



सां/No. : 5-1(17)/2008-PD

दिनांक/Dated: 31.05.2021

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित अर्ध शासकीय पत्र को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following D.O letter issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	अर्ध शासकीय पत्र सं/ . Demi Official Letter No.	विषय/ Subject
1.	भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वास्थ्य एवं परिवार कल्याण विभाग का अर्ध शासकीय पत्र सं० P.16016/01/2020-TC दिनांक 24.05.2021 Government of India, Ministry of Health & Family Welfare, Department of Health & Family Welfare D.O Letter No. P.16016/01/2020-TC Dated 24.05.2021	Observance of World No Tobacco Day (WNTD) on 31 st May.

भवदीय/Yours faithfully

(राजीव शर्मा / Rajeev Sharma)
उप सचिव (नीति प्रभाग) / DS (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.



राजेश भूषण, आईएएस
सचिव

RAJESH BHUSHAN, IAS
SECRETARY



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India
Department of Health and Family Welfare
Ministry of Health and Family Welfare

D.O. No. P.16016/01/2020-TC
Dated 24 May, 2021

Dear Sir,

Please refer to the earlier D.O. letter dated 20th November, 2018 regarding declaration of all government buildings/offices as "Tobacco Free" (copy enclosed). I am sure that necessary steps must have been taken to declare the government buildings/office "Tobacco Free".

As you are aware that every year, 31st May is observed as World No Tobacco Day (WNTD), highlighting the health and other risks associated with tobacco use, and advocating for effective policies to reduce tobacco consumption. This year, the theme of World No Tobacco Day 2021 is "**Commit to Quit**".

I take this opportunity to request you to organize "**NO TOBACCO PLEDGE**", thereby encouraging Officials/Staff of your Ministry/Department to quit/desist from tobacco use. (Pledge is enclosed).

Yours sincerely,

(Rajesh Bhushan)

Encl: as above

To

Secretaries of all Ministries/Departments

PLEDGE

On this occasion of World No Tobacco Day, I take a pledge that I shall never smoke & consume any type of tobacco products in my life and motivate my family or acquaintances to not to smoke/use any tobacco products. I shall motivate my colleagues for the same.

शपथ

विश्व तम्बाकू निषेध दिवस के इस अवसर पर हम यह शपथ लेते हैं कि जीवन में हम कभी भी किसी भी प्रकार के तम्बाकू उत्पादों का सेवन नहीं करेंगे एवं अपने परिजनों या परिचितों को भी तम्बाकू उत्पादों एवं किसी भी नशे का सेवन नहीं करने के लिए प्रेरित करेंगे।



प्रीति सूदन
सचिव

PREETI SUDAN
Secretary

*Pleasure
OK*



सत्यमेव जयते



*SPEED
By Hand POST*

भारत सरकार

स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Government of India
Department of Health and Family Welfare
Ministry of Health & Family Welfare

D.O. No. P.16012/06/2017- TC
Dated, the 20th November, 2018

Dear Secretary,

I am writing to you with regard to an initiative taken by the Ministry of Health and Family welfare in declaring the premises of Nirman Bhawan as 'Tobacco Free Zone'.

2. As you are aware, tobacco use is highly detrimental to health. It is a major risk factor for Cancer, Cardiovascular Diseases (CVD), Diabetes, Chronic Lung Disease, stroke, infertility, blindness, Tuberculosis (TB), Oral Cavity etc. To protect non-users from involuntary exposure to tobacco smoke, smoking in public place which includes all public offices, workplaces, canteen etc. has been banned under Section 4 of the Cigarettes and other Tobacco products (Prohibition of Advertisement and Regulations of Trade and Commerce Production, Supply and Distribution) Act (COTPA), 2003.

3. Thus, in the interest of public health and with a view to keep the building clean, contributing towards the "Swachh Bharat Swasth Bharat" campaign, the initiative was taken. As such smoking and spitting of tobacco in the premise of Nirman Bhawan is prohibited and is a punishable offence. A copy of the Circular for Tobacco Free Nirman Bhawan alongwith the Guidelines for implementation of the "Tobacco Free Zone" policy is enclosed.

4. In this regard, it would be appropriate that all government buildings/offices under your Ministry/Department are made tobacco free in order to protect public health. We would be happy to extend any technical support in this regard. I shall be thankful for your personal attention to the implementation of this policy.

With warm regards,

Yours sincerely,

Preeti Sudan
(Preeti Sudan)

Encl: As above

Secretaries of all Departments

F.No. 16012/06/2017-TC
Ministry of Health and Family Welfare
Government of India
(Tobacco Control Division)

Nirman Bhawan, New Delhi
Dated, the 8th November, 2017

CIRCULAR

"TOBACCO FREE NIRMAN BHAWAN"

The harmful effects of tobacco use are well established and accepted globally. The use of tobacco is a prominent risk factor for 6 to 8 leading causes of death and almost 40% of the Non Communicable Diseases (NCD) including cancers, cardio-vascular diseases and lung disorders are attributable to tobacco use. The number of deaths every year in India which is attributable to tobacco use is almost 8-9 lakhs.

Whereas the Central Government has enacted the Cigarettes and other Tobacco products (Prohibition of Advertisement and Regulations of Trade and Commerce Production, Supply and Distribution) Act (COTPA) in 2003, to protect the youth and the masses from adverse harmful effects of tobacco use and Second Hand Smoking.

Whereas COTPA envisages protection of non-user from involuntary exposure to tobacco smoke, which specifically finds mention in Section - 4 of the Act that prohibits smoking in public place which includes all public offices, workplaces, canteen etc.,

Whereas spitting of tobacco etc., leads to spread of swine flu, tuberculosis, and pneumonia and gastro-intestinal diseases. TB Bacilli can survive in spit for an entire day which causes health problems to the public or nuisance to the people in general.

Whereas Section 268 of the Indian Penal Code stipulates that *a person is guilty of a public nuisance who does any act or is guilty of an illegal omission which causes any common injury, danger or annoyance to the public or to the people in general who dwell or occupy property in the vicinity, or which must necessarily cause injury, obstruction, danger or annoyance to persons who may have occasion to use any public right.*

Whereas in the interest of public health and with a view to keep the building clean, thus contributing towards the "Swachh Bharat Swasth Bharat" campaign, the premise of Nirman Bhawan is declared as "Tobacco Free Zone". As such smoking and spitting of tobacco in the premise of Nirman Bhawan are prohibited and is a punishable offence. Guidelines for implementation of the "Tobacco Free Zone" policy are at Annexure.

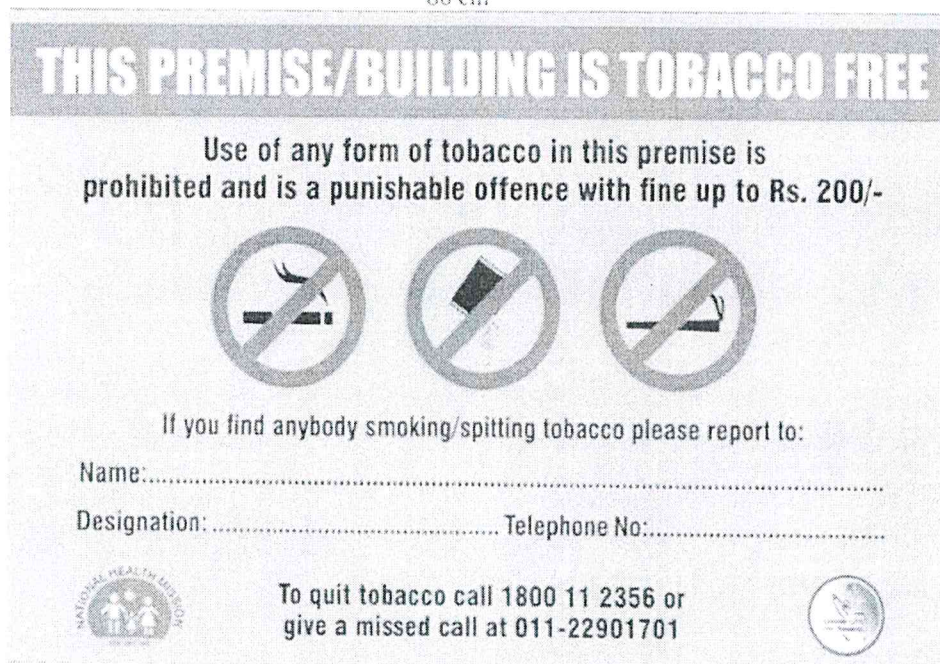

(Arun Kumar Jha)
Economic Adviser

Guidelines for implementation of "Tobacco Free Zone"

1. A board shall be displayed prominently at each entrance of the building, near the lifts and on different wings of each floor, with the following specifications:
 - a) The board shall be of a minimum size of 60 cm X 30 cm.
 - b) The board shall contain the following warning "Use of any form of tobacco in this premise is prohibited and is a punishable offence with fine up to Rs. 200/-" in English or one Indian language, as applicable.
 - c) The board shall display at the bottom the name and other details of the person(s) to whom a complaint may be made for violation.

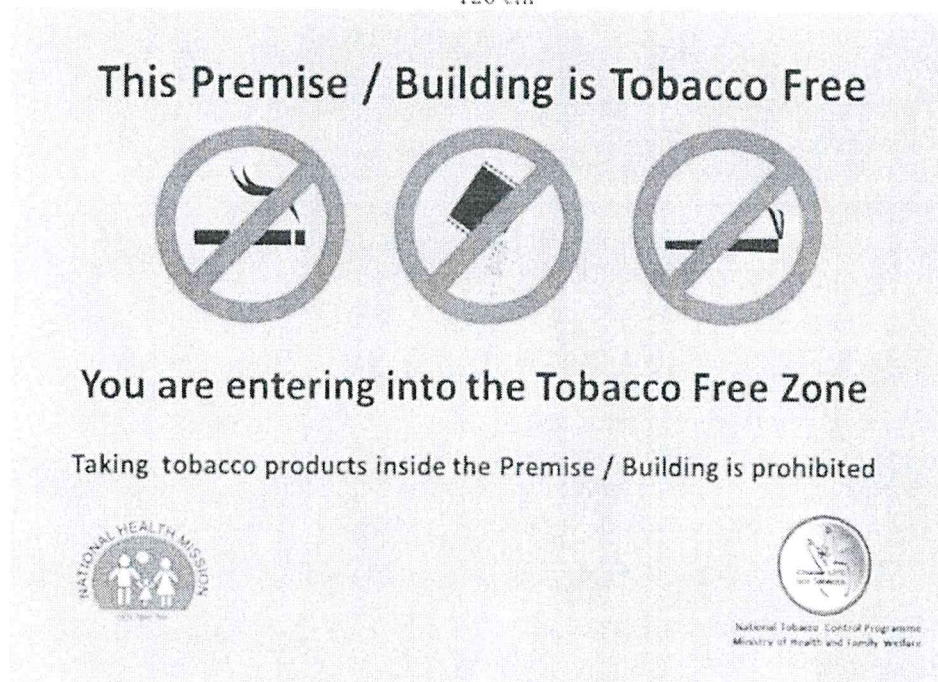
Prototype Board

60 cm



2. Gazetted Officer(s) should be identified to whom complaint about violation(s) can be reported and should be authorized to impose and collect the fine against the violation. A challan/receipt book as in **Annexure-1** should be used for collection of the fine.
3. Fine so collected may be deposited in the head of account of the respective Ministry / Department.
4. Board (Size: 120 cm x 60 cm) as specified below should also be placed at the main entrance of the premise;

120 cm



5. A box should be placed at each entry gate of the building; any person who possesses any tobacco product should put it in the box before entering into the premise.

Annexure-1

Prototype of a receipt

Ministry / Department.....	
.....BHAWAN, NEW DELHI	
RECEIPT	
Receipt No. 851	Date :
Received Rs.(in words).....	
fromS/o.....	
R/o.....	
.....on account of fine.	
For offence committed by him at.....(Name of the Place) under the provisions of the Cigarettes and other tobacco products (prohibition of advertisement and regulation of trade and commerce, production, supply and distribution) Act, 2003 and Circular dated	
Signature of the Offender	Signature of the Authorized Officer

Shri Sanjay Kothari — 3196883
Secretary to the President
Rashtrapati Bhavan, New Delhi – 110004

Dr. I.V. Subba Rao — 3196884
Secretary to the Vice-President
Parliament House, New Delhi – 110001

Shri Nripendra Misra
Principal Secretary to Prime Minister — 3196885
PMO
South Block, New Delhi – 110011

Shri Bhaskar Khulbe
Secretary to the Prime Minister — 3196886
PMO
South Block, New Delhi – 110011

Shri Nripendra Misra — 3196887
Principal Secretary to Prime Minister
Niti Aayog
New Delhi –

Shri Pradeep Kumar Sinha
Cabinet Secretary — 3196880
Cabinet Secretariat, Rashtrapati Bhawan, New Delhi – 110001

Shri Sanjay Agarwal
Secretary — 3196893
Ministry of Agriculture & Farmers Welfare
Room No 115, Krishi Bhawan, New Delhi – 110001

Shri Tarun Shridhar
Secretary — 3196896
Department of Animal Husbandry, Dairying & Fisheries
Room No : 229, Krishi Bhawan, New Delhi – 110001

Dr. Trilochan Mohapatra
Secretary — 3196897
Department of Agricultural Research and Education
Room No 105 KB, Krishi Bhawan, New Delhi – 110001

Shri Kamlesh Nilkanth Vyas

Secretary

Department of Atomic Energy - 3196898

Anushakti Bhavan, Chatrapathi Shivaji Maharaj Marg, Mumbai - 400001

Shri Arun Srivastava

Secretary

- 3196900

Department of Atomic Energy

Anushakti Bhavan, Chatrapathi Shivaji Maharaj Marg, Mumbai - 400001

Shri Vaidya Rajesh Kotecha

Secretary

Ministry of Ayush - 3196901

AYUSH BHAWAN, B Block, GPO Complex, INA, New Delhi - 110023

Ms. Bharathi Sivaswami Sihag

Secretary

- 3196993

Ministry of Chemicals and Fertilizers

A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001

Shri P. Raghavendra Rao

Secretary

- 3196996

Department of Chemicals and Petrochemicals

Room No. 217 A Wing Shastri Bhawan, New Delhi - 110001

Shri Jai Priye Prakash

Secretary

- 3196997

Department of Pharmaceuticals

Room No. 341 A, A Wing, Shastri Bhawan, New Delhi - 110001

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Secretary

- 3196998

Ministry of Civil Aviation

Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110003

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Secretary

- 3196999

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A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001

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Secretary,

- 3197001

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NEW DELHI

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Secretary

- 3197002

Department of Industrial Policy & Promotion

Udyog Bhawan, New Delhi - 110011

Ms. Aruna Sundararajan

Secretary

Ministry of Communications - 3197003

Department of Telecommunications

Room No. 210, Sanchar Bhawan, Rafi Marg, New Delhi - 110001

Shri Anant Narayan Nanda

Secretary

- 3197004

Department of Posts

Dak Bhawan, Sansad Marg, New Delhi - 110001

Shri Avinash K. Srivastava

Secretary

- 3197005

Ministry of Consumer Affairs, Food and Public Distribution

Department of Consumer Affairs

49, Krishi Bhawan, New Delhi - 110001

Shri Ravikant

Secretary

3197006

Department of Food and Public Distribution

Room No. 169, Krishi Bhawan, New Delhi - 110001

Shri Injeti Srinivas

Secretary

- 3197010

Ministry of Corporate Affairs

A-wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi - 110001

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Ministry of Culture - 3197011

502-C Shastri Bhawan, New Delhi - 110001

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Secretary

- 3197014

Department of Defence Finance

139, South Block, New Delhi -

Dr. Ajay Kumar

Secretary

- 3197015

Department of Defence Production

136, South Block, New Delhi -

Smt. Sanjeevanee Kutty

Secretary

- 3197016

Department of Ex-Servicemen Welfare

5-A, South Block, New Delhi -

DR. G. SATHEESH REDDY

Secretary

- 3197018

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New Delhi -

Shri Sanjay Mitra

Secretary

3197019

Department of Defence

101-A, South Block, New Delhi - 110011

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Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110011

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C Wing, 4th floor Paryavaran Bhawan, CGO Complex Lodhi, New Delhi - 110003

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- 3197022

Ministry of Earth Sciences

Mahasagar Bhavan, Block - 12, C.G.O Complex, Lodhi Road, New Delhi - 110003

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Ministry of Electronics and Information Technology
Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110003

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Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003

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South Block, New Delhi - 110011

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South Block, New Delhi - 110011

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South Block, New Delhi - 110011

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South Block, New Delhi - 110011

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South Block, New Delhi - 110011

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Ministry of Finance 3197039
North Block

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Department of Expenditure
North Block, New Delhi - 110001

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Secretary - 3197041
Department of Revenue
128-A/North Block, New Delhi -

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Secretary, - 3197042
Department of Financial Services
New Delhi -

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Secretary - 3197043
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg, New Delhi - 110049

Smt Preeti Sudan
Secretary - 3197044
Ministry of Health & Family Welfare
Nirman Bhawan, C-Wing, New Delhi - 110001

Prof. Balram Bhargava
Secretary - 3197045
Department of Health Research
2nd Floor Red Cross Society Building, 1, Red Cross Road, New Delhi - 110001

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Secretary - 3197046
Department of Heavy Industry
Udyog Bhawan, New Delhi - 110011

Mrs. Seema Bahuguna
Secretary - 3197047
Department of Public Enterprises
Room No. 305, C.G.O. Complex, Block No. 14, Lodi Road, New Delhi

Shri Sailesh

Secretary

- 3197048

Ministry of Home Affairs

Department of Official Languages

Lok Nayak Bhawan, C-Wing, Khan Market, New Delhi - 110003

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Department of Inter State Council Secretariat

Inter-State Council Secretariat, Ministry of Home Affairs, Vigyan Bhawan Annexe, New Delhi - 110011

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Secretary

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Department of Home

North Block, Central Secretariat, New Delhi - 110001

Shri Durga Shanker Mishra

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- 3197053

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Secretary

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124-C, Shastri Bhawan, New Delhi -

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- 3197058

Department of Higher Education

127-C, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi -

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Ministry of Information and Broadcasting

Room No 655, A Wing Shastri Bhawan, New Delhi - 110001

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- 3197060

Ministry of Investment & Public Asset Management

Room No. 407, 4th Floor Block No. 14 CGO Complex, Lodhi Road, New Delhi - 110003

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Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001

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Ministry of Law and Justice
Department of Justice
Shastri Bhawan, A-Wing, Dr. Rajendra Prasad Road, New Delhi - 110001

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Department of Legal Affairs
Room No.207, A-Wing, Shastri Bhawan, , Dr Rajendra Prasad Road, New Delhi - 110001

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Legislative Department
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Udyog Bhawan, Rafi Marg, New Delhi - 110011

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Secretary 3197074
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- 3197 077

Ministry of Panchayati Raj

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001

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Parliament House, Sansad Marg, New Delhi - 110001

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- 3197 080

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514, Sardar Patel Bhavan, Sansad Marg, New Delhi - 110001

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- 3197 082

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A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001

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- 3197 083

Ministry of Power

MINISTRY OF POWER

Rafi Marg, Shram Shakti Bhavan, New Delhi, Delhi 110001

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- 3197 084

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Ministry of Road Transport and Highways

Transport Bhawan, Sansad Marg, New Delhi - 110001

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- 3197 085

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Department of Rural Development (DRD)

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001

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- 3197086

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- 3197087

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- 3197088

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- 3197089

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- 3197090

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- 3197091

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Ms. Nilam Sawhney

Secretary

- 3197092

Ministry of Social Justice & Empowerment

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Smt Sbakuntala Gamlin

Secretary

- 3197094

Department of Disability Affairs

Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi - 110001

Dr. K. Sivan

Secretary

Department of Space

Antariksh Bhavan, New BEL Road,, Bangalore – 560231

Shri K V Eapen

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Ministry of Statistics and Programme Implementation

Sardar Patel Bhawan, Sansad Marg, New Delhi – 110001

Shri Binoy Kumar

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Ministry of Steel

Udyog Bhawan, Dr. Maulana Azad Road, New Delhi – 110011

Shri Raghvendra Singh

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Ministry of Textiles

Udyog Bhawan, Dr Maulana Azad Road, New Delhi – 110011

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Ministry of Tourism

Transport Bhawan, Sansad Marg, New Delhi – 110001

Shri Deepak Khandekar

Secretary

Ministry of Tribal Affairs

Room 738, Shastri Bhawan, A-Wing, New Delhi – 110001

Shri Upendra Prasad Singh

Secretary

Ministry of Water Resources, River Development and Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Shri Rakesh Srivastava

Secretary

Ministry of Women and Child Development

Shastri Bhawan, A - Wing, Dr. Rajendra Prasad Road, New Delhi – 110001

Shri Rahul Prasad Bhatnagar,
Secretary,

- 3197104

Ministry of Youth Affairs and Sports

Department of Sports

C - Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001

Dr. Amarendra Kumar Dubey

Secretary

- 3197105

Department of Youth Affairs

Room No. 1, C-Wing, Shastri Bhawan, New Delhi - 110001

Shri R. K. Verma,

Secretary

Ministry of Railways FTS:-3197267

Rail Bhawan, Rafi Marg,

New Delhi - 110001