

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

Indira Paryavaran Bhawan, Jor Bagh Road
Ali Ganj, New Delhi – 110 003.

Date : 9th February, 2015

OFFICE ORDER

In partial modification of earlier office orders regarding allocation of work amongst various officers of Joint Secretary and above in the Ministry, the following work allocation is made with immediate effect :

1. Shri Shashi Shekhar, Special Secretary

Items of Work	Reporting to
<ul style="list-style-type: none">➤ Control of pollution including Administration of Central Pollution Control Board➤ CRZ and SAICOM➤ Hazardous substances Management Division including all chemicals related conventions➤ Wetlands and Ramsar Convention➤ International Cooperation and Sustainable Development➤ Research in Environment Division➤ Environment Policy & Law including legal Cell➤ Work relating to NGT➤ Annual Report of the Ministry➤ State Environment Reports➤ National Plan for Conservation of Aquatic Ecosystems➤ National River Conservation Directorate	Secretary

2. Shri Susheel Kumar, Additional Secretary

Items of Work	Reporting to
<ul style="list-style-type: none">➤ Climate Change : Convention, Protocol and all related matters including NAPCC and Green India Mission➤ World Bank Industrial Development Capacity Building Project➤ Environment Health➤ Ozone Cell & Montreal Protocol➤ Statistical Cell➤ Environmental Information including Indira Gandhi Paryavaran Puraskar➤ Environmental Education	Secretary

<ul style="list-style-type: none"> ➤ Clean Technology alongwith combined scheme of Promotion of Clean Technology, Waste Minimization Strategies and Fly Ash ➤ United Nations Convention to Combat Desertification 	
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3. Shri Hem Kumar Pande, Additional Secretary

Items of Work	Reporting to
➤ Media Cell (In addition to existing Items)	Secretary

4. Shri Arun Kumar Mehta, Joint Secretary

Items of Work	Reporting to
➤ CVO	Secretary
➤ International Cooperation and Sustainable Development	SS(SS)
➤ Environment Policy and Law including Legal Cell	
➤ Work allocation to Government Counsels as well as supervising/monitoring of the progress of cases	
➤ Forest Establishment	DGF&SS
➤ National Museum of Natural History	AS(HKP)

This issues with the approval of competent authority.


 (Dr. M.M. Kutty)
 Joint Secretary(Admn.)

Distribution

1. Shri Shashi Shekhar, Special Secretary
2. Shri Susheel Kumar, Additional Secretary
3. Shri Hem Kumar Pande, Additional Secretary
- ✓ 4. Shri Arun Kumar Mehta
5. PS to Minister of State (I/C) for EF&CC
6. PPS to Secretary (EF&CC) / PPS to DGF&SS
7. AS&FA/ADG(WL)/ADG(FC)/ADG(PT)/Sr. Advisor(BB)
8. JS(RSP)/JS(AS)/JS(MKS)/JS(BS)/Economic Advisor / Statistical Advisor / All Scientist 'G' / All IGFs/CE(CCU)
9. All officers of the level of DS/Director
10. Consultant (IT) for updation on website
11. GC/GA/P.I/Parliament/Protocol/RTI Cell/IWSU/IFC
12. Guard File/Spare Copies