

F.No. K-14011/17/2011-UT(pt-II)  
Government of India  
Ministry of Urban Development  
(Urban Transport Division)  
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Nirman Bhawan, New Delhi  
Dated the 11<sup>th</sup> February, 2013-02-11

**OFFICE ORDER**

Subject:- Re-allocation of work of Directors/ Deputy Secretaries/ Under Secretaries/ Desk Officers in Urban Transport (UT) Wing – reg.

In partial modification of the Office Order issued vide latter No. K.14011?17/2011-UT dated 6<sup>th</sup> September, 2012, revised re-allocation of work of Directors /Deputy Secretaries/ Under Secretaries / Desk Officers in Urban Transport (UT) Wing is enclosed herewith.

2. This issues with the approval of Secretary (UD).

(Prakash Singh)  
Director (MRTS-I)  
Ph. No. 23061868

Copy to:-

1. PS to UDM/ Sr. PPS to Secretary (UD)/ PPS to AS (UD)
2. PPS to EA / PPS to JS (UT)/ PS to JS (UD)/ PS to JS (Admn.)/ PS to OSD (UT) & Ex-officio JS/ PS to JS (M) /PS to JS & FA / PS to CCA.
3. PS to Director (UT-I)/ PS to Director (MRTS-I) /PS to Dy. Secy (MRTS-II) / PS to Director (Co-ordination).
4. Officers concerned.
5. P.I. Cell/ A. V. Unit/ Admn.I / Admn. II / Admn. III / Admn.IV/ Parliament Section.
6. NIC for update in the Website of the Ministry.

(Prakash Singh)  
Director (MRTS-I)

**Subject:** Proposed Re-allocation of work of Directors, Deputy Secretaries, Under Secretaries and Desk Officers in Urban Transport (UT) wing

**Shri Prakash Singh, Director(MRTS-I) will report to OSD(UT) & E.O. J.S.**

<b>Sl. No.</b>	<b>Name of the Officers</b>	<b>Work Allocation</b>
1.	Shri S.K. Gupta, US (MRTS-I)	<p>i) All matters related to Metro Rail (all phases) in Delhi &amp; NCR (including Rapid Metro Rail Gurgaon Ltd., but excluding matters specifically allocated to any other US/SO in UT wing of MoUD) including the following items of work:</p> <ul style="list-style-type: none"><li>a) Signing and implementation of Memorandum of Understanding (MoU).</li><li>b) Servicing of Empowered Committee (EC) &amp; Empowered Group of Ministers (EGOM) on MRTS.</li><li>c) Overseeing conditions of sanction, including for multi modal integration, parking policy etc.</li><li>d) Issue of sanction orders approved by the competent authority.</li><li>e) Physical and financial monitoring of metro rail projects for reporting to Cabinet Committee on Infrastructure (CCI) etc.</li><li>f) Budget matters, Sr. term loan related matters, release of funds, Parliamentary matters, including Standing Committee/Consultative Committee.</li><li>g) Gazette Notification for alignment etc.</li><li>h) Customs duty related matters.</li><li>i) VIP references</li><li>j) RTI matters.</li><li>k) Deputation related matters.</li><li>l) Land acquisition related matters.</li><li>m) High Powered Committee related matters.</li><li>n) Feeder bus service related matters.</li><li>o) Fare fixation committee etc.</li><li>p) Court cases.</li></ul> <p>ii) Coordination work for briefs etc. in respect of Delhi &amp; NCR.</p> <p>iii) Matters related to RRTS for NCR, NCRTC</p> <p>iv) Any other works as may be assigned from time to time</p>

2.	Shri Deen Dayal, US (MRTS-Coord)	<ul style="list-style-type: none"> <li>i) All matter related to Metro Rail projects in Bangalore Metropolitan Region. <ul style="list-style-type: none"> <li>a) Signing and implementation of MoU.</li> <li>b) Servicing of EC &amp; EGOM on MRTS.</li> <li>c) Overseeing conditions of sanction including for multi modal integration, parking policy etc.</li> <li>d) Issue of sanction orders approved by the competent authority.</li> <li>e) Physical and financial monitoring of metro rail projects for reporting to CCI etc.</li> <li>f) Budget matters, Sr. term loan related matters, release of funds, Parliamentary matters, including Standing Committee/Consultative Committee matters.</li> <li>g) Gazette Notification for alignment etc.</li> <li>h) Customs duty related matters.</li> <li>i) RTI matters/VIP references.</li> <li>j) Deputation related matters.</li> <li>k) Land acquisition related matters.</li> <li>l) High Powered Committee related matters.</li> <li>m) Feeder bus service related matters.</li> <li>n) Fare fixation committee etc.</li> <li>o) Court cases</li> </ul> </li> <li>ii) All policy and technical matters common to all Metro Rail System in India, including the following items of work: <ul style="list-style-type: none"> <li>a) National Metro Rail Policy.</li> <li>b) Standardization and indigenization issues.</li> <li>c) Safety certification and accident related issues.</li> <li>d) Security related issues.</li> </ul> </li> <li>iii) Consultation meeting with Metro Administrations.</li> <li>iv) New technologies for Guided Urban Transit Systems, like Monorail, Tramways, Metro cabs, Maglev, PRT, etc.</li> <li>v) National Urban Rail Transit Authority and Regulator for Metro Rail System in India.</li> <li>vi) Metro Railway Advisory Board</li> <li>vii) R &amp; D Centre for Metros</li> <li>viii) Co-ordination for all Metro Rail projects including CCI etc. for UT wing.</li> <li>ix) RTI matters.</li> <li>x) VIP references.</li> <li>xi) Any other works as may be assigned from time to</li> </ul>
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		time.
3.	US (MRTS-II) - Vacant	<p>i) All matters related to Metro Rail Projects in Mumbai, Hyderabad Metropolitan Regions, whether on Govt. funding model or on PPP including the following items of work:</p> <ul style="list-style-type: none"> <li>a) Signing and implementation of Memorandum of Undertaking (MoU).</li> <li>b) Servicing of Empowered Committee (EC) &amp; Empowered Group of Ministers (EGOM) on MRTS.</li> <li>c) Overseeing conditions of sanction, including for multi modal integration, parking policy etc.</li> <li>d) Concession agreements for these Metro Projects taken up on PPP.</li> <li>e) Matter related to Oversight Committee for these Metro projects, if taken up on PPP.</li> <li>f) All issues relating to Empowered Institution, Empowered Committee and PPPAC for these Metro projects on PPP.</li> <li>g) Issue of sanction orders approved by the competent authority.</li> <li>h) Physical and financial monitoring of metro rail projects for reporting to CCI etc.</li> <li>i) Budget matters, Sr. term loan related matters, release of funds and Parliamentary matters, including Standing Committee/Consultative Committee.</li> <li>j) Gazette Notification for alignment etc.</li> <li>k) Customs duty related matters.</li> <li>l) VIP references</li> <li>m) RTI matters.</li> <li>n) Deputation related matters.</li> <li>o) Land acquisition related matters.</li> <li>p) High Powered Committee related matters.</li> <li>q) Feeder bus service related matters.</li> <li>r) Fare fixation committee etc.</li> <li>s) Court cases.</li> </ul> <p>ii) All Legislation related matters for Metro Rail.</p> <p>iii) Commissioner of Metro Rail Safety, nomination of CMRS</p> <p>iv) Airport connectivity matters.</p> <p>v) Any other works as may be assigned from time to time.</p>

**2. Ms. Ruth Changsan, Deputy Secretary(MRTS II) will report to JS(UT)**

1.	Shri K.C. Meena, US (MRTS-III)	<p>i) All matters related to Metro Rail in Chennai, Kolkata and Jaipur, including the following item of work:</p> <ul style="list-style-type: none"><li>p) Signing and implementation of MoU.</li><li>q) Servicing of EC &amp; EGOM on MRTS.</li><li>r) Overseeing conditions of sanction including for multi modal integration, parking policy etc.</li><li>s) Issue of sanction orders approved by the competent authority.</li><li>t) Physical and financial monitoring of metro rail projects for reporting to CCI etc.</li><li>u) Budget matters, Sr. term loan related matters, release of funds, Parliamentary matters, including Standing Committee/Consultative Committee matters.</li><li>v) Gazette Notification for alignment etc.</li><li>w) Customs duty related matters.</li><li>x) RTI matters/VIP references.</li><li>y) Deputation related matters.</li><li>z) Land acquisition related matters.</li><li>aa) High Powered Committee related matters.</li><li>bb) Feeder bus service related matters.</li><li>cc) Fare fixation committee etc.</li><li>dd) Court cases.</li></ul> <p>ii) Coordination work for briefs etc. in respect of States of Tamil Nadu, West Bengal and Rajasthan.</p> <p>iii) Any other works as may be assigned from time to time.</p>
2.	Smt. Rachna Kumar, US (MRTS-IV)	<p>i) All matters related to Kochi Metro Rail project.</p> <p>ii) All items of work related to Metros under PPP (not specifically assigned to any other US/DO/SO), including the following items of work:</p> <ul style="list-style-type: none"><li>a) Concession agreements for all Metro Rail Projects taken up on PPP.</li><li>b) Matter related to Oversight Committee for Metro projects taken up on PPP, as complete private initiative or with complete State Govt. funding.</li><li>c) All issues relating to Empowered Institution, Empowered Committee and PPPAC for Metro</li></ul>

		<p>projects on PPP.</p> <p>iii) All items of work related to new Metro projects (not specifically assigned to any other US/DO/SO), including of Chandigarh, Ahmedabad, Ludhiana, Pune etc. including the following items of work:</p> <p>a) Signing and implementation of MoU.</p> <p>b) Servicing of EC &amp; EGOM on MRTS.</p> <p>c) Overseeing conditions of sanction including for multi modal integration, parking policy etc.</p> <p>d) Issue of sanction orders approved by the competent authority.</p> <p>e) Physical and financial monitoring of metro rail projects for reporting to CCI etc.</p> <p>f) Budget matters, Sr. term loan related matters, release of funds, Parliamentary matters including Standing Committee/Consultative matter.</p> <p>g) Gazette Notification for alignment etc.</p> <p>h) Customs duty related matters.</p> <p>i) RTI matters/VIP references.</p> <p>j) Deputation related matters.</p> <p>k) Land acquisition related matters.</p> <p>l) High Powered Committee related matters.</p> <p>m) Feeder bus service related matters.</p> <p>n) Fare fixation committee etc.</p> <p>o) Court cases.</p> <p>iv) Coordination work for briefs etc. in respect of States of Gujarat, Haryana, Kerala and Punjab.</p> <p>v) Any other works as may be assigned from time to time.</p>
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### **3. Shri R.K. Singh, Director(UT-I) will report to OSD(UT) & E.O. JS**

1.	Shri Pankaj Kumar, US (UT-I)	<p>i) All Urban Transport projects and proposals (including BRTS and bus funding scheme) under JnNURM-appraisal, review and monitoring of projects including condition of sanction.</p> <p>ii) Matters related to Central Sanctioning and Monitoring Committee (CSMC) for Bus funding scheme.</p> <p>iii) PPP proposals on Urban Transport (except Metro Rail projects).</p> <p>iv) Urban Bus Specifications</p> <p>v) Work related to Global Environment Facility assisted</p>
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		<p>projects.</p> <p>vi) Work related to World Bank assisted projects.</p> <p>vii) Work related to UNDP assisted projects</p> <p>viii)WBUNDP-GEF assisted Sustainable Urban Transport Project (SUTP)</p> <p>ix) Working group and MoU with other countries.</p> <p>x) Special Initiatives involving technical inputs like National Public Transport Helpline., Intelligent Transport System (ITS) matters.</p> <p>xi) National Common Mobility Card across India.</p> <p>xii) Co-ordination work for briefs in respect of all States/UTs (excluding States/UTs specifically allocated to any other US/DO/SO in UT wing of MoUD).</p> <p>xiii) Any other works as may be assigned from time to time.</p>
2.	Shri Jeewan Kumar, DO (UT-IV)	<p>i) Matters related to Capacity Building Scheme in UT and UT Planning Scheme.</p> <p>ii) Traffic and transportation studies &amp; Comprehensive Mobility Plans.</p> <p>iii) Centers of Excellence (CoE) in Urban Transport.</p> <p>iv) Servicing National Transport Development Policy Committee headed by Dr. Rakesh Mohan.</p> <p>v) Matters related to Research Advisory Committee for UT.</p> <p>vi) Standard Service Level Benchmark in urban transport and its implementation.</p> <p>vii) Annual Urban Mobility India (UMI) Conference &amp; Exhibition</p> <p>viii)All matters related to Institute of Urban Transport (IUT)</p> <p>ix) National Mission on Sustainable Habitat (NMSH).</p> <p>x) Scheme for IPT, NMT</p> <p>xi) Matters related to Unified Traffic and Transportation Infrastructure Engineering Centre (UTTIPEC), other Urban Transport matters of NCR and GNCTD</p> <p>xii) Any other works as may be assigned from time to time.</p>

#### 4. Director/Deputy Secretary (UT-II) vacant will report to JS(UT)

1.	Smt. S.V.R Ramana, US (UT-III)	<p>i) Implementation of National Urban Transport Policy(NUTP), 2006 and review</p> <p>ii) Advisories and circulars to various State Governments and agencies of State Governments (including Co-ordination for feeder bus service).</p>
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		<ul style="list-style-type: none"> <li>iii) Nodal US in-charge of Litigation in UT wing.</li> <li>iv) Urban Mass Transit Company (UMTC).</li> <li>v) UT matters of NCRPB, except RRTS.</li> <li>vi) Motor Vehicle Act, coordination with Ministry of Road Transport and Highways, ASRTC.</li> <li>vii) High Power Committee on Infrastructure</li> <li>viii) Allocation of Business Rules.</li> <li>ix) Public grievance matters related to urban transport/MRTS projects (over all co-ordination).</li> <li>x) Any other works as may be assigned from time to time.</li> </ul>
2.	<p>DO(UT-II)-vacant</p> <p>Presently handled by Smt. SVR Ramana, US(UT-III)</p>	<ul style="list-style-type: none"> <li>i) Work related to Clean Development Mechanism (CDM) for urban transport projects in India- Selection of consultants and all other matters.</li> <li>ii) TAs with ADB, World Bank, JICA, AFD, DFID.</li> <li>iii) All State Govts projects taken up with External Aid like JICA/ADB/AFD/ KFW etc, like Outer Ring Road of Hyderabad, Chennai etc.</li> <li>iv) NEMMP, NCEM, Auto fuel policy.</li> <li>v) RTI matters</li> <li>vi) Servicing various Committees on Urban Transport</li> <li>vii) Any other works as may be assigned from time to time.</li> </ul>
3.	<p>Shri R.C. Meena, US (UT-Coord)</p>	<ul style="list-style-type: none"> <li>i) Over all co-ordination matters related to Urban Transport (except public grievance) including: <ul style="list-style-type: none"> <li>a) General Administration work and all staff matters of UT wing</li> <li>b) Annual Plan</li> <li>c) Five Year Plan</li> <li>d) Parliament questions</li> <li>e) Economic Survey.</li> <li>f) Audit and budget matters relating to Urban Transport (not specified elsewhere).</li> <li>g) Monthly reports.</li> </ul> </li> <li>ii) Budget speech, President's Address and other speeches.</li> <li>iii) Public grievance matters related to urban</li> </ul>



		<p>transport/MRTS projects (over all co-ordination).</p> <p>iv) Setting up of Dedicated Urban Transport Fund at Central Govt. level and its management.</p> <p>v) Annual Report of MoUD</p> <p>vi) Co-ordination of budget for UT Wing</p> <p>vii) Any other works as may be assigned from time to time.</p>
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The link officers for UT wing will be as under :

Sl.No.	Name of the Officer	Link Officer
1.	Shri R.K. Singh, Director(UT-I)	Shri Prakash Singh, Director(MRTS-I) and vice versa
2.	Director / DS (UT-II) (vacant)	Ms. Ruth Changsan, Deputy Secretary (MRTS-II) and vice versa
3.	US(MRTS-II)( vacant)	Shri Deen Dayal, US(MRTS-Coord)
4.	Shri K.C. Meena US(MRTS-III)	Smt. Rachna Kumar, US (MRTS-IV) and vice versa
5.	Shri S.K. Gupta, US(MRTS-I)	US(MRTS-II)
6.	Shri Pankaj Kumar, US(UT-I)	Shri Jeewan Kumar, DO(UT-IV) and vice versa
7.	Shri R.C. Meena, US(UT-Coord)	DO(UT-II) (vacant)
8.	Smt S.V.R.Ramana, US(UT-III)	Shri R.C. Meena, US (UT Coord.)
9.	Shri Deen Dayal, US (MRTS Coord.)	Shri S.K. Gupta, US (MRTS-I)
10.	DO (UT-II) vacant	Smt S.V.R. Ramana, US (UT-III)