



State Environment Impact Assessment Authority, M.P.
(Ministry of Environment, Forest and Climate Change, Government of India)

Environmental Planning & Coordination Organization

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No.: 220 /SEIAA/ 22

Date : 22/4/22

Office Order

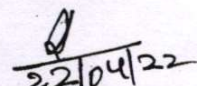
In continuous of previous order (SEIAA Office Order No. 1557 dtd. 29.07.2021, EPCO Officer Order No. 939 dated 26.07.2021 & Officer Order No. 4569 dtd. 25.11.2021 and Govt. of Madhya Pradesh, Paryavaran Department Order No. 57/43/2022/32-3 Bhopal dtd. 20-01-2022 the following works are hereby assigned to officers and employees in SEIAA with link officers/employees in absence/leave of respective staff for smooth and effective functioning of SEIAA Secretariat with effect from 01-01-2022 as follows :-

S.N	Name of Officers/ Employees	Work Assignment	Link/Back up Officers & Employees
1	Alok Nayak (Sr. Scientific Officer & OIC, SEIAA)	Over all coordination in acceptance of online application / proposals of the projects, Processing & Appraisal of all Mining projects and other than Mining projects, all Co ordination & Communication with PP, SEAC, MoEF & CC and State Govt. OIC of General Administration & Accounts works, and legal matters, Lok sabha & Vidhan Sabha works, RTI as PRO, Submission of Monthly Progress Report to MoEF & CC, Co ordination with MAP-IT to develop Case Management System , organise workshop, Training & Seminars and in addition to other assigned works.	Shri Rajesh Mishra (Executive Engineer) - I
2	Shri Rajesh Mishra (Executive Engineer)	Acceptance of online application / proposals of the projects related with other than mining projects, Processing & Appraisal of other than Mining projects, Co ordination legal matters, Lok sabha & Vidhan Sabha works, RTI as PRO, Submission of Monthly Progress Report to MoEF & CC In consultation with OIC, SEIAA. Compliance & Monitoring of EC Conditions of all other than mining projects. Organise workshop, Training & Seminars and in addition to other assigned works.	Shri Sanjay Pandey (Assistant Engineer)
3	Shri Sanjay Pandey (Assistant Engineer)	Compliance & Monitoring of EC Conditions of all Mining projects and Co ordination & Communication with PP and all concerned agencies, all transfer EC / amendment EC & ToR cases in consultation with OIC, SEIAA, General Administration & Accounts works, and legal matters, Lok sabha & Vidhan Sabha works, RTI as PRO, Submission of Monthly Progress Report to MoEF & CC, Co ordination with MAP-IT to develop Case Management System , organise workshop, Training & Seminars and in addition to other assigned works.	Shri Rajesh Mishra (Executive Engineer)
4	Vitthal Pawar (Asstt.)	Assist to SSO (AN) in Mining projects of Jabalpur, Rewa, Indore, Ujjain, Bhopal, Gwalior, Chambal, Narmadapuram, Shahdol & Sagar Divisions, Co ordination & Communication with PP, SEAC, MoEF&CC and State Govt. in addition to other assigned works as per previous order. Assist to OIC, SEIAA: General Administration & Accounts works, and legal matters, Lok sabha & Vidhan Sabha works, RTI as PRO, Submission of Monthly Progress Report to MoEF & CC, Co ordination	Manoj Nikose (Jr Asstt.)

		with MAP-IT to develop Case Management System, organise workshop, Training & Seminars and in addition to other assigned works.	
5	Manoj Nikose Jr. Assistant	Assist to SSO (AN) in Mining projects indore, Bhopal, Gwalior and Chamble division, Co ordination & Communication with PP, SEAC, MoEF & CC and State Govt. in addition to other assigned works as per previous order. Assist to EE (RM): all toher than mining projects. Assist to OIC, SEIAA: General Administration & Accounts works, and legal matters, Lok sabha & Vidhan Sabha works, RTI as PRO, Submission of Monthly Progress Report to MoEF & CC, Co ordination with MAP-IT to develop Case Management System, organise workshop, Training & Seminars and in addition to other assigned works.	Vitthal Pawar (Asstt)
6.	Dr. Sudha Singh (Project Fellow)	Assist to EE (RM) Building construction, Area development, River Valley and Industrial projects, Online examination and acceptance of applications, proper filing of all documents in concerned file, preparation of letters, agenda, draft minutes and EC letters, regular monitoring progress of pendency cases on Parivesh Portal and examination of compliance of EC conditions of all other than mining projects, Assistance to OIC in all works related with general administration and legal issues/court cases, RTI Vidhan Sabha. Assist to OIC (AN) in all sand mining cases in coordination with concern project fellow & office assistant and in addition to other assigned works.	Dr. Archana Dixit, Project Fellow
7	Dr. Chandrika Singh, (Project Fellow)	Assist to SSO (AN) in mining projects of Chambal, Sagar, Bhopal & Hoshangabad (Narmadapuram) division and Assist to AE (SP) : Examination of compliance of EC conditions All Mining Project, proper filling of all documents in concerned file and in addition to other assigned works. Monitoring of Compliance report specially focused on Plantation & CER/CSR activities in coordination with district officials, Assistance to OIC in all works related with general administration and legal issues / court cases, RTI Vidhan Sabha in addition to other assigned works.	Dr. Ajit Sharma, Project Fellow
8	Dr. Ajit Sharma, (Project Fellow)	Assist to SSO (AN) : Mining Project of Jabalpur, Rewa and Ujjain Division, Online examination and acceptance of application, proper filling of all documents in concerned file, preparation of letters, agenda draft minutes and EC letters, regular monitoring progress of pendency cases on Parivesh Portal and addition to other assigned works. Assistance to OIC in all works related with general administration and legal issues / court cases, RTI Vidhan Sabha in addition to other assigned works. All coordination work related with MoEF & CC, Gol, State Govt. and District level Officials	Dr. Chandrika Singh, (Project Fellow)
9	Dr. Archana Dixit, Project Fellow	Assist to SSO (AN) & AE (SP): Mining Project of Gwalior, Indore and Shahdol Division, Online examination and acceptance of application (hard copy), proper filling of all documents in concerned file, preparation of letters, agenda draft minutes and EC letters, regular monitoring progress of pendency cases on Parivesh Portal and addition to other assigned works. Assistance to OIC in all works related with general administration and legal issues / court cases, RTI Vidhan Sabha in addition to other assigned works. All coordination work related with MoEF & CC, Gol, State Govt. and District level Officials. Assist to AE (SP) : Examination of compliance of EC conditions All Mining Project, proper filling of all documents in concerned file and in addition to other assigned works. Monitoring of Compliance report specially focused on Plantation & CER/CSR activities in coordination with district officials.	Dr Reena Saxena (Project Fellow)
10	Dr. Reena Saxena (Project Fellow)	Assist to AE (SP) Examination of compliance of EC conditions All Mining Project & other than mining project, proper filling of all documents in concerned file and in addition to other assigned works. Monitoring of Compliance report specially focused on Plantation & CER/ CSR activities in coordination with district officials, Assistance to OIC in all works related with general administration and legal issues /	Dr. Archana Dixit, Project Fellow

		court cases, RTI Vidhan Sabha. Assist to OIC (AN) in all transfer / ammedment of EC and ToR cases in coordination with concern project fellow & office assistant and in addition to other assigned works.	
11	Shri Anil Agarwal, Data Entry Operator	Assist to SSO (AN) All co ordination works related with Parivesh portal, MoEF&CC, NIC and software management of MP SEIAA Website, All type of data updating works on Parivesh Portal & MP SEIAA website, Preparation of monthly progress report for submission in MoEF & CC and for MS SEIAA, Coordination & assistance in implementation & management of e office, Implementation of case management system in coordination with MAP IT) Co ordination with Project Fellow in online examination of applications & verification of project documents (Hard Copy). Assist to EE (RM) : Assistance in all correspondence works related with other than mining all projects, including all previous assigned works. All correspondence works related with monitoring of EC compliance reports of all other than mining projects.	Shri Santosh Goyal, Office Assistant
12	Shri Santosh Goyal, Office Assistant cum Multitasking Staff Assistant Grade-3 Equivalent	Assist to SSO (AN) : All co ordination & online works related with case management system (Developed by MAP-IT), Data updating & preparation of monthly monitoring report on compliance of ECs submitted by PP as per MP SEIAA Website & Parivesh Portal, Assistance in all correspondence with MoEF & CC, State Govt, District level, Project Proponents etc, All presentation arrangements & technical assistance for SEIAA and other imp. meetings, Coordination with Project Fellow in online examination of applications & verification of project documents in mining (B2) projects Hoshangabad (Narmadapuram), Jabalpur, Sagar, Rewa and Ujjain Division. All correspondence works related with monitoring of EC compliance reports of all mining projects.	Smt. Poonam Jha, Office Assistant
13	Smt. Poonam Jha, Office Assistant cum Multitasking Staff Assistant Grade-3 Equivalent	Assist to SSO (AN): All coordination & online works related with case management system (Developed by MAP-IT), Data updating & preparation of monthly monitoring report on compliance reports submitted by PP as per MP SEIAA Website & Parivesh Portal, Assistance in all correspondence with MoEF & CC, State Govt, District level, Project Proponents etc, All presentation arrangements & technical assistance for SEIAA and other imp. meetings, Coordination with Project Fellow in online examination of applications & verification of project in mining (B2) projects of Indore, Bhopal, Gwalior, Chambal (Bhind) and Shahdol Division. All correspondence works related with monitoring of EC compliance reports of all mining projects.	Shri Santosh Goyal, Office Assistant / Shri Anil Agrwal , DEO

All the files will be routed to Member Secretary through SSO (AN) as Officer In-charge SEIAA is hereby authorised to sign & counter sign all routine correspondence / documents and endorsement of EC letter as per approval etc. on behalf of SEIAA. OIC is authorised to change internal assignments and distribute the works to staff working under OIC as per requirements as and when required.



 22/04/22
 (Shriman Shukla)
 Executive Director and
 Member Secretary, SEIAA

Endt No. 221 / SEIAA/2021

Dated:- 27/4/22

Copy to:-

1. Administrative Officer, EPCO, Bhopal
2. Accounts Officer, EPCO, Bhopal
3. Officer In-charge & SSO (Shri Alok Nayak) ,SEIAA, Bhopal
4. All concerned


 Executive Director and
 Member Secretary, SEIAA