No.A-65011/06/2014-P.II(Part) (112111)
Government of India
Ministry of Environment, Forest and Climate Change
(P.II Section)
***

Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi-110003
Date: 10.11.2026

OFFICE ORDER

In partial modification of this Ministry's Office Order No.A-65011/06/2014-P.II dated 11.07.2024, 11.10.2024, 06.10.2025, and 13.02.2026 regarding the allocation of work in the grade of Director/Deputy Secretary, the work allocation in this Ministry is hereby redistributed as under, with immediate effect and until further orders:

Sl. no.	Name and Designation	Existing Work Allocation	Revised Work Allocation	Channel of Submission
1.	Shri Jatender Singh, Deputy Secretary (Central Secretariat Services)	i. P.II ii. Mission Recruitment iii. IWSU iv. Liaison Officer (SC/ ST/ Ex-Serviceman/ EWS/PwDs)	i. Media ii. RTI iii. PG iv. Citizen Charter	JS(SM)>AS(AA)>Secretary
			v. Library	JS(SM)>Secretary
			vi. IT & e-Governance	JS(VPM)>Secretary
			vii. NGO	Statistical Adviser> Sr. Statistical Adviser> Secretary
			viii. Liaison Officer (SC/ST/Ex-Serviceman/ EWS/PwDs)	-
2.	Shri Lalan Prasad, Director (Central Secretariat Service)	i. P.I ii. P.III iii. Establishment work related to Legal Consultants, Legal Cell)	i. P.I ii. P.II iii. P.III iv. Mission Recruitment v. IWSU vi. Establishment work related to Legal Consultants, Legal Cell)	JS(SM)>AS(AA)>Secretary
			vii. Liaison Officer (OBCs)	-

3.	Shri Rakesh Sharma, Director (Central Secretariat Services)	i. GA & HOD ii. Parliament	i. GA & HOD ii. Parliament iii. GLIS	JS(SM)>AS(AA)>Secretary
4.	Shri Yogesh R. Patel, Deputy Secretary, (Central Secretariat Services)	i. Protocol ii. GLIS iii. Swachhata Abhiyan iv. CS.II v. Vigilance	i. Protocol ii. Swachhata Abhiyan	JS(SM)>AS(AA)>Secretary
			iii. CS.II	JS(VPM)>Secretary
			iv. Vigilance	JS(TG)>Secretary

The above officers shall also function as the First Appellate Authority (FAA) in respect of matters pertaining to the Right to Information Act, 2005, concerning the subjects allocated to them.

2. This issues with the approval of Competent Authority.

10/11/16

(Bhaskar Seal)
Under Secretary to the Government of India

Distribution:

1. Officers 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
5. AS(AG)/AS(AA)/AS&FA/ADG(FC)/ADG(WL)/Sr. Economic Advisor/Sr. Statistical Advisor
6. JS(NP)/JS(SM)/JS(RA)/JS(VPM)/JS(TG)/JS (UC)/Economic Adviser/ Statistical Advisor/ All Scientists 'G'/All IGFs/CE(CCU)/
7. Under Secretary(IT)/ Consultant(IT) for updation on website.
8. Guard Folder/ Spare Copies/ IFC/ CR/ APAR/ e-HRMS/ NBs.