



**Minutes of the Meeting taken by the Zonal Officer with the officials of
Zonal Office-Bangalore on 01-07-2013**

Shri S. Suresh, Scientist 'D' has taken over the charge as Zonal Officer (S), Z.O. Bangalore with effect from 29-06-2013 on superannuation of Shri A. Manoharan, Zonal Officer. The officers/staff welcomed Shri S. Suresh, Zonal Officer and assured co-operation for carrying out the activities of Zonal Office-Bangalore in a smooth and successful manner.

The list of officials attended the meeting is attached as Annexure-I.

The following points were discussed in the meeting :

1) Attendance :

At the outset the Zonal Officer highlighted the importance of punctuality in Attendance and stressed that all officials should adhere to punctuality. Any failure in this regard will attract stringent action. **(Action: All Officials)**

2) Out Station Leave /Permission:

It was decided that a Register shall be maintained in which entry shall be made by those daily commuting outstation officials and also when any official want to leave out of station. Shri K.S. Rajasekhar, UDC will co-ordinate this work within a week. **(Action : Officials concerned)**

3) Imprest :

It was decided that the officials shall take prior approval of Z.O. for spending any amount from the imprest account towards official activities. **(Action : Shri RMK/ All officials)**

4) Monthly Activity Reports:

The Zonal Officer has directed all concerned officials to submit the monthly activity report to the co-ordinator of the programme latest by 2nd of every month which is to be compiled and forwarded to the H.Q. by 5th giving all details on physical and financial achievement of each and every project. All concerned officials are directed to comply with the same. **(Action : Dr MM/Ms Anjana Kumari/All concerned officials)**

5) Newspaper clippings on Environmental issues :

It was directed by the Z.O. that any important environmental issues/pollution related matters noted in the newspapers in the Zone shall be brought to the notice of office by the concerned State Co-ordinators immediately. Necessary action to be initiated accordingly. **(Action : All concerned Co-ordinators)**

6) Numbering of Furniture/Instruments :

It was directed by Z.O. to give numbering for the furniture/instruments as the auditors are planning to visit the office for verification. All numbering works to be completed within four weeks. Estimation to be put up immediately. **(Action : Lab Incharge/Shri KSR)**

7) Subscription of Newspapers from Goa

It was decided to subscribe “**The Navhind Times**” and “**Herald**” with immediate effect, which are being printed and published from Goa in order to know and understand the environmental issues in the State. **(Action : Shri KSR/Shri IAK)**

8) Booklet on State specific issues :

It was decided to print booklets on state specific issues for the South Zone (details of industries and other aspects for which the concerned State co-ordinators have been directed by the Zonal Officer to complete the work by 3rd week of August, 2013. **(Action: All concerned Co-ordinators)**

9) ESS Activities :

It was informed by the Zonal Officer that ESS activities should be carried out **on priority** every month and the report to be submitted within 3 weeks. It was informed by the co-ordinators of ESS that sometimes it is getting delayed due to shortage of manpower in laboratory. In this regard Z.O. has directed the staff to make best efforts in field as well as in laboratory so that the activities shall be carried out without any hindrance. **(Action : All concerned Co-ordinators/officials)**

10) Preparation of Reports :

All officials were directed to collect and verify the facts during all inspections and to prepare the final reports more technically and scientifically. **(Action: All concerned Officials)**

The meeting ended with thanks to the Chair.



**Minutes of the Meeting taken by the Zonal Officer with the officials of
Zonal Office-Bangalore on 02-07-2013**

Shri S. Suresh, Scientist 'D' has taken over the charge as Zonal Officer, Z.O. Bangalore with effect from 29-06-2013 on superannuation of Shri A. Manoharan, Zonal Officer. The Zonal Officer conducted a meeting with the women employees of Zonal Office Bangalore on 02-07-13 in order to assess the nature of work being carried out by them.

The list of officials attended the meeting is attached as Annexure-I.

The following points were discussed in the meeting :

The Zonal Officer informed that since there are a good number of women employees working in the Zonal Office, selecting a Nodal Officer will help to co-ordinate the activities in field and office. In this regard the Z.O. has suggested that Smt H.D. Varalaxmi, Scientist 'C'/E.E. shall be the Nodal Officer. It was directed by the Z.O. that in case of any difficulties in carrying out the tasks by the women employees at any point of time, especially field activities etc., guidance may be taken from Smt. H.D. Varalaxmi, Sc. 'C'/E.E. The Z.O. also assured that guidance shall be given as and when required for smooth functioning of the office.

The Zonal Officer directed that women employees, especially newly recruited technical/scientific employees should show more enthusiasm and avail the opportunity in learning new activities related to their field in the office as well as in the field and deliver the output as mentioned in the Annual Action Plan 2013-14.

The meeting ended with thanks to the chair.



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE-
BANGALORE**

Review Meeting of Annual Action Plan 2013-14 for Zonal Office-Bangalore

Sub: Execution of Works as per Annual Action Plan for the year 2013-2014

The Zonal Office Bangalore has identified around 36 schemes spread out in 6 different project heads at a sanctioned outlay of Rs. 400 lacs for the year 2013-14. The schemes are proposed by various Co-ordinators indicating roadmap on the objectives, methodology and findings to be drawn. The Action Plan approved for South Zonal Office was reviewed on 02-07-2013. The matter was discussed in length with all officials and following points were discussed.

The list of officials attended the meeting is attached as Annexure.

- 1) All the Project Co-ordinators who has initiated the projects should make necessary amendments as discussed and final copy of the format should be provided by 04-07-2013 for onward transmission to Head Office.
- 2) Maximum efforts should be made to commence the projects immediately and the time available is between July 13-February, 14. Efforts should be made to complete the field work and analysis work by 2nd week of February, 2014 at any cost and the final reports are to be produced by April, 2014. Any Failure to deliver the output of Annual Action Plan well within scheduled time will attract strict disciplinary action.
- 3) Proper planning must be made by all individuals for execution of the field works. Wherever outsourcing of works is expected correspondence should be made immediately and necessary MOU, if required, has to be finalized with the approval of Head Office.
- 4) Every month the progress achieved in terms of physical and financial aspects should be recorded and included in the monthly progress report. All the factuals should be provided to the concerned Co-ordinator of Monthly Activity Report along with progress achieved and the time requirement for works to be completed should be mentioned.
- 5) There will not be any reminders from the Incharge to Co-ordinators for smooth completion of AAP and it is the moral responsibility of all the individuals to execute

and complete the assignments in time. Any failure or delay shall be informed to H.Q. accordingly after reviewing the progress report.

- 6) The expected model and desired output of the AAP was discussed with to all officials and efforts should be made to prepare reports on similar guidelines. Any further improvement on the discussed model shall be appreciated. The works assigned should be executed in a responsible manner holding proper accountability and in a transparent manner. The entire responsibility of execution of the project till preparation of report lies with the Project Co-ordinator.
- 7) Wherever procurement or outsourcing or hiring of the services are expected due care should be taken to follow all norms, approvals as indicated in the delegation of powers by Head Office. Time to time discussions should be held among the Co-ordinators and associated staff for refining of the output of project on routine basis.
- 8) The soft copies of the correspondence, reports, presentation etc. should be saved and stored in various available means and it will be sole responsibility of the individuals to maintain and produce it while preparing the final reports. Office will not take any responsibility for loss of any data, documents etc.
- 9) While executing the Annual Action Plan due importance should be given for the ESS, Public Complaints, Parliament Questions and other aspects based on the importance and other works from time to time.
- 10) All the correspondence/files should be made available in the office giving correct Page Nos. for all Note Sheets and correspondences.
- 11) All officials are directed to prepare a list of files being handled by them and provide a copy of the same to Admn. Section & Incharge within a week.
- 12) While executing the projects necessary outputs, if required from Head Office, also may be obtained. Concerned SPCBs should also be taken into confidence while making field trips.
- 13) The final reports of all Annual Action Plan works should be published by 2nd week of April, 2014.**
- 14) Finally It was instructed to all individuals to co-operate for smooth functioning of the office and also to complete the tasks as assigned and any indiscipline shall not be tolerated while executing the official works. Any failure to abide will be viewed seriously and necessary action shall be initiated.

The meeting ended with thanks to the chair.



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE-
BANGALORE**

**Minutes of the Meeting held at Zonal Office-Bangalore on 03-10-2013 with the
officials of A.O.(P) Section, CPCB H.Q. Delhi**

Shri Sital Prasad, Section Officer (P) and Shri Bidhi Chand, Assistant from CPCB, H.Q. Delhi visited this Zonal Office during 30-09-2013 to 04-10-2013 to get updated the Service Books/records of the officials of Zonal Office-Bangalore. In this regard a meeting was also conducted with the H.Q. officials at Zonal Office Bangalore on 03-10-2013 to get clarified the issues/doubts on office procedures/norms. At the outset Shri S. Suresh, Zonal Officer welcomed the officials from H.Q. and thanked them for taking up the work of updating the service records which was long pending. Shri Sital Prasad, S.O. (P) elaborated on the office procedures/norms to be followed by the Government servants clarified the issues raised by the officials on rules/norms etc. The list of officials attended the meeting is attached as Annexure-1. The following points were discussed in the meeting.

- 1) At the outset the S.O.(P) stressed that being government servants the officials are bound to keep decorum and discipline in day to day office activities. It is observed that some of the officials are using abusive language about management and officials of Zonal Office, thus indulging in indiscipline. This has been viewed very seriously. At any point of time any official wants to make any complaints on any issues, it should be represented with supporting proof, or else disciplinary action shall be taken against the complaining official itself. Any repeated violation shall be treated strictly and disciplinary action will be recommended against such individuals involved with this type of activities.
- 2) Punctuality in Attendance was discussed and highlighted the importance of adherence in punctuality. Regarding clarification raised by few officials on monitoring the attendance of those officials who are not signing the Attendance Register, it was informed that the same shall be monitored by the Zonal Officer. It was also told that "Leave is not Right" and anybody proceeding on leave should obtain prior permission. Even after several instructions it is observed that some of the officials are habitual late comers. Henceforth the timings of all such officials will be recorded by Administration Section and necessary disciplinary action will be initiated.

Discussions were also made on the following issues :

- a) Non submission of APARs - Non submission of APARs in time shall be viewed seriously and all officials were instructed to submit the APARs within the stipulated time.
- b) Declaration regarding employment of spouse – It is informed that it is mandatory to give certificate from the employer of the spouse irrespective of the spouse working in govt. or private organization for submission of any claims. All such pending claims will be processed only after receiving necessary certificates.
- c) DGS & D Rates - Procurements as per DGS & D rates was elaborated and the doubts raised by the officials were clarified. Orders can be placed with any supplier if the supplier furnishes proof of DGS&D approval and the purchase limit shall be restricted as per delegation of powers . Tendering/quotation process etc. was also discussed and clarified.
- d) TA/DA, Monitoring Allowance, Overtime Allowance on tour was discussed and the issues raised by the officials were clarified. The admissibility shall be decided as per norms. Again it was stressed that hiring taxi for local duties as well as during outstation should be done with prior approval. It may not be advisable to hire the taxi for journeys where it is connected by other mode of travel. In case of requirement of taxi services proper justification needs to be provided. The rates should be as applicable to local RTO or as per standard rates.
- e) CGHS/CSMA matter was discussed and the need for empanelment of good hospitals was discussed.
- f) Clarification regarding E.L/HPL, CPF, Pension etc. were explained.

The meeting ended with thanks to the Z.O. and the officials from CPCB H.Q. for the informative lecture. It was also informed to all officials to follow the norms as discussed in the meeting and also caution any such violation will attract disciplinary action.



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE-
BENGALURU**

Minutes of the Meeting held at Zonal Office-Bengaluru on 06-11-2013

A meeting was taken by the Zonal Officer with the Project Co-ordinators and the Laboratory officials in the Conference Hall of CPCB-Bangalore at 11.30 A.M. on 06-11-13 to review the progress of activities carried out during the past six months under various Projects as well as the financial implications as per Annual Action Plan 2013-14 and also to discuss the issues regarding NABL activities at Zonal Office Bangalore.

All concerned officials were instructed to complete the assigned works under various projects well within the stipulated time.

The list of officials attended the meeting is attached as Annexure.

The following points were discussed:

- 1) Scope of activities under NABL taking into account the NABL Audit was elaborately discussed in the meeting. Zonal Officer informed that many experts are readily available for imparting training to the officials as and when required in case of any difficulties, for which the availability of our staff should be intimated and confirmed to the experts. It was felt by many officials that presently there are many hurdles to implement the NABL activities in full-fledged manner. As this office is yet to be fully equipped for the same it was felt that with the available equipment/facilities the analysis of basic parameters can be included in the scope and full-fledged activities can be added in phased manner.
- 2) After elaborate discussions it was decided that industry wise separate requisitions with field code and category shall be given by the Project Co-ordinators for test results. In this regard the format is finalized which shall be made available to the officials in a couple of days. It was agreed to follow the new format for reporting results as mentioned in NABL documents. (**Action: Lab Incharge/All concerned Officials**)
- 3) It was informed by the Zonal Officer that under the Project 'Laboratory Development' an amount of Rs. 41.00 lacs (approx.) is available in this financial year which can be utilized for procuring essential lab. Instruments under various projects as per Annual Action Plan 2013-14. In this regard it was directed to list out the requirement of

instruments to be procured under various projects (wherever required 'buy back' can be made). All concerned officials under various projects shall prepare the list of instruments with detailed technical specifications and the same shall be submitted to the Lab Incharge latest by 15th November 2013 at 3.00 P.M. The list of instruments may be finalized by the Lab Incharge in consultation with Dr M. Madhusudanan, Scientist 'D'. The Lab Incharge shall put up the file with all details to the Zonal Officer latest by 15/11/2013 at 5.00 P.M. The procurement shall be made according to the availability of funds and on need basis.

(Action: Lab Incharge/All concerned Officials)

- 4) The details of the specifications and tender notice to be prepared for the instruments identified for procurement has to be carried out by different officials within stipulated period. The details to be prepared and other issues shall be intimated through separate note.
- 5) It was also made very clear to all officials that the procurements proposed in AAP should be completed by end of this month. In case of any difficulties the same should be brought to the notice of office to take necessary action. **(Action: All concerned Officials)**

Finally it was informed that due to personal egoistic issues some of the projects are getting hampered and this practice should not be continued in the interest of office. All officials have to produce their best results to make functioning of the office successful with high colours. Even in case any official tries to act over smart the same shall be viewed seriously and disciplinary action shall be initiated. All officials need to work in teams in order to achieve the goals set in the beginning of the financial year.



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE-
BENGALURU**

Minutes of the Meeting held at Zonal Office-Bengaluru on 20-11-2013

A meeting was taken by the Zonal Officer with the Project coordinators and the officials involved in execution of various projects, in the Conference Hall of CPCB-Bangalore at 3.00 P.M. on 20-11-13 to discuss regarding submission of Revised Budget Estimate under various projects for 2013-14 as per Annual Action Plan and also to have discussion regarding finalizing projects for 2014-15. The list of officials attended the meeting is attached as Annexure.

All concerned officials were instructed to complete the assigned works under various projects for 2013-14 well within the stipulated time. The following points were discussed :

1) Revised Budget Estimate for 2013-14 :

The progress of the projects under various schemes as per Annual Action Plan 2013-14 was reviewed and allocated budget for each project was analysed. It was instructed to make amendments in the budget estimate wherever required and to submit revised budget estimate. Accordingly the Revised Budget estimate shall be prepared and submitted to Head Office by 22nd November, 2013. **(Action: All Project Co-ordinators/Shri S. Jeyapaul, Scientist 'C')**

2) Finalisation of Projects for 2014-15 :

- 1) It was instructed that the following points should be taken into consideration while proposing projects under various schemes for Annual Action Plan activities for the financial year 2014-15 :
 - a) Project proposals should be in tune with National Environmental Policy ;
 - b) It should be relevant to State and site specific issues ;
 - c) Project should cover the entire zone ;
 - d) Maximum utilization of existing laboratory facilities ;
 - e) Procurement of new instruments under the projects should be properly justified ;
 - f) Identification of projects by individual officials. Office will not identify any projects for individuals ;

- g) Project proposal should come from Scientist 'B' and above. The work load involved under various projects shall be allocated to the officials based on their specialization and skills.
 - h) Projects may be proposed with minimum budget considering the estimate for all likely expenditure.
 - i) Projects may be proposed with clear title and proper estimate taking into account financial and physical aspects including expenditure to be incurred towards chemicals, TA/DA, hiring of vehicles, Stationery etc.
- 2) It is instructed that common projects like NAMP, NWMP, STP, CETP, TSDF, CBMWTF, ESS etc. should be visited by all Co-ordinators considering the number of visits required and the number of stations as per norms. In addition to these works, project works shall be allocated.
- 3) It is informed that while executing the projects, involvement of Project Co-ordinators in lab. activities are very much desired to improve the quality of output in the laboratory. Individual officials may make maximum efforts to give best quality of output while carrying out the projects.
- 4) Since CPCB is extending help to the students from Colleges/Universities to complete their projects as part of their curriculum it is felt that the services of the students should be utilized maximum to benefit CPCB in carrying out the routine activities in the laboratory. In this regard it was instructed to the lab Incharge to route a circular giving suggestions to utilize the services of students. (**Action: Lab Incharge**)
- 5) The project proposals for next financial year shall be prepared considering the existing staff strength and facilities. In case of opening new Zonal Office at Chennai and transfer and posting of officials from Bangalore to Chennai may likely to affect the proposal as well as the estimated amount. In that case the proposal requires to be modified accordingly.

3) **Austerity Instructions to rationalize expenditure :**

The MoEF Office Memorandum dated 26-09-2013 on the above subject received through our Head Office, Delhi was circulated in this office. It was instructed to strictly follow the instructions given by the MoEF. It was also instructed to note the following points by the officials of this office in this connection to comply with the instructions :

- a) While organizing conference/seminars etc. which are absolutely essential, 10% cut on budgetary allocations shall be effected.
- b) Expenditure on procurement should be avoided during the last quarter particularly in the last month of the financial year so as to ensure that all procedures are complied with and there is no wasteful expenditure.
- c) Judicious use of stationery items and maintenance of accountability.

- d) Local travel on official duty may be restricted to Auto instead of taxi if a single person travels.
- e) Power consumption may be minimized by switching off the lights, computers, AC etc. when the official is not in the seat.
- f) The norms of Government of India and rules pertaining to all these aspects are available in the books kept in the library as well as in the official websites. It is desired that all officials will study the material and shall discharge duties accordingly.
- g) Remaining measures as discussed in the earlier meetings to be strictly followed.

4) Format for writing Letters to different Departments :

It was instructed that the format discussed during the meeting and instructions given have to be followed while preparing the draft and fair letters while submitting to the Incharge. It was strongly felt that all letters going out from this office shall have the uniformity and correct meaning is communicated. The draft letters which are not as per the guidelines will not be approved. The format discussed is sent through email to all officials to comply with the same guidelines. In case of any further information required Ms. Sowmya D., Scientist 'B' may be contacted.

Meeting ended with thanks to the chair.



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE-
BENGALURU**

Minutes of the Meeting held on January 01, 2014

A meeting was convened on January 01, 2014 at 4.00 P.M. in the Conference Hall of Zonal Office Bangalore to discuss about progress on status of on-going activities of the Zonal Office and other issues. The New Year greetings was conveyed to all and informed to all that Dr A.B. Akolkar has taken over charge as Member Secretary and Shri Susheel Kumar, I.A.S., as Chairman, CPCB with effect from 24-12-13. In this regard all officials congratulated and assured that necessary co-operation shall be extended to complete all assigned projects well within the stipulated time. Following points were discussed in detail.

1) Visit of Parliamentary Standing Committee (PSC)

As already informed by MoEF, a Parliamentary Standing Committee shall be visiting Tirupati, Chennai, Bengaluru and Hyderabad during January 05-09, 2014 for which different co-ordinators from this office have been identified. It was informed to all Co-ordinators to interact with concerned Agencies and also to make sufficient copies of information booklets which is already approved by Head Office. All Co-ordinators were informed to go ahead with the assigned activities.

(Action: Dr MM/Smt HDV/Shri GT/ Dr KR/Smt Mahima)

2) Conducting Southern Regional Conference of Chairmen/Member Secretaries of SPCBs/PCCs in Bengaluru on January 10, 2014

As desired by CPCB, H.O. necessary arrangements have to be made for conducting South Zone SPCBs/PCCs Chairmen/Member Secretary Conference on January 10, 2014 in the Zonal Office-Bangalore. In this connection Shri R. Mahendra Kumar, P.S. shall take care of logistics, accommodation for the guests, house keeping, lunch etc. Smt Mary Alexander, P.S. shall assist in correspondence and file related works as per requirements. Shri K.S. Rajasekhar, UDC will take care of good house keeping and other requirements for

the meeting. A list of stationery and other items required for the meeting shall be procured by a Committee comprising of Shri G. Thirumurthy, Sc. 'C', Shri C. Loganathan, AACO and Shri Mahendra Kumar, following the norms. The mirror in the washroom in first floor is damaged and the Committee shall make all efforts to replace it immediately. Other building related issues, if any, to be quickly attended.

(Action: Dr MM/Shri GT/Shri CL/Shri RMK/Smt MA/Shri KSR)

3) Agenda items for the meeting

Dr M. Madhusudanan, Scientist 'D' was asked to co-ordinate and prepare the tentative agenda items for the Conference for which the required assistance may be sought from other officials as and when required. The detailed background and other technical data to be included in each item. For preparing Background Notes the reference may be made with the earlier Conferences held in this Zone. It was also told to interact with Shri Shriance Jain, A.S., for finalizing the agenda items. **(Action : Dr MM and all other Project Co-ordinators)**

4) Note on Lab Management for Review Meeting of Zonal Office

Incharge, Lab was asked to prepare a detailed note on existing instruments and capability of analyzing different parameters in a month, based on existing manpower structure. The note should contain the details about the average number of samples analysed per month as well as the number of samples analysed so far in this financial year. It also requires to be mentioned about the PT tests participated during this financial year. All records and Registers needs to be updated and to be kept in tact. **(Action : Lab Incharge)**

5) Visit of CCB to various Common Treatment Facilities on 9th January, 2014

CCB has proposed to visit 3 Common Treatment Facilities located in Dabbaspet. Shri G. Thirumurthy was asked to co-ordinate the entire visit. He will also co-ordinate with KSPCB and Facility providers to make necessary arrangements for the visit. It was also told to make a preliminary visit to all these Facilities and to prepare a detailed background for appraising to CCB. **(Action : Shri GT)**

6) Review Meeting of Zonal Office by CCB and M.S on 10th January, 2014

CCB desires to review the progress of AAP made by this office, on 10th January afternoon after completion of the interaction meet. It was instructed to all staff to provide the

latest status of projects by 3rd January afternoon to Ms Anjana Kumari, Sc. 'B' who in turn will finalise the matter for presentation in consultation with Dr M. Madhusudanan,

Scientist 'D'. During Review Meeting each individual Co-ordinators have to present the details of projects handled by them. **(Action: All concerned officials)**

7) Completion of Projects as per AAP

As discussed in the earlier meetings, it was once again informed to all officials to complete the process of procurement under different projects immediately and make arrangements for placing the supply order. Efforts should be made to complete the assigned works under various projects of AAP and reports should be submitted by 2nd week of April, 2014. The formalities for procuring computers and instruments should be taken up immediately by Ms Sowmya and Shri T.K. Radheshyam Balaji, respectively.

(Action : All Project Co-ordinators/concerned officials)

8) Punctuality in Attendance

It was once again reminded to all officials to adhere to punctuality. Any default in late attendance shall be reported to H.O. to initiate necessary disciplinary action as mentioned in the CPCB H.O. Circular. Shri K.S. Rajasekhar was asked to keep close watch on attendance of the staff. Also it was informed to the officials to submit all claims/bills well within the stipulated time. In case of delayed submission of the bills, the same will not be processed and also action will be initiated for late submission.

(Action: All officials)

The meeting ended with thanks to the chair.



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE-
BENGALURU**

Minutes of the Meeting held on January 21, 2014

A meeting was convened on January 21, 2014 at 11.30 A.M. in the Conference Hall of Zonal Office Bangalore to discuss about the issues to be discussed in the Zonal Officers' meeting to be held in Delhi (date is yet to be confirmed) as per the agenda received from the Member Secretary, CPCB, Delhi and also it was discussed regarding revised proposal on Annual Action Plan 2014-15 to be sent to CPCB Delhi as directed by M.S. At the outset the Zonal Officer appreciated the efforts made by the Zonal Office for smoothly conducting of the Regional Conference of Chairmen & Member Secretaries which was held in Zonal Office Bangalore on January 10, 2014. In this regard the message conveyed by the Member Secretary appreciating the efforts of Zonal Office was also circulated. It was also told to work in high spirits for the National Conference to be held in Bengaluru during February 21-22, 2014.

It was informed to the officials to prepare notes on issues to be taken up in the Zonal Officers' meeting and also point wise agenda was discussed as below :

Draft half page notes to be prepared and put up to Z.O. by 22-01-14 by 3.00 PM for finalizing the same, on the following issues which are to be taken up in the Zonal Officers' meeting :

- 1) Revision in Monitoring Allowance (Shri KK)
- 2) Risk Allowance (Shri GT)
- 3) To attend interview under FCS – approval for official tour (Shri GT)
- 4) Reimbursement of Mobile Phone bills (Ms Mahima)
- 5) Approval for taking treatment as per CGHS/CSMA rates in hospitals/diagnostic centres which are not empanelled by CPCB (Ms Mahima)
- 6) Revision in hotel entitlement upto SSAs (Shri SK)
- 7) Reimbursement of Monitoring Shoe Allowance every year (Shri SK)
- 8) Amendment of RR Rules 1995 in respect of SSAs to the post of Scientist 'B' (Shri SK)
- 9) Honorarium for Publication of research papers in international journals (Shri VP)

- 10) Nominating officials for Foreign training (Shri VP)
- 11) Hotel entitlement (tax not to be included in the entitlement) (Shri SJ)
- 12) Revision in Newspaper allowance (Smt MA)
- 13) Permanent infrastructure for Zonal Office – Brief report to be prepared and sent to H.O. as directed by M.S. during his visit to Z.O. Bangalore (Shri CL)
- 14) Introduction of post-retirement health scheme for CPCB officials and dependent family members (Shri CL)
- 15) Enhancement of Canteen Subsidy (Shri CL)

The following Agenda items received from the Member Secretary, CPCB was discussed:

- 1) Preparing strategy and the work plan issues relating to the management of domestic sewage, MSW and assessment of Common facilities and visit to Water and Air Quality Monitoring Stations :.

It was instructed to the officials to make minimum 3 visits to the common facilities in a year, especially in the lean period, by the officials irrespective of State Co-ordinators dealing the project. The need to update the detailed list including the no. of stations, no. of visits made etc. was also discussed. It was informed by the Zonal Officer to all to submit the tour schedule to inspect all such facilities/stations in the beginning of the financial year itself. The shortcomings, if any, in making such visits shall be recorded. **(Action: State Co-ordinators/all technical/scientific officials)**

- 2) Identifying areas/programmes to be executed with SPCBs :

Letters shall be drafted and sent to SPCBs in this regard.

- 3) Preparing ESR of cities in the south zone

All State Co-ordinators were instructed to look into the aspects and do the needful and submit proposals by end of February, 2014. **(Action: State Co-ordinators)**

- 4) NABL Accreditation

Draft quality manual is already prepared which is to be finalized. Matter requires to be expedited. A note on present status needs to be sent to H.O. indicating the preparedness by January 28, 2014. **(Action : Dr KR/Shri SJ)**

- 5) Review of ongoing activities under ESS :
Issues are already discussed and to be intimated to CPCB H.O. A note detailing about reorganizing the regions and other practical issues faced during ESS inspections have to be communicated to H.O. by 22-01-14 at 4.00 P.M.(**Action : Ms SD**)
- 6) Updating status of Grossly Polluting Industries (GPIs) :
Since no data is available with CPCB exclusively for GPIs, it is decided to write to SPCBs requesting for the same.
- 7) Follow up on the implementation of action plan for Critically Polluted Areas (CPAs) :
Since CPCB is not having the CEPI scores of CPAs it is decided to write to CPCB, Delhi and SPCBs requesting to provide the ATRs.
- 8) Co-ordination of ZOs with concerned SPCBs for setting up of Continuous Water Quality, Air Quality and Noise Monitoring Stations :
Letters shall be written to SPCBs informing that CPCB shall be ready to provide any technical assistance on the matter by 24-01-14.. (**Action : Shri KK**)
- 9) Co-ordination between H.O. and ZOs on NGT cases and court matters :
- The details of the ongoing cases is available. However, the status as on 24th January, 14 to be prepared by Sri Rajkumar. Material for meeting to be given by Dr Madhusudanan and Shri Rajkumar . (**Action: Dr MM/ Shri RK**)
- 10) Updating of website of CPCB and providing information of ZO.
A detailed information on Southern States needs to be prepared covering all environmental aspects. The data pertains to ZO Bangalore as available in website needs to be updated and furnished to CPCB H.Q by end of February, 2014. (**Action : Ms Mahima/Ms Anjana**)
- 11) Interaction with SPCBs for ensuring participation of SPCB labs in AQC :
- This office has already initiated a note to conduct the PT tests for the laboratories recognized by KSPCB and the file is held up at H.O. Lab. Incharge has to initiate and make necessary correspondence to obtain the approval for conducting such PT tests latest by January 31, 2014.(**Action: Shri TKRB**)
- 12) State specific projects to be included in Annual Action Plan:
- Letters to be written to SPCBs to inform the priority subjects to be taken up by CPCB Zonal Office in the ensuing financial year.

13) Review of Status of Waste Management (HW, BMW, MSW & PW) :

SPCB websites and other database needs to be checked for collecting any available information and the status to be prepared accordingly by January 31, 2014. **(Action : Shri RK)**

14) Identify areas for Standard Development based on local environmental issues :

Letters to be written to SPCBs in this regard to inform specific issues, if any.

15) Assessment of Accidents causing environmental pollution :

Letters have already been sent to SPCBs requesting to provide the details. Reminders shall be sent again by 24-01-2014. **(Action : Shri GT)**

Apart from above, the project proposals sent by this office for implementing the Annual Action Plan 2014-15 was discussed and revised as directed by CPCB H.Q. The revised proposal shall be sent to CPCB H.Q. by 21-01-14. **(Action : Shri SJ)**

As instructed by MS during his visit to Zonal Office Bengaluru during January 09-11, 2014, Shri C. Loganathan, AAO will give the details of amount spent on each project under AAP 2013-14 by 22-01-14 at 4.00 P.M. **(Action : Shri CL)**

Co-ordination of ZO Meet to be held at Delhi

Dr M. Madhusudanan will be on leave till 15th February, 2014 in connection with the marriage of his daughter. During his leave period Shri GT shall co-ordinate all LPC meetings and presentations to be made at Delhi.

Shri G. Tirumurthy, Scientist 'C' shall compile the agenda items/issues to be taken up in the forthcoming Zonal Officers' meeting in Delhi. It was directed to the officials to provide the materials along with soft copy to Shri G. Thirumurthy for compilation. Shri G.Thirumurthy to prepare the presentations and relevant notes for presenting in the forthcoming ZO meet. If required he should contact the Divisions of HO and other ZOs to get information. All material should be prepared in well advance and draft to be presented by 29-01-2014 at 11.30 A.M in the Conference Hall.

Action : Shri GT (to prepare and present)/All concerned officials (to provide information)

It was instructed to strictly abide with all directions given by CCB and MS during their visit to Bengaluru during January 09-11, 2014 and discharge all the duties in a transparent manner. Any violations in doing so shall be brought to the notice of Competent Authority for disciplinary action.

The meeting ended with thanks to the chair.



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE-
BENGALURU**

**Minutes of the review meeting of monthly activities for the month of March, 2013 held
on April 02, 2014**

A meeting was convened on April 02, 2014 in the Conference Hall of Zonal Office Bengaluru to discuss regarding submission of monthly activity reports and other issues. As per Annual Action Plan for 2013-14 the Zonal Office has completed about 75-80% work and only one project "Development of Air Quality Index and Emission Load Assessment for Bangalore City" was shelved as per direction of Head Office. An outlay of 400 lacs was sanctioned, out of which 365 lacs was released to this office and an amount of 364.31 lacs was utilized for effective implementation of AAP 2013-14. Following points were discussed in length and necessary instructions were given accordingly to further improve upon the existing pattern of working.

I. Monthly Activity Report :

It was informed to all officials that the monthly activity reports to be sent to Ms Anjana Kumari, Co-ordinator of this activity well within stipulated time without fail (By 5th of every month). No reminders will be given to the officials for submitting the same from now onwards. If the report is not received in time from any of the officials, i.e. latest by 5th of every month for the preceding month, the same shall be recorded and intimated to Head Office while sending the monthly reports. In this connection the note received from M.S. is already circulated which may be referred as a guideline. In case of any difficulty by any official for submission, the same can be discussed with the Z.O. If any of the officials is on tour or on leave the report requires to be sent through mail. The progress made by individual official in each month shall be considered while scrutinizing their appraisal for the reported year. It is the foremost duty of all individuals to submit the progress made in every month to the Co-ordinator without any reminders. The monthly activity should consist of physical progress and financial expenditure details.

II. Reports Preparation under AAP 2013-14 :

It was directed to go ahead with the preparation of reports under various project activities as per AAP 2013-14 and as per the instructions given vide office order dated March 03, 2014 and complete the reports within the stipulated time. Regarding report preparation which is under progress, it was informed to the officials that the reports should be prepared in a professional manner with colour photos on cover page and should include more

tables, pictures, graphs etc. One copy of the compiled report shall be sent to Head Office and another copy shall be retained by this office in the library. The reports shall be used subsequently for preparation of Annual Reports by summarizing the same. The time for all activity is already assigned. The soft copy of all the activities carried out by individuals should be given to Shri Jeyapaul, Scientist 'C' for further compilation.

III. Usage of Hired Vehicle for official purpose :

The officials hiring the vehicles through office for official purpose have to ensure following points with immediate effect without fail :

- 1) Only the officials deputed for duty should travel in the hired vehicle to the destination.
- 2) Daily opening and closing reading of the vehicle along with timings should be recorded and written in TA/DA bill compulsorily.
- 3) Before boarding the vehicle and loading luggage, the official should cross check running condition of the vehicle with the driver and other basic things required for performing official tour.
- 4) In case the destination of onward or return journey is deviated for any reason, the same should be brought to the notice of this office with justification immediately. The extra kilometers run by the vehicle should be properly reasoned.
- 5) Accounts section should thoroughly check the travelled distances, timings and bills claimed by driver for performing tour while processing the bills.
- 6) Sh R. Mahindra Kumar should be in continuous touch with driver as well as with the team to monitor and ensure the safe journeys are performed by the deputed officials as per office order.
- 7) Any violation of the above points shall attract disciplinary action as per CPCB norms.

IV. Punctuality in Attendance :

The instructions given by the Head Office regarding punctuality in attendance is already circulated to staff and should be adhered to. Those who require to attend the office on emergency situations on Saturdays/Sundays and holidays, with prior permission, are directed to make entries in the Register maintained for the purpose. Also the time of entry and exit should be mentioned in the Register by the officials. Even the officials leaving the office after 7.00 PM should make entry in the register. Seeking permission for late coming or early departure should be avoided to the maximum extent. Administration should keep a close watch on habitual late comers and to be reported to HO accordingly. Also their names may be displayed on notice board. All officials are directed to switch off the computers, printers and other power consuming appliances before leaving the office as a self-discipline.

It is the duty of everyone to adopt and practice austerity measures in the interest of the organization as well as nation.

V. Submission of APAR forms :

It is observed that APAR forms are not being submitted by few officials in time in previous years. All officials are required to submit the APAR forms in time for forwarding the same to CPCB Head Office. No official should wait for the reminders for timely submission of the same. Now itself the self appraisal should be kept ready and respond immediately on receipt of instructions from HO.

VI. Leave matters :

It was directed to the officials to submit the leave applications in advance while proceeding on leave. In case of any emergency where the official is unable to apply leave in advance, the same may be intimated over telephone/SMS. It is not a good practice to apply for the leave / permission for leaving HQs after utilizing it , as adopted by some of staff. In case of no prior information , the office can take necessary actions as per Norms. It is the duty of each and every official to submit the leave applications without instructions from the office.

VII. Project wise Expenditure details :

It was directed to the Accounts section to provide project wise expenditure details as per Annual Action Plan 2013-14 within a week, so that the expenditure for the projects for this year could be planned accordingly. The same should be circulated amongst all officials.

VIII. ISO 9001 and IS 18001 Certification :

As directed by CPCB Head Office it is decided to adopt the above system at par with H.O. and other ZOs and invite limited tenders for initiating ISO 9001 and ISO 18001 certifications. The services of a Consultant shall be hired for this purpose. Sh S.Jeyapaul, Scientist 'C' is nominated as co-ordinator for this activity.

IX. Timely submission of bills/claims:

It was instructed to submit the various claims , TA/DA bills well within time. The TA/DA bills should be submitted together especially if the journeys are performed as a team. This will enable hurdle free processing and settlement. The claims should be settled by the Accounts Section as per the circular issued by H.O. recently.

X. Cabins used by Dr M. Madhusudanan, Scientist 'D' and Dr K. Ranganathan, Scientist 'C'

DR M. Madhusudanan and Dr K. Ranganathan shall be relieved from this office very shortly to enable them to work in their new place of postings. The cabins and other facilities used by them shall be kept locked till further office order is issued. The order shall be issued based on the likely posting of some officials to this office. No individual should occupy or use the facilities existing in these cabins till further instructions.

XI Working as a team member in various official assignments :

It is observed that many of the officials try to work independently despite of giving instructions to work as a team and thus not able to produce quality results which is not allowed as per norms. Therefore it is instructed to all that the hierarchy should be followed and the junior officer in the team should make efforts to prepare draft reports and then the same should be reviewed giving proper suggestion/recommendation by next senior and then the report should be forwarded to Incharge for further decision. The Incharge will amend or suggest as per requirement and accordingly the corrections should be incorporated and final report should be made ready. The difference of opinion, if any, among individuals should be dealt/settled outside the office and nothing should be reflected in official activity or in the final report. The resources of the office should not be wasted for internal bickering. If any untoward incident is noticed by the office in future the same shall be dealt with strict norms.

It was informed to the officials to work in tandem and in a systematic manner without any reminders in a planned way and submit the reports and other materials for monthly activity reports in time so that the compiled material can be forwarded to head office in time and reminders could be avoided. All officials are directed to comply with the above decisions.

The meeting ended with thanks to the chair.

(S. Suresh)
Zonal Officer



**CENTRAL POLLUTION CONTROL BOARD, SOUTH ZONAL OFFICE-
BENGALURU**

Minutes of the meeting held on April 10, 2014

A meeting was convened on April 10, 2014 in the Conference Hall of Zonal Office Bengaluru to discuss regarding procedures to be followed for collection and analysis of legal samples under the provisions of Section 11 of E.P. Act 1986 and other provisions to be followed while collecting the samples under various inspections. The following points were discussed.

1) Orientation/Training programme on provisions of Environment (Protection) Act, 1986 in connection with inspections, sample collection and analysis and processing inspection reports of industrial units for compliance of Court's order and other inspections.

As per Office Order No. PCI-SSI/Tanneries/Homera/2011-12 dated March 25, 2014 of CPCB Head Office, a training programme on provisions of Environment (Protection) Act, 1986 in connection with inspections, sample collection and analysis was organized at this office on April 10, 2014. All technical and scientific officials of this office attended the programme. At the outset a detailed presentation on provisions of Environment (Protection) Act, 1986 in connection with inspections, monitoring, sample collection and analysis and processing inspection reports of industrial units was explained by Shri G. Thirumurthy, Scientist 'C'. The relevant formats to be used for these activities were shown and discussed which was followed by a demo by Shri T.K. Radheshyam Balaji, Lab. Incharge, with regard to sample collection system, sealing and handing over the samples to the laboratory and completion of other formalities. The detailed power point presentation made by the above officials in this regard is enclosed for reference.

It was unanimously decided to follow all the provisions of different sections mentioned under Environment (Protection) Act, 1986 while inspecting the industries. The team leaders will be solely responsible for all such activities including planning, inspection, collection of samples, transportation, handing over the samples etc. The laboratory should take care of the samples and analyse and report as mentioned in the provisions of the E(P) Act. Since a legal case in other Zonal Offices has been quashed by the Honourable Court it is desired that all requirements of legal procedures should be mandatorily followed and on completion of inspection the same should be informed to Incharge through note. The field difficulties, if any, while doing so should also be informed to Incharge so as to take further action and also to inform Head Office for further advise.

It was also discussed that presently the Zonal Office laboratory is yet to be recognized under E(P) Act and also the Government Analyst is not available in the office. However, the tendering activity for accreditation of ISO 9001 and IS 18001 has already been initiated. The other requirements for fulfillment of this activity, many procurements are required and the same shall be made following appropriate norms and proper procedures. The requirements should be provided by the Lab. Incharge to Shri G. Thirumurthy preferably within a week. It was also decided to send a separate note to the Head Office informing the developments in this regard. ***However, all the procedures discussed should be adopted while conducting inspections.***

(Action : Procurement - Lab Incharge/Shri GT ; Inspection norms – all officials to follow with immediate effect)

2) R & D Activities carried out by Scientific/Technical staff as per the office Note received from M.S.

It is desired that all scientific/technical staff should compulsorily orient towards R & D activities and undertake projects on short term and long term basis adopting the scientific themes. This will help the individuals as well as the organization in carrying out different projects under Annual Action Plan in tune with national environment policy. The publication of the papers in peer review journals should also be taken up. Maximum efforts should be made by all to follow the instructions of M.S. which is already circulated. The proposals on the projects in this regard should be furnished to Incharge by April 25, 2014 in order to finalise the same and forwarding to Head Office.

3) Finalisation of Reports under AAP 2013-14.

The matter has already been discussed several times and office order is also issued in this regard. All concerned are required to ensure the completion of the reports as per the schedule mentioned. In case of non receipt of results that particular chapter may be completed later on and other chapters should be compulsorily submitted. The reports may be put in the folder "Reports 2013-14" through Network sharing (System of Shri Suresh, I/C). Project reports may be put in the respective folders of Group A or Group B. Other reports may be segregated and put in the respective folder of Annual Reports. The details regarding this are mailed separately. (Action : All officials)

4) List of Instruments required for the Zonal Office

As per the communication received from Head Office requesting for the details of instruments required for the Zonal Office it was informed that the same has been circulated to all. It is desired to receive the tentative list by 23rd April, 2014 from Incharge, Laboratory for finalizing the same and sending to Head Office. **(Action : Lab Incharge)**

5) Stock Verification

Presently the Stock Verification of different office items are under progress. However, it has been noticed that some of the instruments, furniture and other items kept in ground floor of the office needs to be segregated for stock checking purpose. In this connection Shri R. Mahendra Kumar, P.S. was requested to look into the issue and make arrangements for cleaning and segregating the items in the ground floor. It was told that in case of requirement labors can be hired for the purpose. In the meantime Shri K. Karunagaran, STS and Shri S. Iqbal, ST will update the current list and keep the things ready for verification purpose. The formalities on this aspect should be completed at the earliest by designated officials.

(Action : Shri KK/Shri SI/Shri RMK)

6) Permission for Late coming and leaving the office early

As per the issue raised by Shri G. Dharmalingam, Scientist C it was told that there are no provisions prevailing in the Central Government to give relaxation for either coming late or leaving the office early on daily basis to anyone. It is the foremost duty of all the employees to abide with the norms of punctuality compulsorily which may please be followed by all staff and any such violations will attract the disciplinary action. This matter has been discussed almost in all meetings and further there will not be any scope to discuss on the issue.

(Action: All officials)

7) Inspection of Industries

As discussed earlier, whenever a team visits any industry or facility the draft report shall be prepared by Scientist 'B' and further edited by other seniors as per hierarchy. The laboratory staff accompanying should ensure to provide all facilities for monitoring. It is desired that the team leader will take into confidence of all team members irrespective of their cadres while preparing the final reports. The suggestions from team members should be considered actively in the interest of the office. The team before proceeding to any assignment thorough discussion should be made and appropriate sampling accessories should be carried for the field. It is also desired while the team is in field the progress should be continuously informed to Incharge to avoid confusions, if any.

(Action : All concerned officials)

The meeting ended with thanks to the chair.
