

THE POWERS AND DUTIES OF FOUNDATION'S OFFICERS AND EMPLOYEES

Designation	Duties
Shri Manoj Pant Secretary	Principal Executive Officer and First Appellate Authority under RTI.
Dr. Indrajit Mazumdar Joint Secretary-cum-Finance Officer	To assist Secretary in discharge of duties.
Editor/Director (Documentation)	Post Vacant
Education Officer	Post Vacant
Assistant Secretary (1-4)	Post Vacant
Shri Sourabh Kishor Dubey Assistant Secretary (5)	<ul style="list-style-type: none"> • Work related to celebration of Communal Harmony Campaign Week, • Work relating to Extension Activities, • Records Management, • Publications, • Projects 'Research' and other work entrusted from time to time. • Maintenance of library
Shri P.C. Tewari PS & Functioning as Assistant Secretary (Admin)	<ul style="list-style-type: none"> • Annual Report, Executive Council and Governing Council, • General Administration , Establishment including Service Matter • Functioning as PIO under RTI. • Work relating to Project 'Recognition' (National Communal Harmony Awards)
Shri Ravi Shankar Tripathi Programmer & DDO	<ul style="list-style-type: none"> • All matters relating to Accounts viz. Donations, Salary, EPF, Income Tax, FCRA and investments, payments, etc. functioning as DDO, • Updating of Website, Up-keeping of Computers, • Fundraising efforts from PSES & Corporate Houses, Coordination work, • Verification of payments relating to Project 'Assist', accounts and other work entrusted from time to time.
Shri Rajendran AR Consultant (PS)	To assist Secretary in discharge of duties.
AL & IO	Post Vacant
Smt Surbhi Khurana Stenographer Gr. D (E)	On deputation in UIDAI, RO Delhi
Shri Ranjan Kr. Sinha Stenographer Gr. D (H)	Data entry work, assisting in accounts matter (DD entry), assist in Project Assist, CHC & Flag Day work and other work

	entrusted from time to time.
Accountant	Post Vacant
Shri Gangeshwar Singh Upper Div. Clerk (UDC)	Typing, diary & dispatch, procurement of goods/ stationary items & distribution, assisting in accounts matter (DD entry), assisting in administrative work, CHC & Flag Day work and other work entrusted from time to time.
Shri Pankaj Kumar Computer Operator	Data entry work, assisting in accounts matter (DD entry), assist in Project Assist, CHC & Flag Day work and other work entrusted from time to time.
Shri Manoj Kumar Lower Div. Clerk (LDC)	Typing, diary & dispatch, procurement of goods/ stationary items & distribution, assisting in accounts matter (DD entry), assisting in administrative work, CHC & Flag Day work and other work entrusted from time to time.
Shri Nand Kishore Bag, MTS Shri Jitendra Kumar, MTS	Carrying dak to the officers & taking envelops to post office for dispatch and delivery of dak to various Government Offices and other work entrusted from time to time.