



**CENTRAL POLLUTION CONTROL BOARD  
ZONAL OFFICE (SOUTH), BENGALURU - 560079**

F. Admin/52/WA/ZOB/2015-16/

Date: 17<sup>th</sup> June 2015

**Details of work allocation for the officials working in South Zonal Office, Bengaluru  
for the financial year 2015-16**

<b>TECHNICAL AND SCIENTIFIC DIVISION</b>			
<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Work assignment</b>
01.	Sh S. Suresh	Sc 'D' (E) & Incharge	<ul style="list-style-type: none"><li>• Overall Incharge of Zonal Office (South) - Bengaluru</li><li>• Coordination and execution of all projects and activities related to zonal office &amp; implementation of AAP 2015-16</li></ul>
02.	Dr. V. Pattusamy	Sc 'E'(S)	<ul style="list-style-type: none"><li>• State coordination for Goa and Puducherry</li><li>• Preparation of ESR reports</li><li>• Monitoring of lakes and expert advice in related issues and participating in all such related meetings</li><li>• Laboratory visits for recognition</li><li>• Surveillance and review of NAMP and NWMP stations including conducting of review meetings related to Goa and Puducherry</li><li>• Monitoring of inter-state river water quality in Southern Zone</li><li>• Updating the status of 17 category &amp; HW generating industries for Goa and Puducherry</li><li>• Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li><li>• Review and Updation of status of online monitoring system installed by industries</li><li>• Guidance and reviewing of the R&amp;D projects handled by official reporting</li><li>• Coordination of ESS, CEPI, CETP, TSDF, STP, Lakes, GW, MSW facilities, Biomedical, Public Complaints, Parliamentary Questions, Co-processing of HW, RTI, NGT , updating of Directions issued and necessary follow up actions &amp; other technical/scientific issues related to Goa &amp; Pondicherry</li><li>• Co-ordination works with Head Office and other ZOs</li><li>• All other assigned projects as per AAP 2015-16</li><li>• Any other works assigned from time to time</li></ul>

03.	Smt H. D. Varalaxmi	Sc 'D' (E)	<ul style="list-style-type: none"> <li>• State coordination for Tamil Nadu including surveillance of NAMP and NWMP stations</li> <li>• Preparation of ESR reports</li> <li>• Co-ordination of ESS, CEPI, CETP, STP, Lakes, MSW facilities TSDF, Biomedical, Public Complaints, Co-processing of HW, Parliament Matters, RTI, NGT, updating of Directions issued and necessary follow up actions, Legal and other technical/scientific issues related to Tamil Nadu</li> <li>• Updating the status of 17 category &amp; HW generating industries</li> <li>• Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> <li>• Review and Updation of status of online monitoring system installed by industries</li> <li>• Guidance and reviewing of the projects handled by official reporting</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Maintenance works of Office Building</li> <li>• Any other works assigned from time to time</li> </ul>
04.	Sh. G. Thirumurthy	Sc 'D' (E)	<ul style="list-style-type: none"> <li>• State coordination for Karnataka including surveillance of NAMP and NWMP stations</li> <li>• Preparation of ESR reports ; Attending meetings organized by other agencies/Govt. Departments</li> <li>• Monitoring of lakes and expert advice in related issues and participating in all such related meetings, Preparation of action plans for rejuvenation purposes</li> <li>• Updating the status of 17 category &amp; HW generating industries</li> <li>• Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> <li>• Review and Updation of status of online monitoring system installed by industries</li> <li>• Guidance and Reviewing of the projects handled by official reporting</li> <li>• Coordination of ESS, CEPI, CETP, STP, Lakes, GW, MSW facilities TSDF, Co-processing of Hazardous Waste, Biomedical, Public Complaints, Parliament matters, RTI, NGT, updating of Directions issued and necessary follow up actions, Legal &amp; other technical/scientific issues related to Karnataka</li> <li>• Mass Awareness programmes, Deepawali monitoring</li> <li>• Incharge for office vehicles and Staff welfare activities</li> <li>• Conducting LPC &amp; disposal committee meetings and follow up actions</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Any other works assigned from time to time</li> </ul>

05.	Sh T.K. Radheshyam Balaji	Sc 'D' (S) (Laboratory Incharge)	<ul style="list-style-type: none"> <li>• In-charge of laboratory for operation, maintenance and infrastructure development of Zonal laboratory and co-ordination for all laboratory related issues</li> <li>• Laboratory visits for recognition</li> <li>• Timely submission of qualitative analysis reports as per standard format ; Maintenance of relevant registers</li> <li>• Disposal of obsolete equipment on priority</li> <li>• Numbering and indexing of all instruments which are in operation ; Maintenance of Registers for all equipment</li> <li>• Responsible for maintenance of laboratory in neat and clean manner</li> <li>• Guidance and reviewing of the projects handled by officials reporting</li> <li>• NABL accreditation , ISO and similar activities as a Technical Manager</li> <li>• Quality assurance and quality control for all monitoring/sampling and analysis works</li> <li>• Scientific/Technical support for ESS, CEPI, CETP, STP, Lakes, GW, MSW facilities, TSDF, Biomedical, Co-processing of Hazardous waste, Public Complaints, Parliament Matters, RTI, NGT etc.</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Any other works assigned from time to time</li> </ul>
06.	Sh G. Dharmalingam	Sc 'C' (S)	<ul style="list-style-type: none"> <li>• Coordination of the projects related to STPs and MSW facilities</li> <li>• Arrangement of interaction meetings with experts under various subjects</li> <li>• Updating the status of 17 category &amp; HW generating industries</li> <li>• Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> <li>• Development of library &amp; infrastructure including procurement of journals and books, newspapers etc.</li> <li>• Coordination and nominating officials for training programme</li> <li>• Scientific/Technical support for ESS, CEPI, CETP, STP, TSDF, Lakes, GW , Deepavali Monitoring, NAMP, NWMP, Biomedical, Co-processing of Hazardous waste, Public Complaints, and Parliament matters, RTI, NGT, updating of Directions issued and necessary follow up actions etc.</li> <li>• Co-ordination of Vehicular &amp; Noise Monitoring Projects</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Any other works assigned from time to time</li> </ul>
07.	Sh S. Jeyapaul	Sc 'C' (S)	<ul style="list-style-type: none"> <li>• State coordination for Andhra Pradesh and Telangana including surveillance of NAMP and NWMP stations</li> </ul>

			<ul style="list-style-type: none"> <li>• Preparation of ESR reports</li> <li>• Updating the status of 17 category &amp; HW generating industries for Andhra Pradesh and Telangana</li> <li>• Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> <li>• Review and Updation of status of online monitoring system installed by industries</li> <li>• In-charge of laboratory for operation, maintenance and development of laboratory during the absence of regular Lab. Incharge</li> <li>• Preparation of Administrative Approvals, fresh proposals and all such related matters including R &amp; D projects, follow up actions of AAP till submission of final reports</li> <li>• Co-ordination with PCP Division for smooth implementation of AAP</li> <li>• Laboratory visits for recognition</li> <li>• Responsible for implementation of NABL Accreditation, E (P)A Laboratory Recognition, ISO 9001 &amp; OHSAS 18001 etc., activities as a Quality Manager</li> <li>• Quality Assurance and Quality Control for sampling and analysis works</li> <li>• Co-ordination of ESS, CEPI, CETP, STP, MSW facilities, TSDF, Lakes, GW, Biomedical, Co-processing of HW, Public Complaints, Parliament matters, RTI, NGT, updating of Directions issued and necessary follow up actions etc.</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Any other works assigned from time to time</li> </ul>
08.	Sh R. Rajkumar	Sc 'C' (E)	<ul style="list-style-type: none"> <li>• State coordination for Kerala and Lakshadweep including surveillance of NAMP and NWMP stations</li> <li>• Preparation of ESR reports</li> <li>• Updating the status of 17 category &amp; HW generating industries</li> <li>• Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> <li>• Review and Updation of status of online monitoring system installed by industries</li> <li>• Co-ordinator for NGT and other Court related activities</li> <li>• Operation and Maintenance of Continuous Ambient Air Quality Monitoring stations in Southern Zone, supervision &amp; communication of AQI data</li> <li>• Development of Ring test facilities</li> <li>• Co-ordination of ESS, CEPI, CETP, STP, MSW facilities TSDF, Lakes, GW, Biomedical, Co-processing of HW, Public Complaints, Parliament matters, RTI, NGT, updating of Directions issued and necessary follow up actions, etc.</li> <li>• All other assigned projects as per AAP 2015 - 16</li> </ul>

			<ul style="list-style-type: none"> <li>Any other works assigned from time to time</li> </ul>
08.	Smt. Anjana Kumari.V	Sc 'C' (E)	<ul style="list-style-type: none"> <li>Preparation of Annual report, quarterly and monthly progress reports and other routine reports</li> <li>Compilation of Parliament questions and replies</li> <li>Updating status of 17 category &amp; HW generating industries</li> <li>Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> <li>Review and Updation of status of online monitoring system installed by industries</li> <li>Inspections under NAMP, NWMP, ESS, CEPI, CETP, STP, Lakes, GW, MSW facilities TSDF, Biomedical, Public Complaints, co-processing of HW, Parliament matters, RTI, NGT, updating of Directions issued and necessary follow up actions etc.</li> <li>All other assigned projects as per AAP 2015-16</li> <li>Assistance in laboratory activities</li> <li>Any other works assigned from time to time</li> </ul>
10.	Smt. D. Sowmya	Sc 'C' (E)	<ul style="list-style-type: none"> <li>Nodal Officer for ESS/CETP (Scheme Nos. 14, 21 and 22) as per AAP 2015-16 ; up keeping data base pertaining to these schemes</li> <li>Nodal officer for updating the status of 17 category &amp; HW generating industries in the zone</li> <li>Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> <li>Nodal Officer for updating the status of online monitoring system installed by industries in the zone</li> <li>Nodal Officer for follow ups and updating the status of directions issued to industries in the zone</li> <li>Inspections under NAMP, NWMP, ESS, CEPI, CETP, STPs, Lakes, GW, MSW facilities TSDF, Biomedical, Public Complaints, Co-processing of HW, RTI, NGT, updating of Directions issued and necessary follow up actions etc.</li> <li>Preparation of replies and counter affidavits for NGT issues</li> <li>Timely procurement of computers, software/accessories other items etc., as per requirements</li> <li>Supervision of networking system</li> <li>Arrangement of interaction meetings with experts under various topics</li> <li>Preparation of monthly and other reports jointly/absence of others</li> <li>Parliament questions and replies ; data base management issues</li> <li>All other assigned projects as per AAP 2015-16</li> <li>Assistance in laboratory activities</li> <li>Any other works assigned from time to time</li> </ul>

11.	Smt Mahima. T	Sc 'C' (E)	<ul style="list-style-type: none"> <li>• Nodal officer for preparation of Annual report, quarterly and monthly progress reports and other routine reports &amp; statements</li> <li>• Operation and Maintenance of computer systems and its peripherals, Local area networking (LAN), AMC for computers, etc., Attending to computer related works &amp; procurements of computers and accessories</li> <li>• Nodal Officer for preparation of Administrative Approvals, fresh proposals and all such related matters including R &amp; D projects, follow up actions of AAP till submission of final reports</li> <li>• Co-ordination with PCP Division for smooth implementation of AAP and other divisions at HO</li> <li>• Responsible for installation of Biometric and accessories and CCTVs in first &amp; 2<sup>nd</sup> floors of office and lab. Premises.</li> <li>• Updating the status of 17 category &amp; HW generating industries</li> <li>• Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> <li>• Review and Updation of status of online monitoring system installed by industries</li> <li>• Compilation of Parliament questions and replies</li> <li>• Inspections under NAMP, NWMP, ESS, CEPI, CETP, STP, Lakes, GW, MSW facilities TSDF, Biomedical, Public Complaints, co-processing of HW, Parliament matters, RTI, NGT, updating of Directions issued and necessary follow up actions etc.</li> <li>• Assistance in laboratory activities</li> <li>• Technical support for preparation of reports and correspondence with other Agencies</li> <li>• Development of Library and its infrastructure</li> <li>• Co-ordination for organizing mass awareness programmes &amp; Hindi Divas celebration</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Any other works assigned from time to time</li> </ul>
12.	Smt Poornima B.M.	Sc 'C' (E)	<ul style="list-style-type: none"> <li>• Nodal officer for NAMP, NWMP activities in the Zone</li> <li>• Inspections under NAMP, NWMP, ESS, CEPI, CETP, STP, Lakes, GW, MSW facilities, TSDF, Biomedical, Public Complaints, Co-processing of HW, and Parliament matters, RTI, NGT, etc.</li> <li>• Updating status of 17 category &amp; HW generating industries</li> <li>• Updating of Directions issued and necessary follow up actions etc.</li> <li>• Coordination of visits of parliamentary committees and preparation &amp; presentation of relevant information</li> </ul>

			<ul style="list-style-type: none"> <li>• Review and Updation of status of online monitoring system installed by industries</li> <li>• Mass Awareness programmes</li> <li>• Development of Library and its infrastructure</li> <li>• Parliament questions and replies</li> <li>• Maintenance of LAN, Back up of all correspondence and reports</li> <li>• Procurement of computers and accessories</li> <li>• Nodal Officer for Data Base Development</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Assistance in laboratory activities</li> <li>• Any other works assigned from time to time</li> </ul>
13.	Sh S. Karthikeyan	Sc. 'B' (Air Laboratory)	<ul style="list-style-type: none"> <li>• Supervision of Air laboratory</li> <li>• AMC of all lab instruments</li> <li>• Analysis work pertaining to Air Lab ; maintenance of registers</li> <li>• Assistance in procurement of chemicals, glassware and other items , maintenance works</li> <li>• Internal calibration (Air lab spectrophotometer, Balance )</li> <li>• Technical/ scientific support to Incharge, Laboratory</li> <li>• O &amp; M of Atomic Absorption Spectrometer and ICP and its accessories etc.,</li> <li>• Involvement in all field monitoring activities</li> <li>• Effective implementation of NABL, ISO and other related activities in time bound manner</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Any other works assigned from time to time</li> </ul>
14.	Sh A. Gnanavelu	Sc. 'B' (Water Lab.)	<ul style="list-style-type: none"> <li>• Supervision of Water laboratory</li> <li>• Calibration of lab instruments, equipment</li> <li>• Procurement of CRM and Rate contract</li> <li>• Analysis work pertaining to Water Lab ; maintenance of registers</li> <li>• Procurement of chemicals, glassware and other items, maintenance works.</li> <li>• Internal calibration (Hot Air Oven, Deep Freezer, Refrigerator, Cold Room and COD Digester)</li> <li>• Technical/ scientific support to Incharge, Laboratory</li> <li>• Study of PAH on ambient Air in the zone</li> <li>• O &amp; M of GC, GC-MS etc.</li> <li>• Maintenance of AOX</li> <li>• Involvement in all field monitoring activities</li> <li>• Effective implementation of NABL, ISO and other related activities in time bound manner</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Any other works assigned by from time to time</li> </ul>
15.	Dr. B.S. Anupama	Sc. 'B' Bio-Lab	<ul style="list-style-type: none"> <li>• Supervision of Microbiology lab</li> <li>• Procurement of chemicals, glassware and other items , maintenance works</li> </ul>



			<ul style="list-style-type: none"> <li>• O &amp; M of Ion Chromatograph and analysis of Halides</li> <li>• Monitoring of Municipal Solid Waste (MSW) management facilities, assessment of air borne microbial emissions from MSW and characterization of compost quality in South Zone</li> <li>• Monitoring of Sewage Treatment Plants (STPs), Sewage drains, assessment of sewage characteristics in terms of pathogenic microbial load and parasitic helminth load</li> <li>• Internal calibration (pH, Conductivity, BOD, Hot Plate, Water Bath)</li> <li>• Involvement in all field monitoring activities</li> <li>• Technical &amp; scientific support to Incharge, Laboratory</li> <li>• Analysis of water/waste water samples</li> <li>• Effective implementation of NABL, ISO and other related activities in time bound manner</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Preparation of monthly activity reports of laboratory</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>
16.	Sh K. Karunagaran	Sr. Technical Supervisor (E)	<ul style="list-style-type: none"> <li>• Operation and Maintenance of Continuous Ambient Air Quality Monitoring stations in Southern Zone</li> <li>• Responsible for supervision, validation and communication of AQI data to HO on daily basis</li> <li>• Development of facilities for calibration of instruments and equipment (Ring test facility)</li> <li>• Statistical analysis and interpretation of CAAQM data</li> <li>• Modeling of Air Quality Data</li> <li>• Co-ordinator for Maintenance of all Instruments/Equipment/glassware etc. in the lab and its registers including obtaining external calibration</li> <li>• Numbering of all instruments and data base management of all instruments in soft and hard formats</li> <li>• Assistance in maintenance of office building</li> <li>• Technical/scientific support for ESS, CEPI, CETP, STP, Lakes, GW, MSW facilities TSDF, Biomedical, co-processing of HW, Public Complaints, RTI, NGT etc.</li> <li>• Responsible for up keeping the instruments for all monitoring and during Deepavali festival in well advance.</li> <li>• Routine fitness checkup of instruments used for monitoring/analysis works</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Nodal Officer for Biomedical facilities and incinerators in the zone for up keeping latest data</li> <li>• Any other works assigned from time to time</li> </ul>
17.	Sh V. Deepesh	SSA (Hazardous waste lab and GC-MS)	<ul style="list-style-type: none"> <li>• Supervision of Hazardous Waste lab</li> <li>• Procurement of chemicals, glassware and other items , maintenance works</li> <li>• Monitoring of Municipal Solid Waste (MSW)</li> </ul>



			<p>management facilities, assessment of air borne microbial emissions from MSW and characterization of compost quality Internal calibration (Hot Air Oven, Deep Freezer, Refrigerator, Cold Room and COD Digester)</p> <ul style="list-style-type: none"> <li>• Pesticide Pollution From Agricultural Runoff Along Major Interstate Rivers In South India</li> <li>• Operation of GC and other instruments, pertaining Hazardous waste and soil lab etc.,</li> <li>• Involvement in all field monitoring activities</li> <li>• Analysis of water/waste water samples ; maintenance of registers</li> <li>• Support for Scientific and Technical matters and related issues to Incharge Laboratory</li> <li>• Effective implementation of NABL, ISO and other related activities in time bound manner</li> <li>• All other assigned projects as per AAP 2015-16</li> <li>• Any other works assigned from time to time</li> <li>• Operation and management of PCR facility</li> </ul>
18.	Sh S. Iqbal	Technical Supervisor (water Laboratory)	<ul style="list-style-type: none"> <li>• Assisting in Water laboratory activities</li> <li>• Preparation of standards, reagents and other laboratory activities pertaining to specific parameters</li> <li>• Maintenance of miscellaneous stores, Lab. Imprest etc.</li> <li>• Assistance in operation of ICP etc.,</li> <li>• Analysis of Mercury parameter</li> <li>• Calibration of glassware</li> <li>• Involvement in all field monitoring activities</li> <li>• For all scientific matters report to Sh A. Gnanavelu and for administrative matters report to Lab. Incharge</li> <li>• Any other works assigned from time to time</li> </ul>
19.	Sh I. A. Kadar	Sr. Technician (Water Laboratory)	<ul style="list-style-type: none"> <li>• Assisting in water lab activities</li> <li>• Preparation of standards, reagents and other laboratory activities</li> <li>• Inventory management for chemicals, glassware and other items and management of lab stores and maintenance of Registers</li> <li>• Calibration of Balance &amp; Spectrophotometers</li> <li>• Issue of chemicals, glassware and other items</li> <li>• Involvement in all field monitoring activities</li> <li>• Assistance in operation of IC, Bomb Colorimeter &amp; TCLP etc., assistance to Shri V. Deepesh in Hazardous Waste lab.</li> <li>• For all scientific matters report to Sh A. Gnanavelu for administrative matter report to Lab Incharge</li> <li>• Any other works assigned from time to time</li> </ul>
20.	Sh S. Seenivel Raj	JLA (Water Laboratory)	<ul style="list-style-type: none"> <li>• Assistance in Air and Water / Wastewater laboratory</li> <li>• Preparation of standards for Air &amp; Water lab</li> <li>• Involvement in all field monitoring activities</li> <li>• Support in all laboratory related activities</li> <li>• For all scientific matters report to A.Gnanavelu and for</li> </ul>

			<p>administration matters report to Lab Incharge</p> <ul style="list-style-type: none"> <li>• Operation of AOX</li> <li>• Any other works assigned from time to time</li> </ul>
21.	Shri S. Nadarajan	JLA (Project)	<ul style="list-style-type: none"> <li>• Assistance in Air laboratory</li> <li>• Sample preparation for heavy metal analysis</li> <li>• Maintenance of air lab instruments and equipment</li> <li>• Preparation of standards for Air lab</li> <li>• Involvement in all field monitoring activities</li> <li>• Support in all laboratory related activities</li> <li>• For all scientific matters report to Sh S. Karthikeyan and for administration matters report to Lab Incharge</li> <li>• Any other works assigned from time to time</li> </ul>

<b>Accounts &amp; Administration</b>			
22.	Sh C. Loganathan	AACO	<ul style="list-style-type: none"> <li>• Responsible for overall accounts management including auditing and its effective implementation</li> <li>• To advise on plan expenditure to be incurred as per target committed in AAP 2015-16</li> <li>• Timely submission of the Monthly Expenditure Statement</li> <li>• Mainly responsible for effective implementation of point No. III b (10) of AAP 2015-16</li> <li>• Proper advise on all accounts related issues especially in LPC and other committees</li> <li>• Responsible for timely depositing of TDS, Professional Tax, Income Tax etc. with respective Departments</li> <li>• Maintenance of Accountability and Transparency in all accounts related issues including up keeping of records</li> <li>• Maintenance of previous years records by undertaking proper binding jobs as per norms</li> <li>• Maintenance of accounts related records/statements in both hard and soft copy</li> <li>• Responsible for maintenance of notes, files, journals, Receipt books, correspondence etc. dealt by Accounts</li> <li>• Any other works assigned from time to time</li> </ul>
23.	Sh M. Srinivasa Rao	Accounts Assistant	<ul style="list-style-type: none"> <li>• Accounts related works assigned by AACO (R.O.) and Z.O.</li> <li>• Responsible for empanelment of new hospitals and AMAs under CGHS/CSMA</li> <li>• Responsible for providing suggestions on release of various advances as per relevant rules</li> <li>• Any other works assigned from time to time</li> </ul>
24.	Smt. Mary Alexander	PS	<ul style="list-style-type: none"> <li>• Maintenance of confidential files, APAR files etc.</li> <li>• Attending to the dictation and typing works of Zonal Officer</li> <li>• Preparation of minutes etc.</li> <li>• Interaction with travel agent for booking of air tickets and processing of the bills</li> <li>• Processing of telephone/mobile and newspaper claims of officials</li> <li>• Correspondence with SPCBs/MoEF/other agencies as per requirement and follow up letters/reminders etc.,</li> <li>• Correspondence with HO, other ZOs and agencies</li> <li>• Nodal officer for Hindi implementation related works</li> <li>• Maintenance of file register, general office order/circular files</li> <li>• All other assigned works in various projects as per AAP 2015-16</li> <li>• Mass awareness programmes, Hindi Diwas celebration etc.,</li> <li>• Any other work assigned from time to time</li> </ul>

25.	Sh R. Mahendra Kumar	PS	<ul style="list-style-type: none"> <li>• Arranging Local Purchase Committee (LPC) meetings</li> <li>• Logistic arrangements for organizing training/workshop/exhibition/conference/seminars</li> <li>• Maintenance of Office Imprest Account</li> <li>• CSMA medical matters , empanelment of new hospitals and renewals of MOU</li> <li>• Assistance to Sh G Thirumurthy in maintenance of office vehicles and Mobile van including payment of taxes, insurance, permits etc.</li> <li>• Assistance in Office Building maintenance</li> <li>• All other assigned works in various projects as per AAP 2015-16</li> <li>• Responsible for rearranging items in ground floor and arrangement for seating purpose to officials</li> <li>• Disposal of obsolete items in the office</li> <li>• Arrangement of transport , Booking of private vehicles through travel agent as per the requirement of officials</li> <li>• Welfare activities of staff ; Liasoning activities, printing jobs ; Co-ordination activities with HO &amp; ZOs</li> <li>• Mass awareness programmes</li> <li>• Responsible for Housekeeping of the office</li> <li>• Supervision of security , Staff &amp; Drivers hired through agency and office safety related works</li> <li>• Any other works assigned from time to time</li> </ul>
26.	Sh K. S. Rajasekar	UDC	<ul style="list-style-type: none"> <li>• Processing of office/staff rent, electricity, water, telephone, mobile of ZO, Tata DoCoMo Data card, security, Xerox etc. for making payments</li> <li>• Maintenance of all leave records including monitoring of attendance of staff and reporting to I/c about timings and communication to H.O. from time to time.</li> <li>• Monitoring of activities of officials/ visitors in office on leave days and checking of security services during leave period.</li> <li>• AMC of all office equipment such as Xerox, Aqua guard, Telefax, etc.</li> <li>• Arrangements for the procurement of stationery, furniture etc.</li> <li>• Maintenance of stationery stores and issue of stationery materials (including computer stationeries), furniture, library etc.; registers maintenance of all such items</li> <li>• Issue of uniforms/monitoring shoe etc.,</li> <li>• All other assigned works in various projects as per AAP 2015-16</li> <li>• Over all supervision of administrative issues</li> <li>• Numbering of items as per stock register</li> <li>• Responsible for maintaining strict discipline in the office as per norms</li> <li>• Any other works assigned from time to time</li> </ul>

27.	Sh P. Munisamy (Presently on EOL on medical grounds)	Sr. Attendant (Laboratory)	<ul style="list-style-type: none"> <li>• Cleaning of laboratory, washing of glassware, photocopying works etc.,</li> <li>• Partly working for the administration Section</li> <li>• Any other works assigned from time to time</li> </ul>
28.	Smt Prabhamani	Attendant (Laboratory)	<ul style="list-style-type: none"> <li>• Cleaning of laboratory, washing of glassware, photocopying works, file movements etc.</li> <li>• Supporting works in laboratory and administration</li> <li>• Any other works assigned from time to time</li> </ul>
29.	Smt Uma Devi	Attendant (Project)	<ul style="list-style-type: none"> <li>• Attending to Dak Receipt and Dispatch works</li> <li>• Photocopying works , Post office, Bank &amp; courier works</li> <li>• Filing of papers and file movement of all officials</li> <li>• Any other works assigned from time to time</li> </ul>
<p><b>Note:</b> i. Smt Anjana Kumari. V , Scientist 'C' is on maternity leave up to September, 2015 ii. Sh P. Munisamy , Sr. Attendant is on EOL on medical grounds</p>			

(S. Suresh)  
Zonal Officer

To  
All officials, ZOB, CPCB, Bengaluru

Copy to:

- i. PS to CCB, CPCB, Delhi
- ii. PS to MS, CPCB, Delhi
- iii. Director, Incharge PCP division, CPCB, Delhi
- iv. AO(P), CPCB, Delhi
- v. AO(R), CPCB, Delhi

(S. Suresh)  
Zonal Officer



**CENTRAL POLLUTION CONTROL BOARD**  
**ZONAL OFFICE (SOUTH)**  
**BENGALURU - 560079**

Sl. No.	Name of the official	Designation	Reporting officer	Reviewing Officer
<b>Technical and Scientific</b>				
1	Sh S. Suresh	Zonal Officer	Member Secretary	Chairman
2	Dr. V. Pattusamy	Scientist 'E'	Member Secretary	Chairman
3	Smt H.D. Varalaxmi	Sc. 'D'/S.E.E.	Zonal Officer	Member Secretary
4	Sh G. Thirumurthy	Sc. 'D'/S.E.E.	Zonal Officer	Member Secretary
5	Sh. T.K. Radheshyam Balaji	Sc. 'D'	Zonal Officer	Member Secretary
6	Sh G. Dharmalingam	SC. 'C'	Zonal Officer	Member Secretary
7	Sh S. Jeyapaul	Sc. 'C'	Zonal Officer	Member Secretary
8	Sh R. Rajkumar	Sc. 'C'	Zonal Officer	Member Secretary
9	Smt Mahima. T	Sc. 'C'/EE	Zonal Officer	Member Secretary
10	Ms Anjanakumari. V	Sc. 'C'/EE	Smt H.D. Varalaxmi	Zonal Officer
11	Ms Sowmya .D	Sc. 'C'/EE	Sh G. Thirumurthy	Zonal Officer
12	Smt Poornima B.M.	Sc. 'C'/EE	Dr. V. Pattusamy	Zonal Officer
13	Sh. S. Karthikeyan	Sc. 'B'	Sh. T.K. Radheshyam Balaji	Zonal Officer
14	Sh. A. Gnanavelu	Sc. 'B'	Sh. T.K. Radheshyam Balaji	Zonal Officer
15	Dr. B.S. Anupama	Sc. 'B'	Sh. T.K. Radheshyam Balaji	Zonal Officer
16	Sh. K. Karunagaran	STS	Sh R. Rajkumar	Zonal Officer
17	Sh Deepesh V.	SSA	Sh. T.K. Radheshyam Balaji	Zonal Officer
18	Sh. S. Iqbal	Technical Supervisor	Sh. T.K. Radheshyam Balaji	Zonal Officer
19	Sh. I.A. Kadar	Sr. Technician	Sh. T.K. Radheshyam Balaji	Zonal Officer
20	Sh Seenivel Raj	JLA	Sh. T.K. Radheshyam Balaji	Zonal Officer
21	Shri S. Nadarajan	JLA(Project)	Sh. T.K. Radheshyam Balaji	Zonal Officer

<b>Accounts &amp; Administration</b>				
<b>Sl. No.</b>	<b>Name of the official</b>	<b>Designation</b>	<b>Reporting officer</b>	<b>Reviewing Officer</b>
1	Sh. C. Loganathan	AACO	Zonal Officer	Member Secretary
2	Smt. Mary Alexander	P.S	Zonal Officer	Zonal Officer
3	Sh. R. Mahendra Kumar	P.S	Zonal Officer	Zonal Officer
4	Sh. M. Srinivasa Rao	Accounts Asst.	AACO	Zonal Officer
5	Sh. K.S. Rajasekar	UDC	Zonal Officer	Member Secretary
6	Sh P. Munisamy	Sr. Attd.	Sh. T.K. Radheshyam Balaji	Zonal Officer
7	Smt. Prabhamani	Attdt.	Sh. T.K. Radheshyam Balaji	Zonal Officer
8	Smt K.M. Uma Devi (Project)  & other staff hired through security including drivers	Attdt.	Sh R. Mahendra Kumar	

**(S Suresh)**  
**Zonal Officer**



