

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

Indira Paryavaran Bhawan,  
Jor Bagh Road, Aliganj,  
New Delhi-110003.

Dated: 31<sup>st</sup> July, 2015.

**OFFICE ORDER**

Consequent upon the appointment of Dr. M.M. Kutty as Additional Secretary in the Ministry of Environment, Forest and Climate Change, the following re-allocation of work is made among the following Officers as indicated below with immediate effect and until further orders:-

S.No.	Name of the Officer	Items of Work	Reporting to
1.	Shri Hem Pande, Additional Secretary	Will look after the following in addition to the work already assigned to him except Administration & Media Cell:- <ul style="list-style-type: none"> <li>➤ Wetlands Ramsar Convention;</li> <li>➤ Research in Environment Division;</li> <li>➤ National Plan for Conservation of Aquatic Ecosystems and</li> <li>➤ National River Conservation Directorate.</li> </ul>	Secretary
2.	Shri Susheel Kumar, Additional Secretary	Will look after the following in addition to the work already assigned to him except Green India Mission:- <ul style="list-style-type: none"> <li>➤ EC cases of River Valley &amp; Thermal Power Sectors of Impact Assessment involving CRZ Clearances.</li> </ul>	Secretary
3.	Dr. M.M. Kutty, Additional Secretary	<ul style="list-style-type: none"> <li>➤ Control of Pollution including administration of Central Pollution Control Board;</li> <li>➤ CRZ &amp; SICOM;</li> <li>➤ Hazardous Substances Management Division including all Chemicals related Conventions;</li> <li>➤ Environment Policy &amp; Law including Legal Cell;</li> <li>➤ Work relating to NGT;</li> <li>➤ Annual Report of the Ministry;</li> <li>➤ State Environment Reports;</li> <li>➤ National Museum of Natural History;</li> <li>➤ IUCN;</li> <li>➤ Green India Mission;</li> <li>➤ Administration including GA; GC; RFD; Citizen Charter; PG; Parliament; IWSU; Protocol; E-Governance &amp; IT; Hindi (Official Language) and Media Cell.</li> </ul> <p>The concerned divisional heads dealing with the above subjects will put up their files to Secretary through Dr. M.M. Kutty, Additional Secretary.</p>	Secretary

4.	Shri Anil Bahuguna, Joint Secretary	Will look after the following in addition to the work already assigned to him- ➤ Administration(including Administration); ➤ Citizen Charter; ➤ RFD; ➤ Protocol; ➤ Right to Information; ➤ Parliament; ➤ E-Governance/Information Technology; ➤ Official Language(Hindi); ➤ Media Cell and ➤ Green India Mission.	General  Additional Secretary(MMK)
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2. This issues with the approval of the Competent Authority.

  
(M.K. Rai)

Under Secretary (P.II)

**Distribution:-**

1. Shri Hem Pande, Additional Secretary
2. Shri Susheel Kumar, Additional Secretary
3. Dr. M.M. Kutty, Additional Secretary
4. Shri Anil Bahuguna, Joint Secretary
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)
8. JS(AS)/ JS(AKM)/ JS(MKS)/ JS(RSP)/ JS(BS)/ Economic Adviser/ Statistical Adviser/ All Scientists 'G'/ All IGFs/ CE(CCU)
9. All officers of the level of DS/Director
10. US(RTI)/US(GC)/US(PL)/US(Parliament)/US(IWSU)/US(GA)/US(P.III)
11. GC/ Parliament/ PL/P.I/P.III/ GA/ Vigilance Cell/ Protocol/ RTI Cell/ IWSU/IFC.
12. Consultant (IT) for uploading on the website
13. Guard File/Spare Copies