

**No.A-23011/38/2014-HR-II.**  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhawan, New Delhi-110001.

Dated the 10<sup>th</sup> March, 2025

**OFFICE ORDER No. 56/ 2025**

Consequent upon appointment of Shri Anurag Rohatgi as Joint Secretary in D/o Fertilizers, the officer will handle the following Divisions/work being looked after by Dr. Tina Soni, JS after her relieving from the Department w.e.f. 06.03.2025(AN):

S.No.	Division/Work	Details
I	International Cooperation	(a) All work relating to IC section and WTO issues (b) work relating to overseas Joint Venture Project including the off takes with Urea and P&K fertilizers
II	Non-Chemical (Organic) Fertilizers	Work relating to Non-Chemical (organic/bio) Fertilizers and MDA
III	Fertilizer Innovation (FI)	All work related to Green Hydrogen/Green Ammonia, One Nation One Fert, Fertilizers application mechanism and machinery including Drone, PM PRANAM, SCU and Nano Fertilizers.
IV	PMKSKs	Monitoring of PMKSKs and performance optimization.
V	Chintan Shivir	Organization and documentation through maximum participative interaction.
VI	Fertilizers/raw material inputs intelligence	Collection, analysis and report presentation
VII	Institutional Planning and coordination	National Fertilizers University and other enabling co-ordination with Institutes/ Universities

2. The work of Direct Cash Transfer (DCT) which was earlier looked after by Ms. Tina Soni is now allocated to JS (AS) who is looking after DBT Division.

3. This issues with the approval of the Competent Authority.

Signed by

Manish Kumar Chourasiya

Date: 10-03-2025 18:49:01

(Manish Kumar Chourasiya)

Under Secretary to the Govt. of India

Tel No.: 011-23387492

Copy to:

- i. PS to HMCF
- ii. PPS to Secretary (Fert.)
- iii. Shri Anurag Rohatgi, JS, DoF
- iv. JS (AS)

- v. PPS to AS(AM)/PPS to Sr. EA
- vi. Sr. PPS to JS&FA
- vii. PPS to JS(AS)/PS to JS(TS)/Steno to EA
- viii. E-office/Office Order Register
- ix. NIC/IT section

No. 23011/38/2014-HR-II.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhawan, New Delhi-110001

Dated the 7<sup>th</sup> October, 2024

**OFFICE ORDER No 224/2024**

In partial modification to this department's office order No. 85/2024 dated 13.05.2024 and Office Order No.101/2024 dated 29.05.2024, the following allocation of work amongst the following AS/JS level officers in the department is made in addition to the existing work being looked after by them with immediate effect and until further orders:-

1. Ms. Aneeta C. Meshram, Additional Secretary		
Division/Work		Details
A.	Movement	Movement of Fertilizers including import of Urea and all policy matters on movement.
B.	Shipping	All matters of shipping of fertilizers.
C.	Urea subsidy release in FICC	Urea subsidy release in DBT and non-DBT(FICC)
2. Dr. Tina Soni, Joint Secretary		
Division/Work		Details
A.	International Cooperation (IC)	(i) All work relating to IC section and WTO issues (ii) work relating to overseas Joint Venture Project including the off takes for Urea and P&K fertilizers
3. Ms. Aparna S Sharma, Joint Secretary		
Division/Work		Details
A.	Single Superphosphate (SSP)	Policy and all other issues of SSP including release of subsidy in DBT.
B.	Information Technology(IT)	Planning and execution of all IT related matters
4. Dr. Prathibha A., EA		
Division/Work		Details
A.	Misc. Work	i. Fertilizer Flying Squad (FFS) ii. Fertilizer Control Room (FCR) iii. Work related to Quality and Regulation issues of Fertilizers in coordination with States and DAFW.

2. This issues with the approval of the Competent Authority.

Signed by

Manish Kumar Chourasiya

Date: 07-10-2024 11:20:15

**(Manish Kumar Chourasiya)**

Under Secretary to the govt. of India

Tel No.: 011-23387492

Copy to:

- i. Ms. Aneeta C. Meshram, AS(AM), DoF
- ii. Ms. Aparna S. Sharma, JS(AS), DoF
- iii. Dr. Tina Soni, JS (TS), DoF
- iv. Dr. Prathibha A., EA, DoF
- v. PS to Hon'ble Minister(C&F)
- vi. PPS to Secretary(Fert.)
- vii. PPS to AS(AM)/PPS to Sr. EA
- viii. Sr. PPS to JS&FA
- ix. All Director/DS of DoF
- x. All US/ SO and equivalent officers of DoF
- xi. AD(Admn.), FICC
- xii. IT section with a request for updation on DoF's website
- xiii. Hindi Section/ Vigilance Section/ Cash Section
- xiv. E-office/Office Order Register

**No. F-23011/38/2014-HR-II.**  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhawan, New Delhi-110001.  
Dated the 29<sup>th</sup> May, 2024

**OFFICE ORDER No. 01/2024**

In partial modification to this department's office Order No.85/2024 dated 13.05.2024 and with the approval of the Competent Authority, the work of PSU division will be looked after by Dr. Prathibha A., EA and all files of the division to be submitted to Secretary (Fert) shall be through Sr. EA.



(Tilak Raj)

Under Secretary to the govt. of India  
Tel No.: 011-23387492

Copy to:

1. Dr. Prathibha A., EA, DoF
2. PPS to Secretary(Fert.)
3. PPS to SS(NA)
4. PPS to AS(AM)/PPS to Sr. EA
5. PPS to JS(AS)/ PPS to JS(TS)/PS to EA
6. Sr. PPS to JS&FA
7. All DS/Directors of D/o Fertilizers
8. IT section with a request for updation on DoF's website
9. E-office
10. Office Order Register

No. 19011/03/2024-Estt.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhawan, New Delhi-110001.  
Dated the 13<sup>th</sup> May, 2024.

**OFFICE ORDER No. 85/2024**

In supersession of all earlier orders regarding the allocation of work amongst the AS/JS level officers in the department, the following is the consolidated work allocation amongst the SS/AS/JS level Officers of the Department of Fertilizers with immediate effect and until further orders:

<b>1. Ms. Neeraja Adidam, Special Secretary</b>		
<b>Division/Work</b>		<b>Details</b>
A.	Movement	Work relating to movement of Fertilizers including import of Urea on Govt. account and policy matters on these subjects including coordination with States.
B.	Shipping	All matters of shipping of fertilizers.
C.	Overseas issues relating to Urea	Long term tie-ups and other initiatives in coordination with MEA.
D.	Single Superphosphate (SSP)	Policy and all other issues of SSP including release of subsidy in DBT.
E.	Misc. Work	i. All coordination work with State Governments. ii. Fertilizer Flying Squad (FFS) iii. Fertilizer Control Room (FCR) iv. Work related to Quality and Regulation issues of Fertilizers in coordination with States and DAFW.
<b>Note: 1. Files related to P&amp;K, Vigilance and Rajbhasha of JS(AS) &amp; all files of JS(TS) to Secretary (Fert.) will be put up through SS(NA).</b>		
<b>2. Secretary may assign any other work related to any Division on case to case basis.</b>		

<b>2. Ms. Aneeta C Meshram, Additional Secretary</b>		
<b>Division/Work</b>		<b>Details</b>
A.	Urea Pricing Policy (UPP)	All policy matters and concession rates.
B.	Fertilizer Projects (FP)	Work relating to FP section including all urea revival projects.
C.	Establishment	All service related matters.
D.	General Administration	Including provisioning and procurement and general supervision across Divisions to ensure all administrative works.
E.	Information Technology (IT)	Planning and execution of all IT related matters.




3. Sh. Bharat Bhushan, Senior Economic Advisor		
Division/Work		Details
A.	Public Sector Undertaking (PSU)	PSU and PSU-HR matters including periodic supervision through system design.
B.	Parliament	i. All Parliament works related to reports, questions and assurance. ii. Parliament question received from other Ministries/Departments.
C.	Monitoring Work	Monitoring of PMI, Coordination and DBT Divisions
<i>Note: Files relating to DBT Division of JS(AS) &amp; all file of Economic Advisor (EA) to Secretary (Fert.) will be put up through Sr. EA</i>		

4. Ms. Aparna S Sharma, Joint Secretary		
Division/Work		Details
A.	Phosphatic & Potassic (P&K)	i. Fertilizers policy of de-controlled (P&K) fertilizers ii. Dashboard based on IFMS of P&K Fertilizers iii. All work related to domestic joint venture projects of P&K Fertilizers
B.	Vigilance	CVO of the Department
C.	Direct Beneficiary Transfer (DBT)	i. Urea Subsidy release in DBT & non-DBT(FICC)/non-DBT (imported FS). ii. Work of DBT including release of subsidy in DBT for indigenous and imported P&K Fertilizers. iii. Regular review of DBT including all IFMS functions.
D.	Rajbhasha	Implementation of guidelines and coordination for holding Rajbhasha Committee meetings.

5. Dr. Tina Soni, Joint Secretary		
Division/Work		Details
A.	International Cooperation (IC)	i. All work relating to IC section and WTO issues. ii. Work relating to overseas Joint Venture Projects including the off takes, except for Urea.
B.	Fertilizer Innovation (FI)	All work related to Green Hydrogen/Green Ammonia, One Nation One Fert, Fertilizers application mechanism and machinery including Drone, PM PRANAM, SCU and Nano Fertilizers.
C.	Non-Chemical (Organic) Fertilizers	Work relating to Non Chemical (organic/bio) Fertilizers and MDA.
D.	Direct Cash Transfer (DCT)	Pilot Study of DCT.
E.	PMKSKs	Monitoring of PMKSKs and performance optimization.
F.	Chintan Shivir	Organization and documentation through maximum participative interaction.
G.	Institutional Planning and coordination.	National Fertilizers University and other enabling co-ordination with Institutes/ Universities.
H.	Fertilizers/raw material inputs intelligence	Collection, analysis and report presentation.

6. Dr. Prathibha A., Economic Advisor	
Division/Work	Details
A. Planning, Monitoring and Innovation (PMI)	i. Plan and budget Coordination ii. Finalization of monthly, season-wise and yearly production target for fertilizer manufacturing units iii. Compilation of production data of Major fertilizers- Urea, DAP and complex fertilizers on daily and monthly basis iv. Production of fertilizers statistics v. Compilation of international prices of major fertilizers and fertilizers inputs vi. Grant of Techno-economic Clearance for renovation/modernization of fertilizers industries for availing concessional custom duty on imported goods. vii. Monthly quick estimates of Fertilizers production for CSO, MoSPI and IPP data for DIPP. viii. Inputs for Economic Survey, Department of Economic Affairs, Ministry of Finance etc. ix. Output Outcome Monitoring Framework (OOMF) of NITI Aayog relating to Department of Fertilizers. x. Work relating to Indian Council for Fertilizer and Fertilizer Technology Research (ICFFTR).
B. Coordination	Coordination related work of all those matters, in which 2-3 sections/divisions of the department or PSUs coming under the department are involved, complaint/grievance related matters received through CPGRAMS portal as well as offline, VIP references, e-Samiksha/e-review matters, Cabinet Notes/matters received from other Ministries/Departments, preparation of Annual Reports, Budget announcements, weekly SOM/SOG agenda items and preparation of minutes etc.
C. ED (FICC)	Administration and CE Division.
D. Work related to economic dimensions on Fertilizers Sector	All activities of the Department which have economic dimensions and implications.

  
(Tilak Raj)

Under Secretary to the Govt. of India  
Tel No.: 011-23387492

Copy to:

1. PS to Hon'ble Minister(C&F)
2. PS to Hon'ble MoS(C&F)
3. Ms. Neeraja Adidam, SS(NA), DoF
4. Ms. Aneta C Meshram, AS(AM), DoF
5. Shri Bharat Bhushan, Sr. EA, DoF
6. Ms. Aparna S. Sharma, JS(AS), DoF
7. Dr. Tina Soni, JS (TS), DoF
8. Dr. Prathibha A., EA, DoF
9. PPS to Secretary(F)
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