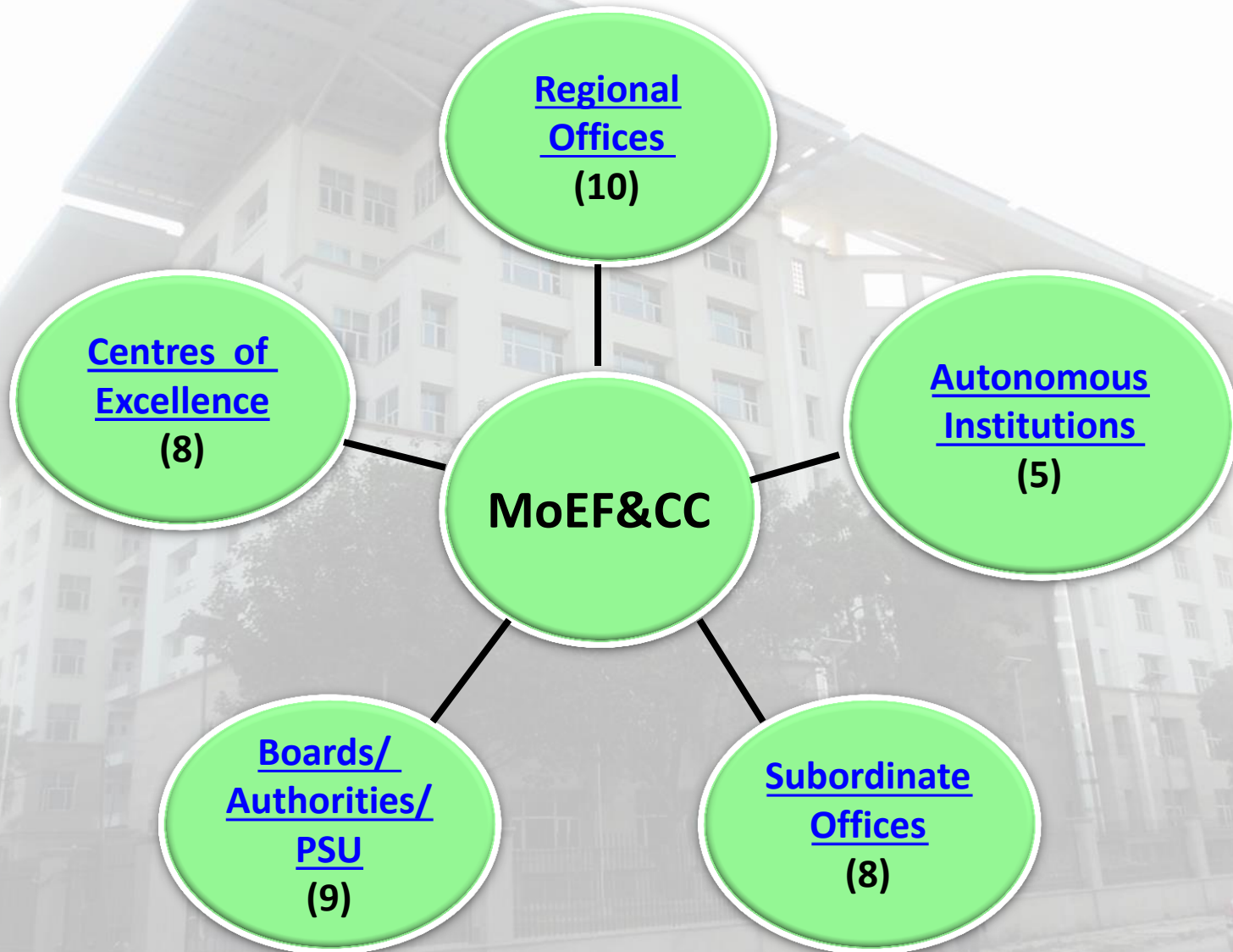


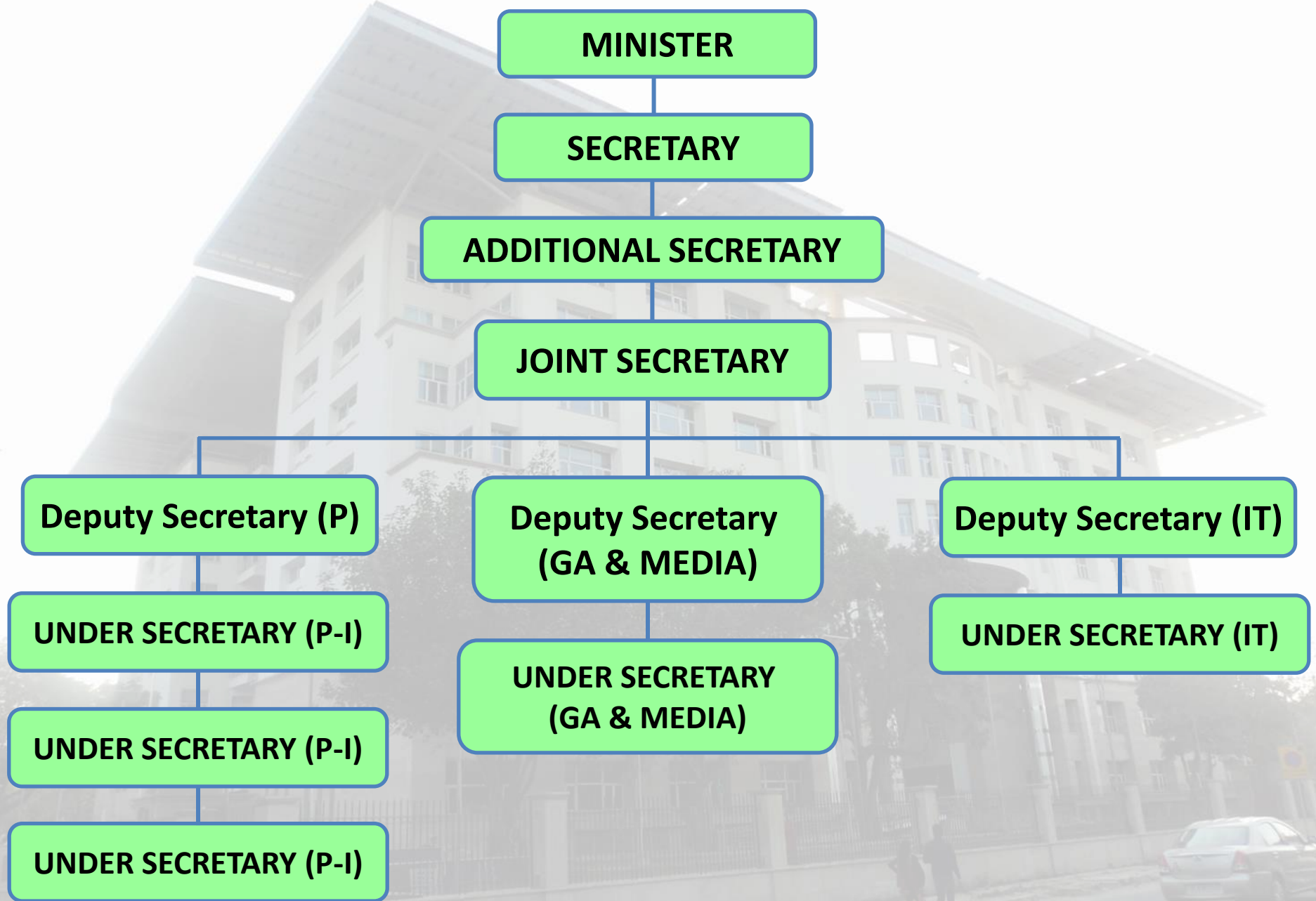


# Ministry of Environment, Forest and Climate Change

Administration

# Offices of the Ministry





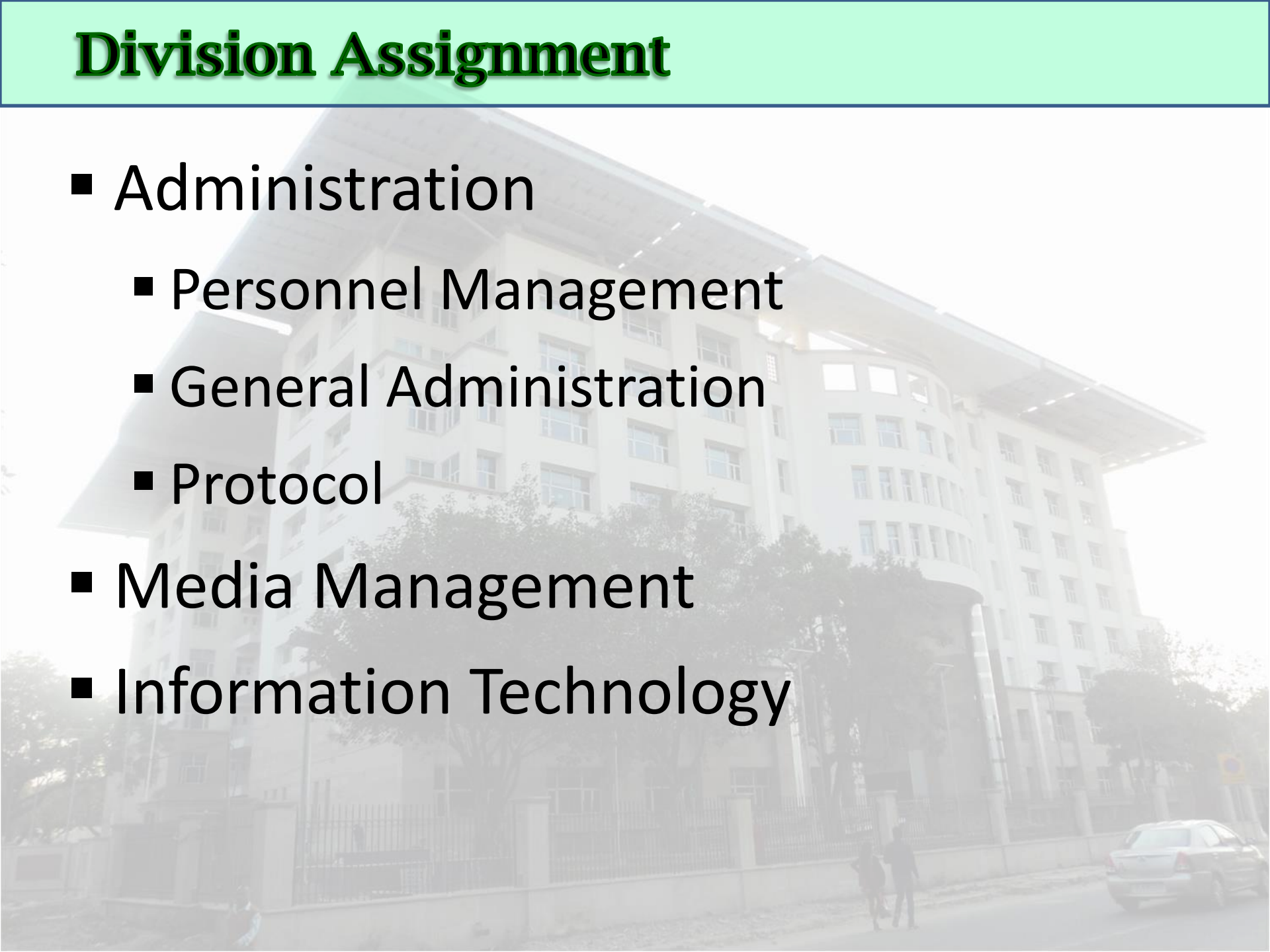


# Divisions / Units in the Ministry

- 
1. Administration
  2. Animal Welfare (AW)
  3. Budget and Accounts (BA)
  4. Cash
  5. Civil Construction Unit (CCU)
  6. Clean Technology (CT)
  7. Climate Change (CC)
  8. Conservation and Survey (CS)
  9. Control of Pollution (CP)
  10. Desertification Cell
  11. Economic Cell
  12. Environment Education (EE)
  13. Environment Research (RE)
  14. Environmental Health (EH)
  15. Environmental Impact Assessment (EIA)
  16. Environmental Information (EI)
  17. Externally Aided Projects (EAP)
  18. Forest Conservation (FC)
  19. Forest Education (FE)
  20. Forest Policy (FP)
  21. Forest Protection (FPR)
  22. Forest Services (IFS)
  23. General Administration (GA)
  24. General Coordination & Public Grievances (GC&PG)
  25. Green India Mission (GIM)
  26. Hazardous Substances Management (HSM)
  27. Information Technology (IT)
  28. Integrated Finance (IF)
  29. General Coordination & Public Grievances (GC&PG)
  30. International Cooperation (IC)
  31. Montreal Protocol & Ozone Cell (OC)
  32. National Afforestation & Eco-Development Board (NAEB)
  33. National Museum of Natural History Cell (NMNH)
  34. Non-Governmental Organisation (NGO)
  35. National River Conservation Directorate (NRCD)
  36. Official Language (OL)
  37. Pay and Accounts Office (PAO)
  38. Plan Coordination (PC)
  39. Policy & Law (PL)
  40. Project Elephant (PE)
  41. Protocol
  42. Statistical Cell
  43. Research & Training (Forestry) (RT)
  44. Right to Information (RTI)
  45. Survey & Utilization (SU)
  46. Trade & Environment (T&E)
  47. Vigilance
  48. Wildlife (WL)
  49. National Afforestation and Eco-development Board (NAEB)
  50. National River Conservation Directorate (NRCD)

# Division Assignment

- Administration
  - Personnel Management
  - General Administration
  - Protocol
- Media Management
- Information Technology



# Manpower

<b>Dr. Amita Prasad</b>	Additional Secretary		
<b>Bishwanath Sinha</b>	Joint Secretary	9999711816	
<b>Bhanu Surender</b>	Deputy Secretary (P)	9818079130	
<b>R.P. Singh</b>	Deputy Secretary (GA & Media)	9810555479	
<b>P.J. Michael</b>	Deputy Secretary (IT)	9868240820	

# Manpower

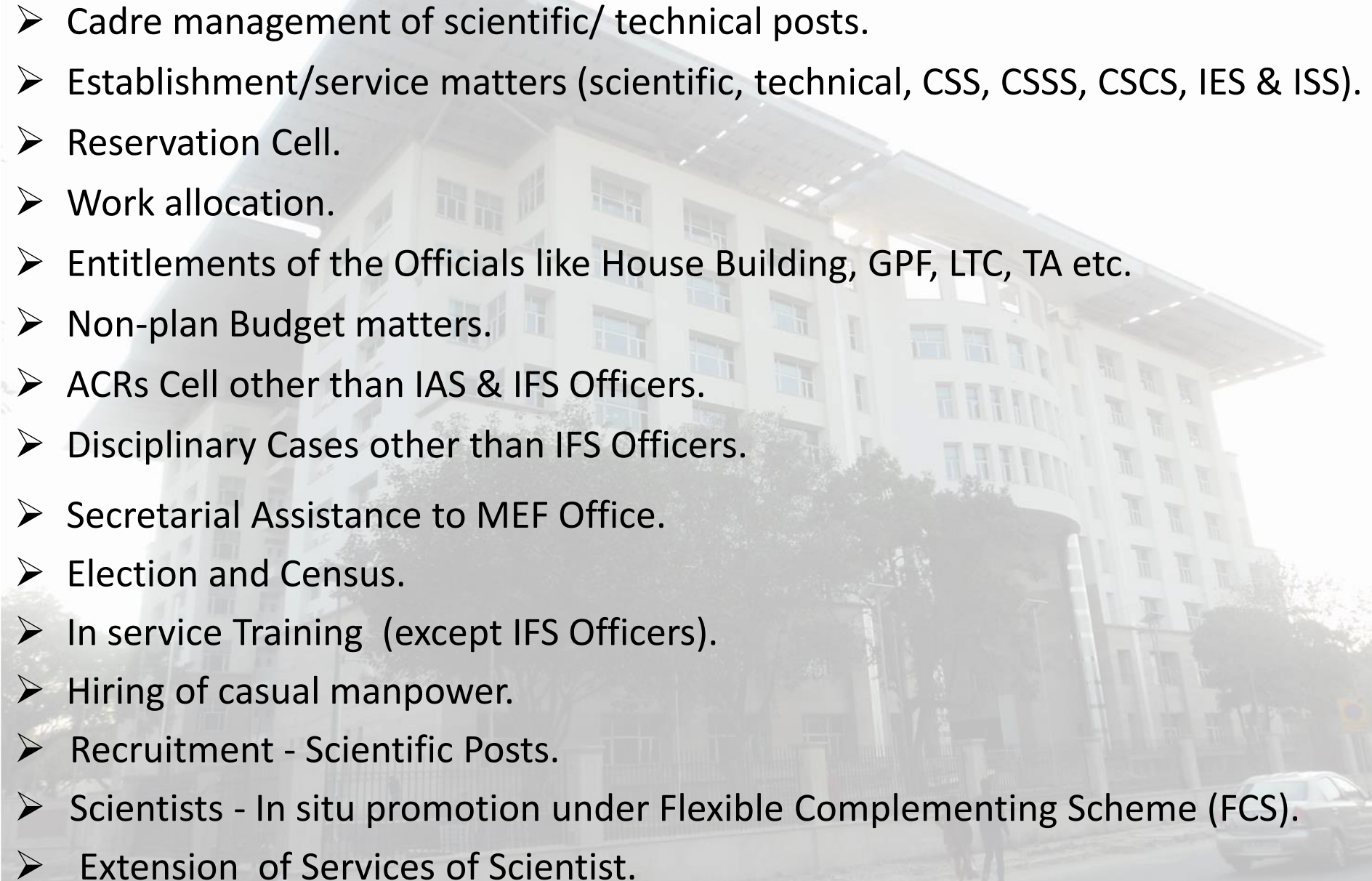
<b>S.R. Amin</b>	<b>Under Secretary (P-I)</b>	9958060626	
<b>Samit Dattagupta</b>	<b>Under Secretary (P-II)</b>	9818104825	
<b>S.S. Negi</b>	<b>Under Secretary (P-III)</b>	9958787171	
<b>S.P Singh</b>	<b>Under Secretary (GA &amp; Media)</b>	9818418027	
<b>Manoj Kumar Prabhat</b>	<b>Under Secretary (IT)</b>	9555192543	

# Personnel Administration





# Work Allocation

- 
- Cadre management of scientific/ technical posts.
  - Establishment/service matters (scientific, technical, CSS, CSSS, CSCS, IES & ISS).
  - Reservation Cell.
  - Work allocation.
  - Entitlements of the Officials like House Building, GPF, LTC, TA etc.
  - Non-plan Budget matters.
  - ACRs Cell other than IAS & IFS Officers.
  - Disciplinary Cases other than IFS Officers.
  - Secretarial Assistance to MEF Office.
  - Election and Census.
  - In service Training (except IFS Officers).
  - Hiring of casual manpower.
  - Recruitment - Scientific Posts.
  - Scientists - In situ promotion under Flexible Complementing Scheme (FCS).
  - Extension of Services of Scientist.

# Staff Position

Post	Sanctioned Strength	In position	Vacant
Secretary	01	01	-
Additional Secretary	04	04	-
Joint Secretary	06	06	-
Director/ DS	19	19	-
Under Secretary	23	22	01
Section Officer	48	33	15
Assistant Section Officer	83	83	-
Senior Secretariat Assistant (SSA)	52	34	18
Junior Secretariat Assistant	11	05	06
MTS	165	135	30
Staff Car Driver	30	17	13

# Staff Position

Post	Sanctioned Strength	In position	Vacant
Sr.PPS	2	02	-
PPS	23	23	-
PS	46	39	07
Steno C	50	25	25
Steno D	17	15	02
<b>Total</b>	<b>580</b>	<b>463</b>	<b>117</b>



# Staff Position

Post	Sanctioned Strength	In position	Vacant
Indian Economic Service	05	05	-
Indian Statistical Service	01	01	-
Indian Forest Service	27	20	07
Dir (OL)	01	-	01
Dy. Dir(OL)	02	01	01
AD (OL)	03	01	02
Sr. Hindi Translator	07	05	02
Jr. Hindi Translator	04	01	03
Office Assistant	125	125	-
Office Attendant	50	50	-
Legal Assistant	-	07	-
<b>Total</b>	<b>225</b>	<b>216</b>	<b>16</b>



# Staff Position (Technical)

Name of post	Sanctioned strength	In position	Vacancy
Assistant Commissioner(F)	01	01	NIL
Technical Officer (F) Grade-I	13	11	02
Technical Officer (F) Gr. II	20	04	16
Research Investigator (Forestry)	15	07	08
Research Officer (Environment) Grade-I	3	2	01
Research Officer (Environment) Grade-II	17	3	14
Research Assistant (Environment)	16	10	6
Technical Officer (WL)	1	1	-
Technical Assistant (W.L.) (Group 'B')	3	1	2
Library Information Assistant (Group 'B')	1	1	-
Data Entry Operator, Grade 'A'	6	5	1
Data Entry Operator, Grade 'B'	2	2	-
Reprographer	1	1	-
<b>Total</b>	<b>99</b>	<b>49</b>	<b>50</b>

# Staff Position (Scientist)

Name of Post	Sanctioned no. of Posts	In position
Scientist 'B'	23	04
Scientist 'C'	53	18
Scientist 'D'	13	26
Scientist 'E'	02	01
Scientist 'F'	06	15
Scientist 'G'	00	08
<b>Total</b>	<b>97</b>	<b>72</b>

# Staff Position

Name of Post	Sanctioned Posts	In position	Vacant
Officers under Central Staffing Scheme	23	23	-
Officers/officials under CSS, CSCS	416	322	94
CSSS Cadre Officials	138	104	34
Staff Car Driver	38	17	21
Official Language	17	08	9
Ex-Cadre Post	03	01	2
Scientists (Ministry Proper)	97	72	25
Technical Officers	99	49	15
IFS Officers (Ministry Proper)	27	20	7
<b>Total</b>	<b>858</b>	<b>616</b>	<b>242</b>
Staff Outsourced by Administration	186	186	-
Staff Outsourced by Divisions	125	125	-

# Recruitment of Scientists in the Ministry

- Interviews for 31 Posts of Scientists in the Ministry (Proper) completed and 25 candidates have been selected, out of which 15 have joined and pre-appointment formalities are underway in respect of remaining 10 Scientists. Candidates for 06 Posts were not found suitable.
- The post of Director, ZSI has been filled up.
- 06 candidates for the Posts of Scientists in NMNH have been selected.
- 01 Scientist for National Zoological Park has been selected.
- Advertisements issued for filling up the Scientific posts (Ministry (Proper) : 10, ZSI : 40, NMNH : 02).



# In-situ promotion of Scientists under Flexible Complementing Scheme (FCS)

- In-situ promotion under the FCS is applicable to promotion of officers in the grades of Scientist 'B' to 'G'.
- A scientist becomes eligible for consideration of promotion under FCS to the next higher grade after completion of minimum residency period in the present grade as given below:-

S.No.	Pay Band and Grade Pay	Designation	Minimum Residency period
1.	PB-3 (Rs. 15600-39100) GP Rs. 5400	Scientist 'B'	3 years
2.	PB-3 (Rs. 15600-39100) GP Rs. 6600	Scientist 'C'	4 years
3.	PB-3 (Rs. 15600-39100) GP Rs. 7600	Scientist 'D'	4 years
5.	PB-4 (Rs. 37400-67000) GP Rs. 8700	Scientist 'E'	5 years
6.	PB-4 (Rs. 37400-67000) GP Rs. 8900	Scientist 'F'	5 years

- Assessment for in-situ promotion of Scientists under FCS is done twice a year. The cases maturing for promotion during **January to June** of a year are taken up for assessment in the month of **July of that year** and the cases maturing for promotion during **July to December** of a year are taken up in the month of **January of the next year**.

# Annual Performance Appraisal Report (APAR)

- The status of APARs (Scientific, Technical, CSS, CSSS, CSCS, Staff Car Drivers and Canteen Staff except IAS/IFS Officers) has been computerized in-house.
- Online submission of APAR of IAS Officers are already made online.
- Online submission of APAR of IFS Officers is under implementation.
- Online submission of APAR of Scientists are under process .

# Pending Issues

- Grant of benefit of ante-dating promotions to scientists from their eligibility date under FCS is pending with DoP&T for approval of ACC since December, 2014.
- Submission of Annual Performance Appraisal Report (APAR) of Scientists will be done on-line from 2017-18.
- **Re-structuring** of the Ministry.

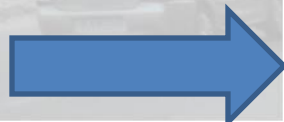


# **General Administration**



# Indira Paryavaran Bhawan

- ✓ **G+7 Storeyed + 3 Basements**
- ✓ **Five Blocks** : Aakash, Prithivi, Jal, Vayu & Agni
- ✓ **Central Air Conditioning** (Chilled Beam Technology with <50% of Conventional Energy Consumption)
- ✓ **Regenerative Lifts**
- ✓ **Fire Fighting & Fire Alarm**
- ✓ **Power Backup** - UPS & DG Sets
- ✓ **CCTV** system (65)
- ✓ **IBMS** (Integrated Building Management System)
- ✓ **Decentralised Sewage Treatment Plant**
- ✓ **Bench Mark** : First Building in Government Sector With Highest Green Ratings (**GRIHA - 5 STAR & LEED India – PLATINUM**)
- ✓ **LARGEST Roof top Solar Power system** in any multi-storeyed Building (930 KW Capacity in 6000 sqm area)
- ✓ **Fully Automated Robotic Car Parking** with 330 cars capacity







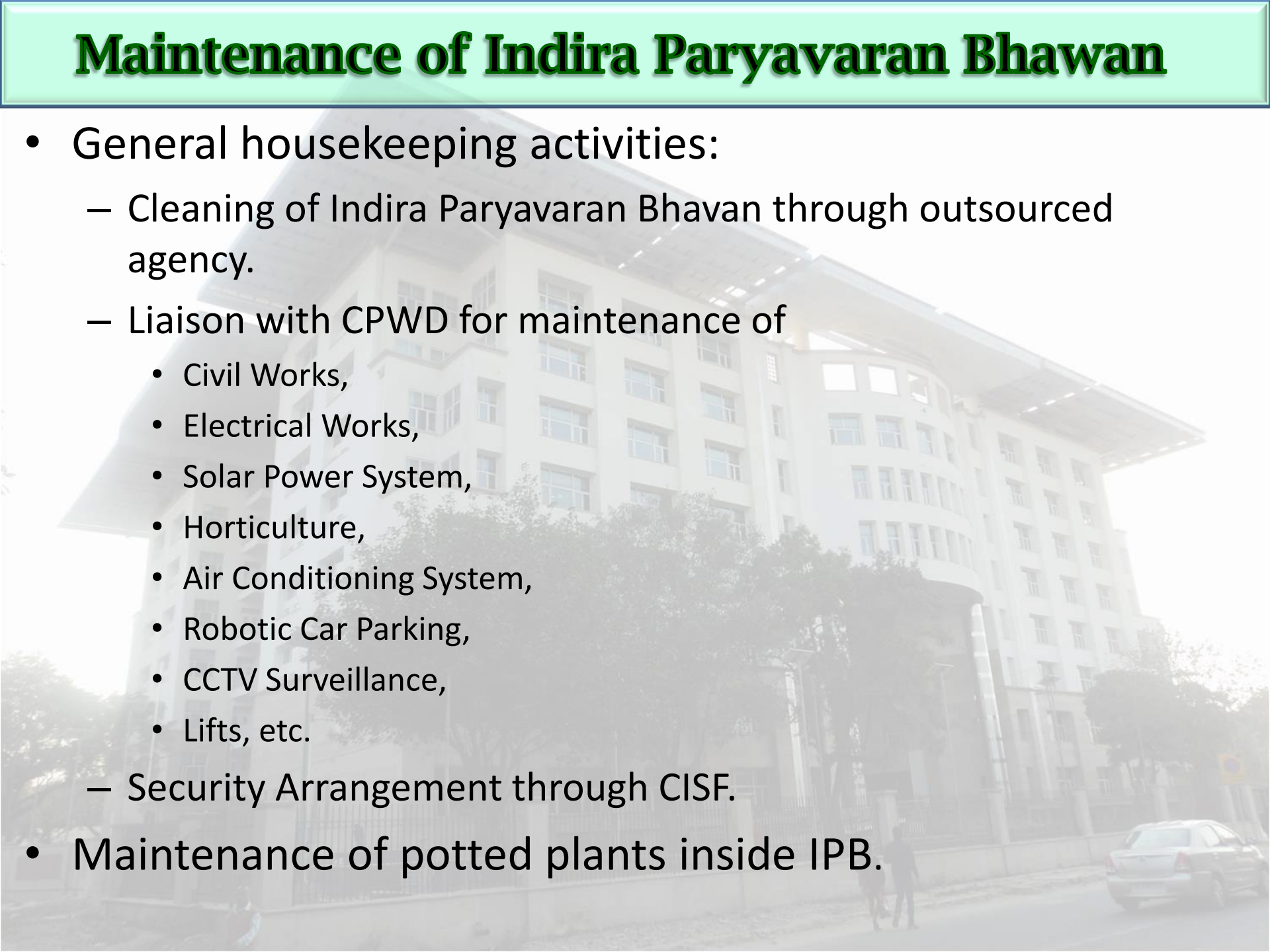
## Landscape East Side

## Landscape North Side



# Maintenance of Indira Paryavaran Bhawan

- General housekeeping activities:
  - Cleaning of Indira Paryavaran Bhavan through outsourced agency.
  - Liaison with CPWD for maintenance of
    - Civil Works,
    - Electrical Works,
    - Solar Power System,
    - Horticulture,
    - Air Conditioning System,
    - Robotic Car Parking,
    - CCTV Surveillance,
    - Lifts, etc.
  - Security Arrangement through CISF.
- Maintenance of potted plants inside IPB.



# Swachh Bharat Abhiyan

- Swachh Bharat Abhiyan fortnight observed during 1-19 June, 2016.
- The theme of the Swachh Bharat Abhiyan by this Ministry was “Implementation of Solid Waste Management Rules”:
- On 1<sup>st</sup> June, 2016 Hon’ble Minister (I/C), EF&CC and Secretary (EF&CC) initiated the Swachh Bharat Abhiyan fortnight and addressed all officers and staff.
- The following campaign have been made:
  - Upkeep and cleaning of the office premises including common areas like corridors, stairs, lifts, toilets, etc. and also areas around the office premises.
  - Disposable of old and discarded furniture, fixture, electrical and electronic equipments to GA Section for disposal.



# Swachh Bharat Abhiyan (Contd.)

- Directed all Divisions to conduct record, review and weeding out exercise, submit outcome to IWSU.
- Two bins (GREEN for WET/Biodegradable Waste and BLUE for Dry Recyclable Waste including paper, glass, plastic etc.) was provided on every floor on each Block.
- Training provided to all house- keeping staff for collection and segregation of waste.
- Campaign through Stickers/posters was made to discourage/phase out use of plastic carry bags for Plastic Carry Bags Free IPB.
- The Senior officers was designated as “Swachta Doot” and assigned with responsibility to supervise the cleanliness at that floor during the fortnight.
- “CHINTAN” Environmental Research and Action Group have been engaged for collection of segregated solid waste that is generated from the Indira Paryavaran Bhawan premises. The Agency set up Self Help Group consisting of Rag Pickers to facilitate employment generation.
- A Puppet show was organized on the occasion of Swachh Bharat Pakhwara through Enactus Chapter of Delhi University on 17th June, 2016.





WEST  
RONGBUK  
GLACIER

WEST  
RONGBUK  
GLACIER

पुनियन बैंक  
पुनियन बैंक  
पुनियन बैंक

एटीएम  
ATM







# Transportation

- Maintenance of Staff Cars:
  - Maintenance of Staff Cars including fuelling.
  - Purchase of New Cars,
  - Condemnation of Old Cars.
- Outsourcing of Transportation Facility:
  - Allocation to entitled Officers.
  - Allocation of Cars under general Duties.
  - Arrangement of Cars for Long Distance Travel and emergent Requirement.
  - Arrangement of Buses on Special Occasions on need basis.
- Deployment of Staff Car Drivers.



# Maintenance

- Installation and maintenance of
  - Computers
  - Computer Software
  - Photocopiers
  - Printers
  - Resiography Machines
  - Televisions
  - Refrigerators
  - Fax Machines etc.
- Liaison with MTNL for provision and maintenance of telephones, Fax services of this Ministry.
- Internet telephony installation and maintenance.
- Internal Telephone exchange (intercom).

# Supply

- Purchase, Replacement and maintenance of computers and related equipment.
- Procurement and supply of :-
  - Furniture
  - Stationery
  - Photocopy Paper etc.
- Procurement and supply of uniforms to eligible staff.
- Printing of Letter Heads / DO Letter / Visiting Cards.
- Printing of File Covers, Folders, Writing pads, Crockery's etc.
- Providing Name Plates, Rubber Stamps and Self Inking Stamps.

# Other Activities

- Supply of drinking water.
- Providing of Bouquet / Cut Flowers
- Providing Logistic support for organising various activities / programmes.
- Dry cleaning works (Towels, Furniture, etc.)
- Stitching of Files.
- Outsourcing of Photocopiers.
- Allocation of Office Space in the Ministry.
- Provisions of cable / dish TV in various the room of higher officials and divisions.
- Disposal of obsolete/ unserviceable stores and their replacement and loss of stores reported by any office/ section/ division of this Ministry.
- Issue of postage stamps/ Franking Machine services.
- Caretaking of Van Vigyan Sadan Transit Hostel.

# International Day of Yoga

- The services of Shri K.K. Jha, Yoga Instructor, President, WHIP was availed for conducting the Yoga Sessions in the Ministry.
- on 21<sup>st</sup> June, 2016 “Yoga Sessions” were organized **for Senior officers** .
- On 22<sup>nd</sup> & 23<sup>rd</sup> June, 2016 “Yoga Sessions” were organized **for all officers and staff**.
- on 22<sup>nd</sup> June, 2016 a Special Yoga Session was also organized exclusively for **women officials**.
- Suggestions were received to conduct Yoga Sessions twice a week for at least 2-3 months.





# Issues

- Outsourcing of Canteen services.
- Outsourcing of Transportation.
- Purchase of Staff Cars.
- Installation of water purifier in IPB.
- Single tender covering all Maintenance works.
- Allocation of work space.
- Disposing of discarded / obsolete materials.
- Budgetary constraints.



# Protocol



# Domain

- Protocol for MEF and senior officers of the Ministry – Ticketing, baggage handling, customs/immigration/security checks, Security Passes, CL.
- Facilitation to foreign delegations/VIPs.
- Diplomatic/Official Passports, note verbal, visa.
- Independence Day/Republic Day passes.
- Ticketing and Travel arrangements.
- Hospitality items to Senior officers, ITDC, Parliament House, Tea/Coffee Board.

## Pending Issue

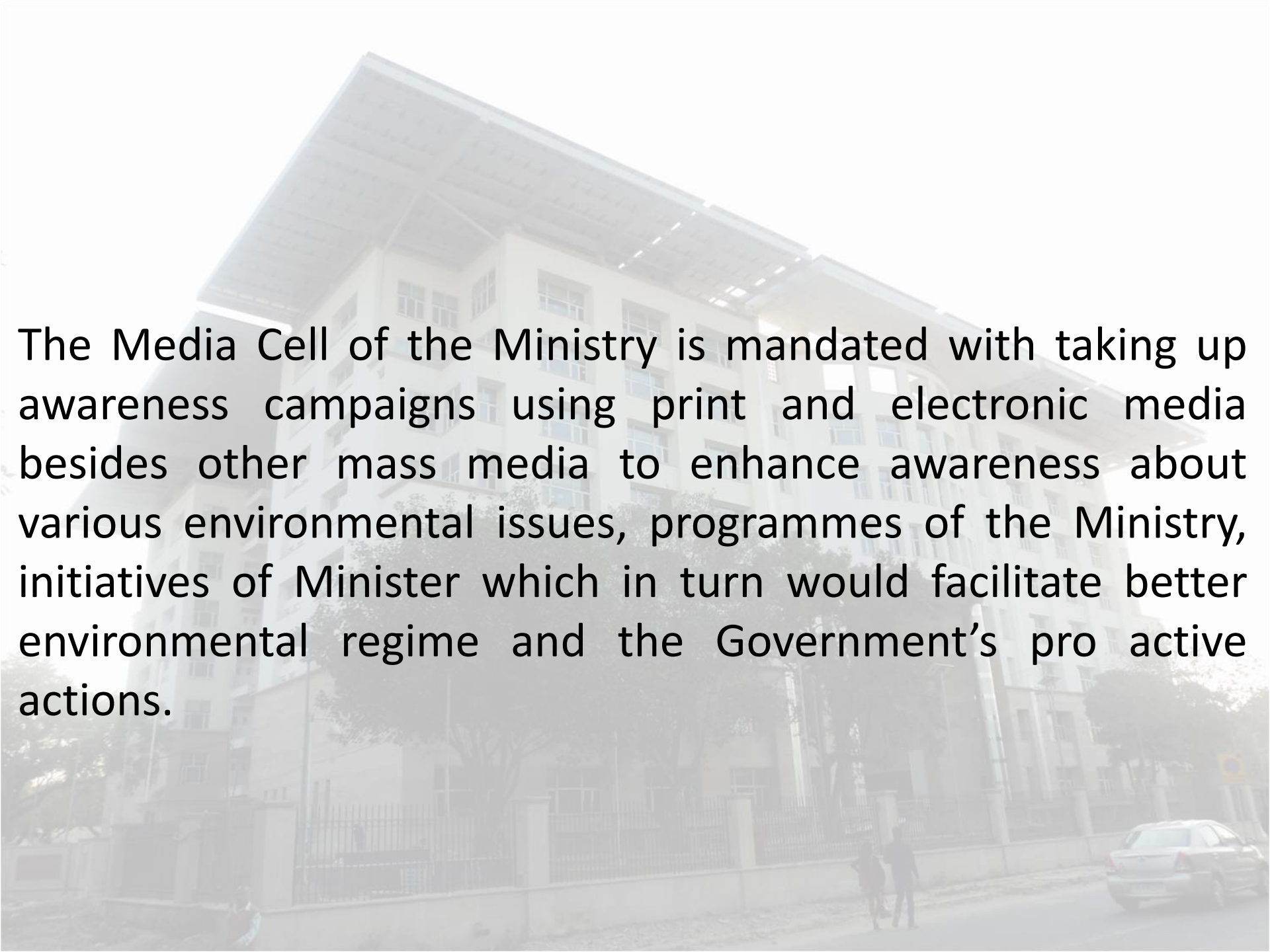
- M/s Balmer and Lawrie Co. - Outstanding bills Rs. 2.00 crore 2007 onwards



# Media Cell







The Media Cell of the Ministry is mandated with taking up awareness campaigns using print and electronic media besides other mass media to enhance awareness about various environmental issues, programmes of the Ministry, initiatives of Minister which in turn would facilitate better environmental regime and the Government's pro active actions.

# Main Activities

- Science Express-Climate Action Special (SECAS) train.
- World Environment Day (Every year 5<sup>th</sup> June).
- Newspaper Advertisements.
- Conducting Indira Paryavaran Bhawan building Tour.
- Press Conferences of MoEF&CC.
- International Yoga Day.

# Media Cell - Advertising & Publicity Budget & Expenditures

<i>F. Year</i>	<i>Budget</i>	<i>RE</i>	<i>Expenditure</i>
• 2016-17	25.00 Cr	00.00	66,79,881 (As on 30-05-16)
• 2015-16	17.42 Cr	00.00	17.36 cr
			(Bills Return Rs. 66,44,020)
• 2014-15	09.00 cr	01.12 Cr	01.12 Cr
• 2013-14	09.00 cr	09.00 cr	09.00 cr
• 2012-13	15.00 cr	11.59 cr	11.59 cr
• 2011-12	04.50 cr	04.50 cr	04.50 cr

# Science Express-Climate Action Special SECAS-Broad Themes

- Impact of Climate Change
  - Environment
  - Social
  - Economic
- Science of Climate Change
- Solution – Mitigation and adaptation
- National, state other action/schemes, etc.
- Policies on climate change
- International negotiations and India's position
- Development and climate change
- Future – Handprint Actions towards sustainability





# Science Express-Climate Action Special

- Covered 19800 km in 8 month journey starting from October 2015 to May 2016 covering 64 stations. Visited by more than 23 lakh visitors and several lakh children participated in platform activities.
- Completed 8 runs of exhibition, world's longest visited mobile exhibition and world's largest public awareness effort on Climate Change and Climate Action. 6 Limca Awards are already in its name and now nominated for Guinness World Record.
- **SEBS Phase-VIII**
- Proposed to begin from 16<sup>th</sup> of September, 2016 covering 80 stations in 27 States and Union Territories.
- The estimated cost is Rs. 60-80/- per person which is most economical efforts in public education.
- Bulk of the expenditure is already done on making the exhibition, the exhibition can continue for 2-3 years with marginal cost of repair and reprinting of resource material.

# SECAS Phase-I photographs



Image Source: Greentechlead





# World Environment Day (WED)

- 5<sup>th</sup> June every year is celebrated as the World Environment Day on the recommendations made by UN Conference on Human Environment in 1972.
- The UNEP through the celebration of World Environment Day spreads awareness and gets citizens' support for environment protection across the globe.
- The UNEP WED theme for this year is "***Go Wild for Life*** " (ZERO TOLERANCE FOR THE ILLEGAL WILDLIFE TRADE).

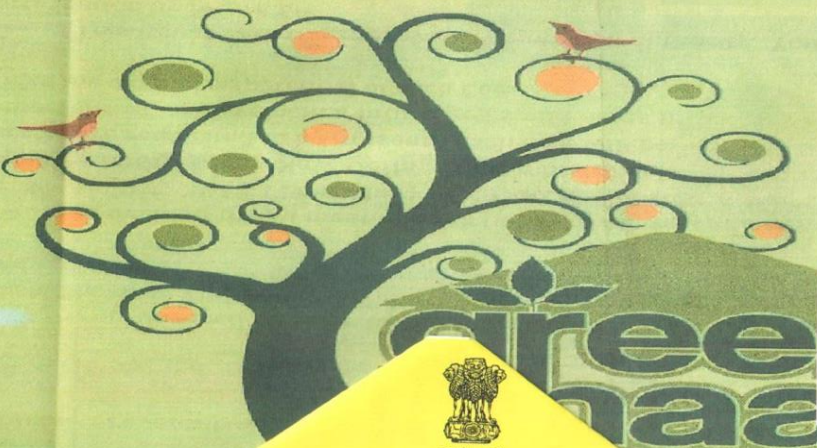
# International Day of Yoga (IDY)

- 21<sup>st</sup> June every year is celebrated as the International Day of Yoga(IDY).
- 2<sup>nd</sup> International Day of Yoga(IDY) was celebrated on 21, June, 2016 at Ministry of Environment forest and climate Change this Ministry. MoEF had yoga sessions on 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> June, 2016. A special yoga session was conducted for women employees in the MoEFCC.



# Newspaper Advertisements

**Ministry of Environment and Forests**  
GOVERNMENT OF INDIA



**दैनिक जागरण**

with our Lives.  
January 2013

clubs activities songs.

**भारत सरकार पर्यावरण एवं वन मंत्रालय**

**THE TIMES OF INDIA**  
Printed by lithography

**World Environment Day 2013**

It was the vision and initiative of Shri Rajiv Gandhi, former Prime Minister of India that led to the setting up of the Ministry of Environment & Forests in 1985 and the enactment of the Environment Protection Act in 1986.

The theme of the World Environment Day 2013 is **Think.Eat.Save**  
Save Food, Save Resources, Save the Environment. Reduce your Footprint.

**THINK-EAT-SAVE**  
WORLD ENVIRONMENT DAY 5 JUNE

**सतत पर्यावास के क्षेत्र में नए कीर्तिमान**

**इंदिरा पर्यावरण भवन**

का  
भारत के माननीय प्रधानमंत्री डॉ. मनमोहन सिंह द्वारा 25 फरवरी, 2014 को प्रातः 10 बजे जोर बाग, नई दिल्ली में उद्घाटन

- 100% पर्यावरण सौकर्य पर आधारित ऊर्जा करने वाला पर्यटन बहुमंजिला भवन
- उच्चतम हरित रेटिंग प्राप्त सरकारी भवन (ग्रीन रेटिंग इंडिया प्रोटिना)
- सबसे बड़ी स्फोटक और विस्फोट प्रणाली वाला बहुमंजिला भवन (930 कि.मी. की अधिकतम क्षमता)
- निम्नलिखित के माध्यम से विद्युत की 40% बचत :
  - सौर पैनल वास्तुविषय
  - भवन आवरण का रोकन (इन्सुलेशन)
  - वातानुकूलन के लिए ऊर्जा - दस घण्टी की प्रणाली
  - ऊर्जा बचत प्रणाली, रिमोटिव सिस्टम का उपयोग
- सोपान जल के पुनःचक्रण द्वारा तथा कम प्रवाह वाले जुड़वा, दोहरे प्रवाह वाली टॉयलेटों, कम पानी की रफ्तार वाले बॉयलर्स, वातानुकूलन के लिए भू-वाष्पण तथा विभिन्न प्रणाली जैसे जल की बचत के अन्य उपकरणों के द्वारा पानी की बचत में 55% बचत
- केन्द्रीय लोक निर्माण विभाग, राष्ट्रीय विकास निकाय, भारत सरकार द्वारा अधिकृत और निर्मित

**जहाँ है हरियाली । वहाँ है खुशहाली ।।**

**NBT नवभारत टाइम्स**

**Science Express**  
Biodiversity Special

**Biodiversity on Wheels**  
Celebrating India's rich biodiversity

In the gracious presence of  
Shri Pawan Kumar Bansal  
Minister of Railways

Shri Jayantini Natarajan  
Minister of State (Independent Charge)  
Environment & Forests

The Science Express-Biodiversity Special  
is a collaborative initiative of  
Ministry of Environment & Forests,  
Department of Science & Technology, and  
Indian Railways

Open to visitors  
at Pragati Maidan Railway Station  
10 am - 5 pm, 16th April to 13th April 2013

The train will cover  
42 stations between  
9th April - 26th October 2013  
For details  
visit: [www.scienceexpress.in](http://www.scienceexpress.in)

# Proposed Activities of 2016-17

- II<sup>nd</sup> Phase of Science Express Climate Change Special (SECAS) train on Climate Action.
- Setting up a permanent exhibition facility in IPB.
- World Environment Day celebrated on 5<sup>th</sup> June, 2017.
- Newspaper advertisements on important occasions.
- Advertorial in Newspapers/Magazines
- Radio/TV spots.
- Film.
- Participation in Fairs and Exhibitions
- Outdoor Publicity
- Engagement of Media Campaign Agency.



# Proposed Activities of 2016-17 (Contd.)

- Setting up of a new Media Centre.
- Publishing of Newsletter/e-Newsletter.
- Procurement and installation of software for scanning the article related to Ministry in the Print and Social Media sites.
- Compilation of media articles and store in e-form for future retrieval.
- Development of website for the Minister.
- Awareness generation of achievements of the Ministry through Social Media.





# **Information Technology / e-Governance**

# Areas of Activities

- Transformation of the process of governance, introduction of e-governance and reinforcing of business process to have intensive and extensive systemic reforms
- Digitization of records of the Ministry and its attached offices
- Establishment of LAN / WAN in the Ministry and its attached offices
- Networking the Ministry with its associated offices through 'Virtual Private Network'
- Introduction of the concept of e-Governance throughout the Ministry and its associated offices
- Development of MIS and Decision Support System
- Training of officers/staff
- Strengthening IT infrastructure of the Ministry and its associated offices.



# Initiatives / Achievements

- Developed and implemented **ERP Solution** at Indian Institute of Forest Management, Bhopal.
- Strengthened the **IT infrastructure** of the Ministry and it Attached Offices.
- Implemented **eVisitor** System for making an appointment with a Government Officer Online.
- Designed, developed and implemented web based application “**IFD Report Management System**” for IFD, PAO, B&A, PC and Divisions.
- Photographic digitization of 3,300 (9500 images including Dorsal, Ventral, Lateral) out of 12,000 **Faunal Type Specimens** at Zoological Survey of India, Kolkata (ongoing).
- Initiated process for implementing **e-Office** in the Ministry under Digital India Programme. Training provided for Leave and Knowledge Management System.





# Other IT related Activities

- Manage the Video Conferencing System in the Ministry during the “**PRAGATI**” and other meetings.
- Creation of **NIC email** for the officers and staff of the Ministry.
- Provided **IT related services** to the Officers and staff and also in Parliament House, Parliament House Annexe and other places like NMC.
- Management of **Conferencing Systems** in the conference Halls and Auditorium by placing the Technical equipment in the meetings, seminars, workshops and conferences in the Ministry and outside.
- Sending **group emails** to all officers and staff of the Ministry for all events, activities, film-show, notification, circulars, orders, etc.
- Liaison with NIC Data Centre during the down time and non-functioning of the Ministry website.



# IT Activities at Indira Paryavaran Bhawan

- Placing of infrastructure for IT Related services in the New Indira Paryavaran Bhawan –
  - **LAN Cabling** and Installation of **Switches**, etc.
  - **Internet Connectivity** and Distribution on each Room in all blocks.
  - Implemented **Wi-Fi** Services.
  - **Access Control Card System** activated for restricted entry.
  - Implemented **Biometric Attendance System**.
  - Staging Area / **Data Centre** (DC) and **Disaster Recovery** (DR) for Distribution of Application on each desk and storage of the data at central location
  - Client End Requirement to Run Software Application (To save on power consumption it was decided that **Thin Clients Systems** is proposed to all officials and all official work will be done through these Thin Clients)



# Website - Management

- The Website of the Ministry (<http://www.moef.gov.in>) was managed by EI Division later transferred to IT Division during November, 2014.
- The website is CMS based and all divisions have the log-in ID and Passwords to update the website on a real time basis. But very few divisions updates and all other divisions sends their material to IT Division for uploading.
- The Divisional pages are uploaded by the Division itself and in the other web-sections including the Home Page are uploaded by the IT Division of the Ministry.
- The policy related materials and New Initiatives to be uploaded in the respective divisional pages after the prior approval of Joint Secretary(IT).
- Uploading in the other web-sections including the Home Page will be done by the IT Division after the approval of Joint Secretary(IT).





# Portal - Management

- **Social Media Platforms:** Regular Updation of **Facebook Page** (<http://www.facebook.com/moefcc>) & **Twitter Page** of the Ministry (<http://www.twitter.com/moefcc>)
- **Biometric Attendance System** (<http://attendance.gov.in/moef>) – regular maintenance and updation is required. Implemented in the Ministry since 25-09-2014.
- **eSamikSha** (<http://cabsecmis.gov.in>) (a real time, on-line system) - Monitored and updated the materials received and also reminders are issued to divisional heads for updating the same in the portal.
- **e-Office** (an workflow automation inside **Government**) (<https://moefcc.eoffice.gov.in/>) – Training provided on Leave and Knowledge Management System.
- **VVIP Letters Monitoring System** (<http://vlms.nic.in>) – Maintenance and updation of replies to the VVIP letters.
- Implemented **eVisitor** Application System (Online visit request and approval status query (<http://myvisit.gov.in>) and Visit Management Module for Officer (<http://evisitors.nic.in/evisitormis/>) in the Ministry.

# Portal - Management

- **MyGov** (<http://mygov.nic.in>) - All the Divisional heads are requested to ensure to place their discussion items on MyGov to obtain substantial public feed-back for approval.
- **E-Procurement** (<http://www.eprocure.gov.in>) - The tender received by IT Division are uploaded in the Central Procurement Portal (CPP).
- **Smart Performance Appraisal Report Recording Online Window (SPARROW)** (<https://sparrow.eoffice.gov.in/>) – Maintenance and updation of APARs of IAS Officers
- **Bhavishya (Pension Sanction & Payment Tracking System)** (<https://bhavishya.nic.in/>) – Creation of user IDs for DDOs and updation of pensioners data in the portal.
- **Representation of Reserved Categories in Posts and Services (RRCPS)** (<http://rrcps.nic.in/>) – Registration of Organisation, Creation of user IDs and Passwords, Data entry for 2012, 2013, 2014 and 2015. The data sent to DoPT after its verification.



# Future Plans

- Setting up of **Staging Area / Data Centre**.
- Installation and implementation of **Thin Client Systems**, Storage Server Systems, Servers.
- Maintenance of **Website, Portals** and Social Networks, etc.
- Providing comments** on Policies, IT infrastructure, Information Technology Investment Regions (ITIR) proposals of Various States, Cabinet Notes, etc.
- Implementation of **e-Office (Premium)** to make **paperless** office in the Ministry under Digital India Programme.
- Development and implementation of **Staff Database** including IT inventory, online complaint, etc.
- Digitization of Faunal Type Specimens** at ZSI, Kolkata
- Strengthening of IT infrastructure** in the Ministry and its Attached Offices







# Regional Offices

- Southern Zone, Bangalore
- Western Zone, Bhopal
- Eastern Zone, Bhubaneswar
- South-Eastern Zone, Chennai
- Northern Zone, Chandigarh
- North-Central Zone, Dehradun
- Central Zone, Lucknow
- West-Central Zone, Nagpur
- Eastern-Central Zone, Ranchi
- North-Eastern Zone, Shillong

# Autonomous Institutions

- Indian Council of Forestry Research and Education, Dehradun
- Indian Institute of Forest Management, Bhopal
- Indian Plywood Industries Research and Training Institute, Bangalore
- Wildlife institute of India, Dehradun
- Gobind Ballabh Pant Institute of Himalayan Environment & Development, Kosi-Katarmal, Almora



# Subordinate Offices

- Botanical Survey of India, Kolkata
- Zoological survey of India, Kolkatta
- Forest Survey of India, Dehradun
- Indira Gandhi National Forest Academy, Dehradun
- Directorate of Forest Education, Dehradun
- Wildlife Crime Control Bureau, New Delhi
- National Museum of Natural History, New Delhi
- National Zoological Park, New Delhi
- National Institute of Animal Welfare, Faridabad, Haryana

# Boards/Authorities/PSU

- National Afforestation and Eco-development Board, New Delhi
- Central Pollution Control Board, Delhi
- National Biodiversity Authority, Chennai, Tamil Nadu
- Animal Welfare Board of India, Chennai, Tamil Nadu
- Central Zoo Authority, New Delhi
- National Tiger Conservation Authority, New Delhi
- National Ganga River Basin Authority, New Delhi
- National Board for Wildlife, New Delhi
- Compensatory Afforestation Fund Management and Planning Authority, New Delhi
- Andaman & Nicobar Islands Forest & Plantation Development Corporation Ltd., Port Blair

# Centres of Excellence

- CEE, Nehru Foundation for Development, Ahmadabad
- C.P.R Environmental Education Centre, Chennai
- Centre for Ecological Sciences, IISc, Bangalore
- Centre for Mining Environment, Indian School of Mines, Dhanbad
- Salim Ali Centre for Ornithology and Natural History, Coimbatore
- Centre for Environmental Management of Degraded Ecosystems, School of Environmental Studies, University of Delhi
- Tropical Botanical Garden and Research Institute, Trivandrum
- Centre for Excellence in Environmental Economics, Madras School of Economics, Chennai
- Foundation for Revitalisation of Local Health Traditions, Bangalore
- Centre for Animals and Environment, CARTMAN, Bangalore