

# एफसीआई अरावली जिप्सम एण्ड मिनेरल्स इण्डिया लिमिटेड

## FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED

(भारत सरकार का उपक्रम/A GOVT. OF INDIA UNDERTAKING)

प्लॉट नं. 02, वेस्ट पटेल नगर, सर्किट हाऊस रोड, जोधपुर (राजस्थान)

Plot No.2, West Patel Nagar, Circuit House Road, Jodhpur (Raj.)

क्रमांक/Ref. No. फेगमिल-(55)/ 22

दिनांक/ Date 03-04-2026

### कार्यालय आदेश /OFFICE ORDER

सक्षम प्राधिकारी महोदय के निर्देशानुसार, वर्ष 2026-27 से संलग्न विवरण के अनुसार Reporting Structure, Reporting Chart और Major Roles of Department/Section wise तत्काल प्रभाव से किये जाते हैं। सभी अधिकारियों और कर्मचारियों को निर्देशित किया जाता है कि वे इनका पालन करें। यह संरचना कार्यक्षमता और स्पष्ट जवाबदेही (Accountability) सुनिश्चित करने के लिए बनाई गई है। भविष्य में सभी पत्राचार और Reporting इसी विवरण के अनुसार सुनिश्चित की जाए।

यह आदेश दिनांक 01-04-2026 से प्रभावी होगा।

यह सक्षम प्राधिकारी महोदय की स्वीकृति से जारी किया गया है।

**राजेन्द्र**  
(राजेन्द्र सिंह राठौड़)  
महाप्रबंधक

संलग्न

- (1) Reporting Structure
- (2) Reporting Chart
- (3) Major Roles of Department/Section wise

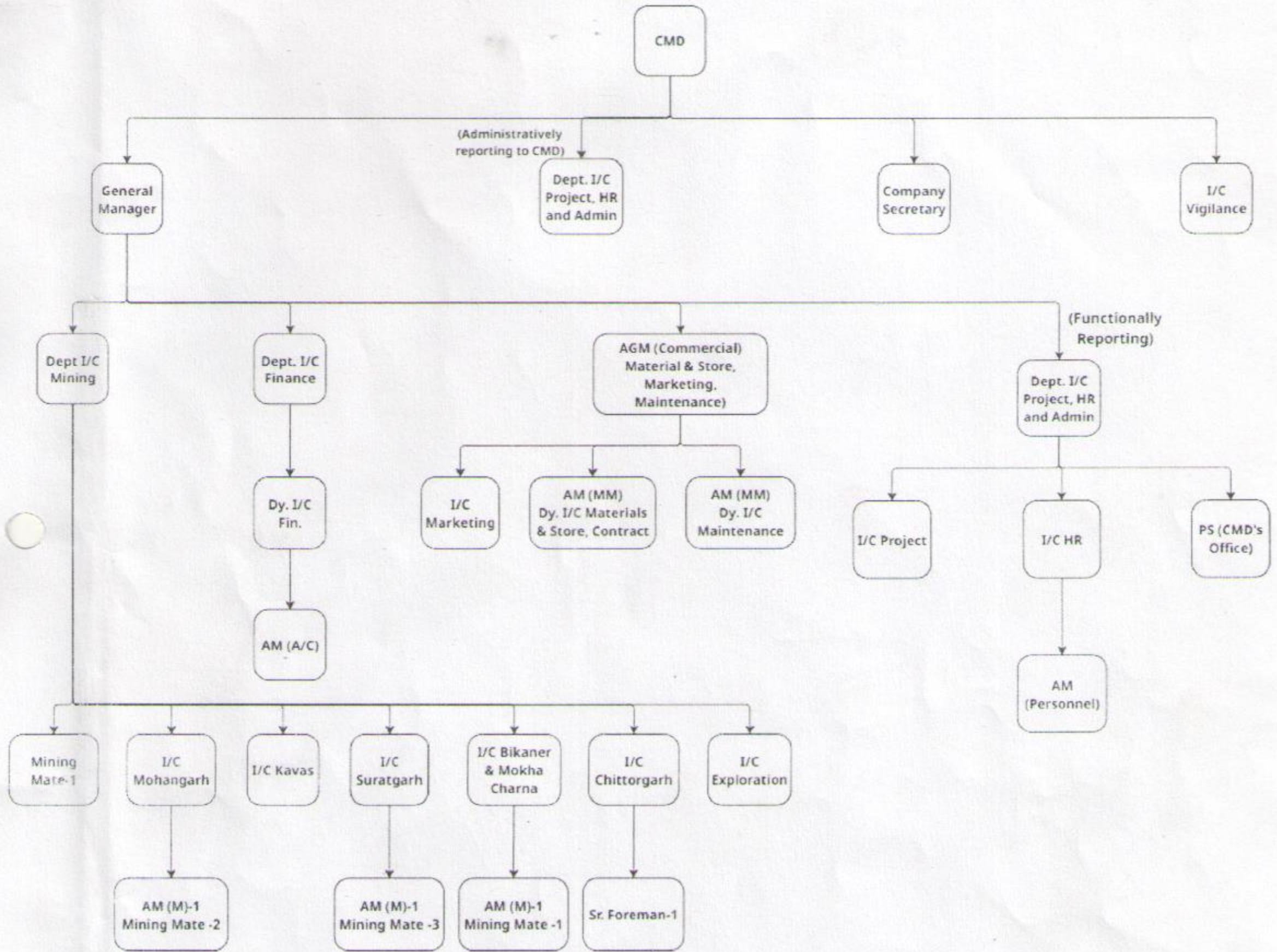
प्रतिलिपि/Copy to :

01. अध्यक्ष एवं प्रबंध निदेशक सचिवालय, जोधपुर।
02. महाप्रबंधक सचिवालय, जोधपुर।
03. सभी संबंधित विभागाध्यक्ष एवं प्रभारी अधिकारी/  
समस्त अनुभागीय अधिकारी, जोधपुर।
04. क्षेत्र प्रबंधक, हमीरा, बीकानेर, सूरतगढ़, कवास।

# FCI Aravali Gypsum and Minerals India Limited (FAGMIL)

## Organizational Structure 2026-27 Onwards

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*[Handwritten signatures]*

**REPORTING CHART 2026-27 ONWARDS**

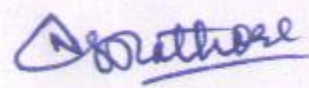
S. NO	CATEGORY	NAME	REPORTING OFFICER	FIRST REVIEWING OFFICER	COUNTERSIGNING AUTHORITY
1	<b>General Manager</b>	Sh. R.S. Rathore	CMD	CMD	CMD
2	<b>DGM (Mining) Dept. I/C Mining</b>	Sh. A.K. Jain	General Manager	CMD	CMD
A	I/c. Mohangarh	Sh. M.S. Parihar	DGM (Mining) Dept. I/C Mining	General Manager	CMD
B	I/c. Bikaner&Mokha Charna	Sh. Bhoj Raj	DGM (Mining) Dept. I/C Mining	General Manager	CMD
C	I/c. Suratgarh	Sh. Sujit Kumar Sinha	DGM (Mining) Dept. I/C Mining	General Manager	CMD
D	I/c. Kavas	Sh. B.L.Naidu	DGM (Mining) Dept. I/C Mining	General Manager	CMD
E	I/c. Chittorgarh	Sh. Ankush Saxena	DGM (Mining) Dept. I/C Mining	General Manager	CMD
F	I/c. Exploration				
3	<b>AGM (M) Dept. I/c Project, HR and Admn.</b>	Sh. Pankaj Kumar	CMD	-	CMD
A	I/c. HR	Smt. Surabhi Saxena	Dept. I/c Project, HR and Admn.	CMD	CMD
B	PS (CMD's)	Smt. Namrata Das	Dept. I/c Project, HR and Admn.	CMD	CMD
4	Company Secretary	Sh. H.P. Kharwal	CMD	CMD	CMD
5	Vigilance	Sh. Margam Srinivasulu	CVO	CMD	CMD
6	SM (Finance) Dept. I/c Finance	Sh. Abhishek Maheshwari	General Manager	CMD	CMD
(i)	Dy. I/c Fin.	Ms. Urvashi Verma	SM (Finance) Dept. I/c Finance	General Manager	CMD
(ii)	Subordinate Staff	Sh Sunny Nagpal	SM (Finance) Dept. I/c Finance	General Manager	CMD
7	<b>AGM (Commercial)</b>	Sh. C.S. Khechi	General Manager	CMD	CMD
(i)	I/c. Marketing	Sh. Dheeraj Kumar	AGM (Commercial)	CMD	CMD
(ii)	Dy. I/c Materials & Store, Contract	Sh. Dinesh Singh	AGM (Commercial)	General Manager	CMD
(iii)	Dy. I/c. Maintenance	Sh. Mukesh Kumar	AGM (Commercial)	General Manager	CMD

*(Signature)*

*(Signature)*

**Major Roles of Department/Section Wise****1. Company Secretary & Internal Audit**

- Reporting to CMD
- All corporate matters & compliance of Companies Act
- Corporate governance
- Board related issues
- Reporting to ministry on general matters
- Internal audit
- Legal issues (LIMBS) and Portal upgradation and maintenance
- Any other responsibilities assigned from time to time



2. Secretary (CMD)

- Routine Activities, MIS, CMD office related all correspondence & activities.

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3. AM (V) -Vigilance Office, FAGMIL

- Reporting to CMD/CVO on all issues
- Compliance of all vigilance issues
- Reporting & investigation as per instruction of CMD & CVO
- Conducting meetings, seminars, awareness drives etc.
- Any other work assigned by CMD/CVO

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**4. AGM(M). Department Head Project Admin and HR Department**

- Reporting to CMD administratively
- Acting as technical assistance to CMD
- Functionally reporting to GM on routine matters
- Overall responsible for all projects & project issues including Solar, Warehouse etc.
- Overall responsible for HR functions
- All Section I/c HR, , I/c Project report to Dept. head.
- Any other assignments related to the activities and assigned from time to time
- Rock Phosphate, Gypsum, Lime Stone and other project related matters
- MOEF related activities
- Co-ordination with Ministry of Mines, Rajasthan and other Government Authorities
- Any other responsibilities assigned from time to time

**A. SM( Personnel). Section Head of HR**

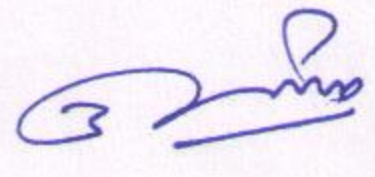
- Routine activities
- CPGRAM
- Labour Code
- ISO
- CSR
- Manpower issues
- Attendance
- Security
- Vehicles Control & Monitoring
- CPIO RTI
- General Section
- Hindi Pakhwada and SwachataPakhwada
- Misc. celebrations as directed by the Government/DoF.
- Rajbhasha
- All HR related statutory requirements
- Any other assignments as directed from time to time

N. S. Mathore

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5. **SM(F) Department Head of Finance**

- Routine financial activities
- Budgeting, planning, approval of same
- Reduction of Loss and Profit Maximization
- Availability of fund and liquidity asset
- Financial Management
- Clearance of Proposal
- Financial Appraisal
- Regular financial Planning (Maintain and Compare)
- Financial reporting & cost-benefit analysis of capex and other proposals
- Compliance of Audit para and audit clarifications
- Timely finance activities etc.
- Surplus Fund and Investigation
- MoU
- Asset register up-dation, verification, writ off and disposal related activities
- Daily, monthly, annual financial reporting and presentation of status for different Authorities
- Any other assignments as directed from time to time

Agathose 

6. **AGM(Commercial) Department Head of Material and Maintenance, Sales & Store**

- All purchase related activities
- Overall responsible for sales functions
- GeM Compliance
- Store including Asset Verification
- All maintenance related activities of Jodhpur office and Vivek Vihar Office
- Computers and Maintenance of equipment
- Building, Civil and electrification related works proposal to execution
- Miscellaneous Works proposal to execution
- Contract Management
- Replies and Escalation of the supply risk
- Daily Imprest report to CMD on monthly basis
- Guest House Imprestreport for the expenditure on monthly basis to CMD
- Solar power work of 2.52 MW till contract is signed
- Proposal for writ off and disposal
- Capex related issues of each area
- Vehicle/equipment maintenance
- Any other activities assigned from time to time

A. **SM(Mkt.) Section Head of Sales/Marketing**

- Reporting to Dept. Head.
- All routine sales function
- Sales/Marketing manual related issues and activities
- Regular feedback and report to CMD
- Supervision, Liaisoning, Analysis, Arrangement of all sales related activities
- ROM and Screening of Gypsum contract related work
- Dead rent related work
- Mining Contractor Bills and Transportation Bills
- Monthly Production and Dispatch related work
- Agricultural Gypsum related all activities
- Trading related all activities
- Rack Transportation related all activities
- Market study and establishing of all future production, sales planning and all related activities
- Any other assignments as directed from time to time

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## 7. DGM(Mining) Department Head of Mining

- All mining related activities
- Overall responsible for exploration
- Compliance and Safety
- Production budget and assurance
- Monitoring and action taken of all the production/mines/minerals supply related activities
- Transparency Officer RTI
- Mining Section i.e. Production, Survey, Lease Matters, Environment Clearance, Mine Plan, IBM, DGMS, Statutory returns of all running mines/permit etc.
- SSP & SSP land related all jobs
- Maintenance of Stock including stock verification
- Plantation related work
- Production and Mining related DO report
- Royalty DMFT and RSMET related work
- Capex related issues of each area
- All report generation, data collection and suggestion for improvement
- Meet the product target with planning, Co-ordination, monitoring and suitable implementation of scheme
- Any other assignments as directed from time to time

### A. SM(M) Section Head of Exploration

- Routine activities
- Monitoring, Planning and Budgeting related activities
- Financial Commitment
- Technical Support
- Arrangement of manpower related to the exploration
- Diversification
- Assisting New Projects i.e. Gypsum, Limestone, Rock Phosphate and other Minerals, Solar, Warehouse etc.
- Exploration Division
- Laboratory Section
- Contract, discharge, exploration and their possibility
- Generation of Revenue by external testing
- New avenue creation for exploration
- Co-ordination with NMFT and other organization
- Capex related issues of each area
- Any other assignments as directed from time to time

\* All Department head to finalize the distribution of work to their other subordinates after discussion with GM approved by CMD.

