

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

Indira Paryavaran Bhawan
Jorbagh Road, New Delhi
Dated: 18/08/2017


OFFICE ORDER

Pursuant to joining of Shri Ritesh Kumar Singh, IAS (KT:96) as Joint Secretary in Ministry of Environment, Forest and Climate Change, the work among Senior officers is allocated, as hereunder, with immediate effect:-

S. No.	Name and Designation	Items of Work	Reporting to
01.	Shri Ritesh Kumar Singh, Joint Secretary IAS (KT:96)	<ul style="list-style-type: none"> ➤ Administration (including General Administration) and Protocol ➤ General Coordination ➤ Parliament ➤ Hazardous Substances Management Division ➤ Society of Integrated Coastal Management (SICOM) ➤ Coastal Regulation Zone (CRZ) Notifications, 2011, including CRZ approvals in all IA Sectors ➤ Control of Pollution (Air), including CPCB 	AS(AKJ) AS(AKM)
02.	Shri Jigmet Takpa, Joint Secretary IFS (JK:90)	<ul style="list-style-type: none"> ➤ Impact Assessment Division – Infrastructure Sector ➤ Media Cell ➤ International Cooperation ➤ Global Environment Facility (GEF) ➤ Sustainable Development Goals ➤ International Union for Conservation of Nature (IUCN) ➤ E-Governance/ Information Technology ➤ BSI, ZSI ➤ Botanical Garden of India Republic, Assistance to Botanical Garden, National Award in Taxonomy ➤ Forest Establishment(FE) 	AS(AKJ) AS(AP) DGF&SS
03.	Shri Yashvir Singh, Economic Adviser (IES: 95)	<ul style="list-style-type: none"> ➤ Plan Coordination ➤ Economic Cell ➤ Trade and Environment ➤ Environmental Information ➤ Direct Benefit Transfer Cell ➤ National Green Tribunal ➤ Environment Policy and Law, Legal Cell ➤ Work allocation to Government Counsels supervising/ monitoring of cases ➤ Result Framework Document (RFD) ➤ GOS related issues 	SA(AS) AS(AKM) AS(AKJ)

04.	Dr. Sujata Arora, Scientist 'G'	<ul style="list-style-type: none"> ➤ Convention on Biological Diversity ➤ National Biological Diversity Authority (NBA) ➤ National Biological diversity Action Plan(NBAP) ➤ Winding up of the work Conference of Parties (CoP-11) to Convention on Biological Diversity (CBD) 	AS(AP)
05.	Dr. S.C. Garkoti, Scientist 'G'	<ul style="list-style-type: none"> ➤ National Natural Resources Management Scheme ➤ Regional Office Dehradun (additional charge) ➤ Internal Work Study Unit ➤ Official Language ➤ Right to Information ➤ Nodal Officer of Ease of Doing Business 	AS(AP) AS(AKJ)
06.	Dr. A. Senthil Vel, Scientist 'G'	<ul style="list-style-type: none"> ➤ Coordination of Swachch Bharat Abhiyan ➤ National Museum of National History ➤ Eco Clubs and Environment Education Awareness and Training (EEAT) ➤ Clean Technology ➤ Public Grievances (all cases) ➤ Citizen's Charter 	AS(AP) AS(AKM) AS(AKJ)

2. This issues with the approval of competent authority


 (C.S. Thakur)
 Under Secretary (P.II)

Distribution:-

1. Shri Ritesh Kumar Singh, Joint Secretary
2. Shri Jigmet Takpa, Joint Secretary
3. Shri Yashvir Singh, Economic Adviser
4. Dr. Sujata Arora, Scientist 'G'
5. Dr. S.C. Garkoti, Scientist 'G'
6. Dr. A. Senthil Vel, Scientist 'G'
7. PS to Minister of EF&CC
8. PPS to Secretary (E,F&CC)/ PPS to DGF&SS
9. PPS to AS(AP)/ PPS to AS(AKJ)/ PPS to AS (AKM)/ Sr.PPS to AS&FA/ PS to Senior Adviser
10. PS to JS(RSP/ PPS to JS(GB)/ Statistical Adviser/ Scientists 'G'
11. All officers of the level of Director/ Deputy Secretary
12. Consultant (IT) for uploading on website.
12. GC/ GA/ P.I/ Vigilance/ P.III/ Parliament/ Protocol/ RTI Cell/ IWSU/ IFC
13. Guard File/ Spare Copies.