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

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

Dated: 19th July, 2017

OFFICE ORDER

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

Sl. No.	Name & Designaiton	Items of Work	Reporting to
1.	Sh. Anil Sant, Joint Secretary	➢ Administration (including General Administration) ➢ Protocol ➢ General Coordination including public grievances ➢ Internal Work Study Unit, ➢ Parliament, ➢ Official Language ➢ Right to Information, ➢ Result Framework Document (RFD) ➢ Implementation of GOS action plans, ➢ Nodal Officer of Ease of Doing Business, ➢ Citizen's Charter, ➢ CS Division: BSI, ZSI, Botanical Garden of India Republic, Assistance to Botanical Garden, National Award in Taxonomy ➢ Forest Establishment(FE)	AS(AP) DGF&SS
2.	Shri Gyanesh Bharti, Joint Secretary	➢ Impact Assessment Division including Policy (except CRZ and Infrastructure) ➢ Ozone Cell & Montreal Protocol ➢ IFS Division	AS (AP) DGF&SS

2. This has the approval of the Competent Authority.

(C.S. Thakur) 19/7/17
Under Secretary (P.II)

Distribution:

1. Shri Anil Sant, Joint Secretary, MoEF&CC
2. Shri Gyanesh Bharti, Joint Secrertary, MoEF&CC
3. PS to Minister, MoEF&CC
4. PPS to Secretary (EF&CC)/ PPS to DGF&SS
5. AS(AP)/ AS&FA/ SA(AS)
6. JS(AKM)/ JS(RSP)/ JS(JT)/ All Scientist 'G'/Statistical Advisor/ Economic Advisor/ CCA
7. All officers of the level of Director/ Deputy Secretary
8. Under Secretary (IT)/ Consultant (IT) - for updation on website.
9. IA/ Media/ IT/ FE/ IFS/ Protocol/ CS/ Ozone Cell/ IC/ P.I/ P.III/ GC/ GA/ Parliament/ RTI Cell/ Vigilance Cell/ IWSU/IFC/ Reception officer.
10. Guard File/Spare Copies/ Personal File.