

No. 12016/08/2020-IFS.I(Pt.II) [E-.....]

Government of India
Ministry of Environment, Forest & Climate Change
(IFS-I)

Indira Paryavaran Bhawan,
Aliganj, Jor Bagh Road,
New Delhi – 110003

Dated: 12th October, 2026

OFFICE ORDER

Sub: Channel of submission of proposals received from Authorities/Institutions/Organisations/Autonomous Bodies (ABs) under the Ministry of Environment, Forest and Climate Change – reg.

In order to streamline the submission and processing of proposals (including Parliament matters) received from various Authorities/Institutions/Organisations/Autonomous Bodies (ABs) under the Ministry of Environment, Forest and Climate Change, it has been decided that such proposals shall be routed through the concerned Administrative Divisions of the Ministry, as indicated below:

Sl. No.	Administration Division	Authorities/ Institution/AB
(i)	RT Division	ICFRE, IIFM, IGNFA, DFE
(ii)	FC Division	NA-CAMPA
(iii)	PT & E Division	NTCA, Elephant Cell (at WII)
(iv)	WL Division	WII, WCCB, CZA, NZP.

2. It is also clarified that the Administrative divisions mentioned above will under no circumstances accept files from these offices, unless and otherwise, specifically requisitioned for, with the authority of the Addl DG concerned or the DGF&SS. This however, does not include the files/proposals which come to officials in the Ministry by virtue of them being on the Board / Society etc in normal course of governance of these institutions.

3. All concerned Divisions and Authorities/Institutions/Autonomous Bodies are requested to ensure strict compliance with the above channel of submission, while forwarding the proposals for consideration and further necessary action by the Ministry.

4. This issues with the approval of the competent authority.

Phalguni
12/10/26

(Phalguni Banerjee)

Under Secretary to the Govt. of India
Ph – 011-20819192

Distribution:

- i. PSO to Secretary, MoEF&CC
- ii. PPSs to DGF & SS/ ADGF (WL)/ ADGF (FC)/ ADGF (PT)/ CEO (CAMPAA)/AS(AA)/ AS(AG)
- iii. PS to all IGFs/ JSs/ Jt. CEO (CAMPAA)
- iv. All concerned Divisions of the Ministry.
- v. All concerned Authorities/Institutions/Organisations/Autonomous Bodies.
- vi. All DIGFs/ AIGFs;
- vii. NIC cell for uploading on website;
- viii. Reference Folder.