

F.No. A-10012/12/2019-Admn.I  
Press Information Bureau  
Government of India  
\*\*\*\*

20<sup>th</sup> July, 2021

**Work Allocation of HQs Officers**

**Sub: Modifications in office order dated 8<sup>th</sup> March 2021 regarding allocation of work among IIS officers at Headquarters.**

In modification of the above-mentioned order, the following changes will come into immediate effect:

S.No.	Ministries	DGs/ADGs/Directors	Team Members
1	President Sectt.  PMO  Cabinet Secretariat  Vice President Sectt.  NITI Ayog, MoSPI	Dhiraj Singh, ADG	Arvind Kumar Jain, DD  Arun Kumar P, DD  Vandana Jatav, DD  Mahar Singh, DD Koganti Rohit, AD  Shahbaz Hasibi, M&CO
2	Defence	Bharat Bhushan Babu, ADG	Nampi Maranmai Bou, DD  Khurshid Akram, AD
3	Home Affairs  M/o Cooperation	Nitin Wakankar, DG	Raj Kumar, ADG  Praween Kavi, DD  Amandeep Yadav, AD
4	Finance  Corporate Affairs	Rajesh Malhotra, DG	Kush Mohan Nahar, M&CO

5	<b>Road Transport &amp; Highways</b>  <b>MSME</b>  <b>Ports, Shipping &amp; Waterways</b>  <b>Education</b>  <b>Skill Development &amp; Entrepreneurship</b>	<b>Mattu J P Singh,</b> <b>ADG</b>	<b>Maneesh Singhal, DD</b>          <b>Aanchal Katiyar,</b> <b>M&amp;CO</b>
6	<b>Environment, Forest &amp; Climate Change</b>  <b>Labour &amp; Employment</b>  <b>Law &amp; Justice</b>	<b>Ravi Rama Krishna,</b> <b>ADG</b>	<b>Gaurav Khare, DD</b>          
7	<b>Information &amp; Broadcasting</b>		<b>Saurabh Singh, DD</b>
8	<b>Agriculture &amp; Farmers Welfare</b>       <b>Rural Development</b>       <b>Panchayati Raj</b>	<b>Alpana P Sharma,</b> <b>ADG</b>	<b>Ramnath Meena, AD</b>       <b>Jigar Khunt, M&amp;CO</b>

9	<b>Power</b>  <b>MNRE</b>  <b>Fisheries, Animal Husbandry &amp; Dairying</b>	<b>Mamta Varma, ADG</b>	Isha Garg, AD
10	<b>Parliamentary Affairs</b>  <b>Ministry of Coal &amp; Ministry of Mines</b>  <b>Steel</b>	<b>Shamima Siddiqui, ADG</b>	R K Pillai, AD  Kanchan Patiyl, DD  Sanjay Soni, DD
11	<b>Health &amp; Family Welfare</b>  <b>Chemicals &amp; Fertilizers</b>  <b>AYUSH</b>	<b>Manisha Verma, ADG</b>	Ankur Lahoty, DD Gaurv Singh, AD Anand Chaturvedi, AD  Suvidha Kumra, DD
12	<b>Tourism</b>  <b>Culture</b>  <b>Youth Affairs &amp; Sports</b>  <b>Tribal Affairs</b>	<b>Nanu Bhasin, ADG</b>	Om Ji Awasthi, M&CO  Sushil Kumar, AD

13	Social Justice & Empowerment  DONER	Manish Gautam, Director	Irshad Ali, AD
14	Women & Child Development  Jal Shakti	Beena Yadav, ADG	Anubhav Singh, DD
15	Housing & Urban Affairs  Petroleum & Natural Gas	Yogesh Baweja, ADG	Sukhchain Singh, AD
16	Railways  Communications  Electronics & IT  Civil Aviation	Rajeev Jain, ADG	Durganath Swarnkar, AD  Monika, AD
17	Commerce & Industry  Consumer Affairs, Food & Public Distribution  Textiles  Heavy Industries	D.J Narain, ADG	Madhu Singh, AD  Nihi Sharma, FPO  Tasneem F. Khan, AD
18	Election Commission	Sheyphali B. Sharan, ADG	Rajender Prasad, AD



19	Minority Affairs	NunsanglembaAao, ADG	
20	Science & Technology  Earth Sciences  PPG & Pension (DoPT)  Atomic Energy  Space  UPSC  Food Processing Industries	Shambhu Nath Chowdhury, Dir	Tejaswi Menda, DD       Rajeev Rustagi, AD
21	Administration  Coordination    Social Media Fact Check Unit	Vasudha Gupta, DG	Nimish Rustagi, Director  Isha Garg, AD  Lumpem Vashum, M&CO  Saurabh Singh, DD Sheetal Angral, AD
22	Administration Press Facilities	Kanchan Prasad Mandlaus, ADG	S.N Chaudhary, Director  Tejaswi Menda, DD

This issues with the approval of Principal DG.

  
 20-7-2021  
 (Jagdish Kumar)  
 Section Officer(Admn-1)

Copy to:

1. Officers Concerned
2. PPS to PDG, PIB, New Delhi.
3. PPS to DG (Admn)/PPS to ADG (Admn)
4. NIC
5. Guard File

No.C-20012/01/2011-Vig.  
GOVERNMENT OF INDIA  
PRESS INFORMATION BUREAU  
(Vigilance Section)

Shastri Bhawan, New Delhi  
Dated 2<sup>nd</sup> July 2021

OFFICE ORDER

**Subject: Appointment of Vigilance Officer in Press Information Bureau,  
New Delhi - reg.**

In pursuance to Ministry of Information & Broadcasting's I.D No.C-31015/2/2018-Vig. dated 22/06/2021, the appointment of present incumbent Shri Yogesh Kumar Baweja, Additional Director General(Vig.) is confirmed as the Vigilance Officer in Press Information Bureau (PIB) for a period of three years or till the completion of his term in PIB, New Delhi, whichever is earlier. His Office address and Residential address are as under:

**Office Address:** Room No. 109, A-Wing  
Press Information Bureau,  
Shastri Bhawan,  
New Delhi -110001.  
Tel No. 23383346

**Residential Address:** 702, Multistorey Apartments,  
San Martin Marg,  
Chanakya Puri,  
New Delhi -110021.  
Mobile No.9818018560

  
( J.S. Asthana )  
Deputy Director (Vig.)

**Copy to : -**

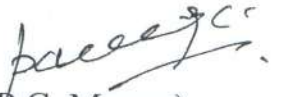
- (i) Shri Yogesh Kumar Baweja, Additional Director General(Vig.)
- (ii) All Officers/Sections/Units at PIB Hqr., Shastri Bhawan /National Media Centre, New Delhi
- (iii) All Regional/Branch Offices of PIB.
- (iv) Ministry of I&B (Shri Inder Jeet Tanwar, Under Secretary (Vig.) w.r.t. his I.D. Note No.C-31015/02/2018-Vig. dated 22/06/2021.
- (v) Reference Folder/Guard File
- (vi) Notice Board Shastri Bhawan /NMC
- (vii) OLU for Hindi Version
- (viii) NIC for uploading on the PIB website.

**F.No. A-22012/1/2021-Admin-1**  
**Government of India**  
**Press Information Bureau**

New Delhi, 6<sup>th</sup> July, 2021.

**Office Order No. 73/2021-Admn-1**

In partial modification of earlier order, with the approval of competent authority, Shri Rajender Prasad, Assistant Director(M&C), PIB, New Delhi will also look after the publicity related work of Election Commission of India, in addition to his present assignment of Photo Unit with immediate effect and until further orders.

  
(P.C. Monga)

Deputy Director (Admn)

Copy to:-

1. Shri Rajender Prasad, Assistant Director(M&C)
2. PPS to Pr. DG, PIB Hqrs./ PPS to DG(Admn)
3. PPS to ADG(Admn)
4. PPS to ADG(M&C) (Ms. Shephali B. Saran)
5. All Sections/ Officers of PIB HQrs
6. Guard File/ Personal File.
7. NIC



**F.No. A-22012/2/2018-Admn-1**  
**Government of India**  
**Press Information Bureau**

New Delhi, 15<sup>th</sup> June, 2021.

**Office Order No.62/2021-Admn-I**

In pursuance of Ministry I&B's Order 31/2021-IIS (F.No.A-22014)/3/2020-IIS/306), dated 31.05.2021, Ms. Nihi Sharma, M&CO, Field Publicity Officer, BOC has assumed her charge in PIB HQrs. New Delhi (on loan basis from BOC, New Delhi) in the forenoon of 02.06.2021.

2. 2. This issues with the approval of Principal Director General, PIB, New Delhi.



(R. K. Pillai)  
Assistant Director (Admin)

Copy to:-

1. Ms. Nihi Sharma, M&CO
2. PPS to Pr. DG, PIB Hqrs., New Delhi
3. PPS to ADG (Admn)
4. BOC, New Delhi – (Shri Anurag Jain, Jt. Dir.) w.r.t Office Order dated 01.06.2021
5. Ministry of I&B [Shri Rajendra Singh, DS]] w.r.t. Order dated 31.05.2021
6. All Sections/ Officers of PIB HQrs.
7. Guard File/ Personal File.
8. NIC



**F.No. A-19011/15/2021-Admn-1**  
**Government of India**  
**Press Information Bureau**

New Delhi, 15<sup>th</sup> June, 2021.

**Office Order No. /2021-Admn-I**

In pursuance of Ministry I&B's Order 32/2021-IIS (F.No.A-22013/1/2020-IIS), dated 31.05.2021, Ms. Mattu J.P. Singh, ADG, Officer of IIS Group 'A' has been taken on the strength of this Bureau w.e.f. 07.06.2021 (afternoon) on her transfer from NSD:AIR.

2. This issues with the approval of Principal Director General, PIB, New Delhi.



(R. K. Pillai)  
Assistant Director (Admn)

Copy to:-

1. Ms. Mattu J.P. Singh, ADG
2. PPS to Pr. DG/PPS to DG (Coordination)
3. PPS to ADG(Admn)
4. Ministry of I&B [Shri Rajendra Singh, DS]] w.r.t. Order dated 31.05.2021
5. PAO (IRLA), Soochna Bhawan, New Delhi.
6. NSD:AIR [Shri Chunni Lal, SAO] w.r.t. Order dated 07.06.2021
7. All Sections/ Officers of PIB HQrs
8. Guard File/ Personal File.
9. NIC

File No.A-10012/12/2019-Admn.I  
Government of India  
Press Information Bureau  
(Admn.I Section)

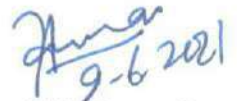
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Dated: 09.06.2021

**OFFICE ORDER No. 59/2021-Admn.I**

In partial modification of all earlier orders, the following work allocation among the IIS Officers of PIB Headquarters have been made with immediate effect and until further orders:-

- i. Ms. Kanchan Prasad Mandlaus, ADG will look after the work of Administration of PIB in addition to her already assigned duties. All administrative files may be submitted through DG(Coordination).
  - ii. Ms. Mattu J P Singh, ADG will look after the work of Ministries of Road Transport Highways, MSME, Labour & Employment, Shipping, Skill Development & Entrepreneurship.
  - iii. Ms. Shamima Siddiqui, ADG will look after the work of Ministries of Chemicals & Fertilizers, Coal and Mines in addition to her already assigned duties.
  - iv. Ms. Anchal Katiyar, will look after the work of Ministry of Education in addition to Chemical & Fertilizers.
  - v. Ms. Nihi Sharma, FPO on loan basis in PIB will look after the work of Ministry of Education.
2. This issues with the approval of Principal Director General, PIB, New Delhi.



(Jagdish Kumar)  
Section Officer (Admn-1)

Copy to:-

1. Officer concerned.
2. PPS to Pr. DG
3. PPS to JS(P&A)/ PPS to ADG (Admn.).
4. SO, Vigilance/Admn.II/General/Cash Section.
5. All DG Zones/ADG (Regions) of PIB.
6. Personal File /Guard file.
7. NIC.

File No. A-19011/15/2021 Admn.I  
Press Information Bureau  
Government of India

New Delhi, dated 07.06.2021


**OFFICE ORDER NO. 58/2021-Admn.I**

In pursuance of M/o I&B's Order No. 32/2021-IIS dated 31.05.2021 (vide file No. A-22013/1/2020-IIS), the following Senior Grade officers of IIS Group 'A' working in PIB are hereby stand relieved from their present place of posting with in order to enable them join their new place of posting:-

Sl. No.	Name of the Officer, Designation & Present Place of Posting	New Place of Posting	Relieving Date & Time
I	Sh. B. Narayanan, ADG, PIB, New Delhi	ADG, PIB, Imphal	On 07.06.2021 (Afternoon)
II	Ms. Maushami Chakraborty, ADG, PIB, New	ADG, NSD: AIR, New Delhi	On 07.06.2021 (Forenoon)

- Shri R. P. Saroj, ADG, PIB, Lucknow shall hold the charge of ADG, PIB, Dehradun in addition to his present charge, till further orders.
- The transfer/posting order of Ms. Nanu Bhasin, ADG, PIB vide Order No.62/2020-IIS, dated 11.08.2020 stands cancelled.
- Shri S.N. Pradhan, ADG, PIB, Imphal may be relieved from Imphal after joining of Shri B. Narayanan, ADG.

2. This issues with the approval of the Pr. Director General, PIB, New Delhi.

  
(Jagdish Kumar)  
Section Officer  
Tel. 23386043

To

1. Officers concerned.
2. PPS to Pr. DG, PIB, New Delhi/PPS to Pr. DG, NSD: AIR, New Delhi..
3. M/o I&B [Sh. Pankaj Salodiya, Director (IIS)] w.r.t. order referred above.
4. PPS to JS (P&A), M/o I&B (MS)/PPS to ADG (Admn.), PIB, New Delhi.
5. PIB, Guwahati.
6. PIB, Imphal.
7. PAO (IRLA), Shoochna Bhawan, New Delhi.
8. SO, Vigilance/ Admn.II/General/Cash Section.
9. Personal/Guard File.
10. NIC.

**File No. A-20011/16/2017-Admn.I**  
**Government of India**  
**Press Information Bureau**  
**'A' Wing, Shastri Bhavan**

New Delhi, dated the 9 March, 2021

**OFFICE ORDER No. 31 /2021-Admn.I**

In continuation of this Bureau's Office Order No. 27/2021-Admn.I (A-19011/14/2021-Admn.I) dated 05/03/2021, Shri Rajeev Kumar Rustagi, Assistant Director is hereby assigned the work related to M/o Skill Development & Entrepreneurship and will also assist Shri B. Narayanan, ADG in M/o Road Transport & Highways and M/o MSME, with immediate effect and until further orders.

2. This issues with the approval of Pr. DG, PIB.



**(R.K. Pillai)**  
**Assistant Director (Admn.)**

Copy to:-

1. Shri Rajeev Kumar Rustagi, Assistant Director, PIB, New Delhi.
2. PPS to Pr. DG, PIB.
3. Shri B. Narayanan, ADG(A), PIB, New Delhi.
4. All officers/Sections/Units of PIB, New Delhi.
5. NIC for uploading on website.
6. Personal file/Guard File.



**F.No. A-10012/12/2019-Admn.I**  
**Press Information Bureau**  
**Govt. of India**

**4<sup>th</sup> March, 2021**

**Officer Order<sup>25</sup>/2021**

In partial modification, the following changes will come into immediate effect and until further orders:

- 1) Ms. Mamta Verma, ADG will work with DG, Finance.
- 2) Ms. Shamima Siddiqui, ADG will be heading group number 16. The new allocation of duties will be as mentioned below in the table; notwithstanding the said allocation, ADG heading the groups will have powers to adjust the allocation of duties within the group when felt necessary.

Sr. No.	Minister	Ministry	PIB officer/s to whom the media and communication duties have been assigned
16	Shri Narendra Singh Tomar	Ministry of Food Processing Industries	Ms. Shamima Siddiqui, ADG
		Ministry of Food Processing Industries	Sh. Sukhchain Singh, AD, 9818824181 <a href="mailto:mofpi.pib@gmail.com">mofpi.pib@gmail.com</a> <a href="mailto:ssvirdi2@gmail.com">ssvirdi2@gmail.com</a>
	Shri Raj Kumar Singh	Ministry of Power Ministry of New and Renewable Energy	Ms. Isha Garg, AD* 9650471312 <a href="mailto:Isha29garg@gmail.com">Isha29garg@gmail.com</a>  *She will also work in Coordination Unit.

- 3) DG (Coordination) will be supervisory officer for groups at S. No. 8, 11, 14, 15 and 16.
2. This issues with the approval of the Principal DG, PIB.



(R. K. Pillai)  
Assistant Director (Admin)

Copy to:-

1. All Officers concerned
2. PPS to Pr.DG/ PPS to ADG(Admin)
3. All officers/Sections/ Units of PIB, New Delhi.
4. NIC for upload on website/ Guard File

F.No.A-10012/6/2020-Admn. I  
Government of India  
Press Information Bureau

Dated : 28<sup>th</sup> January, 2021

**OFFICE ORDER No. \_\_\_\_\_ OF 2021**

**Sub: Partial modifications in office order of even number dated 4<sup>th</sup> January 2021 regarding allocation of work among IIS officers at Headquarters.**

In partial modification of the above-mentioned order, the following changes will come into immediate effect:

- 1) The new allocation of duties will be as mentioned below in the table; notwithstanding the said allocation, ADG heading the groups will have powers to adjust the allocation of duties within the group when felt necessary.
- 2) DGs will be coordinating overall publicity campaigns for these groups. Following the revised table, DG (Finance) will be supervisory officer for the groups at S. No. 5, 12, 13 and 14. DG (Home) will be supervisory officer for the groups at S. No. 1, 2, 6, 7, 9 and 10. DG (Coordination) will be supervisory officer for groups at S. No. 8, 11 and 15.
- 3) Link officer system of ADGs will continue as mentioned in the following table. Link officers arrangements within the group will be made by ADGs.
- 4) For publicity of Election Commission, Sh. Rajender Prasad, AD will assist Smt. Sheyfa I Sharan, ADG.

**Revised Allocation of Publicity Duties for Ministries**

Sr.No.	Minister	Ministry	PIB officer/s to whom the media and communication duties have been assigned
1	President's Secretariat Vice President's Secretariat Prime Minister's Office Cabinet Secretariat NITI Aayog MOSPI		1) Shri Dhiraj Singh, ADG 2) Shri Arvind Kumar Jain, DD 3) Sh. Arun Kumar P, DD 4) Ms. Vandana Jatav, DD 5) Shri Mahar Singh, DD 6) Smt. Megha Sunny, DD 7) Shahbaz Hasibi, M&CO
<b>Union Ministers</b>			
2	Shri Raj Nath Singh	Ministry of Defence	1. Sh. A. Bharat Bhushan Babu, ADG 2. Sh. Nampi Maranmai, DD

	Dr.SubrahmanyamJaishankar	Ministry of External Affairs	3. Shri KhurshidAkram, DD
3	Shri Amit Shah	Ministry of Home Affairs	1) Sh. Nitin D. Wakankar, DG 2) Sh. Raj Kumar, ADG 3) Sh. Praveen Kavi, DD 4) Sh. Amandeep Yadav, AD
4	Smt. Nirmala Sitharaman	Ministry of Finance and Ministry of Corporate Affairs	1. ShriRajesh Malhotra, DG 2. Shri Kush Mohan Nahar, M&CO
5	Shri Nitin Jairam Gadkari	Ministry of Road Transport and Highways and Ministry of MSME	1. Sh. B.Narayanan, ADG
	Sh. Santosh Kumar Gangwar	Ministry of Labour and Employment	2. Sh. Manish Singhal, DD
	Shri Mansukh L. Mandaviya	Ministry of Shipping	3. Ms. Arohi Ben Patel, AD
	Dr. MahendraNath Pandey	Ministry of Skill Development & Entrepreneurship	4. Sh. Manoj Roorkiwal, AD
6	Shri Narendra Singh Tomar	Ministry of Agriculture and Farmers Welfare	1. Smt. Alpana Pant Sharma, ADG
		Ministry of Rural Development	2. Sh. Manish Gautam, Director
		Ministry of Panchayati Raj	3 Sh. Ramnath Meena, AD
	Sh. Giriraj Singh	Ministry of Animal Husbandry, Dairying & Fisheries	4. Sh. JigarKhunt, M&CO
7	Shri Ramesh Pokhriyal 'Nishank'	Ministry of Education	1. Smt. MaushumiChakravarty,AD G

	Sh. D.V. Sadananda Gowda	Ministry of Chemical and Fertilizers	2. Smt. AanchalKatiyar, M&CO
	Sh. Pralhad Joshi	Ministry of Coal/Mines	3. Smt.KanchanPatiyal, DD
8	Shri Prahalad Singh Patel and Shri Arjun Munda	1.Ministry of Tourism and Ministry of Tribal Affairs	1. SmtNanuBhasin, ADG
		Ministry of Culture	1. Ms. SuvidhaKumra, AD
	Sh. Kiren Rijiju	Ministry of Youth Affairs and Sports	2. Sh. OmjiAwasthi, M & CO
	Dr. Harsh Vardhan	Ministry of Science & Technology / Ministry of Earth Sciences	3. Sh. K.G. Sharma, AD
	Shri Thaawar Chand Gehlot	Ministry of Social Justice and Empowerment	4. Sh. Sanjay Srivastava, DD
9	Smt. Smriti Zubin Irani	Ministry of WCD	1. Smt. Beena Yadav, ADG
		Ministry of Textiles	2. Smt. Tasneem F. Khan, AD
	Shri Gajendra Singh Shekhawat	Ministry of Jal Shakti	3. Sh. Anubhav Singh, DD
10	Dr. Harsh Vardhan	Ministry of Health & Family Welfare	1. Smt. Manisha Verma, ADG
	Shri Shripad Yesso Naik	Ministry of AYUSH	2. Smt. Sangeeta Joshi, AD



11	Sh. Prakash Javadekar	Ministry of Information & Broadcasting	1. Sh.Ravi Rama Krishna, ADG 2.Sh. Saurabh Singh, DD
		Ministry of Environment, Forest & Climate Change	3. Sh. Gaurav Khare, DD
		Ministry of Heavy Industries & Public Enterprises	
12	Sh. Piyush Goyal	Ministry of Railways	1.Sh. D.J. Narain, ADG 2. Sh. Manoj Kumar Verma, JD
	Sh. Piyush Goyal	M/o Consumer Affairs, Food & Pub. Distribution	3. Smt. Madhu Singh, AD
13	Shri Dharmendra Pradhan and Sh. Piyush Goyal	Ministry of Petroleum & Natural Gas and Ministry of Commerce & Industry  Ministry of Steel	1.Sh. Yogesh Baweja (ADG)  2. Sh. Sanjay Soni, AD
	Sh. Pralhad Joshi	Parliamentary Affairs	3.Smt. TejaswiMenda, DD
	Shri Narendra Singh Tomar	Ministry of Food Processing Industries	4. Sh. Sukhchain Singh, AD
14	Shri Hardeep Singh Puri	Ministry of Housing and Urban Affairs and Ministry of Civil Aviation	1. Shri Rajeev Jain, ADG
	Shri Ravi Shankar Prasad	Ministry of Communications and Ministry of Electronics and	2. Ms. Monika, AD

		Information Technology Ministry of Law and Justice	3. Ms.Isha Garg, AD
	Shri Raj Kumar Singh	Ministry of Power Ministry of New and Renewable Energy	4. Smt. Navika Gupta, JD
15	Shri Mukhtar Abbas Naqvi	Ministry of Minority Affairs	1. Sh. NungsanglembaAo, ADG
	Dr. Jitendra Singh	Ministry of Development of North Eastern Region, D/o Personnel Public Grievances and Pension	2. Sh. Shambhu Nath Choudhary, Director

In addition, the following arrangement of Link Officers at the level of DG (M&C)/ ADG(M&C) is hereby made with immediate effect and until further orders:

Sl. No	Link Officers of DG (M&C)/ADG (M&C)	
1.	Dr.Vasudha Gupta, DG (M&C)	Sh. Rajesh Malhotra, DG (M&C)
2.	Sh. Nitin Wakankar, DG (M&C)	Ms. Sheyphali B. Sharan, ADG (M&C)
3.	Sh. B. Narayanan, ADG (M&C)	Sh. D.J Narain, ADG(M&C)
4.	Ms. Alpana Pant Sharma, ADG (M&C)	Sh. Y.K Baweja, ADG(M&C)
5.	Sh. Dhiraj Singh, ADG (M&C)	Sh. A. Bharat BhushanBabu, ADG (M&C)
6.	Sh. Rajeev Kumar Jain, ADG (M&C)	Dr. Manisha Verma, ADG (M&C)
7.	Ms. Maushumi Chakrabarty, ADG (M&C)	Sh. V. Ravi Rama Krishna, ADG (M&C)
8.	Ms. Nanu Bhasin, ADG (M&C)	Ms. Beena Yadav, ADG(M&C)

5. Dr.Vasudha Gupta, DG (M&C) will look after Coordination and Social Media Unit. Smt. Shephali B Sharan, ADG (M&C) will look after Election Commission of India. Ms. Kanchan Prasad Mandla, ADG (M&C) will look after Press Facilities.

6. All DGs/ ADGs may kindly keep their Link Officers in the loop about leave and travel plans, to ensure seamless functioning of all publicity related requirements in their respective Ministries.

This issue with the approval of Principal DG, PIB.

**(B. Narayanan)**  
**ADG (Administration)**

To,

1. All officers concerned.
2. PPS to Pr. DG/ PS to ADG(A)
3. All officers/ Sections/ Units of PIB New Delhi
4. Guard File