

No. ADMIN/69/2024-P-II
Government of India
Ministry of Environment, Forest & Climate Change
(P-II Section)

Indira Paryavaran Bhawan
Jor Bagh Road,
New Delhi – 110003

Dated: 17th September, 2024

OFFICE MEMORANDUM

Subject: Preparation of list of staff coming under the category of operational staff of MoEF&CC - reg.

The undersigned is directed to convey that this office is in the process of preparing the list of staff coming under the category of Operational Staff. As per DoPT O.M. No. A-27016/03/2017-Estt.(AL) dated 19.06.2018, the Operational staff are defined as:

"All non-ministerial non-gazetted Central Government servants directly involved in smooth operation of the office including those tasked with operation of some electrical or mechanical equipment."

2. All Divisional Heads are requested to prepare a list of operational staff, fulfilling the criteria stipulated by DoPT / as per RR of the posts, working in their Divisions and forward the same to the P-II Section by 20.09.2024. The details as per Annexure-I enclosed overleaf may be also be forwarded to the e-mail id—sahil.patwal98@gov.in .

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

Encl: As above.



(Vikash Chandra Gupta)
Under Secretary to the Govt. of India
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To

- i. All Divisional Heads.
- ii. PA to DS (P-II).
- iii. US (GA) / Consultant (IT).
- iv. Guard file / Spare copies.

ANNEXURE-I

Name of Division/Section/Unit/Cell

Sr. No.	Name of employee	Designation	Date of Retirement	Remarks, if any