

**F.No.J-11013/4/2011-IA.I**  
**Government of India**  
**Ministry of Environment and Forests**  
**(I.A. Division)**

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**Dated: July 18, 2011.**

**OFFICE MEMORANDUM**

**Subject: Contact information of project proponents to be made part of the environmental clearance/Terms of reference (EC/TOR) letters - regarding.**

During the Review meeting of the Regional Offices of the MoEF on 23<sup>rd</sup> June, 2011, an issue was raised regarding non-availability of information in the EC/TOR letters regarding details of the contact person and other contact details for various projects resulting in difficulties for initiating monitoring by the ROs.

To address this issue, it has been decided that henceforth the e-mail addresses, Fax Nos. and other contact details of the concerned project in-charge, based on the information available in project documents i.e. Form - I shall be mentioned in the TOR/EC letters.

The above procedure shall be followed by the all the concerned Officers of the Ministry /SEIAAs/SEACs.

This issues with the approval of Competent Authority.

  
**(Dr. M.T. Karuppiah)**  
Deputy Director

**To**

1. All Officers of the IA division
2. All the Chairperson / Member Secretaries of SEIAAs/SEACs.

**Copy for information:**

1. PS to SS(JMM)
2. Advisor (NB)
3. Website, MoEF
4. Guard File