

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.
Joint Secretary-cum-Finance Officer	Post Vacant
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, • General Administration , Establishment • Functioning as PIO under RTI. • Work relating to Extension Activities, • Records Management, • Publications, • Projects 'Research' and other work entrusted from time to time.
Shri P.C. Tewari Private Secretary	attached to Home Minister's Office
Shri Rajendran AR Consultant (PS)	To assist Secretary in discharge of duties.
Shri R S Tripathi Computer Programmer	<ul style="list-style-type: none"> • Annual Report, Executive Council and Governing Council, • All matters relating to Accounts viz. Donations, Salary, EPF, Income Tax, FCRA and investments, payments, etc. 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. • Work relating to Project 'Recognition' (National Communal Harmony Awards)
Smt. Alpana Gupta AL & IO	Maintenance of library and procurement of books
Smt Surbhi Khurana Stenographer Gr. D (E)	On deputation in UIDAI, RO Delhi
Shri Ranjan Kr. Sinha Stenographer Gr. D (H)	On deputation in UIDAI, RO, Ranchi
Ms. Charu Gupta	Work related to Accounts branch, assisting in accounts related

Accountant	work and other work entrusted from time to time.
Shri Gangeswar Singh Upper Div. Clerk (UDC)	On deputation in Appellate Tribunal, Lok Nayak Bhawan
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 Munendra Singh Data Entry 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 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.