



**CENTRAL POLLUTION CONTROL BOARD  
ZONAL OFFICE (SOUTH)  
BENGALURU - 560010**

F. Admin/52/WA/ZOB/2014-15/

Date: 12<sup>th</sup> June 2014

**WORK ALLOCATION ORDER**

**Sub: Work assignment for the financial year 2014-15**

In order to execute the Annual Action Plan for the year 2014-2015, the following works are allocated to the individuals as detailed below. This will be in force till further orders. The projects undertaken by individuals should be completed as per objectives, Physical & financial targets and goals as committed in the AAP by taking immediate initiatives. The copy of the AAP is already circulated. The final reports of the projects handled as per AAP, should be submitted by end of second week of April 2015 in both soft and hard formats. Any shortfalls in achieving the goals and non-submission of reports well within time shall be considered as non-compliance of this order and will be linked to performance appraisals.

**TECHNICAL AND SCIENTIFIC DIVISION**

S. No.	Name	Designation	Work assignment
1.	Sh S. Suresh	Sc 'D' (E) & Incharge	<ul style="list-style-type: none"><li>• Overall Incharge of Zonal Office (South) - Bangalore</li><li>• Coordination and execution of all zonal office related projects and activities</li></ul>
2.	Dr. V. Pattusamy	Sc 'D'(S)	<ul style="list-style-type: none"><li>• State coordination for Goa and Puducherry</li><li>• Preparation of ESR reports</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>• Guidance and reviewing of the R&amp;D projects handled by official reporting</li><li>• Coordination of ESS, CEPI, CETP, TSDF, STP, MSW facilities, Biomedical, Public Complaints, Parliamentary Questions, Co-processing of HW, RTI, NGT &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 2014-15</li><li>• Any other works assigned by ZO from time to time</li></ul>

3.	Smt H. D. Varalaxmi	Sc 'C' (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, MSW facilities TSDF, Biomedical, Public Complaints, Co-processing of HW, Parliament Matters, RTI, NGT, Legal and other technical/scientific issues related to Tamil Nadu</li> <li>• Guidance and reviewing of the projects handled by official reporting</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Maintenance works of Office Building</li> <li>• Any other works assigned by ZO from time to time</li> </ul>
4.	Sh. G. Thirumurthy	Sc 'C' (E)	<ul style="list-style-type: none"> <li>• State coordination for Karnataka including surveillance of NAMP and NWMP activities</li> <li>• Preparation of ESR reports ; Attending meetings organized by other agencies/Govt. Departments</li> <li>• Guidance and Reviewing of the projects handled by official reporting</li> <li>• Coordination of ESS, CEPI, CETP, STP, MSW facilities TSDF, Co-processing of Hazardous Waste, Biomedical, Public Complaints, Parliament matters, RTI, NGT &amp; 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 meetings and follow up actions</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Any other works assigned by ZO from time to time</li> </ul>
5	Dr. K. Ranganathan	Sc 'C' (S)	<ul style="list-style-type: none"> <li>• Assisting Incharge in all day to day activities</li> </ul>
6.	Sh G. Dharmalingam	Sc 'C' (S)	<ul style="list-style-type: none"> <li>• Coordination of the projects related to STPs and MSW facilities in south zone</li> <li>• Arrangement of interaction meetings with experts under various subjects</li> <li>• Development of library &amp; infrastructure including procurement of journals and books, newspapers etc.</li> <li>• Coordination and nominating officials for training prog.</li> <li>• Scientific/Technical support for ESS, CEPI, CETP, STP, TSDF, NAMP, NWMP, Biomedical, Co-processing of Hazardous waste, Public Complaints, and Parliament matters, RTI, NGT etc.</li> <li>• Co-ordination of Vehicular &amp; Noise Monitoring Projects</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Any other works assigned by ZO from time to time</li> </ul>

7.	Sh T.K. Radheshyam Balaji	Sc 'C' (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, 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 2014-15</li> <li>• Any other works assigned by ZO from time to time</li> </ul>
8.	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> <li>• Preparation of ESR reports</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, Biomedical, Co-processing of HW, Public Complaints, Parliament matters, RTI, NGT etc.</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Any other works assigned by ZO from time to time</li> </ul>

9.	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>• Co-ordinator for NGT and other Court related activities</li> <li>• Operation and Maintenance of Continuous Ambient Air Quality Monitoring stations in Southern Zone</li> <li>• Development of Ring test facilities</li> <li>• Co-ordination of ESS, CEPI, CETP, STP, MSW facilities TSDF, Biomedical, Co-processing of HW, Public Complaints, Parliament matters, RTI, NGT etc.</li> <li>• All other assigned projects as per AAP 2014 - 15</li> <li>• Any other works assigned by ZO from time to time</li> </ul>
10.	Ms Anjana Kumari.V.	Sc 'B' (E)	<ul style="list-style-type: none"> <li>• Nodal officer for preparation of Annual report, quarterly and monthly progress reports and other routine reports</li> <li>• Operation and Maintenance of computer systems and its peripherals, Local area networking (LAN), AMC for computers, etc., Attending to computer related works</li> <li>• Compilation of Parliament questions and replies</li> <li>• Technical support for NAMP, NWMP, ESS, CEPI, CETP, STP, MSW facilities TSDF, Biomedical, Public Complaints, co-processing of HW, Parliament matters, RTI, NGT etc.</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Assistance in laboratory activities</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>
11.	Ms D. Sowmya	Sc 'B' (E)	<ul style="list-style-type: none"> <li>• Nodal Officer for ESS/CETP (Scheme Nos. 19, 27 and 28) as per AAP 2014-15 ; up keeping data base pertaining to these subjects</li> <li>• Technical support for NAMP, NWMP, ESS, CEPI, CETP,STPs, MSW facilities TSDF, Biomedical, Public Complaints, Co-processing of HW, RTI, NGT etc.</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 Ms V. Anjanakumari</li> <li>• Parliament questions and replies ; data base management of issues</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Assistance in laboratory activities</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>

12.	Smt Mahima. T  (presently on Maternity Leave till end of November, 2014)	Sc 'B' (E)	<ul style="list-style-type: none"> <li>• Technical support for NAMP, NWMP, ESS, CEPI, CETP, STP, MSW facilities TSDF, Biomedical, Public Complaints, Parliament matters, Co-processing of HW, RTI, NGT etc.</li> <li>• Parliament questions and replies</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</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Assistance in laboratory activities</li> <li>• Any other works assigned by R.O./ZO from time to time</li> </ul>
13.	Smt Poornima B.M. (presently on CCL till August, 2014)	Sc 'B' (E)	<ul style="list-style-type: none"> <li>• Nodal officer for NAMP, NWMP activities in the Zone</li> <li>• Technical support for NAMP, NWMP, ESS, CEPI, CETP, STP, MSW facilities, TSDF, Biomedical, Public Complaints, Co-processing of HW, and Parliament matters, RTI, NGT etc.</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>• Co-ordination for Data Base Development</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Assistance in laboratory activities</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>
14.	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>• 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 and its registers including 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, MSW facilities TSDF, Biomedical, co-processing of HW, Public Complaints, RTI, NGT etc.</li> <li>• Routine fitness checkup of instruments used for monitoring/analysis works</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Nodal Officer for Biomedical facilities in the zone for up keeping latest data</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>

15.	Sh S. Karthikeyan	SSA (Air Laboratory)	<ul style="list-style-type: none"> <li>• Supervision of Air laboratory</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>• 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 2014-15</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>
16.	Sh A. Gnanavelu	SSA (Water Lab.)	<ul style="list-style-type: none"> <li>• Supervision of Water laboratory</li> <li>• Analysis work pertaining to Water Lab ; maintenance of registers</li> <li>• Assistance in procurement of chemicals, glassware and other items , maintenance works</li> <li>• Technical/ scientific support to Incharge, Laboratory</li> <li>• Co-ordinating the study of HAPs comprising of VOCs, PAHs, Pesticides, Dioxins and Furans and heavy metals in problem areas and at important cities in South Zone</li> <li>• Co-ordination for chemical characterization of Anions, Cations and PAH on ambient particulate matter at major cities of South Zone</li> <li>• O &amp; M of Gas Chromatography 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 2014-15</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>
17.	Sh V. Deepesh	SSA (Microbiological Laboratory)	<ul style="list-style-type: none"> <li>• Supervision of the bioscience laboratory</li> <li>• Assistance in procurement of chemicals, glassware and other items , maintenance works</li> <li>• Monitoring of Municipal Solid Waste (MSW) management facilities, assessment of air borne microbial emissions from MSW and characterization of compost quality</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>• Study of Pesticides and Weedicides</li> <li>• Operation of GC and other instruments 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> </ul>

			<ul style="list-style-type: none"> <li>• Effective implementation of NABL, ISO and other related activities in time bound manner</li> <li>• All other assigned projects as per AAP 2014-15</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>
18.	Dr. B.S. Anupama	SSA (Soil, Solid Waste & HW Laboratory)	<ul style="list-style-type: none"> <li>• Supervision of soil, solid waste, hazardous waste and bioscience laboratory</li> <li>• Assistance in procurement of chemicals, glassware and other items , maintenance works</li> <li>• O &amp; M of Ion Chromatograph and others etc.,</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>• Co-ordination for chemical characterization of Anions, Cations on particulate matter at major cities of south zone</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 2014-15</li> <li>• Preparation of monthly activity reports of laboratory</li> <li>• Any other works assigned by RO/ ZO from time to time</li> </ul>
19.	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 Lab registers, Lab. Imprest etc.</li> <li>• Assistance in operation of AAS etc.,</li> <li>• Involvement in all field monitoring activities and AAP 2014-15</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 by RO/ ZO from time to time</li> </ul>
20.	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>• Assistance in procurement of chemicals, glassware and other items and management of lab stores and maintenance of Registers</li> <li>• Issue of chemicals, glassware and other items</li> <li>• Involvement in all field monitoring activities and AAP 2014-15</li> <li>• Assistance in operation of IC, Bomb Colori Meter &amp; TCLP etc.,</li> </ul>



			<ul style="list-style-type: none"> <li>For all scientific matters report to Sh A. Gnanavelu and for administrative matter report to Lab Incharge</li> <li>Any other works assigned by RO/ ZO from time to time</li> </ul>
21.	Sh S. Seenivel Raj	JLA (Air 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 and AAP 2014-15</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 by RO/ ZO 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 and its effective implementation</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 by ZO from time to time</li> </ul>
23.	Sh M. Srinivasa Rao	Acc. Assistant	<ul style="list-style-type: none"> <li>Accounts related works assigned by AACO (R.O.) and Z.O.</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, ZOs and other 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 2014-15</li> <li>Mass awareness programmes, Hindi Diwas celebration etc.,</li> <li>Any other work assigned by the Z.O 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</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 2014-15</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 by the Z.O 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, ZO of mobile, Tata DoCoMo Data card, security, Xerox etc. for payment</li> <li>• Maintenance of all leave records including monitoring of attendance of staff and reporting to I/c about timings</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 2014-15</li> <li>• Over all supervision of administrative issues</li> <li>• Numbering of items as per stock register</li> </ul>

			<ul style="list-style-type: none"> <li>Responsible for maintaining strict discipline in the office as per norms</li> <li>Any other works assigned by the Z.O 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 by RO/ ZO 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 by Lab Incharge/ ZO 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 &amp; courier works</li> <li>Filing of papers and file movement of all officials</li> <li>Any other works assigned by the R.O. (Sh R. Mahendra Kumar, P.S.)/ZO from time to time</li> </ul>

The officials are instructed to abide with the all office orders, circulars issued by zonal office as well as HO from time to time. In addition to the assigned duties following points have to be kept in mind while discharging official duties. The work diary shall be maintained by everyone and should be submitted for cross verification and endorsement of the work claims made by individuals on monthly basis. All staff should furnish monthly activity report by first week of every month giving details on physical and financial progress committed/achieved, without any reminders to Ms Anjanakumari. V, Scientist 'B for compilation and onward transmission to HO. It is desired that the officials should keep themselves fully acquainted with the work of other colleagues to enable smooth functioning of the office, in case of any officer proceeds on leave/tour. If the leave period is more than five days then the alternatives have to be proposed before proceeding on leave.

In addition to the correspondence and reports made by individuals through files during each month, maximum care has to be taken to preserve appropriate back-ups in both soft and hard copies of all such related issues. The Excel format should be used to the maximum extent wherever possible. The officials should make maximum efforts to publish papers relevant to projects handled as a part of present requirement of CPCB. Maximum stress should be given on R & D projects. The output of all reports should be highly qualitative and technical/scientific in nature. The usefulness of the projects executed should have useful recommendations linking to the CPCB activities.

All the officials are instructed to submit the leave applications without any reminders and tour programs through reporting officers. After completion of tour the filled in TA/DA bills should

be combinedly submitted within stipulated time as per norms if the tour is performed as a team. The project head and sub heads should be clearly mentioned in the Tour programmes, TA/DA bills and other office orders. The officials should not draw fresh advance until they settle earlier claims.

All the entrusted tasks should be executed in complete transparent manner and individuals shall be held responsible for accountability. No file or paper should be kept pending for more than a week by any individuals without proper justification. The transport arranged by office should be utilized for official purpose only by the assigned CPCB officials. Recording of initial and final reading on daily basis is compulsory for utilization of vehicle.

The officials dealing different subjects are mainly responsible for maintenance of respective files with proper numbering and indexing system. Proper care has to be taken to file all the papers and correspondence in the files and data to be filed in box files separately. The numbering for the files should be taken from Smt Mary Alexander after ensuring proper entries in the Register maintained exclusively for the purpose. The numbering of the files handled individually should tally with the Register available with Smt Mary at any point of time. All individuals should submit compliance report on numbering and maintenance of files once in six months.

The facilities like mobile, landline having STD facility (both at office and residence) provided by office should be maintained with Call Register for processing of reimbursement. The common facilities for making STD calls and sending FAX should be entered appropriately in the Registers maintained by the individual coordinators as well as Administrative Section.

Presently the CPCB has adopted FCS for promotion of Scientist 'B' and above cadres. The eligible technical and scientific officials after getting promotions will carry forward their posts and continue to discharge the same works as already defined. In case of junior officials reporting to seniors it is desired that both the individuals will do their respective works without any interference or hindrance. The individual officers are expected to produce final output without much dependence in the hierarchy for day to day affairs.

The office discipline, punctuality in attendance, Do's and Dont's in day to day activities in office and other financial issues should be abided compulsorily by all officials as per defined norms of CPCB. Further reference can be made in 'Swamy's Handbook' and GFR as and when required, to understand the rules in a simpler manner. No nonsense attitude should be adopted regarding

office discipline. The attitude like misbehavior with colleagues, shouting in high tone for unnecessary reasons, addressing anonymous letters, indulging in false allegations, passing on wrong information about this office to other ZOs/Divisions at H.O, SPCBs, MoEF, providing zonal office file information to others , indulging in loose talks, misusing of office stationery, Xerox, internet facility, telephones, refusal to do the assigned works, attempting to tarnish the image of CPCB in one or the other way , absconding from duty in office hours, turning up late for work or leaving table unattended during office hours, using unparliamentary words against colleagues and management, Unable to produce quality reports , late submissions of reports after stipulated time , not maintaining the files in proper manner , casual approach towards official activities, misusing of office transport shall be viewed seriously and disciplinary action will be taken as per norms.

The projects assigned as per AAP should be completed by end of financial year with utmost dedication and high quality reports should be produced/submitted by second week of April 2015.

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

To  
All officials, ZOB

Copy to:

- i. The PS to CCB, CPCB, Delhi
- ii. The PS to MS, CPCB, Delhi
- iii. The AO(P), CPCB, Delhi
- iv. The AO(R), CPCB, Delhi

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



**CENTRAL POLLUTION CONTROL BOARD**  
**ZONAL OFFICE (SOUTH)**  
**BENGALURU - 560010**

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 'D'	Zonal Officer	Member Secretary
3	Smt H.D. Varalaxmi	Sc. 'C'/E.E.	Zonal Officer	Member Secretary
4	Sh G. Thirumurthy	Sc. 'C'/E.E.	Zonal Officer	Member Secretary
5	Dr K. Ranganathan	Sc. 'C'	Zonal Officer	Member Secretary
6	Sh. T.K. Radheshyam Balaji	Sc. 'C'	Zonal Officer	Member Secretary
7	Sh G. Dharmalingam	SC. 'C'	Zonal Officer	Member Secretary
8	Sh S. Jeyapaul	Sc. 'C'	Zonal Officer	Member Secretary
9	Sh R. Rajkumar	Sc. 'C'	Zonal Officer	Member Secretary
10	Smt Mahima. T	Sc. 'B'/AEE	Shall be assigned after joining duties	Zonal Officer
11	Smt Poornima B.M.	Sc. 'B'/AEE	Dr. V. Pattusamy	Zonal Officer
12	Ms Anjanakumari. V	Sc. 'B'/AEE	Smt H.D. Varalaxmi	Zonal Officer
13	Ms Sowmya .D	Sc. 'B'/AEE	Sh G. Thirumurthy	Zonal Officer
14	Sh. K. Karunakaran	STS	Sh R. Rajkumar	Zonal Officer
15	Sh. S. Karthikeyan	SSA	Sh. T.K. Radheshyam Balaji	Zonal Officer
16	Sh. A. Gnanavelu	SSA	Sh. T.K. Radheshyam Balaji	Zonal Officer
17	Sh Deepesh V.	SSA	Sh. T.K. Radheshyam Balaji	Zonal Officer
18	Dr. B.S. Anupama	SSA	Sh. T.K. Radheshyam Balaji	Zonal Officer
19	Sh. S. Iqbal	Technical Supervisor	Sh. T.K. Radheshyam Balaji	Zonal Officer
20	S. I.A. Kadar	Sr. Technician	Sh. T.K. Radheshyam Balaji	Zonal Officer
21	Sh Seenivel Raj	JLA	Sh. T.K. Radheshyam Balaji	Zonal Officer

<b>Accounts &amp; Administration</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	Project staff and staff hired through security including drivers	Sh R. Mahendra Kumar		

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