

No. A-65011/06/2014-P.II Part /E-132196
Government of India
Ministry of Environment, Forest & Climate Change

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

Dated: 06th October, 2025

OFFICE ORDER

In partial modification of this Ministry's Office Order of even number dated 13.11.2023, 30.05.2024, 24.12.2024, 05.05.2025, 11.09.2025 and 22.09.2025, the work allocation amongst Directors/Deputy Secretaries is revised as under with immediate effect and until further orders:-

Sl. no.	Name and Designation (Ms./Sh.)	Work allocation	Channel of Submission
1.	Jaspreet Kaur, Deputy Secretary	I. International Cooperation I. Bilateral Cooperation i. All bilateral matters including all MoUs/ Agreement/JWGs II. Administration of IC Division i. All administrative matters including Budget, Contribution and Foreign Travel ii. Annual Report of the Division III. International Projects i. External Aided Projects ii. Bilateral Projects IV. All matters related to Global Environment Facility (GEF) V. Multilateral Cooperation i. All multilateral matters including matters related to G20, G7, BRICS, SCO, SACEP, BIMSTEC, other UN agencies	JS(TKP) > AS (AG) > Secretary

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	VI. UN Environment Programme (UNEP) 2. 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 3. Bilateral Cooperation i. Bilateral Cooperation in CC Divisions including Technical Committee (TC) Projects 4. Global Stock Take and matters related to Article 2, 3 & 14 of Paris Agreement. 5. National Action Plan on Climate Change i. Coordination for Missions under National Action Plan Executive Committee on Climate Change – Approval and Review of Missions under NAPCC 6. State Action Plan on CC 7. Biosafety & GEAC	AS (AG) > Secretary
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Naresh

2.	Shweta Kumar, Director	I. Climate Finance: i. International Negotiations ii. Green Climate Fund iii. Global Environment Facility (related to Climate Change) II. Green and Sustainable Finance III. Matters related to Budget Announcements IV. Matters related to Article 9, 10, 11 and 12 of Paris Agreement	EA(RR)> AS(AG)> Secretary
		V. Multilateral/ Regional Cooperation -QUAD VI. All Work Bank & ADB matters	EA(RR)>Secretary
		VII. All matters related to Carbon Markets VIII. Article-6 of Paris Agreement IX. Matters related to Kyoto Protocol X. National CDM Authority (NCDMA) CDM Projects- Host Country Approvals XI. National Designated Authority for the Implementation of the Paris Agreement (NDAIAPA)	JS(TKP) > AS (AG) > Secretary
3.	Anuj Chandak, Deputy Secretary	i. Mission LIFE	JS (TKP)>AS (AG) > Secretary
		ii. PARIVESH portal	JS (RA) > AS (AG)>Secretary
		iii. SCMD	JS (VPM) > AS(AG) > Secretary
4.	Debabrata Das, Deputy Secretary	i. Media, RTI	JS (SM) >AS(VVY)> Secretary
		ii. PG & Citizen Charter	
		iii. IT & e-Governance	JS (VPM) > Secretary
		iv. Library	JS (SM) > Secretary
		v. NGO	DDG(Stat)> Sr. EA > Secretary
		vi. CAQM (Additional Charge)	CAQM

Maidh

5.	Lalan Prasad Sharma, Director	i. P-I ii. P-III iii. Establishment work related to Legal Consultants	JS (SM) > AS (VVY) > Secretary
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2. Shri Jatender Singh, Deputy Secretary, shall function as Liaison Officer for SC/ST/Ex-Servicemen/EWS/PwDs, in addition to his existing work allocation.

3. This issues with the approval of Competent Authority.

Mridha
06.10.2025

(Chiranjib Mridha)
(Under Secretary to the Government of India)
Tel. No. -011-20819373

Distribution:

1. Officers concerned
2. PS to Hon'ble MEF&CC
3. PS to Hon'ble MoSEF&CC
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7. JS(RA)/JS(SM)/JS(VPM)/JS(NP)/JS(TKP)/JS&FA/CCA/DD(Stat.)/Eco.
Adv./All IGFs/All Scientists 'G'/ CE(CCU)
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