

**F.No.29016/31/2017-GA**  
**Government of India**  
**Ministry of Environment, Forest and Climate Change**

Indira Paryavaran Bhawan,  
Jorbagh Road, New Delhi -110003

Dated the 7<sup>th</sup> March, 2017

**OFFICE ORDER**

**Subject: Constitution of Space Audit Committee in the Ministry of Environment, Forest & Climate Change**

Considering the persistent demand for allotment of rooms, cabins, work stations for officials in Indira Paryavaran Bhawan of this Ministry , a Space Audit Committee is constituted under the Chairmanship of Shri J.R. Bhatt, Scientist 'G' to conduct the space audit and suggest remedial measures. The other members of the Committee will be as under:

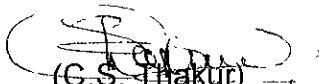
- i. Shri Bhanu Surender, DS(Admn.) : Member.
- ii. Shri R.P. Singh, DS(GA) : Member.
- iii. Shri C.S. Thakur, US (GA) : Member Secretary.

2. The Space Audit Committee will look into the following issues;

- a. To make assessment of the available space and requirements taking into account the work-force of various Wings/Divisions.
- b. The Committee will also take into account the eligibility criteria prescribed by Directorate of Estates for various level of officers and feasibility of the same in IPB.
- c. Identify and suggest relocation of some of the project staffs which could be shifted outside the Indira Paryavaran Bhawan.
- d. Identify space in the IPB to accommodate more employees by re-designing the cubicals / work-stations, wherever possible.
- e. Any other relevant issue which the Committee considers necessary in this regard.

3. The Committee will submit its recommendations within a period of one month from the date of issue this Office Order.

This issues with the approval of Competent Authority.

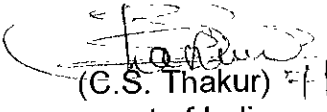
  
(C.S. Thakur)  
Under Secretary to the Government of India 7/3/17

**To**

1. Shri J.R. Bhatt, Adviser/Scientist 'G', MoEF&CC.
2. All Members of the Space Audit Committee.

**Copy to:**

1. PPS to the Secretary (EF&CC).
2. PPS to SS(RRR)/SS&DGF/AS(AP)/AS&FA/ADG(FC)/ADG(WL)/  
Sr.Adviser(AS)
3. All Divisional Heads with a request to cooperate with the Committee and also forward issues, if any, on the subject alongwith the manpower details to Under Secretary (GA) latest by 17<sup>th</sup> March, 2017.
4. PPS to JS(GB).
5. NIC for uploading on e-Office portal.

  
(C.S. Thakur) 21/3/17

Under Secretary to the Government of India