



## Central Pollution Control Board

(Ministry of Environment, Forests & Climate Change, Govt. of India)

Parivesh Bhawan, East Arjun Nagar,

Delhi - 110032.

F.No.C-25011/14/97/Vig./Admn.(P)/

3968

the 3<sup>rd</sup> March, 2016

### OFFICE MEMORANDUM

In order to bring better transparency in the working and improve vigilance mechanism for preventing corruption in Central Pollution Control Board, the Competent Authority has decided to take the following measures;

- (I) Industrial inspections & handling of NOC/permissions/clearance by Divisions in Head Quarters and Zonal Offices, material procurement, recruitment, building maintenance, and processing of bills and release of payments are considered sensitive activities with regard to corruption. The staff associated with these activities or their assignments should periodically (within three years, as per CVC instructions) be changed, as suggested below:
- (a) Work assignments of technical officials dealing with above activities in Head Quarter as well as Zonal Offices; **(Action: I/c ZO, I/c Division)**
  - (b) The staff engaged in procurement activities in Material Section; **[Action: AO(M)]**
  - (c) Chairpersons and members of Committees dealing with purchase, award of contracts, etc.; **(Action: All Division/ZOs)**
  - (d) The staff engaged in recruitment activities; **[Action: AO(R)]**
  - (e) The staff engaged in awarding work contracts for construction, procurement, and building maintenance; and **(Action: I/c Building)**
  - (f) Work assignments of the staff in Finance and Accounts (F&A) Division, who are involved in processing of bills and release of payments in respect of outside parties. **(Action: I/c F & A)**

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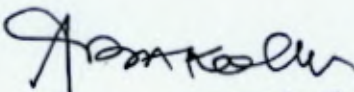
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- (II) The PCP Division and Material Divisions should prepare guidelines/standard procedures for award of technical studies, tendering process, procurement, etc., for ready reference. In addition to other terms & conditions, tender documents should also specify a requirement checklist and time frame for release of payments.  
**[Action: I/c PCP, AO(M)]**
- (III) F&A Division should prepare a time chart for processing and release of payments, and the same should be displayed on CPCB website. F&A Division should ensure that the payment to outside parties are made through bank transfer, and visits of company representatives for follow up the matter should be discouraged.  
**(Action: I/c F & A)**
- (IV) The staff at Reception may be vigilant while issuing entry passes.  
**(Action: Reception Staff)**
- (V) The concerned officers / Divisions must keep vigilance cell inform on actions taken.

02. This is being issued with the approval of Chairman, Central Pollution Control Board.

  
**(A. B. Akolkar)** 31.5.16  
**Member Secretary**

Distribution:

1. All the Incharges at H.O.  
2. All the Zonal Officers ] to take necessary action on the above and submit ATR at the earliest regularly by April 15.

3. Incharge I.T. Division With a request to upload this O.M. on the Intra Portal

4. AO(P) Master File  
5. Office Order File

6. Ps to MS

