

No.ADMIN-65013/28/2018-P-II (E-112411)
Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi-110003.
Date: 24th September, 2025.

OFFICE ORDER

In supersession of this Ministry's earlier Office Orders of work allocation of Joint Secretaries, the revised work allocation in the grade of Joint Secretary/JS equivalent level in the Ministry is ordered with immediate effect and till further orders:

Sl. No.	Name of Officer (Shri/Ms.)	Work allocation	Channel of Submission
1	Ved Prakash Mishra , JS	E-Governance/ Information Technology Wetland and Ramsar Convention under the new merged scheme of wetlands and Lakes National Plan for Conservation of Aquatic Eco-Systems (NPCA) Amrit Dharohar Centrally Sponsored Schemes on Mangroves and Coral Reefs Marine Conservation, Mangrove and Coral International Union for Conservation of Nature (IUCN) Botanical Survey of India (BSI) Zoological Survey of India (ZSI) Assistance to Botanical Garden Sustainable Coastal Management Division (SCMD)	Secretary AS(AG) > Secretary
2	Rajasree Ray, EA	Climate Finance : Green Climate Fund - National Focal Point Matters related to Climate, Green and Sustainable Finance Climate Fund Matters related to Budget Announcements Inputs for Economic Survey Adaptation Communication Multilateral/Regional Co-operation Agreement Leadership Group for Industry Transition (LEAD IT) All World Bank/ ADB matters Project Director, UNDP (GCF) Project	AS(AG) > Secretary Secretary
3	Neelesh Kumar Sah, JS	Control of Pollution Hazardous Substances Management Division (HSMD) Decriminalization of Environment Related Laws E – Samiksha All GIZ Scheme General Coordination	AS(VVY) > Secretary

4	Rajat Agarwal, JS	Work related to NGT	Secretary	
		Environment Policy and Law		
		Amalgamation of Environment Laws		
		Legal Monitoring Cell, work allocation to Government Counsels		
		Supervising/Monitoring of cases		
		Ease of Doing Business		
		Streamlining laws and regulations; Compliance burden		
		Ozone Cell and Montreal Protocol		
		Impact Assessment Division		AS(AG) > Secretary
		Impact Assessment (IA) Policy		
		Industry		
		Defence & Strategic Projects		
		IA Compliance and Monitoring		
		IA General Coordination under IA Division		
PARIVESH Portal				
Coastal Regulation Zone (CRZ) Notifications, 2011 including CRZ approvals in all IA Sectors				
5	Nameeta Prasad, JS	Chief Vigilance Officer (CVO)	Secretary	
		Environment Information, Awareness and Capacity Building (EIACP) and Environment Education Programme (EEP) including aligning with Mission LiFE		
		International Centre for Integrated Mountain Development		
		Govind Ballabh Pant National Institute of Himalayan Environment		
		Eco Mark Scheme		AS(VVY) > Secretary
		All UNDP Projects		
Green Credit Programme				
6	Satyajit Mishra, JS	Hindi (OL)	Secretary	
		Library		
		Administration including General Administration (GA)	AS(VVY) > Secretary	
		Swachhta Abhiyan		
		Mission Karmayogi		
		Media Cell		
		Protocol		
		Internal Work Study Unit (IWSU)		
		Government Land Information System (GLIS)		
		PG & Citizen Charter		
		Right to Information		
		Parliament		
Establishment work related to Legal Consultants and Associates (Legal)				

7	Tarun Kumar Pithode, JS	Climate Change	AS(AG) > Secretary
		National Action Plan on Climate Change (NAPCC)	
		Global Environment Facility Project- (Focal Area- Climate Change Projects)	
		International Co-operation	
		Global Environment Facility	
		G20 and SCO	
		Designated Nodal Authority / Carbon Market/ Carbon Trading Platform	
		Article 6 of Paris Agreement	
		Matters related to Kyoto Protocol; Loss and Damage, CDR	
		Mission LiFE	
8	Rita Khanna, Sc.'G'	National Museum of Natural History (NMNH)	Secretary

3. In addition, the following items of work are allocated to Shri Amit Raj, Director in addition to his existing work allocation:

Sl. No.	Name of Officer (Shri/Ms.)	Work allocation	Channel of Submission
1	Amit Raj, Director	Green Credit Program	JS(NP) > AS(VVY) > Secretary
		Eco Mark Scheme	
		All GIZ Projects	JS(NKS) > AS(VVY) > Secretary

4. This issues with the approval of Competent Authority.

Mridha
24.09.2025

(Chiranjib Mridha)
Under Secretary to the Govt. of India

Distribution:

1. Officers concerned.
2. PS to HMEF&CC
3. PS to HMoSEF&CC
4. PSO to Secretary, EF&CC/PSO to DGF&SS
5. AS(VVY)/AS(AG)/Sr.EA/ADGs
6. JS&FA/JS(NP)/JS(NKS)/JS(SM)/JS(RA)/JS(VPM)/CCA/DDG(Stat.)/Economic Adviser/All IGFs/All Scientists 'G'/CE(CCU)
7. Under Secretary(IT)/Consultant(IT) for updation on website.
8. Guard Folder/Spare Copies.