤ Any other work assigned by the Competent Authority.

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B	Administration Section under the Supervision of Shri G.P. Meena, Junior Administrative Officer	
1.	Shri G.P. Meena, Junior Administrative Officer	<ul style="list-style-type: none"> ➤ Matter pertaining to H.B.A. Advance. ➤ Matter pertaining to Computer Advance. ➤ Any other work assigned by the Competent Authority.
2.	Shri Anwar Khan, Assistant	<ul style="list-style-type: none"> ➤ Purchases of Headquarters ➤ Maintenance of Stores of Hqrs., ➤ Maintenance of vehicles including condemnation. ➤ Renovation/Repairing works at Hqrs., ➤ Issue of Identity Cards to employees and pensioners. ➤ Any other work assigned by the Competent Authority.
3.	Shri Mahesh Kumar Chalia, U.D.C.	<ul style="list-style-type: none"> ➤ Admission to GIS Scheme & related works ➤ Issue of CGHS Cards and Renewal of CGHS Cards. ➤ Issuance of circulars/orders. ➤ Any other work assigned by the Competent Authority.
4.	Shri Kamruddin, U.D.C.	<ul style="list-style-type: none"> ➤ R&I Section ➤ Any other work assigned by the Competent Authority.
5.	Smt. Gul Rukh, U.D.C.	<ul style="list-style-type: none"> ➤ All matters related to CGHS claims and reimbursement of medical reimbursement claims under CS (MA) Rules, Medical Advances including grant of permission for treatment at selection hospitals as well as pensioner. ➤ Any other work assigned by the Competent Authority.
6.	Shri Anees Khan, Office Assistant	<ul style="list-style-type: none"> ➤ Maintenance of Biometric Machine / attendance of officers & staff Hqrs., ➤ Maintenance of Central Diary of the section/Emails, files & other allied works. ➤ Any other work assigned by the Competent Authority.
7.	Shri Amar Srivastava, Office Assistant	<ul style="list-style-type: none"> ➤ Assisting to Shri M. Azhar Khan, ALIO and Shri Anwar Khan, Assistant ➤ Any other work assigned by the Competent Authority.

[Handwritten Signature]
27/06/2023