

No. A-65011/06/2014-P.II (Pt.) (132196)  
Government of India  
Ministry of Environment, Forest & Climate Change  
(P-II Section)

Indira Paryavaran Bhawan,  
Jorbagh Road, Aliganj,  
New Delhi - 110003  
Dated: 24.12.2024


**OFFICE ORDER**

In partial modification of Office Orders No. A-65011/06/2014-P.II (Pt.) dated 13th September 2024 and No. A-65013/28/2018-P.II dated 28<sup>th</sup> August 2024, the following work allocation in the Grade of Director/ DS in the Ministry is ordered with immediate effect and until further orders:

Sl. No.	Name of the DS/Director	Work Allocation	Channel of Submission
1.	Shri Amit Raj, Director	i. HSMD ii. Circular Economy iii. Alleviating Heat Stress by Enhancing production of Affordable cooling Devices (AHEAD) iv. Strategic Integration of Passive Measures to enhance thermal comfort: A catalyst for effectively implementing the India Cooling Action Plan in selected States of India	JS (VPM) > AS (NPG) > Secretary EA(RR) > Secretary
2.	Ms. Jaspreet Kaur, Deputy Secretary	1. International Cooperation I. Bilateral Cooperation i. All bilateral matters including all MoUs/ Agreements/ JwGs II. General Coordination and Administration of IC Division i. All administrative matters including Budget, Contributions & Foreign Travel ii. All personnel matters including matters related to consultants iii. Public Grievances, RTI (First Appellate Authority), VIP References	JS(NKS) > AS(NPG) > Secretary

	iv. Annual Report of the Division <b>III. International Projects</b> i. External Aided Projects ii. Bilateral Projects <b>IV. All matters related to Global Environment Facility (GEF)</b> <b>V. Multilateral Cooperation</b> i. All multilateral matters including matters related to G20, G7, BRICS, SCO, SACEP, BIMSTEC, other UN agencies <b>VI. UN Environment Programme</b> i. UN Environment Assembly, UNEP	
	<b>2. Biosafety &amp; GEAC</b>	<b>AS(AG)&gt; Secretary</b>

2. This issues with the approval of the Competent Authority.

  
(Vikash Chandra Gupta)  
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