

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: 23/05/2016

OFFICE ORDER


Pursuant to appointments of Shri Rajani Ranjan Rashmi, IAS (MN:1983) and Ms. Amita Prasad, IAS (KN:1985) as Additional Secretaries in Ministry of Environment, Forest and Climate Change, the work among senior officers is allocated, as under, with immediate effect:-

S. No.	Name, Designation,	Items of Work	Reporting to
01.	Shri R.R. Rashmi Additional Secretary	<ul style="list-style-type: none">➤ Climate Change: Convention, Protocol and all related matters including NAPCC➤ World Bank Industrial Development Capacity Building Project➤ Environmental Education➤ Environment Clearance Cases of Projects in River Valley & Thermal Power Sectors of Impact Assessment➤ Green India Mission➤ Desertification including United Nations Convention to Combat Desertification (UNCCD)➤ Animal Welfare	Secretary
02.	Dr. M.M. Kutty, Additional Secretary,	<ul style="list-style-type: none">➤ EC related cases of Non-Coal Mining, Industry, Coal Mining and Infrastructure➤ CRZ and SICOM➤ International Cooperation, SDG and GEF➤ Ozone Cell & Montreal Protocol➤ Control of Pollution including administration of Central Pollution Control Board➤ Hazardous substances Management Division including all chemicals related conventions➤ Environment Policy & Law including legal Cell➤ Work relating to NGT➤ IUCN➤ Administration including GA; GC; RFD; Citizen Charter; PG; Parliament; IWSU; Protocol; E-Governance & IT; Hindi (Official Language) and Media Cell➤ Environment Health➤ Clean Technology along with combined scheme of Promotion of Clean Technology, Waste Minimization Strategies and Fly Ash	Secretary



03.	Ms. Amita Prasad, Additional Secretary	<ul style="list-style-type: none"> ➤ Biodiversity Conservation including BCRLIP ➤ All CBD matters (convention, its protocol, NBA and GEAC) ➤ Centrally sponsored schemes on Mangroves and coral reef ➤ G.B. Pant Institute of Himalayan Environment and Development and ICIMOD ➤ Centre of Excellence, namely, TBGRI, FRLHT, SACON, CES ➤ Botanical Garden of Indian Republic & Assistance to Botanical Gardens ➤ UNDP Projects on Medicinal Plants ➤ Man and Biosphere Reserves Programme ➤ Botanical Survey of India and Zoological Survey of India including Taxonomy Capacity Building ➤ Ecologically Sensitive Areas ➤ Wetlands and Ramsar Convention ➤ Research in Environment Division ➤ National Plan for Conservation of Aquatic Ecosystems ➤ National River Conservation Directorate ➤ National Museum for Natural History 	Secretary
04.	Shri P.K. Dash AS&FA	Financial Adviser	Secretary
05.	Dr. Anandi Subramanian	<ul style="list-style-type: none"> ➤ Plan Coordination ➤ Economic Cell ➤ Trade and Environment ➤ ENVIS; ➤ Scientific Advisory Committee; ➤ Environmental Information including Indira Gandhi Paryavaran Puraskar; ➤ Statistical Cell ➤ NGO Cell ➤ Annual Report and Executive Summary of the Ministry ➤ State of Environment Report reporting Scheme which includes bringing out State of Environment reports at national/ states/ metropolitan cities and other hotspots ➤ Report to the People on Environment & Forests 	Secretary

2. This issues with the approval of competent authority


 (Bhanu Surender)
 Deputy Secretary (Administration)

Distribution:

1. Shri Rajani Ranjan Rashmi, Additional Secretary
2. Dr. M.M. Kutty, Additional Secretary
3. Ms. Amita Prasad, Additional Secretary
4. Shri P.K. Dash, AS&FA
5. Dr. Anandi Subramanian, Sr. Adviser
6. PS to Minister of State (I/C) for EF&CC
7. PPS to Secretary (E,F&CC)/ PPS to DGF&SS
8. PPS to AS&FA/ ADG(WL)/ ADG(FC)/ ADG(PT)
9. JS(AS)/ JS(MKS)/ JS(AKM)/ JS(RSP/ JS(BS)/ JS(AGB)/ Statistical Adviser/ All Scientists 'G'/ All IGFs/ CE(CCU)
10. All officers of the level of Director/ Deputy Secretary
11. Consultant (IT) for uploading on website.
12. GC/ GA/ P.I/ Parliament/ Protocol/ RTI Cell/ IWSU/ IFC
13. Guard File/ Spare Copies.