

Dated: 7<sup>th</sup> October, 2016.

**OFFICE ORDER**


The work allocation among the Senior Officers in the Ministry of Environment, Forest and Climate Change is revised with immediate effect, as under:-

S. No.	Name, Designation	Items of Work
1.	Sh. Anil Sant, Joint Secretary	<ul style="list-style-type: none"><li>➤ General Coordination including public grievances</li><li>➤ Internal Work Study Unit,</li><li>➤ Parliament,</li><li>➤ Official Language</li><li>➤ Right to Information,</li><li>➤ Result Framework Document (RFD)</li><li>➤ Implementation of GOS action plans,</li><li>➤ Nodal Officer of Ease of Doing Business,</li><li>➤ Citizen's Charter,</li><li>➤ NGO Cell</li><li>➤ Forest Establishment(FE)</li></ul>
2.	Shri Manoj Kumar Singh, Joint Secretary	<ul style="list-style-type: none"><li>➤ Impact Assessment Division – Policy, Industry, and Infrastructure</li><li>➤ Ozone Cell &amp; Montreal Protocol</li><li>➤ All Policy related files/decisions/ Communications to other Ministries, PMO &amp; Cabinet Secretariat to be routed through or sent to JS(MKS) including Goa Mining),</li><li>➤ Follow up action on Shah Commission's work</li></ul>
3.	Shri Arun Kumar Mehta, Joint Secretary	<ul style="list-style-type: none"><li>➤ Chief Vigilance Officer (CVO)</li><li>➤ Society of Integrated Coastal Management (SICOM)</li><li>➤ Coastal Regulation Zone (CRZ) Notifications, 2011 including CRZ approvals in all IA Sectors</li><li>➤ National Green Tribunal</li><li>➤ Environment Policy and Law, Legal Cell</li><li>➤ Work allocation to Government Counsels supervising/ monitoring of cases.</li></ul>
4.	Shri Ravi Shankar Prasad, Joint Secretary	<ul style="list-style-type: none"><li>➤ Climate Change</li><li>➤ Desertification including United Nations Convention to Combat Desertification (UNCCD)</li><li>➤ Green India Mission</li><li>➤ Animal Welfare</li></ul>
5.	Shri Bishwanath Sinha, Joint Secretary	<ul style="list-style-type: none"><li>➤ Hazardous Substances Management Division</li><li>➤ International Cooperation and Sustainable Development</li><li>➤ Global Environment Facility (GEF)</li><li>➤ International Union for Conservation of Nature (IUCN)</li><li>➤ Winding up of the work Conference of Parties (CoP-11) to Convention on Biological Diversity (CBD)</li></ul>

6.	Shri Gyanesh Bharti, Joint Secretary	<ul style="list-style-type: none"> <li>➤ Impact Assessment Division - River Valley &amp; Thermal Power</li> <li>➤ Coal Mining and Non-Coal Mining sectors of Impact Assessment Division</li> <li>➤ Bio-safety, Cartagena Protocol on Bio-safety and Genetic Engineering Approval Committee (GEAC)</li> <li>➤ Administration (including General Administration)</li> <li>➤ Protocol</li> <li>➤ E-Governance/Information Technology</li> <li>➤ Media Cell</li> </ul>
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2. During the Training period of Shri A.K. Mehta, JS, files relating to his division will be put up directly to the AS concerned by the Directors.

3. This has the approval of the Competent Authority.

  
 (Anil Sant)

Joint Secretary, MoEF&CC

Distribution:-

1. All Officers concerned.
2. PS to MoS(I/C) for EF&CC
3. PPS to Secretary (EF&CC)/ PPS to DGF&SS/ PPS to Special Secretary (RRR)
4. AS (MMK)/ AS(AP)/ AS&FA/ ADG(WL)/ ADG(FC)/ ADG(PT)/SA(AS)
5. All IGs/ All Scientist 'G'/ Statistical Adviser/ Economic Advisor/ CE(CCU)/ CCA
6. All the Officers of DS/Director level
7. Consultant (IT) for updation on website.
8. NAEB/NRCD/ P.I/ P.III/ GC/ GA/ Parliament/ Protocol/ RTI Cell/ Vigilance Cell/ IWSU/IFC.
9. Guard File/Spare Copies/ Personal File.