

No. A-65011/22/2016-P.II
Government of India
Ministry of Environment, Forest and Climate Change

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

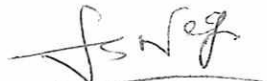
Dated: 16th August, 2016.

OFFICE ORDER

Subject: Assigning the work to Assistant Secretaries.

The Assistant Secretaries are assigned the following work:-

Sl. No.	Name of the Assistant Secretaries	Work assigned
1.	Ms. Vishwasree B.	User Registration of all employees including outsourced.
2.	Mr. Ravinder Singh	Central Registry – devising a module for Central Registry and to assess hardware requirements for office of all Divisional Heads and above, including Central Registry.
3.	Ms. Nancy Sahay	e-file and Channel of Submission.
4.	Mr. Ajay Dahiya	Implementation of KMS and e-leave.


(S.S. Negi)

Under Secretary to the Govt. of India

Distribution:-

- (1) All Assistant Secretaries, MoEF&CC
- (2) PS to JS (Admn.)/ PA to DS(Admn.)
- (3) Deputy Secretary (IT), MoEF&CC
- (4) Department of Personnel & Training [Shri Sudhir Kumar, Director(AIS)],
North Block, New Delhi - 110 001.

Just in case

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Coord IT