



**Central Pollution Control Board**  
(Ministry of Environment, Forest & Climate Change, Govt. of India)  
Parivesh Bhawan, East Arjun Nagar,  
Delhi – 110032.

F.No.:- C-22017/02/2011-Admn.(P)

the 09<sup>th</sup> September, 2020

**OFFICE ORDER**

The following transfers and postings are made in public interest with immediate effect;

S. No.	Name & Designation	Present place of posting	Proposed place of posting	Reporting to
1	Shri Ashok Kashyap, AO	Admn.(Coord.) & Material*	Admn. (Recruitment and Promotion) *	MS
2	Shri Sunil Kumar Anand, AO	Admn. (P)	Admn.(P) and Vigilance Officer	MS/CVO
3	Smt. Rekha Narang, AO	F&A Division	Admn.(Coord. & Medical Claims)	MS
4	Smt. Madhu Luthra, AO	Admn.(P)	ETU & PR Division	MS
5	Shri R. Mahendra Kumar, AO	RD Bengaluru	No change	RD Bengaluru
6	Shri Manjeet, LDC	F&A Division	Admn.(Coord. & Medical Claims)	AO(C)
7	Shri Mantu Chaudhary, Scientist 'E'	PR & ETU Division	WM-II Division	D.H. WM-II
8	Shri Narendra Sharma, Scientist 'E'	IPC-V Division	RD Chandigarh	RD Chandigarh


02. \*Shri Ashok Kashyap, AO may continue to discharge the duties of Material Division as additional responsibility.

03. Environmental Training Unit (ETU) has a major role in developing trained manpower on various environmental aspects, including human resource within CPCB. It is required to take steps to impart training to the employees of CPCB to enhance their knowledge and skills. Smt. Madhu Luthra, Administrative Officer will be responsible to work out training needs and strategies, execute MoUs with the renowned training and professional institutes such as IIMs, ISTM (dealing with the Administrative and Finance), IITs etc., draw training calendars and perform other relevant activities.

04. Shri Tara Chand, LDC will look after the work related to Vigilance and route all the papers through AO(P) and VO to CVO. Shri Kundan Kumar, Assistant will maintain the APARs, Annual Property Returns (APR), maintenance of Bio-Matrix Attendance System and maintenance of recording of CCTV footage.

05. Shri Narendra Sharma, Scientist 'E' will continue to look after activities of RD Chandigarh from Head Office, in addition to his current assignment of IPC-V Division, till RD Chandigarh becomes fully functional.

06. This issues with the approval of the Competent Authority, CPCB.

  
(Sunil Kumar Anand)  
Administrative Officer (P)

Contd..2...

Distribution: -

- 1 Shri Ashok Kashyap, AO
- 2 Shri Sunil Kumar Anand, AO
- 3 Smt. Rekha Narang, AO
- 4 Smt. Madhu Luthra, AO
- 5 Shri R. Mahendra Kumar, AO
- 6 Shri Mantu Chaudhary, Scientist 'E'
- 7 Shri Narender Sharma, Scientist 'E'
- 8 Shri Manjeet, LDC, F&A Division
- 9 Shri Tara Chand, LDC
- 10 Shri Kundan Kumar, Assistant
- 11 D.H. IPC-V
- 12 D.H. WM-II
- 13 All RD's : for information
- 14 D.H. F&A Division : with a request to relieve Smt. Rekha Narang, AO and Shri Manjeet, LDC with immediate effect
  
- 15 PS(R)
- 16 SO(R)
- 17 D.H. I.T. : for uploading on intra portal
- 18 Shri Gopi P. Nair, Assistant : for updating LMS
- 19 PS to CCB
- 20 PS to MS
- 21 AO Master File
- 22 Office Order File
- 23 Personal File of Individual