

File No.8-52/2011-Estt.
Government of India
National Commission for Minorities

1st Floor, Block No.14,
CGO Complex,
New Delhi-110003
Dated the 25th July, 2023

Office Order

Subject: Allocation of work-reg.

Consequent upon joining of Shri Manoj Kumar Singh, Deputy Secretary and Shri Suman Kumar, Under Secretary, the following work is allocated to these officials:

- (i) Shri Manoj Kumar Singh, Dy. Secretary - Work relating to Grievances & Research (G&R), Cash, Accounts & Budget, Administration/ Establishment/ General Service Section, Library, Hindi Section.
 - (ii) Shri Suman Kumar, Under Secretary - Work relating to Grievance redressal & Research studies/Legal matters.
2. Shri Suman Kumar will look after the work of US (SS) in his absence and vice-versa.
 3. This issues with the approval of Secretary, NCM.



(Shariq Saeed)

Under Secretary to the Govt. of India

Copy to:

1. PA to Chairman
2. PS to Vice Chairman
3. PSs to all Members
4. PPS to Secretary
5. PA to JS
6. Shri Manoj Kumar Singh, Deputy Secretary
7. Shri Suman Kumar, Under Secretary
8. AO/RO/SO/LO
9. Accounts Section
10. Programmer for uploading on NCM website
11. Guard File