

Dated: 4<sup>th</sup> July, 2016

**OFFICE ORDER**

In modification of extant work allocation Orders, the items of work among the following Joint Secretaries are assigned in addition to their existing responsibilities as hereunder:-

S.No.	Name, Designation	Items of Work	Reporting to
1.	Shri Anil Sant, Joint Secretary	General Coordination (including public grievances), Internal Work Study Unit, Parliament, Official Language Right to Information, RFD, implementation of GOS action plans, Nodal Officer of Ease of Doing Business, Citizen's Charter, NGO Cell	AS(AP)
2.	Shri Gyanesh Bharti, Joint Secretary	Bio-safety, Cartagena Protocol on Bio-safety and GEAC	AS(AP)

- In addition to above, the entry "CRZ including cases requiring only CRZ clearance" in the work allocation of Shri Bishwanath Sinha, Joint Secretary is substituted and is to be read as "CRZ Notification, 2011 including CRZ approvals in all IA Sectors".
- This has the approval of Competent Authority.



(Samit Dattagupta)

Under Secretary to the Govt. of India

**Distribution:-**

- Officers concerned
- PS to Minister of State (I/C) for EF&CC
- PPS to Secretary/ PPS to DGF&SS
- ADG(WL)/ ADG(FC)/ ADG(PT)
- JS(AKM)/ JS(MKS)/ JS(AS)/ JS(RSP)/ JS(BS)/ JS(GB)/ Statistical Adviser/ Economic Adviser/ All Scientists 'G'
- All officers of the level of DS/Director
- Consultant (IT) for updation on website.
- NRCD/ NAEB/ CCU/ Vigilance Cell/ Parliament/ Protocol/ RTI Cell/ Cash/ IWSU/ RFD/ IFC/ P.I/ P.III
- Guard File/Spare Copies/ personal file of the Officers concerned