

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: 4th May, 2026

OFFICE ORDER

In supersession of this Ministry's Office Order No. 65011/06/2014-P.II (E-132196) dated 19.12.2025 regarding the allocation of work in the grade of Director/Deputy Secretary, the work allocation in this Ministry is hereby revised as under, with immediate effect and until further orders:

Sl. No.	Name of Officer (Shri/Ms.)	Work allocation	Channel of Submission
1.	Ms. Shweta Teotia, Director	<p>1. <u>UNFCCC</u></p> <p>i. UNFCCC-National Focal Point</p> <p>ii. Contribution to Trust Funds-UNFCCC & its Kyoto Protocol</p> <p>iii. Preparation of overall presentations and briefs</p> <p>iv. Matters related to International Negotiations including BASIC & Like Minded Developing Countries (LMDC)</p> <p>v. Matters related to UNFCCC CoP</p> <p>vi. Matters related to Bunker's Fuels – International Civil Aviation Organizations (ICAO) and International Maritime Organizations (IMO)</p> <p>vii. Coordination of all matters related to Climate Change</p> <p>viii. Vision 2047 – Climate Change</p> <p>2. Bilateral Cooperation in CC Division including Technical Committee (TC) Projects</p> <p>3. Global Stock Take and matters related to Article 2, 3 & 14 of Paris Agreement.</p>	JS(RA) > AS(AG) > Secretary

Shweta

		4. National Action Plan on Climate Change i. Coordination for Missions under National Action Plan Executive Committee on Climate Change – Approval and Review of Missions under NAPCC	
		5. State Action Plan on CC	
		6. Mission LIFE	

2. This issues with the approval of Competent Authority.



(Vibhuti Panjiyar)
Under Secretary to the Government of India
Tel: 011-20819373
Email: vibhuti.panjiyar@nic.in

Distribution:

1. Officers concerned.
2. PS to Hon'ble Minister, EF&CC
3. PS to Hon'ble MoS, EF&CC
4. PSO to Secretary, EF&CC/PSO to DGF&SS
5. AS(AG)/ AS(AA) /Sr. EA/ ADGs
6. JS&FA/ JS(NP)/ JS(NKS)/ JS(SM)/ JS(RA)/ JS(VPM)/ JS(TG)/ 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/ IFC/ CR/ APAR/ e-HRMS/ NBs.