

सन २०१७-१८ पासून गट-अ आणि गट-ब (राजपत्रित) संवर्गातील अधिकाऱ्यांचे कार्यमूल्यमापन अहवाल महापार प्रणालीत ऑनलाईन पध्दतीने लिहिण्याकरिता समन्वय अधिकाऱ्यांची नियुक्ती व EMD (Employee Master Data) तयार करणेबाबत.

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन परिपत्रक क्रमांक : सीएफआर-१२१७/ प्र.क्र.१३१/तेरा

मादाम कामा रोड, हुतात्मा राजगुरु चौक,

मंत्रालय, मुंबई- ४०० ०३२

दिनांक : १५ डिसेंबर, २०१७.

वाचा - शासन निर्णय, सामान्य प्रशासन विभाग, क्र. सीएफआर-१२११/ प्र.क्र.२५७/ तेरा, दि. २.२.२०१७.

शासन परिपत्रक :-

महापार (MahaPAR) या ऑनलाईन कार्यमूल्यमापन अहवाल नोंदविण्याच्या प्रणालीत सन २०१७-१८ पासून सर्व गट “अ” आणि गट “ब (राजपत्रित)” संवर्गातील अधिकाऱ्यांचे कार्यमूल्यमापन अहवाल ऑनलाईन पध्दतीने नोंदविण्याचे प्रस्तावित आहे.

२. गट-अ व ब (राजपत्रित) संवर्गातील अधिका-यांसाठी त्यांच्या नावानुसार शासकीय ई-मेल आयडी (@nic.in किंवा @gov.in) असणे आवश्यक आहे. सबब, गट-अ व ब (राजपत्रित) संवर्गातील ज्या अधिका-यांकडे अद्याप शासकीय ई-मेल आयडी (@nic.in किंवा @gov.in) नाही, त्यांनी ई-मेल आयडी तातडीने प्राप्त करून घेणे अनिवार्य आहे.

३. महापार या प्रणालीत कार्यमूल्यमापन अहवाल नोंदविण्यासाठी संबंधित सेवेतील गट- अ व ब (राजपत्रित) अधिका-यांसाठी सोबतच्या **परिशिष्ट “अ”** मध्ये दर्शविल्यानुसार त्या सेवेचे नियंत्रण करणारे सह सचिव / उप सचिव यांना “**समन्वय अधिकारी**” तसेच “**संवर्ग नियंत्रण प्राधिकारी**” (**Cadre Controlling Authority**) म्हणून घोषित करण्यात येत आहे.

४. त्याचप्रमाणे संबंधित सेवेचे नियंत्रण करणाऱ्या सोबतच्या **परिशिष्ट “ब”** मध्ये दर्शविल्यानुसार मंत्रालयातील संबंधित कार्यासनांचे अवर सचिव/ कक्ष अधिकारी यांना **माहिती व्यवस्थापक (EMD Manager)** घोषित करण्यात येत आहे.

५. समन्वय अधिकार्यांवर खालील जबाबदारी सोपविण्यात येत आहे.
- क. **प्राथमिक परिरक्षक** - तीन ते चार अतिरिक्त परिरक्षकांसाठी विभागीय / प्रादेशिक स्तरावर एका **प्राथमिक परिरक्षकांची (Primary Custodian)** नियुक्ती करणे. मंत्रालयीन समन्वय अधिकार्यांनी प्राथमिक परिरक्षकांची नियुक्ती करणे अपेक्षित आहे.
- ख. **ई-मेल आयडी** - समन्वय अधिका-यांशी संबंधित गट-अ व ब (राजपत्रित) संवर्गातील सर्व अधिकार्यांचे नावानुसार शासकीय ई-मेल आयडी प्राप्त करून घेणे. (त्याबाबतची कार्यपध्दती परिशिष्ट “क” येथे दिली आहे)
- ग. **Organization Unit (OU)** - संबंधित सेवेतील गट-अ व ब (राजपत्रित) अधिका-यांचे “कोषागार/उपकोषागार निहाय किंवा कार्यालय निहाय युनिट” [(Organization Unit (OU))] निश्चित करणे. ही कार्यवाही प्राथमिक परिरक्षकांमार्फत करण्यात यावी.
उदा. १) महसूल विभागातील जालना, जिल्हाधिकारी कार्यालय हे OU म्हणून निश्चित करताना Service-MH-Revenue, OU-Jalna Collectorate असे दर्शविण्यात यावे.
२) राज्यकर विभागातील माझगांव-मुंबई येथील कार्यालय हे Service-MH-Sales Tax, OU-Mumbai-Mazgaon असे दर्शविण्यात यावे.
- घ. **अतिरिक्त परिरक्षक** - सदर प्रत्येक OU तील अधिका-यांचे (अधिकार्यांच्या संख्येनुसार) कार्यमूल्यमापन अहवाल तयार करणेसाठी **एका अतिरिक्त परिरक्षकाची (Alternate Custodian)** नियुक्ती करणे. हे अतिरिक्त परिरक्षक सद्यस्थितीत कार्यरत असलेले संस्करण अधिकारी असू शकतील. अतिरिक्त परिरक्षक राजपत्रित अधिकारी असणे आवश्यक आहे. अतिरिक्त परिरक्षकांची नियुक्ती प्राथमिक परिरक्षक करू शकतील.
- ङ. **पार व्यवस्थापक** - अतिरिक्त परिरक्षकाच्या नियंत्रणाखालील एक किंवा अधिक कर्मचाऱ्यांना **पार व्यवस्थापक (PAR Manager)** म्हणून घोषित करणे. ही कार्यवाही संबंधित अतिरिक्त परिरक्षक करू शकतील.
- च. **Employee Master Data** - संबंधित सेवेतील सर्व गट अ व ब (राजपत्रित) अधिका-यांची सोबतच्या **परिशिष्ट “ड”** मधील प्रपत्रात अदयावत माहिती [EMD (Employee Master Data)] अतिरिक्त परिरक्षकांमार्फत तयार करून घेऊन मंत्रालयीन समन्वय अधिकार्यांनी सामान्य प्रशासन विभाग आणि NIC यांना Excel Format मध्ये support-mahapar@nic.in या ई-मेल आयडीवर उपलब्ध करून देणे. EMD मध्ये नमूद करण्यात आलेला मोबाईल क्रमांक, आधार क्रमांकाशी जोडलेला असावा, जेणेकरून महापार प्रणालीमध्ये ई-साईन या सुविधेचा वापर करणे सुलभ होईल.

छ. समन्वय अधिका-यांनी प्राथमिक परिरक्षक, अतिरिक्त परिरक्षक, पार व्यवस्थापक यांची नियुक्ती केल्यानंतर त्याबाबतची माहिती परिशिष्ट “इ” नुसार सामान्य प्रशासन विभाग व NIC यांना support-mahapar@nic.in या ई-मेल आयडीवर उपलब्ध करून दयावी. जेणेकरून त्यांना महापार प्रणालीमध्ये यथायोग्य अधिकार प्रदान करण्याची कार्यवाही करता येईल.

६. महापार प्रणालीमध्ये विविध स्तरावर कार्य करणाऱ्या अधिकाऱ्यांची कर्तव्य व जबाबदाऱ्या याबाबतची परिशिष्ट “ फ ” मध्ये दर्शविण्यात आली आहे.

७. हे शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या वेबसाईटवर उपलब्ध करण्यात आले असून त्याचा संगणक सांकेतांक क्र. २०१७१२१५१६२१११०९०७ असा आहे. हे परिपत्रक डिजिटल स्वाक्षरीने साक्षांकित करून निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(भ. सं.वानखेडे)

उप सचिव, महाराष्ट्र शासन

प्रति,

- १) सर्व मंत्रालयीन विभाग, मंत्रालय, मुंबई-४०० ०३२.
- २) सर्व संबंधित अधिकारी, मंत्रालय, मुंबई-४०० ०३२.
- ३) राज्य माहिती अधिकारी, एनआयसी, ११-वा मजला नवीन प्रशासकीय इमारत, मंत्रालयासमोर, मुंबई-३२
- ४) निवडनस्ती, कार्यासन-१३, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई

शासन परिपत्रक, सामान्य प्रशासन विभाग क्र:सीएफआर-१२१७/प्र.क्र.१३१/१३ दि.१५/१२/२०१७ सोबतचे

परिशिष्ट अ

Service wise Nodal officers-cum-Cadre Controlling Authority

Sr	Dept	Service	Desk	Concerned Joint Secretary/ Deputy Secretary	mail	Ph	Mob
1	AGRICULTURE,ANIMAL HUSBANDARY,DAIRY DEVELOPMENT AND FISHERIES	MH-COMMISSIONERATE DAIRY DEVELOPMENT	Padum-6	Shri A.T.Uike	ashok.uike@nic.in	22026169	986901828
2	AGRICULTURE,ANIMAL HUSBANDARY,DAIRY DEVELOPMENT AND FISHERIES	MH-COMMISSIONERATE OF AGRICULTURE	15-A	Shri S.S.Dhapate	sugriv.dhapate@nic.in	22025176	9967839020
3	AGRICULTURE,ANIMAL HUSBANDARY,DAIRY DEVELOPMENT AND FISHERIES	MH-COMMISSIONERATE OF ANIMAL HUSBANDARY	Padum-1	Shri Ravindra Gurav	ravindra.gurav@nic.in	22027639	8652835960
4	AGRICULTURE,ANIMAL HUSBANDARY,DAIRY DEVELOPMENT AND FISHERIES	MH-COMMISSIONERATE OF FISHERIES	Padum-12	Shri Ravindra Gurav	ravindra.gurav@nic.in	22027639	8652833960
5	CO-OPERATION ,MARKETING AND TEXTILES DEPARTMENT	MH-COMMISSIONER FOR COOPERATION AND REGISTRAR OF COOP	5-Sa	Shri Sudin Gaikwad	sudin.gaikwad@nic.in	22844832	9869100004
6	CO-OPERATION ,MARKETING AND TEXTILES DEPARTMENT	MH-DIRECTORATE OF SERICULTURE	Reshim Kaksha	Shri D.A.Kulkarni	damodhar.kulkarni@nic.in	22831276	9869371921
7	FINANCE	MH- DIRECTORATE OF ACCOUNTS AND TREASURIES	Treasuries-3	Smt S.R.Sheth	shubhangi.sheth@nic.in	22026390	9869072343
8	FINANCE	MH-COMMISSIONERATE OF SALES TAX	Vipra-3	Shri Z.A.Shaikh	Zamir.shaikh@nic.in	22023336	9967910666
9	FINANCE	MH-DIRECTORATE OF INSURANCE	Vimapra	Smt S.R.Sheth	shubhangi.sheth@nic.in	22026390	9869072343
10	FINANCE	MH-DIRECTORATE OF LOCAL FUND AUDIT	Kosha Prasha-2	Smt S.R.Sheth	shubhangi.sheth@nic.in	22026390	9869072343
11	FINANCE	MH-DIRECTORATE OF LOTTERIES	Lottery	Smt Sucheta Mahadik	sucheta.mahadik@nic.in	22814418	9867221414

Sr	Dept	Service	Desk	Concerned Joint Secretary/ Deputy Secretary	mail	Ph	Mob
12	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-CONTROLLER OF LEGAL METROLOGY	CP-3	Shri B.B.Patil	bhaskar.patil61@nic.in	22023183	9619318396
13	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-CONTROLLER OF RATIONING	Napu-15	Shri U.D.Walunj	uddhav.walunj@nic.in	22025355	9867798092
14	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-DIRECTORATE OF CIVIL SUPPLIES (WAREHOUSING AND MOVEMENT)	Napu-12	Shri U.D.Walunj	uddhav.walunj@nic.in	22025355	9867798092
15	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-DIVISIONAL COMMISSIONER (SUPPLY)	Napu-15	Shri U.D.Walunj	uddhav.walunj@nic.in	22025355	9867798092
16	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-FINANCIAL ADVISOR AND DEPUTY SECRETARY	Napu-12	Shri U.D.Walunj	uddhav.walunj@nic.in	22025355	9867798092
17	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-SUPPLY COMMISSIONER	Napu-12	Shri U.D.Walunj	uddhav.walunj@nic.in	22025355	9867798092
18	GENERAL ADMINISTRATION	MH- DIRECTOR GENERAL OF INFORMATION AND PUBLIC RELATIONS	34-A	Shri S.R.Kalaskar	suresh.kalaskar@nic.in	22023901	9619706575
19	GENERAL ADMINISTRATION	MH- GOVERNOR'S SECRETARIAT	20-A	Shri S.K.Jondhale	satish.jondhale@nic.in	22025101	9869114283
20	GENERAL ADMINISTRATION	MH-CONTROLLER OF ACCOMMODATION	23	Shri Somnath Bagul	somnath.bagul@nic.in	22025568	9967113806
21	GENERAL ADMINISTRATION	MH-CONTROLLER OF GOVERNMENT TRANSPORT SERVICE	30	Shri S.K.Jondhale	satish.jondhale@nic.in	22025101	9869114283
22	GENERAL ADMINISTRATION	MH-DIRECTOR SAINIK WELFARE	28	Shri S.M.Khade	suresh.khade@nic.in	22815092	9769720532
23	GENERAL ADMINISTRATION	MH-DIRECTORATE OF AVIATION	28 A	Smt S.S. Agashe	shubhangi.agashe@nic.in	22024946	9869164089
24	GENERAL ADMINISTRATION	MH-DIRECTORATE OF INFORMATION TECHNOLOGY	39	Smt M.D.Pedaneekar	meenal.pednekar@nic.in	22837263	9757146069
25	GENERAL ADMINISTRATION	MH-MANTRALAYA	14	Shri I.M.Kazi	imtiyaz.kazi@gov.in	22024585	9869017186

Sr	Dept	Service	Desk	Concerned Joint Secretary/ Deputy Secretary	mail	Ph	Mob
26	GENERAL ADMINISTRATION	MH-SCIENCE AND TECHNOLOGY CELL	39	Smt M.D.Pednekar	meenal.pednekar@nic.in	22837263	9757146069
27	GENERAL ADMINISTRATION	MH-SPECIAL COMMISSIONER, GOVERNMENT OF MAHARASHTRA, NEW DELHI	20-A	Shri S.K.Jondhale	satish.jondhale@nic.in	22025101	9869114283
28	GENERAL ADMINISTRATION	MH-MINISTER'S STAFF	21	Shri S.N. Bagul	somnath.bagul@nic.in	22025568	9967113806
29	HIGHER AND TECHNICAL EDUCATION	MH-DIRECTOR OF ARTS	Tashi-5	Shri Siddharth Kharat	siddharth.kharat@nic.in	22835597	9930165657
30	HIGHER AND TECHNICAL EDUCATION	MH-DIRECTOR OF HIGHER EDUCATION	Mashi-1	Smt Rohini Bhalekar	rohini.bhalekar@nic.in	22820304	9702985707
31	HIGHER AND TECHNICAL EDUCATION	MH-DIRECTOR OF LIBRARY	Sashi-5	Shri Taraji. M. Takate	taraji.takate@nic.in	22025281	9967435603
32	HIGHER AND TECHNICAL EDUCATION	MH-DIRECTOR OF TECHNICAL EDUCATION	Tashi-1 Tashi-7	Shri Siddharth Kharat	siddharth.kharat@nic.in	22835597	9930165657
33	HOME	MH- CORONER OF MUMBAI	Pol-4	Shri S.J.Sovitkar	sunil.sovitkar@nic.in	22029464	923281453
34	HOME	MH-COMMISSIONER, STATE EXCISE	Exc-1	Shri P.H.Wagde	punam.wagde@nic.in	22027074	9869126854
35	HOME	MH-DIRECTOR GENERAL OF POLICE	Pol-1	Shri kailas Gaikwad	kailas.gaikwad@nic.in	22023933	9892037414
36	HOME	MH-DIRECTOR OF PUBLIC PROSECUTIONS	Pol-10	Shri Kishor Bhalerao	kishor.bhalerao@nic.in	22855925	9022354425
37	HOME	MH-DIRECTOR, FORENSIC LABORATORY AND CA	Pol-4	Shri S.J.Sovitkar	sunil.sovitkar@nic.in	22029464	923281453
38	HOME	MH-DIRECTORATE OF ANTI CORRUPTION BUREAU	Pol-1	Shri kailas Gaikwad	kailas.gaikwad@nic.in	22023933	9892037414
39	HOME	MH-DIRECTORATE OF CIVIL DEFENCE	Spl-8	Shri S.K.Nikam	suryakant.nikam@nic.in	22022754	9004351920
40	HOME	MH-HOME GUARD	Spl-8	Shri S.K.Nikam	suryakant.nikam@nic.in	22022754	9004351920
41	HOME	MH-INSPECTOR GENERAL OF PRISON	Prison-1	Shri J.L.Pawara	jaysing.pawara@nic.in	22028688	9167469827

Sr	Dept	Service	Desk	Concerned Joint Secretary/ Deputy Secretary	mail	Ph	Mob
42	HOME	MH-TRANSPORT COMMISSIONER	Transport-3 Transport-4	Shri Prakash Sabale	prakash.sabale@nic.in	22025356	9867782470
43	HOUSING	MH-HOUSING	Zopni-2	Shri B.G.Pawar	baliram.pawar@nic.in	22041365	9821218341
44	INDUSTRIES,ENERGY AND LABOUR	MH- CHIEF ENGINEER, ELECTRICAL (INSPECTION WING)	Energy-5	Shri B.Y.Manta	bhimshankar.manta@nic.in	22882735	9869504818
45	INDUSTRIES,ENERGY AND LABOUR	MH- COMMISSIONER OF LABOUR	Labour-8	Shri S.M.Sathe	shashank.sathe@nic.in	22026330	9819629167
46	INDUSTRIES,ENERGY AND LABOUR	MH- MAHARASHTRA INSTITUTE OF LABOUR STUDIES	Labour-6	Shri M.R.Karnik	mandar.karnik@nic.in	22810386	
47	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF GEOLOGY & MINING	Industries-9	Shri Sanjay Ingale	sanjay.ingale@nic.in	22026694	9757287050
48	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF INDUSTRIAL SAFTY & HELTH	Labour-1	Shri M.R.Karnik	mandar.karnik@nic.in	22810386	
49	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF INDUSTRIES	Industries-3	Dr. N.K.Bhosale	namdeo.bhosale@nic.in	22824519	
50	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF PRINTING & STATIONREY	Industries-4	Dr. N.K.Bhosale	namdeo.bhosale@nic.in	22824519	
51	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF STEAM BOILERS	Labour-1	Shri M.R.Karnik	mandar.karnik@nic.in	22810386	
52	LAW AND JUDICIARY	MH- ADMINISTRATOR GENERAL AND OFFICIAL TRUSTEE, MUMBAI	Desk-1	Shri Rajendra Sawant	rajendra.sawant@nic.in	22023534	8108190141
53	LAW AND JUDICIARY	MH- GOVERNMENT PLEADER	Desk-6	Shri M.B.Gosavi	madan.gosavi@nic.in	22025334	9323931886
54	LAW AND JUDICIARY	MH- REGISTRAR OF FIRMS	Desk-1	Shri Rajendra Sawant	rajendra.sawant@nic.in	22023534	8108190141
55	LAW AND JUDICIARY	MH-CHARITY COMMISSIONER	Desk-1	Shri Rajendra Sawant	rajendra.sawant@nic.in	22023534	8108190141
56	MARATHI LANGUAGE	MH- DIRECTORATE OF LANGUAGES	Aastha-2	Smt A.A.Gawde	aparna.gawde@nic.in	22027649	9769899857
57	MEDICAL EDUCATION AND DRUGS	MH- DIRECTORATE OF AYURVED	Aayu-1	Shri S.A.Pathan	sajidkhan.pathan@gov.in	22617325	7972521213

Sr	Dept	Service	Desk	Concerned Joint Secretary/ Deputy Secretary	mail	Ph	Mob
58	MEDICAL EDUCATION AND DRUGS	MH- DIRECTORATE OF MEDICAL EDUCATION AND RESEARCH	Vaiseva-1	Shri Sanjay Kamalakar	sanjay.kamalakar@nic.in	22617414	9967967000
59	MEDICAL EDUCATION AND DRUGS	MH- FOOD AND DRUGS ADMINISTRATION	Med-1	Shri Shivaji Patankar	shivaji.patankar@nic.in	22617418	9892183460
60	PLANNING	MH-DIRECTORATE OF ECONOMICS AND STATISTICS	1427	Smt P.S.Mahale	pradnya.mahale@nic.in	22793639	9869133739
61	PUBLIC HEALTH	MH-DIRECTORATE OF HEALTH SERVICES	Seva-1 Seva-2 Seva-3	Shri S.R. More Shri T.M.Kolekar Smt. V.M.Bharose	sanjay.more@nic.in -- varsha.bharose@nic.in	22617388	9869252259 9892283067 9867075615
62	PUBLIC HEALTH	MH-EMPLOYEES STATE INSURANCE SCHEME	Seva-1	Shri S.R. More	sanjay.more@nic.in	22617388	9869252259
63	PUBLIC WORKS	MH- CHIEF ENGINEER (ELECTRICAL)	Aastha 3	Shri A.E.Kulkarni	anil.kulkarni66@nic.in	22029706	97966132666
64	PUBLIC WORKS	MH- PUBLIC WORKS DEPARTMENT	Aastha 3	Shri A.E.Kulkarni	anil.kulkarni66@nic.in	22029706	97966132666
65	PUBLIC WORKS	MH- SUPERINTENDING ENGINEER (DESIGNS CIRCLE)	Aastha 3	Shri A.E.Kulkarni	anil.kulkarni66@nic.in	22029706	97966132666
66	PUBLIC WORKS	MH- SUPERINTENDING ENGINEER (MECHANICAL CIRCLE)	Aastha 3	Shri A.E.Kulkarni	anil.kulkarni66@nic.in	22029706	97966132666
67	REVENUE AND FOREST	MH- INSPECTOR GENERAL OF REGISTRATION	M-1	Shri S.S.Patil		22023445	8879111888
68	REVENUE AND FOREST	MH- SUPERINTENDENT OF STAMPS	M-1	Shri S.S.Patil		22023445	8879111888
69	REVENUE AND FOREST	MH-DIRECTORATE OF RESETTLEMENT OF PROJECT AFFECTED PERSONS	R-1	Shri R.V.Kulkarni	rahul.kulkarni@nic.in	22023312	9967014426
70	REVENUE AND FOREST	MH-DIRECTORATE OF SOCIAL FORESTRY	F- 8	Shri Atul Kode	atul.kode@nic.in	22846651	9892974283
71	REVENUE AND FOREST	MH-FOREST DEPARTMENT	F-8 F-4	Shri Atul Kode	atul.kode@nic.in	22846651	9892974283

Sr	Dept	Service	Desk	Concerned Joint Secretary/ Deputy Secretary	mail	Ph	Mob
72	REVENUE AND FOREST	MH-REVENUE DEPARTMENT	E-1	Shri M.A.Gutte	manik.gutte@nic.in	22850919	9820617156
73	REVENUE AND FOREST	MH-SETTLEMENT COMMISSIONER & DIRECTOR LAND RECORDS	E-6	Shri Santosh Bhogale		22882607	9869282041
74	RURAL DEVELOPMENT	MH-MAHARASHTRA DEVELOPEMENT SERVICES	Aastha-3	Shri Vijay Shinde	vijayd.shinde71@nic.in	22060441	9757131655
75	SCHOOL AND SPORTS	MH-DIRECTOR OF EDUCATION	Prasha- 2	Shri R.P.Ate	ravindra.ate@nic.in	22871497	8652829094
76	SCHOOL AND SPORTS	MH-SPORT & YOUTH SERVICES	Kriuse-2 Kriuse-3	Shri Rajendra Pawar	rajentra.pawar@nic.in	22838315	9967436087
77	SKILL DEVELOPMENT AND ENTREPRENEURSHIP	MH-DIRECTORATE OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP DEPARTMENT	Admin-2	Shri B.D.Mandwe	baban.mandwe@nic.in	22048309	9869253902
78	SKILL DEVELOPMENT AND ENTREPRENEURSHIP	MH-DIRECTORATE OF VOCATIONAL EDUCATION AND TRAINING	Vyashi-1	Shri Sakharam Kharat	sakharam.kharat@nic.in	22040480	9967835790
79	SOCIAL JUSTICE	MH-COMMISSIONER FOR PERSONS WITH DISABILITIES	Aastha-2	Shri.D.L.Sul	dnyandeo.sul@nic.in	22029520	9930293750
80	SOCIAL JUSTICE	MH-DIRECTORATE OF SOCIAL WELFARE	Aastha-2	Shri.D.L.Sul	dnyandeo.sul@nic.in	22029520	9930293750
81	TOURISM AND CULTURAL AFFAIRS	MH- P. L. DESHPANDE MAHARASHTRA KALA ACADEMY	Aastha	Shri B.G.Saidanawaru	b.saidanawaru@nic.in	22025612	8097151500
82	TOURISM AND CULTURAL AFFAIRS	MH-DIRECTORATE OF ARCHEOLOGY & MUSEUM	Aastha	Shri B.G.Saidanawaru	b.saidanawaru@nic.in	22025612	8097151500
83	TOURISM AND CULTURAL AFFAIRS	MH-DIRECTORATE OF ARCHIVES	Aastha	Shri B.G.Saidanawaru	b.saidanawaru@nic.in	22025612	8097151500
84	TOURISM AND CULTURAL AFFAIRS	MH-DIRECTORATE OF CULTURAL AFFAIRS	Aastha	Shri B.G.Saidanawaru	b.saidanawaru@nic.in	22025612	8097151500
85	TOURISM AND CULTURAL AFFAIRS	MH-GAZETTEERS DEPARTMENT	Aastha	Shri B.G.Saidanawaru	b.saidanawaru@nic.in	22025612	8097151500

Sr	Dept	Service	Desk	Concerned Joint Secretary/ Deputy Secretary	mail	Ph	Mob
86	TRIBAL DEVELOPMENT	MH-COMMISSIONER TRIBAL DEVELOPMENT	15	Shri Sunil Patil	sunil.patil@nic.in	22021239	8879123444
87	TRIBAL DEVELOPMENT	MH-TRIBAL RESEARCH AND TRAINING INSTITUTE	15	Shri Sunil Patil	sunil.patil@nic.in	22021239	8879123444
88	URBAN DEVELOPMENT	MH-DIRECTORATE OF TOWN PLANNING & VALUATION	UD-27	Shri Shriram Yadav	shriram.yadhav@nic.in	22794193	8692861969
89	URBAN DEVELOPMENT	MH-MUNICIPAL ADMINISTRATION	UD-14	Shri Sanjay Gokhale	sanjay.gokhale.gov	22794208	9820120178
90	URBAN DEVELOPMENT	MH-STATE FIRE TRAINING CENTER	UD-14	Shri Sanjay Gokhale	sanjay.gokhale.gov	22794208	9820120178
91	VJNT, OBC AND SBC	MH-VJNT,OBC & SBC WELFARE	Aastha-1	Shri B.R.Gavit	baburao.gavit@nic.in	22833642	9702404052
92	WATER RESOURCES	MH-IRRIGATION DEPARTMENT (INCLUSIVE OF C.D.O. AND ALL OTHER REGIONAL CIRCLES)	AA (Class 1)	Shri P.J.Sajanikar	prashant.sajanikar@nic.in	22025192	9967437222
93	WATER SUPPLY AND SANITATION	MH-DIRECTORATE OF GROUNDWATER SURVEYS AND DEVELOPMENT	PaPu-15	Shri Mahesh Sawant	mahesh.sawant60@nic.in	22617373	9987792999
94	WOMEN AND CHILD WELFARE	MH-COMMISSIONER INTEGRATED CHILD DEVELOPMENT SCHEME	DESK-7 A	Shri L.R.Gujar	lalsing.gujar@nic.in	22882092	8108467389
95	WOMEN AND CHILD WELFARE	MH-DIRECTORATE OF WOMEN & CHILD WELFARE	DESK-7	Shri L.R.Gujar	lalsing.gujar@nic.in	22882092	8108467389

शासन परिपत्रक, सामान्य प्रशासन विभाग क्र:सीएफआर-१२१७/प्र.क्र.१३१/१३ दि.१५/१२/२०१७ सोबतचे

परिशिष्ट ब

Service-wise EMD Managers

Sr	Dept	Service	Desk	Concerned Section Officer/ Under Secretary	mail	Ph	Mob
1	AGRICULTURE,ANIMAL HUSBANDARY,DAIRY DEVELOPMENT AND FISHERIES	MH-COMMISSIONERATE DAIRY DEVELOPMENT	Padum-6	Shri Sameer Sawant	sameer.sawant@nic.in	22821374	9833600470
2	AGRICULTURE,ANIMAL HUSBANDARY,DAIRY DEVELOPMENT AND FISHERIES	MH-COMMISSIONERATE OF AGRICULTURE	15-A	Shri A.N.Sakharkar	amol.sakharkar@nic.in	22026547	9920374616
3	AGRICULTURE,ANIMAL HUSBANDARY,DAIRY DEVELOPMENT AND FISHERIES	MH-COMMISSIONERATE OF ANIMAL HUSBANDARY	Padum-1	Shri Vinod Mendhe	vinod.mendhe@nic.in	22845132	9167673896
4	AGRICULTURE,ANIMAL HUSBANDARY,DAIRY DEVELOPMENT AND FISHERIES	MH-COMMISSIONERATE OF FISHERIES	Padum-12	Smt Sanika Karapurkar	sanika.karapurkar@nic.in	22024476	9029248077
5	CO-OPERATION ,MARKETING AND TEXTILES DEPARTMENT	MH-COMMISSIONER FOR COOPERATION AND REGISTRAR OF COOP	5-Sa	Smt M.G.Joshi	manjiri.joshi63@nic.in	22793642	9869973211
6	CO-OPERATION ,MARKETING AND TEXTILES DEPARTMENT	MH-DIRECTORATE OF SERICULTURE	Reshim Kaksha	Shri A.A.Lopis	ashish.lopis@nic.in	22793108	8779644907
7	FINANCE	MH- DIRECTORATE OF ACCOUNTS AND TREASURIES	Treasuries-3	Smt.P.V. Khot	parikshita.khot@nic.in	22793905	7709891217
8	FINANCE	MH-COMMISSIONERATE OF SALES TAX	Vipra-3	Smt A.A.Patavardhan		22839914	9967282102
9	FINANCE	MH-DIRECTORATE OF INSURANCE	Vimapra	Smt Sujata k.Dhande (ASO)	sujata.dhande@nic.in	22829368	9766338194

Sr	Dept	Service	Desk	Concerned Section Officer/ Under Secretary	mail	Ph	Mob
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11	FINANCE	MH-DIRECTORATE OF LOTTERIES	Lottery	Shri Mhaiskar	ashok.mhaiskar@nic.in	22027453	9167370696
12	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-CONTROLLER OF LEGAL METROLOGY	CP-3	Smt S.A.Pote		22793367	9890110729
13	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-CONTROLLER OF RATIONING	Napu-15	Shri N.C.Imade	nagappa.imade@nic.in	22793311	7710025051
14	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-DIRECTORATE OF CIVIL SUPPLIES (WAREHOUSING AND MOVEMENT)	Napu-12	Smt S.R.Shanbhag	savita.shanbhag@nic.in	22793053	9967060728
15	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-DIVISIONAL COMMISSIONER (SUPPLY)	Napu-15	Shri N.C.Imade	nagappa.imade@nic.in	22793311	7710025051
16	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-FINANCIAL ADVISOR AND DEPUTY SECRETARY	Napu-12	Smt S.R.Shanbhag	savita.shanbhag@nic.in	22793053	9967060728
17	FOOD,CIVIL SUPPLIES AND CONSUMER PROTECTION	MH-SUPPLY COMMISSIONER	Napu-12	Smt S.R.Shanbhag	savita.shanbhag@nic.in	22793053	9967060728
18	GENERAL ADMINISTRATION	MH- DIRECTOR GENERAL OF INFORMATION AND PUBLIC RELATIONS	34-A	Smt N.N.Jaitpal		22794008	9869440105
19	GENERAL ADMINISTRATION	MH- GOVERNOR'S SECRETARIAT	20-A	Shri S.G.Gore	shivaji.gore@nic.in	22028707	8108134050
20	GENERAL ADMINISTRATION	MH-CONTROLLER OF ACCOMMODATION	23	Shri Kishor Shikhare	kishor.shikhare@gov.in	22022158	9029079927
21	GENERAL ADMINISTRATION	MH-CONTROLLER OF GOVERNMENT TRANSPORT SERVICE	30	Shri R.G.Gaikwad	rajendra.gaikwad@nic.in	22025361	9867221088
22	GENERAL ADMINISTRATION	MH-DIRECTOR SAINIK WELFARE	28	Smt V.M.Tambe	vaishali.tambe@nic.in	22854302	9987311206
23	GENERAL ADMINISTRATION	MH-DIRECTORATE OF AVIATION	28 A	Shri M.N. Hardas	milind.hardas@nic.in	22794179	9869031822/ 8850924038
24	GENERAL ADMINISTRATION	MH-DIRECTORATE OF INFORMATION TECHNOLOGY	39	Smt S.M.Ghadge	sunita.ghadge@nic.in	22817996	9869854526
25	GENERAL ADMINISTRATION	MH-MANTRALAYA	14	Shri P.S.Shelar	prashant.shelar@nic.in	22793344	9867259399
26	GENERAL ADMINISTRATION	MH-SCIENCE AND TECHNOLOGY CELL	39	Smt S.M.Ghadge	sunita.ghadge@nic.in	22817996	9869854526

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27	GENERAL ADMINISTRATION	MH-SPECIAL COMMISSIONER, GOVERNMENT OF MAHARASHTRA, NEW DELHI	20-A	Shri S.G.Gore	shivaji.gore@nic.in	22028707	8108134050
28	GENERAL ADMINISTRATION	MH-MINISTER'S STAFF	21	Shri Tanji Raghunath Pawar	tanaji.pawar@nic.in	22793347	9611207720
29	HIGHER AND TECHNICAL EDUCATION	MH-DIRECTOR OF ARTS	Tashi-5	Smt Kamini Pilankar	kamini.pilankar@nic.in	22820231	9869484122
30	HIGHER AND TECHNICAL EDUCATION	MH-DIRECTOR OF HIGHER EDUCATION	Mashi-1	Smt M.P.Kini	maneesha.kini@nic.in	22793177	9969925921
31	HIGHER AND TECHNICAL EDUCATION	MH-DIRECTOR OF LIBRARY	Sashi-5	Shri Anil V. Saware	anil.saware@nic.in	22793668	9322528568
32	HIGHER AND TECHNICAL EDUCATION	MH-DIRECTOR OF TECHNICAL EDUCATION	Tashi-1 Tashi-7	Shri Samir dhere Shri Sudhir J. Shetty	samir.dhere@nic.in sudhir.shetty@nic.in	30233444 22793165	9890133360 9869410938
33	HOME	MH- CORONER OF MUMBAI	Pol-4	Shri S.V.Potare	somnath.potare@nic.in	22793863	9833285819
34	HOME	MH-COMMISSIONER, STATE EXCISE	Exc-1	Shri Shivaji Chavan	shivaji.chavan@nic.in	22027074	9172014747
35	HOME	MH-DIRECTOR GENERAL OF POLICE	Pol-1	Shri.Abhijit Khochare	abhijit.khochare@nic.in	22845141	9920146868
36	HOME	MH-DIRECTOR OF PUBLIC PROSECUTIONS	Pol-10	Shri Dinesh Saste	dinesh.saste@nic.in	22793540	9867726199
37	HOME	MH-DIRECTOR, FORENSIC LABORATORY AND CA	Pol-4	Shri S.V.Potare	somnath.potare@nic.in	22793863	9987108232
38	HOME	MH-DIRECTORATE OF ANTI CORRUPTION BUREAU	Pol-1	Shri.Abhijit Khochare	abhijit.khochare@nic.in	22845141	9920146868
39	HOME	MH-DIRECTORATE OF CIVIL DEFENCE	Spl-8	shri K.D.Nikam	kisan.nikam@nic.in	22028166	9969133647
40	HOME	MH-HOME GUARD	Spl-8	shri K.D.Nikam	kisan.nikam@nic.in	22028166	9969133647
41	HOME	MH-INSPECTOR GENERAL OF PRISON	Prison-1	Smt Saguna Thengil	saguna.thengil@nic.in	22025052	9920299362
42	HOME	MH-TRANSPORT COMMISSIONER	Transport-3 Transport-4	Shri Arjun Waghmode	arjun.waghmode@nic.in	22029959	8108334555
43	HOUSING	MH-HOUSING	Zopni-2	Shri P.D.Paighan	pralhad.paighan@nic.in	22793862	9867305384
44	INDUSTRIES,ENERGY AND LABOUR	MH- CHIEF ENGINEER, ELECTRICAL (INSPECTION WING)	Energy-5	Smt U.L.Khopade	urmila.khopade@njic.in	22883416	9819996693

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46	INDUSTRIES,ENERGY AND LABOUR	MH- MAHARASHTRA INSTITUTE OF LABOUR STUDIES	Labour-6	Shri Sudhir Sugaonkar	sudhir.sugaonkar@nic.in	22850019	9869796204
47	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF GEOLOGY & MINING	Industries-9	Shri S.L.Bhoi	suresh.bhoi@nic.in	22872476	9833191288
48	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF INDUSTRIAL SAFTY & HELTH	Labour-1	Shri Satish Bhartiya	Satiskumar.mali@nic.in	22810395	9594026666
49	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF INDUSTRIES	Industries-3	Shri N.J.Dangare	nitin.dangare@nic.in	22820380	9869237931
50	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF PRINTING & STATIONREY	Industries-4	Shri K.P.Patil	k.patil@nic.in	22044212	8693828284
51	INDUSTRIES,ENERGY AND LABOUR	MH-DIRECTORATE OF STEAM BOILERS	Labour-1	Shri Satish Bhartiya	Satiskumar.mali@nic.in	22810395	9594026666
52	LAW AND JUDICIARY	MH- ADMINISTRATOR GENERAL AND OFFICIAL TRUSTEE, MUMBAI	Desk-1	Shri N.K..Kudal	narayan.kudal@nic.in	22794110	9594548248
53	LAW AND JUDICIARY	MH- GOVERNMENT PLEADER	Desk-6	Smt A.A.Parab	anushri.parab@nic.in	22793230	9820376925
54	LAW AND JUDICIARY	MH- REGISTRAR OF FIRMS	Desk-1	Shri N.K.Kudal	narayan.kudal@nic.in	22794110	9594548248
55	LAW AND JUDICIARY	MH-CHARITY COMMISSIONER	Desk-1	Shri N.K.Kudal	narayan.kudal@nic.in	22794110	9594548248
56	MARATHI LANGUAGE	MH- DIRECTORATE OF LANGUAGES	Aastha-2	Shri M.P.Kudtarkar	mangesh.kudtarkar@nic.in	22794169	8879448340
57	MEDICAL EDUCATION AND DRUGS	MH- DIRECTORATE OF AYURVED	Aayu-1	Shri D.A.Ghanvat	so28.fd-mh@nic.in	22617346	9869008452
58	MEDICAL EDUCATION AND DRUGS	MH- DIRECTORATE OF MEDICAL EDUCATION AND RESEARCH	Vaiseva-1	Shri Santosh Deshmukh	santosh.deshmukh@nic.in	22622179	8691000072
59	MEDICAL EDUCATION AND DRUGS	MH- FOOD AND DRUGS ADMINISTRATION	Med-1	Shri Vivek Sapkal	vivek.sapkal@nic.in	22617346	9594016077
60	PLANNING	MH-DIRECTORATE OF ECONOMICS AND STATISTICS	1427	Smt V.N.Jadhav	vanita.jadhav@nic.in	22793872	9870377905

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62	PUBLIC HEALTH	MH-EMPLOYEES STATE INSURANCE SCHEME	Seva-1	Shri A.P.Ahire	ashok.ahire@nic.in	22617647	9867316645
63	PUBLIC WORKS	MH- CHIEF ENGINEER (ELECTRICAL)	Aastha 3	Shri T.D.Saravane	tanaji.saravane@nic.in	22040978	9029026605
64	PUBLIC WORKS	MH- PUBLIC WORKS DEPARTMENT	Aastha 3	Shri T.D.Saravane	tanaji.saravane@nic.in	22040978	9029026605
65	PUBLIC WORKS	MH- SUPERINTENDING ENGINEER (DESIGNS CIRCLE)	Aastha 3	Shri T.D.Saravane	tanaji.saravane@nic.in	22040978	9029026605
66	PUBLIC WORKS	MH- SUPERINTENDING ENGINEER (MECHANICAL CIRCLE)	Aastha 3	Shri T.D.Saravane	tanaji.saravane@nic.in	22040978	9029026605
67	REVENUE AND FOREST	MH- INSPECTOR GENERAL OF REGISTRATION	M-1	Shri A.P.Shingade			9892523128
68	REVENUE AND FOREST	MH- SUPERINTENDENT OF STAMPS	M-1	Shri A.P.Shingade			9892523128
69	REVENUE AND FOREST	MH-DIRECTORATE OF RESETTLEMENT OF PROJECT AFFECTED PERSONS	R-1	Shri S.P.Karwar	shivaji.karwar@nic.in	22023312	9967329558
70	REVENUE AND FOREST	MH-DIRECTORATE OF SOCIAL FORESTRY	F- 8	Shri Anil Dhas	anil.dhas@nic.in	22813623	
71	REVENUE AND FOREST	MH-FOREST DEPARTMENT	F-8 F-4	Shri Anil Dhas	anil.dhas@nic.in	22813623	
72	REVENUE AND FOREST	MH-REVENUE DEPARTMENT	E-2	Shri S.V.Gawde	santosh.gawde@nic.in	22821796	8108999955
73	REVENUE AND FOREST	MH-SETTLEMENT COMMISSSIONER & DIRECTOR LAND RECORDS	E-6	Shri G.S.Kachare	ganpat.kachare@nic.in	22793184	9970814745
74	RURAL DEVELOPMENT	MH-MAHARASHTRA DEVELOPEMENT SERVICES	Aastha-3	Shri A.S.Shendge	ananda.shendge@nic.in	22060442	9594053569
75	SCHOOL AND SPORTS	MH-DIRECTOR OF EDUCATION	Prasha- 2	Shri Santosh Mamadapure	santosh.mamadapure@nic.in	22028418	9987226745
76	SCHOOL AND SPORTS	MH-SPORT & YOUTH SERVICES	Kriuse-2 Kriuse-3	Shri santosh Mamadapure	santosh.mamadapure@nic.in	22821681	9987226745
77	SKILL DEVELOPMENT AND ENTREPRENEURSHIP	MH-DIRECTORATE OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP DEPARTMENT	Admin-2	Smt Sangeeta Shinde	sangeeta.shinde@nic.in	22793967	7208142601

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79	SOCIAL JUSTICE	MH-COMMISSIONER FOR PERSONS WITH DISABILITIES	Aastha-2	Shri V.A.Jaykar		22024459	8828222492
80	SOCIAL JUSTICE	MH-DIRECTORATE OF SOCIAL WELFARE	Aastha-2	Shri V.A.Jaykar		22024459	8828222492
81	TOURISM AND CULTURAL AFFAIRS	MH- P. L. DESHPANDE MAHARASHTRA KALA ACADEMY	Aastha	Smt V.V.Kadam	Vidhya.kadam@nic.in	22025608	9987687672
82	TOURISM AND CULTURAL AFFAIRS	MH-DIRECTORATE OF ARCHEOLOGY & MUSEUM	Aastha	Smt V.V.Kadam	Vidhya.kadam@nic.in	22025608	9987687672
83	TOURISM AND CULTURAL AFFAIRS	MH-DIRECTORATE OF ARCHIVES	Aastha	Smt V.V.Kadam	Vidhya.kadam@nic.in	22025608	9987687672
84	TOURISM AND CULTURAL AFFAIRS	MH-DIRECTORATE OF CULTURAL AFFAIRS	Aastha	Smt V.V.Kadam	Vidhya.kadam@nic.in	22025608	9987687672
85	TOURISM AND CULTURAL AFFAIRS	MH-GAZETTEERS DEPARTMENT	Aastha	Smt V.V.Kadam	Vidhya.kadam@nic.in	22025608	9987687672
86	TRIBAL DEVELOPMENT	MH-COMMISSIONER TRIBAL DEVELOPMENT	15	Shri.G.M.Mainkar	govind.mainkar@nic.in	22048789	9967439252
87	TRIBAL DEVELOPMENT	MH-TRIBAL RESEARCH AND TRAINING INSTITUTE	15	Shri.G.M.Mainkar	govind.mainkar@nic.in	22048789	9967439252
88	URBAN DEVELOPMENT	MH-DIRECTORATE OF TOWN PLANNING & VALUATION	UD-27	Shri Eknath sahane	eknath.sahane@nic.in	22794193	8082601284
89	URBAN DEVELOPMENT	MH-MUNICIPAL ADMINISTRATION	UD-14	Shri Mahesh hanshetti	mahesh.hanshetti@nic.in	22794208	9004575848
90	URBAN DEVELOPMENT	MH-STATE FIRE TRAINING CENTER	UD-14	Shri Mahesh hanshetti	mahesh.hanshetti@nic.in	22794208	9004575848
91	VJNT, OBC AND SBC	MH-VJNT,OBC & SBC WELFARE	Aastha-1	Smt G.A.Pimple	geeta.pimple@nic.in	22820675	9867220576
92	WATER RESOURCES	MH-IRRIGATION DEPARTMENT (INCLUSIVE OF C.D.O. AND ALL OTHER REGIONAL CIRCLES)	AA (Class 1)	Shri S.N.Jadhav	sanjay.jadhav@nic.in	22024150	9867997765
93	WATER SUPPLY AND SANITATION	MH-DIRECTORATE OF GROUNDWATER SURVEYS AND DEVELOPMENT	PaPu-15	Shri Ramesh Mohandule	ramesh.mohandule@nic.in	22621768	9867425817

Sr	Dept	Service	Desk	Concerned Section Officer/ Under Secretary	mail	Ph	Mob
94	WOMEN AND CHILD WELFARE	MH-COMMISSIONER INTEGRATED CHILD DEVELOPMENT SCHEME	DESK-7 A	Shri V.V.Dalvi	vinod.dalvi@nic.in	22794261	9967911092
95	WOMEN AND CHILD WELFARE	MH-DIRECTORATE OF WOMEN & CHILD WELFARE	DESK-7	Smt V.G.Deshmukh	varsha.deshmukh@nic.in	22824966	8888109770

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परिशिष्ट “क”

**Procedure(s) for obtaining @gov.in / @nic.in eMail account
(for MahaPAR - online CR application)**

1. For Bulk eMail IDs for Group A officers

- Go to <http://mail.gov.in>
- Click on “Download Forms”
- Click on “Bulk User Subscription Form”
- Fill Form online and Submit.

Prepare List of Officers as per following Excel format (in .xls file) and send to manoj.sangle@nic.in and support-mahapar@nic.in

(if name based email @nic.in OR @gov.in is allotted already to any employee under any project then do not apply for email id for that employee. As the same email id can be used for MahaPAR)

Sr. No.	First Name	Last Name	Designation	Ministry/ Department	State	Mobile No. (10 Digit Numbers)	Date of Retirement in Format DD-MM-YYYY	Preferred E- mail Id/ Login ID	Date of Birth in Format DD-MM-YYYY
1									
2									

2. For Individual eMail IDs for Group A officers

- Go to <http://mail.gov.in>
- Click on “Download Forms”
- Click on “Single User Subscription Form”
- Fill Form online and Submit the physical form after sign, seal (with date) of Applicant
And sign, seal (with date) of the competent authority.

3. Submit with covering letter request creation of email id(s) addressed to following:

To,

Section Officer (Desk-13),
General Administration Department,
Hutatma Rajguru Chowk,
Madame Cama Road,
Mantralaya annexe, Room.No. 631A,
Mumbai- 400032
Phone : 022-22793826

- Note :
- eMail IDs by name of the officers are required for MahaPAR (post/designation based email ids are not useful for MahaPAR)*
 - eMail ids having extension/suffix other than @nic.in or @gov.in will not be compatible with MahaPAR application.*
 - Mobile no. is required for receiving password of newly created eMail*
 - Field Offices in Districts can contact NIC District Offices in Collectorate for any queries.*

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S. No	Employee code (Sevaarth ID)	Appellation (Shri./Smt/Ms)	Official Name	Gender	Father's / Husband's Name	Date Of Birth (Format DD-MM-YYYY)	nationality	Religion	Aadhar Number	Nic Email ID	Mobile No*	Department Name	Name of Service	Organisation Unit (OU)	Cadre	Designation	Type of Appointment	Appointment Date in the present Cadre (Format DD-MM-YYYY)	Allotment Year (First Appointment)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

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Name of Service -

Name of OU-

Primary Custodian / Alternate Custodian / Mahapar Manager

S. No	Employee code (Sevaarth ID)	Appellation (Shri./Smt/Ms)	Official Name	Gender	Father's / Husband's Name	Date Of Birth (Format DD-MM-YYYY)	nationality	Religion	Aadhar Number	Nic Email ID	Mobile No*	Department Name	Name of Service	Organisation Unit (OU)	Cadre	Designation	Type of Appointment	Appointment Date in the present Cadre (Format DD-MM-YYYY)	Allotment Year (First Appointment)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

* Mobile no. should be linked with Aadhar No. to facilitate eSign in MahaPAR

शासन परिपत्रक, सामान्य प्रशासन विभाग क्र: सीएफआर-१२१७/प्र.क्र.१३१/१३ दि.१५/१२/२०१७ सोबतचे

परिशिष्ट-फ

- १) माहिती व्यवस्थापक (EMD Manager) - माहिती व्यवस्थापकांना महापार प्रणालीत नवीन अधिकाऱ्यांचा समावेश करण्याचे , अधिकाऱ्यांच्या माहितीमध्ये (Employee Master Data) बदल करण्याचे अधिकार असतील. माहिती व्यवस्थापक यांनी pims.eoffice.gov.in या संकेत स्थळावर त्यांचा ई-मेल आयडी व पासवर्डच्या सहाय्याने लॉग इन करणे आवश्यक राहिल. माहिती व्यवस्थापक राज्यस्तरावर आणि आवश्यकतेनुसार विभागीय/प्रादेशिक स्तरावर कार्यरत राहू शकतील.
- २) पार व्यवस्थापक (PAR Manager) - कार्यमूल्यमापन अहवाल तयार करण्यापूर्वी संबंधित अधिकाऱ्यांचा वर्क-फ्लो तयार करण्याची कार्यवाही करणे आवश्यक आहे. वर्क- फ्लो मध्ये संबंधित अधिकाऱ्याचा प्रतिवेदन कालावधी, त्या कालावधीचे प्रतिवेदन अधिकारी, पुनर्विलोकन अधिकारी ही माहिती समाविष्ट आहे. पार व्यवस्थापक गट-क मधील कर्मचारी असू शकतील आणि ते कार्यालयीन स्तरावर कार्यरत राहतील.
- ३) अतिरिक्त परिरक्षक (Alternate Custodian) - अधिकाऱ्यांचा वर्क-फ्लो तयार केल्यानंतर अधिकाऱ्यांचे कार्यमूल्यमापन अहवाल तयार करणे त्यामधील भाग-१ मधील माहिती भरणे आणि त्यांना स्वयंमूल्यनिर्धारणासाठी उपलब्ध करून देणे. कार्यमूल्यमापन अहवालांचे संस्करण करणे. हे अतिरिक्त परिरक्षक सद्यस्थितीत कार्यरत असलेले संस्करण अधिकारी असू शकतील. अतिरिक्त परिरक्षक OU स्तरावर कार्यरत असलेले राजपत्रित अधिकारी असावेत.
- ४) प्राथमिक परिरक्षक (Primary Custodian) - अधिनस्त अतिरिक्त परिरक्षकांच्या OU मधील अधिकाऱ्यांचे कार्यमूल्यमापन अहवाल पाहण्याचे तसेच चुकीचे कार्यमूल्यमापन अहवाल स्वयंमूल्यनिर्धारण होण्यापूर्वी काढून टाकण्याचे अधिकार असतील. सर्वसाधारणपणे हे अधिकारी विभागीय/प्रादेशिक स्तरावर कार्यरत असलेले गट-अ संवर्गातील असावेत.
- ५) संवर्ग नियंत्रण प्राधिकारी (Cadre Controlling Authority) - सेवेतील सर्व अधिकाऱ्यांचे कार्यमूल्यमापन अहवाल पाहण्याचे अधिकार असतील. हे राज्यस्तरावर कार्यरत असतील.
