

S.No.	No. of posts with Pay Band & Grade Pay	Name & designation of officer/officials with address, Tel./Mobile etc.	Monthly emoluments	Duties and responsibilities
1.	01 – Joint Secretary (Group ‘A’ Gazetted) PB-4 – Rs.37400-67000 (Grade pay Rs.8700/-)	Dr. Praveen Kumari Singh, Joint Secretary (Additional charge) Tel(O) :23092961		The Joint Secretary is overall responsible for organizing of meetings of all the five Zonal Councils and their Standing Committees and ensuring follow up action on the recommendations of these Councils/Committees. He is also Secretary to the Standing Committees of the Zonal Councils. Being Head of Department of Zonal Council Secretariat, she is responsible for exercising control over the overall administration, budget, finance and expenditure of the office.
2.	01 – Deputy Secretary (Group ‘A’ Gazetted) PB-3 – Rs.15600-39100 (Grade pay Rs.6600/-)	Sh. Sudershan Kumar Deputy Secretary Flat No.32, Kamakshi Apartments, Plot No.28, Sector –VI, Dwarka, New Delhi-110075 Mob:9951916200	Rs.49,814/-	<p>The post of Deputy Secretary (ZCS) is at an important managerial level, immediately below the Joint Secretary.</p> <p>Incumbent of this post assists the Joint Secretary in convening the meetings of Zonal Councils and Standing Committee by inviting agenda items and examining them in consultations with concerned States/Central Government agencies, preparation and circulation of agenda papers, briefs, speeches of the Chairman and proceedings of the meeting etc., ensuring adequate arrangements for the meetings by maintaining close liaison with the State Government concerned.</p> <p>As Head of Office, the Deputy Secretary is responsible for exercising control over the budget, finance and expenditure of the office.</p>
3.	01 – Committee	Post vacant		The Committee Officer is

	<p>Officer (Group 'B' Gazetted) PB-2 – Rs.9300- 34800 (Grade pay Rs.4200/-)</p>		<p>incharge of Council Section and responsible for all organisational work relating to convening meetings of Zonal Councils/Standing Committees viz. inviting items from the Union Ministries/State Governments for inclusion in the agenda, Processing/examination of agenda items in order to determine their suitability for consideration at such a high level forum.</p> <p>2. Putting up proposals for seeking approval of the Chairman for fixing dates for the meetings of Councils.</p> <p>3. Preparation of draft Speech to be delivered by the Chairman at the meetings;</p> <p>4. Preparation and circulation of agenda papers forwarding the same so the members, Advisers and other representatives from the concerned States and Union Ministers and requesting them to attend the meetings of Councils/Standing Committee.</p> <p>5. Assistance to host State in making arrangements for the meeting by maintaining close liaison with the concerned States/Central Ministries.</p> <p>6. Preparation and issuing of proceedings of the meetings, after seeking the approval of the Chairman.</p> <p>7. Follow up action on the recommendations made by Councils and Standing Committee by taking up the recommendations with the concerned Central Ministries/State Governments and submitting the progress report to the Chairman and</p>
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				Members/Advisers every quarter.
4.	01 – Superintendent (Group ‘B’ Gazetted) PB-2 – Rs.9300-34800(Grade pay Rs.4200/-)	Sh. P.V. Peethambaran Superintendent 1756, Laxmibai Nagar, New Delhi-110023 Tel:(O) 23388883 Res:24678461		<p>Incharge of Administration Section which is the basic service section. Responsible for handling of various establishment matters such as framing of recruitment rules, appointments, promotions, clearing of probation.</p> <p>Also responsible for general bandobust and upkeep of the office premises, purchase of office equipment, stationery, stores, maintenance of discipline and decorum in the office. etc.</p> <p>As Drawing & Disbursing Officer, responsible for ensuring timely payment of salaries and other allowances, making payment on behalf of the Government maintenance of accounts, formulation of budget proposals, settling of TA/LTC claims, maintenance of GPF accounts and dealing with GPF advances/withdrawals etc.</p>
5.	02 - Assistants (Group ‘B’ Non-gazetted) PB-2 – Rs.9300-34800(Grade pay Rs.4200/-)	<p>1. Smt. Asha Sharma, Assistant 1055-A Maruti Vihar, Gurgaon (Haryana) Tel:(O) 23388883 Mob:9810652651</p> <p>2. Smt. Neelam Taneja, Assistant C-5/150, West Enclave, Pitampura, Delhi-34 Tel:(O) 23388883 (R) : 27025554</p>	<p>Rs.29,884/-</p> <p>Rs.29884/-</p>	<p>She is looking after all establishment matters.</p> <p>She is looking after the work of Northern/Western/Central Zonal Councils and their Standing Committees and responsible for inviting items for inclusion in the agenda, inviting comments from concerned Ministries/State Governments, preparation of agenda papers, taking follow up action on the decisions of the Councils and their Standing Committees; and preparation of</p>

				quarterly reports regarding progress of follow up action taken on various decision of Councils/Standing Committees for information of Chairman, members and advisers of Councils.
6.	01 – Senior Hindi Translator (Group ‘B’ Non-gazetted) PB-2 – Rs.9300-34800(Grade pay Rs.4200/-)	Sh. S.K. Sehgal, Senior Hindi Translator 37-D, Old Gupta Colony, Delhi-110009. Tel:(O) 23388883 (R) : 27413221	Rs.45,882/-	1. Ensuring implementation of the provisions of the Official Language Act and related rules and instructions in the Zonal Council Secretariat. 2. Translation of Agenda papers/Proceedings of meetings of Zonal Councils and their Standing Committees and other correspondence with Central Ministries/State Governments.
7.	01 – Senior Stenographer (Group ‘B’ Non-gazetted) PB-2 – Rs.9300-34800(Grade pay Rs.4200/-)	Sh. Rishipal Singh, Senior Stenographer 27/2, Gali No.10, Vishwas Nagar, Shahdra, Delhi-32. Tel:(O) 23388883 Mob : 9868297128	Rs.29,884/-	Personal Assistant of Joint Secretary
8.	01 – Junior Stenographer (Group ‘C’ Non-gazetted) PB-1 – Rs.5200-20200(Grade pay Rs.2400/-)	Post vacant	-	Personal Assistant of Deputy Secretary
9.	04 – U.D.C. (Group ‘C’ Non-gazetted) PB-1 – Rs.5200-20200(Grade pay Rs.2400/-)	1. Sh. Sunil Kumar, UDC A4C/59, Janakpuri, New Delhi Tel:(O) 23388883 Mob : 9810634392	Rs.23054/-	He is looking after the work of Eastern & Southern Zonal Councils and their Standing Committees and responsible for inviting items for inclusion in the agenda, inviting comments from concerned Ministries/State Governments, preparation of agenda papers, taking follow up action on the decisions of the Councils and their Standing Committees; and preparation of quarterly reports regarding progress of follow up action taken on various decision of Councils/Standing Committees for information of Chairman, members and advisers of

		<p>2. Sh. S.K. Govil, UDC 4/2983 A, Bhola Nath Nagar, Shahdra, Delhi-32 Tel:(O) 23388883 Mob : 9868251746</p> <p>3. Sh. Balwan Singh, UDC V&PO Ramgarh, Distt. Rewari (Haryana) Tel : (O) : 23094435</p> <p>4. Smt. Shashi Kiran Sharma, UDC N-650, R.K. Puram, Sector-VIII, New Delhi Tel:(O) 23388883 Mob : 9911116627</p>	<p>Rs.20,912/-</p> <p>Rs.20,674/-</p> <p>15,761/-</p>	<p>Councils.</p> <p>Working as Cashier and is responsible for preparation of pay bills, T.A.,LTC, GPF advance/withdrawals, Festival and other advances bills, handling cash, preparation of budget/revised estimates and submission of financial returns.</p> <p>Working in PR Division of MHA, North Block, New Delhi on loan basis.</p> <p>She is looking after all the work relating to purchase of office stationery/maintenance of stationery/store, general upkeep of office and recording/indexing/weeding of office files and records.</p>
10.	01 – L.D.C. (Group ‘C’ Non-gazetted) PB-1 – Rs.5200-20200(Grade pay Rs.1900/-)	Post vacant	-	Responsible for diary/dispatch of office documents etc.
11.	01 – Daftry (Group ‘C’ Non-gazetted) PB-1 – Rs.5200-20200(Grade pay Rs.1800/-)	Sh. Ram Bodh, Daftry E 3/461, Sultan Puri, Delhi-86 Tel:(O) 23388883 Mob : 9899518250	Rs.18,294/-	Responsible for maintenance of all recorded files, stitching and binding of office files, agenda papers, briefs and proceedings and their proper maintenance, various administrative and accounts forms, photocopying of office documents etc.
12.	03 – Peons (Group ‘D’ Non-gazetted) -1S – Rs.4400-7440(Grade pay Rs.1600/-)	<p>Sh. Madan Lal, Peon G/44, Dakhshin Puri, Delhi-62 Tel:(O) 23388883 Tel : 65587230</p> <p>Sh. Panna Lal, Peon</p>	<p>Rs.16,615/-</p> <p>Rs.12,087/-</p>	<p>Attending to Deputy Secretary and two Sections i.e. Council and Administration. Delivery of local dak to various offices of Central Ministries/Delhi Admn. and State Resident Commissioners. He is also entrusted with the job of Diary/Despatch of office documents etc.</p> <p>Attached with Joint Secretary</p>

		1742, 2 nd floor, Lodi Road Complex, New Delhi. Tel:(O) 23092961 Shri Shymanand Singh, Peon F-78, Sector-IV, Gole Market, New Delhi. Tel:(O) 23388883 Mob : 9819527784	Rs.13,508/-	(ZCS) in North Block, New Delhi. Attending to Deputy Secretary and two Sections i.e. Council and Administration. Delivery of local dak to various offices of Central Ministries/Delhi Admn. and State Resident Commissioners.
13.	01 – Farash-cum-Safaiwala (Group ‘C’ Non-gazetted) -1S – Rs.4400-7440(Grade pay Rs.1600/-)	Sh. Raju, Farash-cum-Safaiwala O-502, Sewa Nagar, New Delhi Tel:(O) 23388883 Mob : 9990215611	Rs.14,338/-	Opening/closure of office rooms and cleanliness of office rooms.
14.	01 – Chowkidar (Group ‘C’ Non-gazetted) -1S – Rs.4400-7440(Grade pay Rs.1600/-)	Sh. Hari Dutt Sharma, Chowkidar B-76, JJ Camp (Near Sachdeva Public School, GP Block, Pitampura, Delhi-34 Tel:(O) 23388883 Mob : 9868586146	Rs.15,193/-	Guarding the office premises properly and documents at night.