

**F.No. 29016/30/2017-GA (Pt.)**  
**Government of India**  
**M/o Environment, Forest & Climate Change**  
**(General Administration)**

Indira Paryavaran Bhawan,  
Jor Bagh Road, New Delhi-110 003.

Dated the 11 April, 2017

**Office Memorandum**

**Subject :- Selection of Floor Officers and Wing Officers in MoEF&CC.**

It has been decided to nominate Floor Officers and Wing Officers in Indira Paryavaran Bhawan in order to supervise and ensure proper house keeping, proper maintenance of records, beautifying, space management etc. as below:-

**1. Floor Officers :-**

Sl.No.	Floor	Name of the Officer	Designation
<b>Prithvi Wing</b>			
1.	1 <sup>st</sup>	Shri S. R. Amin	Under Secretary
2.	2 <sup>nd</sup>	Shri Rajesh Makkar	Under Secretary
3.	3 <sup>rd</sup>	Shri Pramod Patra	Section Officer
4.	4 <sup>th</sup>	Shri Laxman S. Dangwal	PA
5.	5 <sup>th</sup>	Shri Ram Mohan	PPS
6.	6 <sup>th</sup>	Smt. Asha M Nayar	SO
7.	7 <sup>th</sup>	Smt. Veena Sachdeva	LIA
<b>Jal Wing</b>			
8.	1 <sup>st</sup>	Shri J. S. Kanth	SO
9.	2 <sup>nd</sup>	Shri Abhijit Prasad	SO
10.	3 <sup>rd</sup>	Sh. M.K. Rai	US
11.	4 <sup>th</sup>	Shri R. K. Jindal	PPS
12.	5 <sup>th</sup>	Shri Jagjit Singh	Sr.PPS (AS&FA)
13.	6 <sup>th</sup>	Shri Mahendra Yadav	US
14.	7 <sup>th</sup>	Shri Sanjeev Kumar Kohli	AAO
<b>Agni Wing</b>			
15.	1 <sup>st</sup>	Smt. R. Ramila	SO
16.	2 <sup>nd</sup>	Shri J. P. Meena	US
17.	3 <sup>rd</sup>	Shri Rajiv Mathur	SO
18.	4 <sup>th</sup>	Shri Swapan Banerjee	DDO
19.	5 <sup>th</sup>	Shri R. Ravindran	PS

<b>Vayu Wing</b>			
20.	2 <sup>nd</sup>	Smt. Vijayalaxmi Varma	SO
21.	3 <sup>rd</sup>	Shri Apoorva Kumar	ASO
22.	4 <sup>th</sup>	Ms. Inka Goel	Technical Officer
23.	5 <sup>th</sup>	Shri R. S. Negi	US

2. **Wing Officer :-**

<b>Sl.No.</b>	<b>Block / Wing</b>	<b>Name of the Officer</b>	<b>Designation</b>
1.	Prithvi	Shri Bhanu Surender	DS (Admn.)
2.	Jal	Shri P. J. Michael	DS (Media)
3.	Vayu	Shri S. Gowri Shankar	DS (AW)
4.	Agni	Smt. Rita Khanna	Scientist 'F'

2. All the Floor Officers are required to ensure the following :-


- a. To see the over all cleaning condition of floor.
- b. To ensure removal of any unnecessary furniture or electrical items lying in the corridor.
- c. To ensure that natural light should not be obstructed by keeping any furniture.
- d. To instruct all users in the floor to switch off the light at the time of departing from office.
- e. To inform CPWD (Electrical) if any chances of fire in the building.
- f. To submit a monthly report to the Wing Officers of respective floor.

3. All the Wing Officers are required to ensure the following:-

- a. To ensure overall cleanliness of the wing.
- b. To supervise the Floor Officers.

4. Necessary support shall be extended by GA Section.

5. This issues with the approval of the Competent Authority.

  
 ( R. P. Singh )  
 Deputy Secretary  
 Tel : 24695382

**Distribution :-**

1. All the concerned Officers/ Officials
2. Incharge, CPWD Service Centre
3. Security Incharge, CISF
- ✓4. IT Division to upload on MOEF&CC website

**Copy for information to :-**

1. All Divisional Heads
2. PPS to Secretary (E,F&CC)
3. PPS to SS (RRR)
4. PPS to AS (AP)