

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

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

Dated: 11<sup>th</sup> July, 2024

**OFFICE ORDER**

The following work allocation in the grade of Deputy Secretary/Director is hereby ordered with immediate effect and until further orders:

Sl. No.	Name and Designation	Work Allocated	Reporting to
1.	Sh. Debabrata Das, Deputy Secretary	Media	JS(SM)
		GC	DDG (Stat.)
2.	Sh. Jatender Singh, Deputy Secretary	P.II + Mission Recruitment + IWSU	JS(SM)
3.	Sh. A.K. Bhattacharyya, Deputy Secretary	Sustainable Coastal Management Division (SCMD)	EA(RR)
4.	Sh. S. L. Bairwa, Deputy Secretary	Establishment work related to Legal Consultants, Legal Cell, Liaison Officer (SC/ST/Ex-Servicemen/EWS/PwDs)	JS(SM)
		NGO	DDG(Stat.)
5.	Sh. Aravind Kumar Agrawal, Director	LIFE	Sc 'G' (RK)
		Impact Assessment (IA) including IA-GC, EoDB (Ease of Doing Business), CoS,	JS (SKB)
6.	Shri Amit Raj, Director	<b><u>Climate Change</u></b>  1. UNFCCC (i) UNFCCC-National Focal Point (ii) Contribution to Trust Funds-UNFCCC & its Kyoto Protocol (iii) Preparation of overall presentations and briefs (iv) Matters related to International Negotiations including BASIC & Like Minded Developing Countries (LMDC) (v) Matters related to UNFCCC CoP (vi) Matters related to Bunker's Fuels – International Civil Aviation Organizations (ICAO) and International Maritime Organizations (IMO) (vii) Coordination of all matters related to Climate Change (viii) Vision 2047 – Climate Change  2. <b>Bilateral Cooperation</b> (i) Bilateral Cooperation in CC Divisions including Technical Committee (TC) Projects	JS (NKS)

*Naveen*  
11-7-24

		<p><b>3. Global Stock Take and matters related to Article 2, 3 &amp; 14 of Paris Agreement.</b></p> <p><b>4. National Action Plan on Climate Change</b> (i) Coordination for Missions under National Action Plan Executive Committee on Climate Change – Approval and Review of Missions under NAPCC</p> <p><b>5. State Action Plan on Climate Change</b></p> <p><b><u>International Cooperation</u></b></p> <p><b>1. Bilateral Cooperation</b> (i) All bilateral matters including all MoUs/ Agreements/ JWGs</p> <p><b>2. General Coordination and Administration of IC Division</b> (i) All administrative matters including Budget, Contributions &amp; Foreign Travel (ii) All personnel matters including matters related to consultants (iii) Public Grievances, RTI (First Appellate Authority), VIP References (iv) Annual Report of the Division</p> <p><b>3. International Projects</b> (i) External Aided Projects (ii) Bilateral Projects</p> <p><b>4. Global Environment Facility (GEF)</b> (i) All matters related to Global Environment Facility (GEF)</p>	
7.	Sh. Rajendra Sharma, Deputy Secretary	CAQM	
8.	Shri Sonamani Haobam, Deputy Secretary	PG + RTI	JS (SM)
		IT & e-Governance	JS (NKS)
9.	Ms. Ruchika Drall, Deputy Secretary	<p>1. Climate Change (Multilateral, regional cooperation relating to Climate Change-BRICS, CHOGM, ASEAN, BIMSTEC, SCO, SAARC, ASEAN, SACEP)</p> <p>2. Leadership Group for Industry Transition (Lead-IT)</p> <p>3. National Adaptation Plan, Adaptation Communication, Adaptation Fund, National Adaptation Fund on Climate Change (NAFCC)</p> <p>4. All Matters related to Article 7 of Paris Agreement including Global Goal on Adaptation, and Article 8 of Paris Agreement.</p>	EA(RR)

*Navneet*  
11-7-20

	5. Loss & Damage including international Negotiations, Santiago Network on Loss and Damage, CDRI	
	<p><b><u>International Cooperation</u></b></p> <p>1. Multilateral Cooperation (i) All multilateral matters including matters related to G20, G7, BRICS, SCO, SACEP, BIMSTEC, other UN agencies</p> <p>2. UN Environment Programme (i) UN Environment Assembly, UNEP</p>	JS (NKS)

2. This issues with the approval of Competent Authority.

*Naveen*  
11-7-24

(Naveen Kumar)

Under Secretary to Govt. of India

Ph.: 011- 20819373

**Distribution:**

1. Concerned Officers and their Controlling Officers
2. PS to Hon'ble Minister of Environment, Forest and Climate Change
3. Addl. PS to Hon'ble Minister of State for Environment, Forest and Climate Change
4. PSO to Secretary, MoEF&CC
5. PPS to AS (Admn.)/PPS to AS(NPG)/PSO to AS&FA, MoEF&CC
6. PPS to JS (SKB)/ PPS to JS (Admn.)/ PPS to JS(NKS)/PPS to Economic Advisor
7. Member Secretary, CAQM, New Delhi
8. Pay & Accounts Officer, MoEF&CC, New Delhi
9. DDO (Cash), MoEF&CC
10. CP/GA/GC/Parliament/P.I/ P.II/P III/IWSU/Vigilance/APAR/IFD
11. US (IT)/ Consultant (IT) for updation on the website
12. Information and Facilitation Counter, MoEF&CC
13. Service Book/Personal File/Guard File/Spare Copies