

No.ADMIN-65013/28/2018-P.II (E-112411)
Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi-110003
Date: 04 December, 2025

OFFICE ORDER

It is hereby ordered that henceforth and until further orders, the following items of work shall be dealt with by the Media Cell, under the supervision of Deputy Secretary (Media):

- i. All budgetary and financial matters pertaining to the Media Cell.
- ii. Processing of non-financial logo support proposals.
- iii. Engagement of Event Management Agency for the organisation of World Environment Day.
- iv. Handling of VIP references seeking support of organisations under MoEFCC for various events, fairs, programmes, etc.
- v. Matters relating to invitations to Secretary, EFCC for attending various programmes, events and functions.
- vi. Engagement of Professional Event Management Agency for setting up the LIFE Pavilion.
- vii. Engagement of agencies for management of Social Media and Digital Platforms of the Ministry.

2. This issues with the approval of Competent Authority.

Digitally signed by
VIBHUTI PANJIYAR
Date: 04-12-2025
09:35:56

(Vibhuti Panjiyar)

Under Secretary to the Govt. of India

Distribution:

1. Officer concerned.
2. PS to Hon'ble Minister, EF&CC
3. PS to Hon'ble MoS, EF&CC
4. PSO to Secretary, EF&CC/PSO to DGF&SS
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6. JS&FA/JS(NP)/JS(NKS)/JS(SM)/JS(RA)/JS(VPM)/CCA/DDG(Stat.)/Economic Advisers/All IGFs/All Scientists 'G'/CE(CCU)
7. Under Secretary(IT)/Consultant