

OFFICE MEMORANDUM

In pursuance of Department of Personnel & Training's O.M. 23/4/2018-Trg(Asstt. Secy.) dated 8th June, 2018, O.M. No.21/6/2018-CS.I(P) dated 13th June, 2018 and O.M. No.31/19/2018-EO (MM-I) dated 21st June, 2018, the Assistant Secretaries (IAS of 2016 batch) allocated to this Ministry are hereby posted in the following Divisions:-

Sl. No.	Name of the Officer	Division
1.	Shri Ravi Mittal (CG)	Control of Pollution
2.	Shri Mohammed Ikramulla Shariff (KN)	Climate Change
3.	Shri Siddeshwar Baliram Bondar (OR)	Impact Assessment/ CRZ
4.	Shri Satya Prakash (UP)	Hazardous Substances Management

2. The Competent Authority has also approved the following channel of submission:

Sl. No.	Name of the Officer	Reporting Officer	Reviewing Officer
1.	Shri Ravi Mittal (CG)	Sh. Satyendra Kumar, DS	Sh. Ritesh Kr. Singh, JS
2.	Shri Mohammed Ikramulla Shariff (KN)	Dr. Shard, Sc. 'D'	Sh. R.S. Prasad, JS
3.	Shri Siddeshwar Baliram Bondar (OR)	Sh. Sharath Pallerla, Sc. 'F'	Sh. Gyanesh Bharti, JS
4.	Shri Satya Prakash (UP)	Sh. Manoj Kr. Gangeya, Dir	Sh. Ritesh Kr. Singh, JS

3. The reporting channel for the purpose of APAR, will remain the same as para 2 above, with Secretary (EF&CC) as the Accepting Authority.

4. In addition to above, the following schedule of activities has been approved by the competent authority:-

(a) The Assistant Secretaries will particularly identify the implementation issues and suggest solution for expediting progress as well as for improving the quality of implementation relating to major programmes/initiatives of the Ministry/ Govt. of India.

(b) They will also review the implementation of projects/initiatives undertaken by Assistant Secretaries of 2013, 2014 and 2015 batches, during the last three years and take them to logical conclusion. This will be a group activity for all Assistant Secretaries posted in this Ministry.

(c) They will also be given a project work pertaining to this Ministry as a group activity by their respective Reporting Officer with the approval of Secretary.

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Copy to:

1. The Officers concerned.
2. Concerned Reporting and Reviewing Officers [The Reporting & Reviewing Officers are requested to furnish fortnightly report on the work/activities/projects/schemes etc. assigned to Assistant Secretaries so that Secretary could be apprised of the same at regular intervals].
3. Office of Establishment Officer [Shri Jagannath Srinivasan, Director (MM)], DoP&T, North Block, New Delhi
4. Department of Personnel & Training, [Shri K. Srinivasan, Under Secretary, CS.I(P)], 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi
5. Department of Personnel & Training [Shri Lok Ranjan, Joint Secretary (Trg)], North Block, New Delhi
6. Shri A.N. Narayanan, Deputy Secretary, Training Division, DoPT, New Delhi
7. PS to Minister of EF&CC.
8. PS to MoS of EF&CC
9. PPS to Secretary (EF&CC)/ PPS to DGF&SS
10. AS(AKJ)/ AS(AKM)/ AS&FA/ ADG(WL)/ ADG(FC)/ ADG(PT)/ SA(AS)
11. JS(NKS)/ JS(RSP)/ JS(RKS)/ JS(GB)/ JS(JT)/ JS(MP)/ Economic Adviser/ All Scientists 'G'/ All IGFs/ CE(CCU)/ CCA
12. PA to DS(Admn.), MoEF&CC
13. Under Secretary (IT)/ Consultant (IT) for updation on website.
14. GA /GC /Parliament /P.I /P.III /Vigilance/ IWSU /RTI /Reception Officer /Information & Facilitation Counter, MoEF&CC.
15. Service Book/Guard Folder/Spare Copies/Personal File.



Under Secretary to the Govt. of India