



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

F.No.: C-22011/Misc./2014/ Admn.(P)/

the 10th May, 2021

OFFICE MEMORANDUM

Sub.:- Assignment details during Work From Home.

This refers to previous mail dated 09.05.2021 on the aforesaid subject, I am directed to request all Divisional Head/RDs to kindly provide the requisite information in the prescribed format (copy attached) on every Monday by 02:00pm for the work carried out during the previous week to the Member Secretary with a copy to PA to CCB positively.

(Sunil Kumar Anand)
Administrative Officer (P)

Distribution:

1. All Divisional Head
2. All RDs.
3. PA to CCB
4. AO to MS
5. D.H. I.T. Division : with a request to upload it on the CPCB website.
6. Notice Boards
7. Office Order File

Assignment Details during 'Work From Home'

Name of Division					
Reporting Period					
S. No.	Name and of the Official	Daily work assigned by the Divisional Head (Yes/No)	Details of the work assigned during the week	Details of work completed during the week	Remarks by Divisional Head
1					
2					
3					

Note: Divisional Heads to fill above format and submit on Every Monday by 2pm for the work carried out during the previous week. It is to be submitted to the Member Secretary (mccb.cpcb@nic.in) with copy to PA to CCB (ccb.cpcb@nic.in).