

F. No.A-65011/65/2004-P.II  
Govt. of India  
Ministry of Environment and Forests

Paryavaran Bhawan  
CGO Complex, Lodhi Road  
New Delhi-110003.  
Dated 12<sup>th</sup> January, 2010

**OFFICE ORDER**

In supersession of all the previous orders, the consolidated work allocation among the Special Secretary/Additional Secretaries/Joint Secretaries/Advisers in the Ministry of Environment and Forests is mentioned below:

**I. Shri R.H. Khwaja, Special Secretary**

1. Control of Pollution including administration of Central Pollution Control Board
2. Hazardous Substances Management Division
3. Clean Production/Technology
4. National River Conservation Directorate
5. National Lake Conservation Plan
6. Environmental Policy & Law (including Legal Cell)
7. Commission on Sustainable Development
8. United Nations Convention to Combat Desertification
9. Media
10. Plan Coordination
11. Economic Cell
12. Trade and Environment
13. Statistical Cell
14. Annual Report of the Ministry
15. State of Environment Reports
16. Environmental Information including Indira Gandhi Paryavaran Puraskar
17. World Bank Industrial Development Capacity Building Project
18. Environmental Health
19. Environmental Education

**II. Shri J. M. Mauskar, Additional Secretary**

1. Impact Assessment
2. Coastal Regulation Zones
3. National Communications to the UNFCCC
4. Climate Change (including CDM & UNFCCC)
5. Ozone Cell and Montreal Protocol
6. Global Public Goods

**III. Shri M.F. Farooqui, Additional Secretary:-**

1. Bio-Safety including Cartagena Protocol and Genetic Engineering Approval Committee

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- ~~2.~~ Convention on Biological Diversity and National Bio-diversity Strategy and Action Plan
- ~~3.~~ National Biodiversity Authority
- ~~4.~~ Biodiversity Conservation
- ~~5.~~ Wetlands and Ramsar Convention
- ~~6.~~ Administration (including General Administration, General Coordination, Parliament, Internal Work Study Unit, Protocol/Public Grievance Redressal Cell & Administration of Regional offices and Right to Information Act)
- ~~7.~~ Botanical Survey of India and Zoological Survey of India
- ~~8.~~ Salim Ali Centre for Ornithology and Natural History
- ~~9.~~ E-Governance
- ~~10.~~ International Cooperation
11. Sustainable Development (Except Commission on Sustainable Development)
- ~~12.~~ IUCN- World Conservation Union
- ~~13.~~ Animal Welfare
- ~~14.~~ Man and Biosphere Reserves Programme
- ~~15.~~ G.B. Pant Institute of Himalayan Environment and Development
- ~~16.~~ International Centre for Integrated Mountain Development
- ~~17.~~ Coral Reefs and Mangroves
- ~~18.~~ Centre for Ecological Sciences
- ~~19.~~ Tropical Botanical Garden and Research Institute
- ~~20.~~ Foundation for Revitalization of Local Health Traditions
- ~~21.~~ Botanical Garden of Indian Republic
- ~~22.~~ UNDP Projects on Medicinal Plants
- ~~23.~~ Hindi (Official Language)
- ~~24.~~ All India Coordinated Project on Capacity Building in Taxonomy
- ~~25.~~ Assistance to Botanical Gardens
- ~~26.~~ Research in Environment
- ~~27.~~ Entities of Incomparable Value Regulations
- ~~28.~~ Fly Ash
- ~~29.~~ Ecologically Sensitive Areas
30. National Museum of Natural History

**IV. Shri Rajiv Gauba, Joint Secretary**

1. Hazardous Substances Management Division
2. National River Conservation Directorate
3. National Lake Conservation Plan

{Shri Rajiv Gauba, JS will report to SS(RHK) for his items of work}

**V. Shri H.K. Pande, Joint Secretary**

- ~~1.~~ Administration of Indian Forest Service
- ~~2.~~ Forest Establishment
- ~~3.~~ IUCN-The World Conservation Union

- ~~4.~~ G.B. Pant Institute of Himalayan Environment and Development
- ~~5.~~ International Centre for Integrated Mountain Development
- ~~6.~~ Man and Biosphere Reserve Programme
- ~~7.~~ Animal Welfare
8. International Cooperation including Global Environment Facility (excluding 'State of Environment' reports)
9. Sustainable Development (excluding Commission on Sustainable Development)

{Shri H.K. Pande will report to DGF&SS in respect of items of work at S.No. 1&2. For other items of works he will report to AS(MFF)}

**VI. Dr. B.P. Nilaratna, Joint Secretary**

1. Ozone Cell and Montreal Protocol
2. Coral Reefs
3. Mangroves
4. Botanical Garden of Indian Republic
5. Tropical Botanical Garden and Research Institute
6. Centre for Ecological Science
7. Foundation for Revitalization of Local Health Traditions
8. UNDP-CCF II Project on Promoting Conservation of Medicinal Plants and Traditional Knowledge and UNDP-GEF Project on Mainstreaming Conservation and Sustainable Use of Medicinal Plants Diversity
9. Hindi (Official Language)

{Dr. B.P. Nilaratna, JS will report to AS(JMM) in respect of items of work at Sl. No. 1. For other items of work, he will report to AS(MFF)}.

**VII. Shri A.K. Goyal, Joint Secretary**

1. Administration (including General Administration, General Coordination, Parliament, Internal Work Study Unit, Protocol/Public Grievance Redressal Cell & Administration of Regional Offices and Right to Information Act).
  2. E-Governance
  3. Botanical Survey of India
  4. Zoological Survey of India
  5. Salim Ali Centre for Ornithology and Natural History
  6. Biosafety including Cartagena Protocol
  7. Genetic Engineering Approval Committee
  8. National Bio-diversity Authority
  9. National Bio-diversity Strategy and Action Plan
  10. Convention on Biological Diversity
  11. Wetland and Ramsar Convention
  12. Bio-diversity Conservation Scheme
- {Shri A.K. Goyal, JS will report to AS(MFF) for his items of work}.

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**VIII. Sh. R.R. Rashmi, Joint Secretary**

1. Climate Change including CDM & UNFCCC
2. Media
3. Vigilance

{Shri R.R. Rashmi, JS will report to AS(JMM) for item of work at Sl. No.1. For item at S.No. 2 and 3 he will report to SS(RHK) and Secretary (E&F) respectively.}

**IX Sh. Rajneesh Dube, Joint Secretary**

1. Control of Pollution including administration of Central Pollution Control Board
2. Environmental Policy and Law (including Legal Cell)
3. Clean Technology
4. Source Appointment Studies for Air Quality Management
5. Commission on Sustainable Development

(Shri Rajneesh Dube, JS will report to SS(RHK) for his items of work)

**X. Dr. G. V. Subrahmaniam, Adviser**

1. Research in Environment
2. Fly Ash Notification
3. Ecologically Sensitive Areas
4. Assistance to Botanical Gardens
5. All India Coordinated Project on Capacity Building in Taxonomy
6. Entities of Incomparable Value Regulations
7. National Museum of Natural History

(Dr. GVS will report to AS(MFF)) for his items of work)

**XI. Dr. Nalini Bhat, Adviser**

1. Impact Assessment relating to:
  - a) Industry
  - b) Infrastructure
  - c) River Valley
  - d) Mining Sectors
2. Source Apportionment Studies
3. Male Declaration

(Dr. Nalini Bhat will report to AS(JMM) in r/o item of work at S. No. 1&2. For items of work at Sl. No. 3 she will report to SS(RHK))

**XII. Dr. G.K. Pandey, Adviser**

1. Impact Assessment relating to Thermal Power & Building Construction Sector
2. Impact Assessment of Coal Mining
3. Environmental Health
4. World Bank Industrial Development Capacity Building Project
5. Rotterdam convention
6. Strategic Approach to International Chemicals Management

7. Stockholm Convention (Effective Evaluation & POPs Review Committee),
8. Heavy metals including Mercury

{Dr. G.K. Pandey, Adviser will report to AS(JMM) in respect of items of work at S. No. 1&2. For items of work at S. No. 3 to 8, he will report to SS(RHK)}

**XIII. Dr. Subodh K. Sharma, Adviser**

1. National Communication
2. Intergovernmental Panel on Climate Change
3. All other Scientific Technical work related to climate change

(Dr. Subodh K. Sharma, Adviser will report to AS(JMM) for his items of work)

**XIV. Shri. R. Mehta, Adviser**

1. Environmental Education (including Library)
2. Global Public Goods

(Shri R. Mehta will report to SS(RHK) for item of work at S. No. 1. For item of work at S. No. 2, he will report to AS(JMM))

**XV. Shri R.S. Ahlawat, Economic Adviser**

1. Plan Coordination
2. Economic Cell
3. Trade and Environment

(Shri R.S. Ahlawat will report to SS(RHK) for his items of work}

**XVI. Shri Nil Kanth Ghosh, Statistical Adviser**

1. Annual Report of the MoEF
2. ENVIS;
3. 'State of Environment' Reports
4. Environmental Information including Indira Gandhi Paryavaran Puraskar
5. Updation/Development of website of the Ministry
6. Work relating to Statistical Cell that include:-
  - i. To identify existing data gaps and advise about filling them in order to strengthen the process of planning, monitoring and decision making in MOEF;
  - ii. To develop and manage an efficient Statistical Database on Environment & Forestry for planning and decision-making taking the help of various divisions of the Ministry and the environmental centres;
  - iii. To liaise with MOS&PI & other Ministries on all types of Statistical matters;
  - iv. To advise all the divisions of MOEF on statistical matters, correct interpretation of statistical data and statistical implementation of various integrated conventions and agreements;

- v. To create a centralized statistical data base in MoEF with a view to meet the requirements of its different divisions;
- vi. To undertake research studies based on the centralized statistical data base to be set up and also to provide inputs for research studies on development of appropriate statistical methodologies relating to different components of Environment & Forestry;
- vii. To liaise with all divisions of MoEF and, where necessary, its subordinate offices and autonomous institution to strengthen the process of data collection, validation, processing and interpretation of statistical data;

{Shri Nil Kanth Ghosh will report to SS(RHK) for his items of work}

**The Link Officers for Special Secretary, Additional Secretaries, Joint Secretaries and Advisers (who will attend to urgent matters in each others' absence) are designated as follows:**

**Special Secretary/Additional Secretaries:**

**OFFICER**

AS(MFF)  
SS(RHK)  
AS(JMM)

**LINK OFFICER**

SS(RHK)  
AS(JMM)  
AS(MFF)

**Joint Secretaries:**

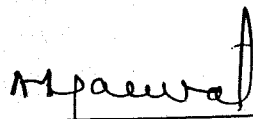
JS(HKP)  
JS(BPN)  
JS(AKG)

JS(BPN)  
JS(AKG)  
JS(HKP)

JS(RG)  
JS(RRR)  
JS(RD)

JS(RRR)  
JS(RD)  
JS(RG)

This issues with the approval of Secretary (E&F).

  
(ALOK AGARWAL)  
DEPUTY SECRETARY

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4. JS(RG)/JS(HKP)/JS(RRR)/JS(BPN)/JS(RD)/JS(AKG)/All Advisers/ All IGFs/ CE(CCU)
5. ENVIS Secretariat for updation on website of the Ministry.
6. GC Section/Parliament Section
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