OFFICE ORDER

Consequent upon relieving of Ms. Nidhi Khare, Joint Secretary from this Ministry, the work among the following Joint Secretaries is hereby allocated, with immediate effect and until further orders:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Officer</th>
<th>Items of work</th>
<th>Reporting to</th>
</tr>
</thead>
</table>
| 1.      | Shri Jigmet Takpa, Joint Secretary | - International Union for Conservation of Nature (IUCN)  
Desertification including United Nations Convention to Combat Desertification (UNCCD).  
Water Quality Monitoring of Rivers under NRCP, including sediments and Analytical Quality Control  
Performance Monitoring of Sewage Treatment Plants (STPs)  
River Policy  
NMNH  
Environment Education  
Control of Pollution (Water)  
Clean Technology  
Environment Standard | AS(RA) |
| 2.      | Ms. Geeta Menon, Joint Secretary | - Impact Assessment Division – IA Policy, EC related cases of River Valley, Hydro-power, Thermal Power, Coal Mining.  
Protocol  
Parliament  
Public Grievances (PG)  
Green India Mission  
Ozone Cell & Montreal Protocol  
General Coordination  
Citizen Charter  
Hazardous Substances Management Division  
IFS Division | AS(RA)  |
| 3.      | Smt. Richa Sharma, Joint Secretary | - Climate Change: Convention, Protocol and all related matters including National Action Plan for Climate Change (NAPCC)  
Global Environment Facility (GEF)  
International Cooperation  
Bio Safety  
Administration (including General Administration) | AS(RSP) |
3. This has the approval of the Competent Authority.

Distribution:

1. Ms. Richa Sharma, Joint Secretary, MoEF&CC
2. Shri Jigmet Takpa, Joint Secretary, MoEF&CC
3. Ms. Geeta Menon, Joint Secretary, MoEF&CC
4. Shri A.K. Nautiyal, Joint Secretary, MoEF&CC
5. PS to Minister of EF&CC
6. OSD to MoS for EF&CC
7. PPS to Secretary (EF&CC)/ PPS to DGF&SS
8. AS(RSP)/AS&FA/AS(RA)/ADG(FG)/ADG(Wildlife)/ADG(PT)
9. JS(MP)/JS(SK)/DDG(Stats.)/Economic Advisor/All Scientists 'G'/All IGPs/CE(CCU)/CCA
10. All officers of the level of DS/Director in MoEF&CC
11. Under Secretary (IT)/Consultant (IT) for updation on website
13. Guard File/Spare Copies