

CENTRAL POLLUTION CONTROL BOARD
(PR DIVISION)

CB/PR/Misc./2016-17

1335

14/09/2017

CIRCULAR

The Chairman Central Pollution Control Board has directed to follow the following instructions by the Concerned division/ PR Division / Building Division officials regarding meeting to be held in 2nd floor conference hall :-

- a) A calling bell will be available in 2nd floor Conference Hall, owned by PR Division, The bell will be Given to the coordinator and taken backs after meetings .A representative /attendant from the concerned divisions should be present outside the Conference hall when chairman is taking meeting.
- b) The hall may kindly be cleaned properly immediately after every meeting and it should be ensured by the concerned Division/PR Division through Building Division.
- c) The Conference hall is prepared ready to have meeting in short notice whenever required.
- d) All electricity appliances are put off immediately after meeting, it should be ensured by the concerned Division. Technical help for LED display will be provided by Building Division.

This issue with the approval of Competent Authority.

Paritosh Kumar
(Paritosh Kumar)
13/9/2017
Sci 'E' & i/c PR Div.

To

All Divisional In-charge *Information Technology*

Copy to :

1. PS to CCB
2. PS to MS
3. In-charge Building cell
4. Sh. Rajpal Singh UDC -PR Div
5. Sh. Kundan Singh FA-PR Div
6. Sh. Ravindra Kumar MTS-PR Div

Paritosh Kumar
(Paritosh Kumar)
13/9/2017