

No. A-65011/65/2004-P.II(Pt.)
Government of India
Ministry of Environment, Forest and Climate Change

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

Dated: 12th February, 2016

OFFICE ORDER

Consequent upon relieving of Shri Sanjiv Kumar, IAS(KN:1986), Joint Secretary w.e.f. 12th February, 2016(AN), the following items of work are entrusted to Shri Ravi Shankar Prasad, Joint Secretary, in addition to his current duties until further orders:

- Administration (including General Administration)
- Citizen Charter
- RFD
- Protocol
- Right to Information
- E-Governance/Information Technology
- Media Cell
- Internal Work Study Unit(IWSU)
- General Coordination(GC)
- Parliament,
- Official Language (Hindi)
- Green India Mission
- Desertification including United Nations Convention to Combat Desertification (UNCCD)
- NMNH

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


(M.K. Rai)

Under Secretary (P-II)

Distribution:-

- (i) Shri Ravi Shankar Prasad, Joint Secretary, MoEF&CC
- (ii) PS to Minister of State (I/C) for EF&CC.
- (iii) PPS to Secretary (EF&CC)/ PPS to DGF&SS / PPS to SS(HKP)/ PPS to SS(SK)
- (iv) AS(MMK)/ AS&FA/ Sr. Adviser/ ADG(WL)/ ADG(FC)/ ADG(PT)
- (v) JS(AS)/ JS(AKM)/ JS(MKS)/ JS(BS)/ Statistical Advisor/All Scientists 'G'/ All IGFs/ CE(CCU)
- (vi) All Officers of the level of DS/Director
- (vii) Consultant (IT) for updation on website.
- (viii) GA /GC /Parliament /P.I /P.III /IWSU /RTI/ Protocol /Reception Officer /Information & Facilitation Counter, MoEF&CC
- (ix) Service Book/ Personal File/ Guard File/ Spare Copies.