

No. ADMIN/37/2025-P-II / E- 267221
Government of India
Ministry of Environment, Forest and Climate Change
(P.II Section)

Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi-110003

Dated: 27th May, 2025

OFFICE MEMORANDUM

Subject: Assignment of Responsibilities for World Environment Day 2025 – reg.

It has been decided that a one-day World Environment Day, 2025 event will be organized at Bharat Mandapam, New Delhi on 5th June, 2025. In the context, the undersigned is directed to depute following Officers / Officials of this Ministry for the purposes/responsibilities mentioned below:

S. No.	Purpose	Supervising Officer (Sh./Ms.) /Sub-Teams	Officials Deputed (Sh./Ms./Dr.)	Responsibilities
1.	Venue Management, Dais Management, Seating Arrangement & IT arrangement	Team Leader - Aravind Kumar Agarwal, Director		
		Venue Management	1. Shweta Kumar, Director, 2. Sangeeta Mahala, AIG 3. Adhiraju Bhardwaj, Sc. 'D' 4. Sangeeta Bhatt, US 5. Vidyasagar Jha, RO 6. Sarvesh Narwal, ASO	<ul style="list-style-type: none">• Conduct physical inspection of venue• Ensure cleanliness of the venue• Ensure venue accessibility & safety• Allocation of space for help desks and registration.• Ensure signage at appropriate places.• Overall management of the halls, Auditorium etc. at Bharat Mandapam.• To ensure systematic exit of the participants for the high tea/lunch.• Provision of medical aid.
		Dais Management	1. Suveena Thakur, AIG 2. R S Bora, DS	<ul style="list-style-type: none">• Compering.• Podium Management.• Lighting of the lamp.

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			3. Rajesh P Rastogi, Sc. 'D' 4. Subhangi J., US 5. Naveen Kumar, US	<ul style="list-style-type: none"> • Backdrop banners/signage. • Dais arrangement. • Name plates. • Presentation of Bouquets/saplings to dignitaries. • Coordination with videographer/photographer • Allocation of duties to Ushers.
		Seating Arrangement	1. Shobhita Agarwal, AIG, SO 2. Deepali Goel, SO 3. T. K. Singh, SO 4. Archa, SO 5. Pamposh Mohan Koul, TO 6. Rakesh Kumar, TO 7. Jayant Kumar, RA 8. Sourabh, Consultant	<ul style="list-style-type: none"> • Reservation of rows for VIPs. • Preparation of seating plan. • To attend VIPs at lounge. • To ensure seating arrangement for senior Officers and other participants. • To ensure proper seating arrangement in the overflow room.
		IT arrangement	1. Annadurai, Consultant 2. Pawan, Consultant 3. Pranjay, Consultant 4. Shweta Babbar, Consultant	<ul style="list-style-type: none"> • Coordinate with AV team for installation and testing of microphones, speakers, projectors, and screens
2	Invitation, Registration & Protocol	Team Leader - Amardeep Raju, Sc. 'E'		
		Invitation/ Protocol	1. Sandeepan B.S., Sc. 'C' 2. Vinod Kumar, ACF	<ul style="list-style-type: none"> • Confirmation of participation of dignitaries.

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			3. Saraswati, Sci 'B' 4. Narendra Kr. Mishra, SO 5. Kunal Kumar, SO 6. Karthik M. L. , TO 7. Shrawan Kumar, TO 8. Manish Kumar, ASO 9. Prabhat Kumar, ASO 10. Pooja Devi, ASO 11. Vinay Rana, ASO 12. Vishal, ASO 13. Abhinav Kumar, ASO 14. Amit Kumar Bagaria, ASO 15. Rajat Kumar, ASO	<ul style="list-style-type: none"> • Coordination with their offices for issue of passes. • To coordinate with dignitaries for their arrival, receiving and welcoming at the event. • To oversee the smooth arrangement of the dignitaries throughout the event. • Distributions of Entry Passes. • Verification of participants at entry gates (s) for smooth entry. • Ensure Entry of VIPs from the designated gate • Distribution of Badges etc. at Reception Desk • Setting up of counters for Registration. • Sharing of contact & vehicle details of drivers/vehicles of VIPs for smooth entry with ITPO. • Receiving of guests at alighting, permit & escorting to venue & back. • Coordination for entry at the venue and ensuring smooth entry to the participants/media as per the verified list.
		Registration	1. Preeti Singh, Sci 'D' 2. Ragavan P, Sc. 'C' 3. Anchal Jain, AD 4. Ramesh Anguluri, RO 5. Bhawana Kapkoti Negi, TO 6. Prashant Singh Digari, ASO	
		Protocol	1. Prem Prakash Maurya, US	

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			2. Ramjee Verma, SO 3. Shailendra Yadav, SO 4. Tarun Verma, SO 5. Apoorva Kumar, SO 6. Saurabh Kumar Maurya, SO 7. Vijay Kumar Bhatt, SO 8. Pankaj Ahlawat, SO 9. Rajesh Kumar, ACF 10. Jitesh Kumar, ACF 11. Rahul Bhatia, RA 12. Ritin Raj, RA 13. Pramod, RA 14. Dattatray Bibhushan Sere, RI 15. Aditya Bhuyan, Consultant	
3	Transport	Achuta Nanad Shukla, Sc. 'E'	1. Sunil Sharma, Joint Director 2. Ajay Raghav, Sc. 'E' 3. Sanjay Kumar Chauhan, AIGF 4. Nagaraju Siddabathula, Sc. 'C' 5. Naresh Kumar, ACF 6. V. P. Rajvedi, US	<ul style="list-style-type: none"> • To ensure timely arrival/ departure of buses. • To address any transportation-related issues or concerns that may arise at any point of time. • To ensure smooth parking facility. • To coordinate with the traffic police for smooth movement of buses/vehicles. • Coordination with each bus coordinator.

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			7. Manoj Kumar Khandelwal, ACF 8. Ritesh Yadav, TO 9. Mohd. Shavez, SO 10. Shiv Kumar Rana, SO 11. Rakesh Kumar Sethi, SO.	<ul style="list-style-type: none"> To keep record of persons sitting in the buses To depute coordinator for each bus Sharing of contact details of Drivers & vehicle no. with ITPO Route Management.
4	Accommodation	Sonu Singh, Sc.'E'	1. S. Sunder, AIG, 2. Suneet Bhardwaj, AIG 3. Mahendra Phulwaria, Sc. 'D' 4. Krishnendu Mondal, Sc.'D' 5. Vikash Chandra Gupta, US 6. Prashant Kumar Singh, SO 7. Arpit Gupta, SO 8. Vineet Kumar Mall, RO 9. Komal, RA	<ul style="list-style-type: none"> Obtain the final list of guests requiring accommodation (VIPs, speakers, delegates, performers, etc.) Categorize guests based on protocol level for appropriate accommodation arrangements. To ensure timely departure of buses from Hotel to venue & back. To ensure smooth check in/ check out of guests. To ensure timely transport for the guests for the event.
5	Media Publications &	Debabrata Das, DS	1. Munna Kumar Shah, Scientist 'E' 2. S.S.Meena, US,	<ul style="list-style-type: none"> Invitation to media. Issue of passes to Media team. Venue for Media Interaction of HMEFCC

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			3. Vipin, SO, 4. Anil Yadav, SO 5. Taranjeet Singh, SO 6. Avinash, ASO 7. Alok Baral, ASO 8. Saurabh Chaudhary, ASO 9. Gaurav Kumar, ASO (Batch 2024) 10. Samar D Mello, RA; 11. Social Media Team: Deepak Sachdeva	<ul style="list-style-type: none"> • Preparation of Event Brochure. • Publicity. • Updation of MoEFCC Website. • Press Release/Press Note • Social Media creatives and posting. • Banner/Standee Preparation. • Photography of all sessions. • Refreshment/kits for Media. • Permission for entry of Press with equipment.
6	Food	Ruchika Drail, DS	1. Vikram Singh, DS, 2. Prasoon Tripathi, US 3. Satya Prakash, US 4. Sumit Kaur, DD 5. Kanchan Puri, Sc. B, 6. Narayana Mallia, AD, 7. Mahfuza Mansoori, SO 8. Lokesh, SO 9. Sandeep Kumar, SO 10. Inka Goel, TO 11. C. Sashi Kumar, TO	<ul style="list-style-type: none"> • Finalization of the menu for two tea breaks and lunch • Ensuring quality of Food • Provision of water outside the halls and the gate • Provision of sufficient number of service counters considering the number of participants • Ensuring availability and service of food/beverages at scheduled times • Service of tea/snacks/lunch at the VIP lounge • Ensuring requisite announcements for tea/lunch breaks by the MC

C. No.	Purpose	Supervising Officer (Sh./Ms.) /Sub-Teams	Officials Deputed (Sh./Ms./Dr.)	Responsibilities
			12. Gaurav Kumar (Batch 2022) , ASO	<ul style="list-style-type: none"> • Signage pointing towards service counters • Crowd management at the service counters
7	Coordination with Schools/ Colleges/ Universities	Naaz Rizvi, Director	<ol style="list-style-type: none"> 1. C. R. Magesh, Sc.'D' 2. S. Prabhu, Sc. 'D' 3. Abhimanyu Kumar Sharma, SO 4. Amarnath kumar, SO 5. Vivek, ASO 6. Sunil Sah, ASO 7. Md. Junaaid Alam, ASO 8. Yogender Kumar, ASO 9. Ashok Kumar, ASO 10. Pankaj Kumar Jha, ASO 11. Gaurav Gupta, ASO 12. Pankaj, ASO 13. Sunil Kumar, ASO, 14. Ponnuru Kanaka Teja, RA 15. Princy Joon, RA 16. Jagdish Chand, SSA 17. Satish Kumar, JSA 18. Vipin Kumar, JSA 	<ul style="list-style-type: none"> • Identify and reach out to schools, colleges, and universities for participation. • Send formal invitations and information packs including event schedule and theme. • Maintain a database of confirmed institutions and number of participants. • Ensure one Coordinator for each bus for to & from journey • Bus Coordinator to keep record of student in each bus.

2. Overall coordination and Logistics will be overseen by JS(SM) and JS(NKS).

3. All the deputed Officials are directed to report to supervising Officer concerned for further directions and assignments.

4. Respective teams will be responsible for the work assigned. The additional work can be added as and when required, as per the requirement and directions of senior officers.

5. This issues with the approval of the Competent Authority.

Mridha
27/05/2025
(Chiranjib Mridha)

Under Secretary to the Government of India

Distributions :

1. All the Officials Concerned.
2. PSO to Secretary, EF&CC
3. PSO to DGF&SS, EF&CC;
4. PPS to AS(Admn.);
5. PPS to JS (Admin)/PPS to JS(NKS);
6. O/o all Additional Secretaries/Sr. E.A./Joint Secretaries / Sci 'G'/ IGF;.
7. O/o DS(P.II);
8. Guard File.
9. Consultant (IT) with request to circulate through MoEFCC's official whatsapp group and E-office.