


## Accounts Section

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|  | <b>PROCEDURE FOR PREPARATION<br/>OF SALARY</b> | DOC NO: CPCB/ACCT/P/01<br>ISSUE No. 01<br>PAGE: PAGE 1 OF 3<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
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Purpose : To establish and implement a procedure for preparation of salary

Scope : All employees of CPCB including regular, deputationist and contractual.

Responsibility : Incharge F & A

Procedure:

| S.No.   | Activity   | Description   | Responsibility  | Ref. Doc.   |
|---|--|---|---|---|
| <b>1. Salary preparation of regular and deputation employees:</b> |  |   |   |   |
| 1.1   | Receipt of the inputs for monthly salary preparation | The following inputs for regular employees are received from the concerned divisions for preparation of monthly salary: <ul style="list-style-type: none"> <li>• Absentee statement of the employee from the concerned division through administration division.</li> <li>• Orders for joining, leaving, promotion, pay fixation, increments from administration division.</li> <li>• Deduction for leased accommodation from estate division.</li> <li>• Deductions, if any, for court attachments from administration division.</li> <li>• Subscription and loan deductions from CPCB T/C Society</li> <li>• Various load deductions as – HBA,</li> </ul> | Dealing Assistant through concerned AAO & Incharge F&A. | CPCB leased accommodation rule.<br><br>CPCB T/C/ Society authority letter.<br><br>As per concerned rule of Govt. of India.<br><br>LPC from the parent department. |

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| S.No. | Activity                     | Description   | Responsibility     | Ref. Doc.                        |
|-------|------------------------------|---|--------------------|----------------------------------|
|       |                              | <p>MCA, CPF advance, Festival advance etc. from finance and accounts division itself.</p> <ul style="list-style-type: none"> <li>• Compulsory deduction of Income tax as per calculation by the F&amp;A division.</li> <li>• Group Insurance: as per policy of the Govt. of India.</li> <li>• LIC (SSS): as per the options given by the employees to the LIC.</li> <li>• Deductions from the salary of deputationist are as per the their last pay certificate (LPC) forwarded by their parent deptt. To admn. And after acceptance by the competent authority.</li> </ul> |                    |                                  |
| 1.2   | Preparation of pay ledger    | After getting the above information from the various divisions, calculations for the monthly salary will be made on fox-pro computerized programme and pay ledger is prepared accordingly and forwarded to supervisor for scrutiny.   | Dealing Assistant  | Pay ledge (CPCB/ ACCT/F/03-01)   |
| 1.3   | Scrutiny of the pay ledger   | Concerned AAO scruti nise the pay ledger as per previous month salary and information received at S.No. 1. and forwarded to Incharge (F&A) / DDO for final approval   | Concerned AAO      | Pay ledger (CPCB / ACCT/F/03-01) |
| 1.4   | Final approval of pay ledger | If some query is there in pay ledger, Incharge (F&A) may clarify the same with the concerned officer, otherwise Incharge (F&A) will pass the pay ledger finally and forward to concerned AAO / cashier for writing of cheques for employees of head office and to Zonal office for the employees of ZO.   | Incharge (F&A)     |                                  |
| 1.5   | Cheque preparation           | Concerned cashier will prepare the cheque and get it signed through AAO from the concerned authorized signatories.  | Concerned cashier. |                                  |

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| S.No.  | Activity                                    | Description  | Responsibility   | Ref. Doc.  |
|--|---|--|--|--|
| 1.6  | Sending the cheque to the banker            | Concerned cashier will send the cheque alongwith the detailed bank statement (individualise) for transfer the amount in the concerned individual saving bank accounts.   | Concerned cashier.   | Detailed bank statement                              |
| 1.7  | Preparation and distribution of salary slip | Pay slip of individual officer is prepared with the help of approved pay ledger and distributed to concerned division through dispatch section.  | Concerned dealing assistance                               | Pay slip format (CPCB/ACCT/F/03/02)                  |
| <b>2. Salary preparation of contractual employees:</b> |   |  |  |  |
| 2.1  | Receiving the verified salary statement     | For every contractual employee verified salary statement is received from concerned divisional head through admn. Division.  | Dealing Assistant through concerned AAO and Incharge (F&A) | Verified salary statement format (CPCB/ACCT/F/03-03) |
| 2.2  | Preparation of the salary                   | Salary of contractual employees is prepared manually in the computer as per received verified salary statement and forward to concerned AAO.   | Dealing Assisnat   |  |
| 2.3  | Scrutiny of the salary                      | Concerned AAO will scrutinize the salary and forwards it to Incharge (F&A) for final approval.   | Concerned AAO  |  |
| 2.4  | Disbursement of the salary                  | As per above S.No. 1.4 to 1.7, salary is disbursed through amount transfer into the bank account of individuals or manually through handing over the salary cheques.   |  |  |
| 3.   | Receiving the feedback for salary If s      | If same complaint is observed by any employee in its monthly salary, the same is received in written application from the concerned employee in the forwarding month and the complaint is resolved after proper verifications of the salary. |  |  |

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## PROCEDURE FOR EXTERNAL PROJECT PAYMENTS

DOC NO: CPCB/ACCT/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF 2  
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Purpose : To establish and implement a procedure for external project.

Scope : All external payments such as SPCB / PCC and Consultants.

Responsibility : Incharge F & A

Procedure:

| S.No. | Activity                                | Description   | Responsibility   | Ref. Doc.  |
|-------|---|---|--|--|
| 1.    | Receipt of the bill file                | For any external payment, bill file is received from the concerned divisional head after obtaining final approval of payment from competent authority / MS / CCB.   | Dealing Assistant through Incharge (F&A) and Reporting Officer | Concerned bill file  |
| 2.    | Checking the bill and attached document | While processing the file for payment, the following documents are checked:<br>Recommendation from concerned divisional head<br>Approval of competent authority<br>Agreement / MoU<br>Procedure for payment (PoP)<br>Allocated Budget approved. | Dealing Assistant  | PoP Format; (cpcb/Acct/F/02-01)<br>Agreement / MoU;<br>Allocated Budget approval format (Admn. Approval) (CPCB/Acct/F/02-02) |
| 3.    | Forwarding the bill file                | Bill file is forwarded to AAO for reviewing the bill alongwith the payment voucher  | Dealing Assistant  | Concerned bill file; Payment voucher (CPCB/Acct/F/01-07)   |
| 4.    | Final approval of bill                  | After receiving the bill, AAO will forward the same to Incharge (F&A) for final approval.<br>If some query is there in the bill, Incharge (F&A) may be return the file to the concerned division for clarification or pass the bill.            | AAO<br><br>Incharge (F&A)                                      | Concerned bill file.   |

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|    |                                       | After final approval, Incharge (F&A) send the bill to concerned AAO for preparation of the cheque.  |                             |                                      |
| 5. | Cheque preparation                    | Concerned AAO / Cashier will prepare the cheque and get it signed from the DDO / Accounts Officer and send the file alongwith the cheque to the concerned dealing assistant for onward transmission to concerned divisional head. | Concerned AAO / Cashier     | Concerned bill file.                 |
| 6. | Sending the file alongwith the cheque | Concerned dealing assistant will forward the file alongwith the cheque to the concerned division.   | Concerned dealing assistant |                                      |
| 7. | Record of the payment                 | AAO / Cashier will keep the record of payments and get the payment vouchers computerized.   | AAO / Cashier               | Payment Voucher (CPCB/ Acct/F/01-07) |

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## Administration (P)

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|  | <b>PROCEDURE FOR MAINTENANCE<br/>OF ANNUAL CONFIDENTIAL<br/>REPORTS (ACR)</b> | <b>DOC NO: CPCB/ADMN/P/01</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 1 OF</b><br><b>PAGE REVN. NO.: 00</b><br><b>ISSUE DATE:</b> |
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Purpose : To establish a procedure for maintenance of Annual Confidential Reports

Scope : ACRs of all employees of CPCB (regular / adhoc / on deputation)

Responsibility : Administrative Officer (P)

Procedure :

| S.No. | Activity   | Description   | Responsibility                        | Ref. Doc. |
|-------|--|---|---------------------------------------|-----------|
| 1.    | Preparation of ACR forms   | ACR forms are prepared for all cadres. Part I of ACR form is filled up by the Admn. (P) Section   | Dealing Asst.                         |           |
| 2.    | Distribution of ACR forms  | ACR forms are distributed to all CPCB employees through the concerned Divisional Heads / Zonal Incharges alongwith instructions for filling up self appraisal and return the same to within the stated time.                      | Dealing Asst.                         |           |
| 3.    | Self-appraisal by concerned employee                                   | Self-appraisal is filled-up in ACRs by the concerned employee and the same is returned to the reporting officer   | Concerned employee                    |           |
| 4.    | Comments by the Reporting Officer / Reviewing Officer and Counter Sign | After receiving duly filled-in self-appraisal, assessment of the Report Officer is required and after that the forms are reviewed by the reviewing officer.   | Reporting Officer & Reviewing Officer |           |
| 5.    | Scrutiny of ACRs / Communication of remarks, if any.                   | After the ACRs are reviewed by the concerned officers, further action regarding completion / counter-signature from the competent authority / custodian is taken. The adverse remarks, if any, are communicated to the employees. | AO (P)                                |           |

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| 6. | Disposal of representation, if received against the communication. | Based on the reply received from the employee, the case is disposed off as per rules on the direction of the competent authority.   | AO (P) |  |
| 7. | ACR dossiers filed in the respective dossier.                      | At the end, the ACR are filed in the respective dossiers and as and when desired in the Departmental Promotion Committee (DPC) meeting, the same are placed alongwith Grade assessed by the Reporting / Reviewing Officer / Countersigning authority. | AO (P) |  |

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## PROCEDURE FOR CONDUCTING VIGILANCE ENQUIRY

DOC NO: CPCB/ADMN/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Conducting Vigilance Enquiry  
Scope : All employees of CPCB  
Responsibility : Administrative Officer (P)  
Procedure :

| S.No. | Activity  | Description  | Responsibility      | Ref. Doc.   |
|-------|---|--|---------------------|---|
| 1.    | Guidelines / instructions / directions received | Guidelines / instructions / directions either from the Central Vigilance Commission / Govt. / outside agency are received.   | CVO                 | Central Govt. / DoPT / Central Vigilance Commission's / RTI's   |
| 2.    | Receipt of complaint                            | Complaint / representations are received from the Central Vigilance Commission / Govt. / outside agency / person / official by the CVO and are marked to Vigilance Officer for record in Complaint Register. | CVO                 | Central Govt. / DoPT / Central Vigilance Commission's / RTI's<br>Complaint Register (CPCB / PERS/F/01-01) |
| 3.    | Processing of the complaints                    | Complaints are forwarded to the CVO through proper channel with justification / as per available rules for further necessary action.   | VO                  | Central Govt. / DoPT / Central Vigilance Commission's / RTI's   |
| 4.    | Implementation of Decisions                     | File / case is received back in the section for taking further necessary action / disposal through CVO / VO as per recommendation of the competent authority.  | VO / Vigilance Cell |   |

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**PROCEDURE FOR SANCTION OF  
LEAVE TRAVING CONCESSION  
(LTC)**

DOC NO: CPCB/ADMN/P/04  
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Purpose : To establish a procedure for sanction of leave traveling concession

Scope : All regular or adhoc employees of CPCB having a minimum of one year.

Responsibility : Administrative Officer (P)

Procedure :

| S.No. | Activity                                     | Description   | Responsibility     | Ref. Doc.  |
|-------|--|---|--------------------|--|
| 1.    | Receiving the LTC applications               | Applications for LTC are received by dealing assistant from concerned officers through concerned divisions alongwith the leave application duly sanctioned by their Incharges and recorded in LTC register. | Dealing Assistant  | LTC application format CPCB / PERS/F/01-01<br><br>Leave application format CPCB/PERS/F/01-02<br>LTC Register CPCB PERS/F/01-03 |
| 2.    | Approval of LTC                              | Received LTC applications are forwarded to MS for approval through SO/AO(P). After approval of MS, LTC application are forwarded to the assistant.  | Dealing Assistant  |  |
| 3.    | Issuing the office LTC order                 | An LTC office order is issued to concerned employee by the SO / AO (P)  | SO / AO (P)        |  |
| 4.    | Submission of LTC claim                      | After availing the LTC, concerned employee submits his joining report and LTC claim for settlement to AO(P).  | Concerned employee | LTC claim format CPCB/PERS/F/01-04   |
| 5.    | Updating the service book                    | Details of the LTC availed are recorded in the service book of concerned employee and signed by AO(P). It is also recorded in LTC register.   | Dealing Assistant  | Service book record LTC register (CPCB / PERS/F/01-03)   |
| 6.    | Forwarding the LTC claim to Accounts section | After service book entry, LTC claim is forwarded to the Accounts Section for settlement of advance / reimbursement.   | AO (P) / SO (P)    |  |

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## PROCEDURE FOR SANCTION AND ISSUE OF ALL KINDS LEAVE

DOC NO: CPCB/ADMN/P/05  
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ISSUE DATE:

Purpose : To establish a procedure for sanction and issued of all kinds of leave

Scope : All regular or adhoc employees of CPCB.

Responsibility : Administrative Officer (P)

Procedure :

| S.No. | Activity                                       | Description   | Responsibility    | Ref. Doc.   |
|-------|--|---|-------------------|---|
| 1.    | Receiving the leave applications and sanctions | Applications for leave are received by dealing assistant from concerned officers through concerned divisions duly sanctioned by their incharges.          | Dealing Assistant | Leave application format<br>CPCB/PERS/<br>F/01-01 |
| 2.    | Approval of leave                              | Received leave applications are forwarded to MS for approval through SO / AO(P). After approval of MS, leave application are forwarded dealing assistant. | Dealing Assistant |   |
| 3.    | Issue of office order                          | Leave office orders are issued to concerned employee by the SO / AO(P)  | SO / AO (P)       |   |
| 4.    | Updating the service book                      | Details of the leave availed are recorded in the service book of concerned employee and signed by AO (P).   | Dealing Assistant | Service book record.                              |

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## PROCEDURE FOR MISCELLANEOUS ACTIVITIES

DOC NO: CPCB/ADMN/P/07  
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Purpose : To establish a procedure for miscellaneous activities of personnel section

Scope : All regular employees of CPCB.

Responsibility : Administrative Officer (P)

Procedure :

### A. Reimbursement of Tuition Fees

| S.No. | Activity                                 | Description   | Responsibility     | Ref. Doc.   |
|-------|--|---|--------------------|---|
| 1.    | Receipt of the applications.             | Applications for reimbursement of Tuition fee from concerned employees are received in prescribed format alongwith certificates duly signed by the principal of the School. | Dealing Assistant  | CCS Rules; Format for tuition fee (CPCB/PERS/F/04-01) |
| 2.    | Forwarding and approval of applications. | Applications are forwarded to AO (P) for approval.  | Dealing Assistant  | Received Application                                  |
| 3.    | Reimbursement of Tuition fee             | After approval, forwarded to Accounts section for reimbursement of tuition fee  | AO (P)             |   |
| 4.    | Maintenance of records                   | Records of fees reimbursement is kept in the personal file of concerned employee.   | Dealing Assistant. |   |

### B. Personal Pay

| S.No. | Activity                     | Description  | Responsibility    | Ref. Doc.   |
|-------|------------------------------|--|-------------------|---|
| 1.    | Receipt of the application   | Applications for special increment from concerned employees are received in prescribed format alongwith original copy of certificate of sterilization. | Dealing Assistant | CCS Rules; (FR-26-FR-27(ii); Format for special increment (CPCB/PERS/F/04/02) |
| 2.    | Approval of the applications | Received applications are forwarded to AO (P) for further approval of MS.  | Dealing Assistant | Received application  |
| 3.    | Issue of the office order    | After approval of MS, office order is issued and copy is sent to Accounts Section for releasing of increment.  | AO (P)            |   |

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| 4. | Service Book entry | Necessary entries are made in concerned service book of the employee. | Dealing Assistant | Service book. |
|----|--------------------|---|-------------------|---------------|

### C. Forwarding of Applications to other Organisations

| S.No. | Activity                       | Description   | Responsibility    | Ref. Doc.                 |
|-------|--------------------------------|---|-------------------|---------------------------|
| 1.    | Receipt of the applications    | All employees of CPCB (regular, contractual, deputationist etc.) can apply in other organsiation like UPSC, Govt. of India / State Govt. organsiations as per advertisement through CPCB. | Dealing Assistant | Govt. of India CCS Rules. |
| 2.    | Processing of the applications | Applications are put upto SO (P) / AO (P) for seeking approval of MS.   | Dealing Assistant |                           |
| 3.    | Issue of the forwarding letter | After proper approval of MS, forwarding letter is issued with Bio-data of concerned employee.   | AO (P)            |                           |
| 4.    | Record of forwarding letters   | Issued forwarding letters are recorded in personal file of concerned employee   | Dealing Assistant |                           |

### D. Higher Education

| S.No. | Activity                                 | Description   | Responsibility     | Ref. Doc.                 |
|-------|--|---|--------------------|---------------------------|
| 1.    | Receipt of the application               | Application for getting NOC for higher education from concerned employees are received in prescribed format alongwith the reference course being conducted by University / Institute for the mentioned academic year. | Dealing Assistant  | Govt. of India CCS Rules. |
| 2.    | Forwarding the applications and approval | Applications are put for NOC to SO (P) / AO (P) for seeking approval of MS  | Dealing Assistant  |                           |
| 3.    | Issue of NOC                             | After approval of MS, NOC is issued to concerned employee for higher education.   | AO (P)             |                           |
| 4.    | Certificate of higher education          | After successful completion of the course, concerned employee submits the certificate of qualification for the course to personnel section.   | Concerned employee |                           |
| 5.    | Record in service book                   | Entries are made in the service book of the employee.   | Dealing Assistant. |                           |

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**E. Fixation of Pay**

| S.No. | Activity                   | Description   | Responsibility    | Ref. Doc.  |
|-------|----------------------------|---|-------------------|--|
| 1.    | Receipt of the application | Office order of promotion / appointment and ACP of employees are received from Admn. (R) section by dealing assistant for fixation of pay through SO (P) / AO (P) | Dealing Assistant | Govt. of India<br>CCS Rules.<br>FR 22 (1) (a) (2)<br>FR 22 (1) (a) (1) |
| 2.    | Approval                   | File for fixation of pay is put up to SO (P) / AO (P) for seeking approval of MS.   | Dealing Assistant |  |
| 3.    | Issue of Office order      | After approval of MS, office order for fixation of pay is issued and copy is sent to Accounts Section for release of payment.                                     | AO (P)            |  |

**F. Medical Claim**

| S.No. | Activity                      | Description   | Responsibility    | Ref. Doc.  |
|-------|-------------------------------|---|-------------------|--|
| 1.    | Receipt of the Medical claims | Medical claims are received by dealing assistant from concerned officials through concerned divisions alongwith the leave application duly sanctioned by their incharges. | Dealing Assistant | NOC application format<br>CPCB/PERS/F/01-01<br><br>Leave application format<br>CPCB/PERS/F/01-02 |
| 2.    | Approval of Medical claims    | After approval of AO (P) medical claims are forwarded to ACO for reimbursement  | Dealing Assistant |  |

**G. Dispatch**

| S.No. | Activity | Description | Responsibility | Ref. Doc. |
|-------|----------|-------------|----------------|-----------|
| 1.    |          |             |                |           |
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## Administration (R)

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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | DOC NO: CPCB/ADMN(R)/A&R/01<br>ISSUE No. 01<br>PAGE: PAGE 1 OF 1<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
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| S.No. | Designation     | Authority and Responsibility   |
|-------|-----------------|--|
| 1.    | AO              | <b>Responsible for Group A,B,C &amp; D Officers/Officials for Direct Recruitment (Regular)</b> <ul style="list-style-type: none"> <li>• Promotion/conducting DPC</li> <li>• Clearance of Probation</li> <li>• Ad-hoc Promotion and extension</li> <li>• Recruitment of Project Staff</li> <li>• Recruitment of JRF/SRF and extension</li> <li>• Financial Upgradation under ACP Scheme</li> <li>• Issue of Seniority List</li> <li>• Reply to VIP Reference</li> <li>• Submission of Returns/report to MoEF</li> <li>• Dealing with Union/Association</li> <li>• Reply to Parliament question in r/o Recruitment &amp; promotion Matters</li> <li>• Supervision of the subordinate staff.</li> </ul>   |
| 2.    | Section Officer | <b>Direct Recruitment of Group A, B, C &amp; D officers/ official</b> <ul style="list-style-type: none"> <li>• Promotion of Group A, B, C &amp; D officers/officials</li> <li>• Maintenance of Roster</li> <li>• Maintenance of Vacancy Register</li> <li>• Correspondence with MoEF</li> <li>• All type of computer work.</li> <li>• Preparation of returns/ reports in respect of SC/ST/OBC &amp; PH</li> <li>• To reply Parliament Questions</li> <li>• To reply VIP reference</li> <li>• To prepare Seniority List</li> <li>• Ad-hoc Promotion and extension</li> <li>• Dealing with Union/Association matters</li> <li>• Screening of applications received in response to the advertisement</li> <li>• Recruitment of Project Staff</li> <li>• Recruitment of JRF/SRFs</li> <li>• Extension of Service of Project Staff</li> <li>• Extension of Service of JRFs/SRFs</li> <li>• Dealing with personal files of project staff and JRFs/SRFs</li> <li>• Verification of muster roll for salary</li> <li>• Maintenance of personal files</li> <li>• Store/Stationary of the Admn(R)</li> <li>• Other urgent work assigned by the A.O (R) from time to time</li> </ul> |
| 3.    | Assistant       | <b>Recruitment of Group A, B, C &amp; D officers/ official</b>   |

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|    |     | <p><b>Promotion of Group A, B, C &amp; D officers/ officials</b></p> <ul style="list-style-type: none"> <li>• Maintenance of Roster</li> <li>• Maintenance of Vacancy Register</li> <li>• Correspondence with MoEF</li> <li>• All type of computer work.</li> <li>• Preparation of returns/ reports in respect of SC/ST/OBC &amp; PH</li> <li>• To reply Parliament Questions</li> <li>• To reply VIP reference</li> <li>• To prepare Seniority List</li> <li>• Ad-hoc Promotion and extension</li> <li>• Dealing with Union/Association matters</li> <li>• Screening of applications received in response to the advertisement</li> <li>• Recruitment of Project Staff</li> <li>• Recruitment of JRF/SRFs</li> <li>• Extension of Service of Project Staff</li> <li>• Extension of Service of JRFs/SRFs</li> <li>• Dealing with personal files of project staff and JRFs/SRFs</li> <li>• Verification of muster roll for salary</li> <li>• Maintenance of personal files</li> <li>• Store/Stationary of the Admn(R)</li> <li>• Other urgent work assigned by the A.O (R)/S.O. from time to time</li> </ul> |
| 4. | UDC | <p>All type of typing work such as letter,</p> <ul style="list-style-type: none"> <li>▪ office orders,/Appointment letters/orders</li> <li>▪ circulars, memorandum /DPC minutes etc. in respect of group C&amp;D</li> <li>• Scrutinized the applications of various posts and preparation of list</li> <li>• Verification of monthly attendance sheets of all SRF, JRFs and Project Staff.</li> <li>• Dealing personal file of all SRFs, JRFs and other Project Staff</li> <li>• Maintenance of Leave record of all Project Staff under</li> <li>• Supervision of the Assistant</li> <li>• Maintenance of file/register of Hindi work</li> </ul>  |
| 5. | LDC | <ul style="list-style-type: none"> <li>• All typing work such as letter, Office</li> <li>• Order Appointment</li> <li>• Letter/Orders, Circular, Memorandum of Group</li> <li>• A&amp;B</li> </ul> <p>Typing work of</p> <ul style="list-style-type: none"> <li>• DPC Minutes and Briefs etc. in respect of Group A&amp;B</li> <li>• List of Employees of CPCB.</li> <li>• Seniority List of Group A&amp;B.</li> <li>• Verification of monthly Attendance Sheet and Leave record of Temporary Status/Casual Employees time to time.</li> <li>• Complaints of photocopy Machine</li> <li>• Process of photocopy Bills</li> <li>• Maintenance of Books, Swamy News and entry in Register.</li> <li>• Register Maintenance of Store Stationary work in Admn (R) Section.</li> <li>• Diary work</li> </ul>  |

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|--|--|---|
|  |  | <ul style="list-style-type: none"><li>• Obey instruction of Section Officer-I (R)/Section Officer-II(R) and AO(R from time to time for any other work</li></ul> |
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## PROCEDURE FOR DIRECT RECRUITMENT

DOC NO: CPCB/ ADMN(R)/P/01  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for Direct Recruitment in Central Pollution Control Board

Scope : For Group A, B, C & D of CPCB

Responsibility : Administrative Officer (R)

Procedure:

| S. No. | Activity  | Description  | Responsibility | Reference  |
|--------|---|--|----------------|--|
| 1.     | Assessment of vacancy/requirement for Recruitment | The requirement of Manpower is worked out on the basis of gap existing between the sanctioned strength & available Manpower based on the vacancy position in financial year wise. As per Recruitment Rules.                      | SO/AO          | Roster /Vacancy Register/ DoPT guidelines and Recruitment Rules,1995 |
| 2.     | Preparation of the proposal                       | A proposal is prepared for filling up the vacancies which includes.<br>Group wise (A,B,C,D) indicating No. of vacancy against each group & category. Method of recruitment i.e. through Employment Exchange or by Advertisement. | SO             | Proposal Note  |
| 3.     | Approval from the Competent Authority             | Proposal is forwarded to Competent Authority for approval.<br><br>If some query is raised by the Competent Authority, the same is discussed with the concerned officer, otherwise the proposal is approved.                      | SO             |  |
| 4.     | Seeking approval from Ministry                    | After the approval of Competent Authority, the proposal is sent to Ministry for  | SO/AO(R)       |  |

**Prepared by:**

**Approved by:**

**Issued by:**

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|     |   | approval for filling up the vacancy   |                     |   |
| 5.  | Submission of Requirement of suitable officials to the surplus cell of DoPT & Direct Employment Exchange.   | After the receipt of approval from the Ministry, the requirement is sent to surplus, DoPT & Employment Exchange for arranging the man power as per the eligible criteria.<br>In case the suitable candidate is not available NOC is issued by them. | S.O.(R)/<br>AO(R)   | Approved Proposal                           |
| 6.  | Seeking approval for sending the vacancies to employment exchange/for issue of advertisement by PR Section. | On receipt of NOC, approval is obtained from Competent Authority for sending the requirement to employment exchange/issue of advertisement  | S.O.(R)/<br>AO(R)   | N.O.C.                                      |
| 7.  | Issue of advertisement by Admn.(PR)   | In case of recruitment through issue of advertisement, the copy of advertisement. is sent to PR for publication after the approval of Competent Authority as per the qualification and experience as per RR, 1995                                   | AO (PR)             | R.R. 1995                                   |
| 8.  | Receipt of Application  | Applications are received either through employment exchange or through advertisement in employment news. A detailed list of applicants is prepared.  | Assistant           | List of applicants                          |
| 9.  | Formulation of Committee for Screening the Applications   | The CPCB Screening Committee is formulated with the approval of Competent Authority keeping in view the advertised post.  | MS/CB               |   |
| 10. | Scrutiny of applications  | Applications received are scrutinized as per the eligibility criteria   | Screening Committee | List of Applicants                          |
| 11. | Preparation of list of eligible candidates  | After the Scrutiny, list of eligible candidates is prepared.  | Assistant           | List of eligible candidates                 |
| 12. | Seeking approval for recommendation of CPCB Screening Committee   | The file is sent to the Competent Authority for approval of the Minutes of the CPCB screening committee, for fixing of written test / interview and constitution of selection committee   | SO/AO(R)            | Minutes of CPCB Screening Committee meeting |
| 13. | Constitution of Selection Committee /   | A Selection Committee is constituted by the Competent Authority and the letters are   | Assistant /SO       |   |

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**Issued by:**

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|     | Nomination for paper setting/ evaluation                   | issued to selection committee members for setting the question paper.  |                     |   |
| 14. | Issue of call letters for written test/Interview           | Letters are issued to the candidates for the written test/interview  | Assistant/ SO       | Call letters for written test               |
| 15. | Conduct of Written Test.                                   | As fixed by the Competent Authority, the written test is conducted as per approval.  | Assistant / SO      |   |
| 16. | Evaluation of paper  | Answers sheets are evaluated and result of the written test is prepared.   | Evaluator           | Answer sheets of written test               |
| 17. | Declaration of Result of the written test                  | After Approval of the Competent Authority. The result of the written test is delared.  | AO(R)               | Result of the written test.                 |
| 18. | Conducting of Interview.                                   | Interview date is fixed by the Competent Authority and interview letters are issued to the candidates who have qualified the written test and interview is conducted by the selection committee. | Selection Committee |   |
| 19. | Approval of Recommendation of Selection Committee.         | The recommendations of the selection committee are sent to appointing Authority for approval.  | AO(R)               | Recommendations of the Selection Committee. |
| 20. | Issue of offer of Appointment                              | After approval, offer of appointment are issued to the selected candidate giving them 30 days time for joining.  | SO/AO(R)            |   |
| 21. | Joining by the selected candidates                         | The selected candidates join the organization in the prescribed time and joining reports are received from all the candidates.   | S.O.                | Joining Reports                             |
| 22. | Seeking approval of Joining of Report and place of posting | On receipt of joining report from candidate, the file is sent to Competent Authority for approval and to decide the place of Posting   | AO(R)               |   |
| 23. | Issue of Appointment order                                 | The appointment orders are issued after joining by the incumbents within seven days.   | SO/AO(R)            | Appointment orders                          |
| 24. | Transfer of paper to Admn.(P)                              | All the papers are transferred to the Admn (P) Section within seven days for further action and record.  | Assistant/ SO/AO(R) |   |

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**Issued by:**



## PROCEDURE FOR RECRUITMENT ON DEPUTATION BASIS

DOC NO: CPCB/ ADMN(R)/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for Recruitment on deputation basis in Central Pollution Control Board

Scope : For Group A, B, C & D of CPCB

Responsibility : Administrative Officer (R)

Procedure:

| S.No. | Activity  | Description   | Responsibility         | Reference             |
|-------|---|---|------------------------|-----------------------|
| 1.    | Assessment of vacancy/requirement for Recruitment       | The requirement of Manpower is worked out on the basis of gap existing between the sanctioned strength & available Manpower based on the vacancy position financial year wise.<br>As per Recruitment Rules. | Assistant/<br>SO/AO    | Roster for<br>Vacancy |
| 2.    | Seeking approval for filling up the vacancy             | Group wise proposal (A,B,C) indicating number of vacancy against each group & category. Method of recruitment is prepared and placed to Competent Authority for approval.                                   | - do -                 |                       |
| 3.    | Issue of advertisement by Admn.(PR)                     | The copy of advertisement. is sent to Admn. (PR) for publication after the approval of Competent Authority as per the qualification and experience as per RR, 1995  | AO (PR)                | Recruitment<br>Rules  |
| 4.    | Receipt of Application                                  | List/Applications are received through advertisement in employment news. A detailed list of applicants is prepared.   | Assistant              |                       |
| 5.    | Constitution of Committee for Screening of applications | Screening Committee is formulated after the approval of Competent Authority keeping in view the advertised post.  | MS/CCB                 |                       |
| 6.    | Scrutiny of applications                                | Applications received are scrutinized as per the eligibility criteria   | Screening<br>Committee |                       |
| 7.    | Preparation of list of eligible                         | After the Scrutiny, list of eligible candidates is prepared.  | Assistant<br>SO/AO(R)  |                       |

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|     | candidates   |   |                        |  |
| 8.  | Seeking approval of recommendations of Screening Committee | The file is sent to the Competent Authority for approval of the Minutes of the Screening Committee and for fixing of written test/interview and nomination of selection committee Members | Assistant/<br>SO/AO(R) |  |
| 9.  | Constitution of Selection Committee                        | The letters are issued to selection committee members.  | Assistant/<br>SO/AO(R) |  |
| 10. | Issue of call letters for Interview                        | Letter are issued to the candidates for interview   | Assistant/<br>SO/AO(R) |  |
| 11. | Conducting of Interview.                                   | Interview date is fixed by the Competent Authority and interview is conducted by the selection committee.   | Selection<br>Committee |  |
| 12. | Acceptance for Recommendation of Selection Committee.      | The minutes are sent to appointing Authority for acceptance of the minutes.   | Assistant/<br>SO/AO(R) |  |
| 13. | Issue of offer of Appointment                              | After approval, offer of appointment is issued to the selected candidate with place of posting.   | - do -                 |  |
| 14. | Seeking approval of Joining of Candidate.                  | File is sent to the Competent Authority for acceptance of joining report.   | - do -                 |  |
| 15. | Issue of Appointment orders                                | The appointment order is issued after joining by the incumbents.  | - do -                 |  |
| 16. | Transfer of paper to Admn.(P)                              | All the papers are transferred to the Admn(P) Section for further action and record.  | - do -                 |  |

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**PROCEDURE FOR  
RECRUITMENT ON  
DEPUTATION BASIS**

DOC NO: CPCB/ ADMN(R)/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for release of salary to JRF / SRF / Casual / Project employees in Central Pollution Control Board

Scope : JRF / SRF / Casual / Project employees in CPCB

Responsibility : Administrative Officer (R)

Procedure:

| S.No. | Activity                               | Description   | Responsibility       | Reference      |
|-------|--|---|----------------------|----------------|
| 01.   | Receipt of Attendance Sheet            | The attendance sheets of JRF/ SRF/Casual/ Project Employees is received from the concerned Incharges. | Concerned Incharges  | Concerned File |
| 02    | Entry of leave in the record register. | On receipt of the Attendance Sheet the entry of the leave is made.                                    | Assistant/ SO        | - do -         |
| 03    | Release of Salary                      | The Attendance Sheet, is processed and sent to the Finance & Accounts Section for release of salary   | Assistant/ SO/ AO(R) |                |

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Issued by:



## PROCEDURE FOR PROMOTION

DOC NO: CPCB/ ADMN(R)/P/04  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for Promotion  
Scope : CPCB Employees  
Responsibility : Administrative Officer (R)

Procedure:

| S.No. | Activity  | Description  | Responsibility      | Ref. Dec.  |
|-------|---|--|---------------------|--|
| 1.    | Assessment of vacancies for promotion                               | The assessment of vacancy is worked out under promotion quota as and when vacancy arise due to any reason i.e. promotion, resignation, retirement, death etc. The DPC meeting is held annually or half yearly as the case may be.  |                     | Roster / Vacancy Register RR,1995 and DoPT guidelines. |
| 2     | Preparation of proposal   | Draft proposal for DPC is prepared.  |                     |  |
| 3     | Approval for filling up the vacancy and fixing date of DPC meeting. | After the assessment of the vacancy, the file is sent to the Competent Authority for approval to fill up the post by promotion. Simultaneously, Competent Authority is requested for fixing the date for the DPC and nomination of the DPC members by the Chairman as per Recruitment Rules, 1995. | Assistant/<br>SO/AO |  |
| 4     | Fixing the date and time for DPC and issue of letters.              | Date is fixed by the Competent Authority and members are nominated by the CCB. After nomination of the DPC members by the Chairman, the letters are issued to the DPC members.   |                     |  |
| 5     | Holding of DPC  | As per the date fixed by the Competent Authority, the DPC is held and minutes are prepared as per recommendation of the DPC. The DPC is hold following the guidelines of the DoPT and CPCB   | MS/CCB              |  |

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Approved by:

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|   |   | RR, 1995.  |                        |  |
| 6 | Approval of minutes of the DPC by the Competent Authority | The file is submitted to the Competent authority i.e. CCB for group 'A' & 'B' and MS for group C&D for approval of the DPC minutes.  | Administrative Officer |  |
| 7 | Issue of promotion order                                  | The minutes are approved by the Competent Authority / MoEF. As soon as the minutes of the DPC are approved, the promotion order is issued and in case of change of posting place, the same is incorporated in the order. | Assistant/ SO/AO(R)    |  |

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## PROCEDURE FOR ISSUE OF SENIORITY LIST

DOC NO: CPCB/ ADMN(R)/P/05  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
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ISSUE DATE:

Purpose : To establish a procedure for Issue of Seniority List  
Scope : CPCB Employees  
Responsibility : Administrative Officer (R)

Procedure:

| S.No. | Activity                                       | Discription   | Responsibility  | Ref. Dec.  |
|-------|--|---|-----------------|--|
| 1.    | Preparation of the provisional Seniority List  | The draft provisional seniority list is prepared in respect of Officers/Officials who are employees of the Board as on 1st January of the calendar year.      | Assistant/SO/AO | Old Seniority List. New recruitment/ DoPT guidelines |
| 2.    | Approval of the Competent Authority            | The file is sent to the Competent Authority for issue of the provisional seniority list calling objection/correction in the list from the officers/officials. | Assistant/SO/AO |  |
| 3.    | Issue of provisional seniority list            | After approval of the Competent Authority, Provisional Seniority List is issued calling objection from the employees.   | Assistant/SO/AO |  |
| 4.    | Amendments / Corrections in the seniority list | In case of representation, the amendments / corrections are made if any, in accordance with the record and with the approval of the CA.                       | Assistant/SO/AO |  |
| 5.    | Issue of Final Seniority List                  | The final seniority list is issued and copy is circulated to all the employees.   | Assistant/SO/AO |  |

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## PROCEDURE FOR ISSUE OF PROMOTION

DOC NO: CPCB/ ADMN(R)/P/06  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for adhoc promotion

Scope : CPCB Employees

Responsibility : Administrative Officer (R)

Procedure:

| Sl. No. | Activity                                       | Description   | Responsibility  | Ref. Dec.                 |
|---------|--|---|-----------------|---------------------------|
| 1.      | Assessment of necessity of the adhoc promotion | The assessment is made for the adhoc promotion in view of necessity as per the DoPT guidelines.   | Assistant/SO/AO | Roster / Vacancy Register |
| 2.      | Approval of Competent Authority                | The file is submitted to Competent Authority for approval and orders for the adhoc promotion.<br>The Competent Authority pass necessary orders.                             | Assistant/SO/AO |                           |
| 3.      | Issue of order                                 | After approval of the Competent Authority, the orders of adhoc promotions are issued. The Competent Authority is MS and Chairman for group C&D and group A&B, respectively. | Assistant/SO/AO |                           |

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## PROCEDURE FOR FINANCIAL UPGRADATION UNDER ACP SCHEME

DOC NO: CPCB/ ADMN(R)/P/07  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for financial upgradation under ACP Scheme

Scope : CPCB Employees

Responsibility : Administrative Officer (R)

Procedure:

| Sl. No. | Activity   | Description   | Responsibility         | Ref. Dec.                          |
|---------|--|---|------------------------|------------------------------------|
| 1.      | Financial Upgradation Under ACP Scheme                       | The note is sent to Admn(P) for assessment of ACP cases   | Assistant/<br>SO/AO(R) | DoPT guidelines and Service Record |
| 2.      | Preparation of Proposals                                     | Draft proposals are prepared.   | Assistant/<br>SO/AO(R) |                                    |
| 3.      | Fixing of date and nomination of Screening Committee members | The file is submitted for fixing of date of Screening Committee Meeting and nomination of Screening Committee members by CCB as per Recruitment Rules of 1996.            | Assistant/<br>SO/AO(R) |                                    |
| 4.      | Fixing of date & nomination of Members                       | The date is fixed by the Competent Authority and members are nominated by the CCB.  | MS/CCB                 |                                    |
| 5.      | Issue of letter to the Screening Committee members           | Letters to screening committee members are issued.  | Assistant/<br>SO/AO(R) |                                    |
| 6.      | Holding of Screening Committee Meeting                       | The Screening Committee Meeting is held as per the date fixed by the Competent Authority. Screening Committee Meeting is held annually or half yearly as the case may be. | MS/CCB                 |                                    |
| 7.      | Acceptance of recommendation of Screening Committee          | The file is submitted to the competent authority i.e. CCB for group A&B & M.S for Group C&D for approval.   | Assistant/<br>SO/AO    |                                    |
| 8.      | Issue of order   | Orders are issued for the financial upgradation.  | Assistant/<br>SO/AO(R) |                                    |

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Approved by:

Issued by:



**PROCEDURE FOR  
RECRUITMENT OF PROJECT  
STAFF / JRF / SRF**

DOC NO: CPCB/ ADMN(R)/P/08  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for Recruitment of Project Staff / JRF / SRF

Scope : CPCB Head Officer and Zonal Office

Responsibility : Administrative Officer (R)

Procedure:

| S.No. | Activity                                    | Description   | Responsibility      | Ref. Dec.                 |
|-------|---|---|---------------------|---------------------------|
| 1.    | Reporting of Vacancy                        | The vacancies are intimated by the concerned Project Incharges / Head of Division to the Admn.(R) Section   | Incharge, concerned | Project / Budget Approval |
| 2.    | Seeking approval for issue of Advertisement | The file is sent to the Competent Authority for sending the vacancies to the employment exchange/for issue of Advertisement.                      | Assistant/SO/ AO    |                           |
| 3.    | Sending the letter to employment exchange   | The vacancies are sent to the employment exchange after approval of the Competent Authority   | -do-                |                           |
| 4.    | Issue of Advertisement                      | In case of open advertisement, the advertisement is sent to the Admn(PR) for issuance in the Employment News as per the qualification/experience. | AO(PR)              |                           |

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AS Section

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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | DOC NO: CPCB/AS/A&R/01<br>ISSUE No. 01<br>PAGE: PAGE 1 OF<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
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|-------|---------------------|--|
| S.No. | Assistant Secretary | <p>Organisation of Board Meeting</p> <p>Organisation of National Conference of Chairmen &amp; Member Secretaries of SPCBs / PCCs</p> <p>NGOs Cell Activities</p> <p>Redressel of Public Complaints</p> <p>Coordination of applications received under Right to Information Act, 2005.</p> <p><b>Additional Responsibility</b></p> <p>Registration of industries for recycling / re-refining of Hazardous Wastes (Western and Central Region States of India) – visit of industries, registration, organization of meeting etc.</p> <p>E-water management in India.</p> <p>Work assigned by Chairman and Member Secretary</p> |
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**PROCEDURE FOR CONDUCTING  
BOARD MEETINGS &  
CONFERENCES**

DOC NO: CPCB/AS/P/01  
ISSUE No. 01  
PAGE: PAGE 2 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

| S.No. | Activity  | Description   | Responsibility | Ref. Doc. |
|-------|---|---|----------------|-----------|
| 1.    | Organisation of Board Meetings  | All related file movement<br>Issue of Meeting Notice to the members, agenda preparation, finalization of meeting date etc.<br>Compilation of agenda items and preparation of minutes of the Board Meetings<br>Reimbursement of TA/DA to the Members<br>Maintaining Records of Minutes and Agenda of meetings<br>Circulating minutes and agenda. | AS / ACO / DEO | File No.  |
| 2.    | Organisatin of National Conference of Chairmen & Member Secretaries of SPCBs / PCCs | All related file movement<br>Issue of Meeting Notice to the Members, agenda preparation, finalization of venue and conference date etc.<br>Compilation of Agenda Items and preparation of the minutes of the Conference<br>Maintaining Records of Conference Agenda and Minutes<br>Circulating Record of Discussion of the Conference           | AS / DEO       |           |

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## Building Section

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|  | <b>PROCEDURE FOR SERVO<br/>CONTROLLED VOLTAGE<br/>STABILIZERS</b> | <b>DOC NO: CPCB/ BLDG./P/01</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 1 OF ...</b><br><b>PAGE REVN. NO.:</b><br><b>ISSUE DATE:</b> |
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Purpose : To establish a procedure for maintaining Servo controlled stabilizers of elevators.

Scope : Three stabilizers installed in the machine room of building for providing the stabilized power supply to elevators.

Responsibility : Incharge, Building Division

Procedure:


| S.No. | Activity                           | Description  | Responsibilities   | Ref.Doc.                   |
|-------|------------------------------------|--|--|----------------------------|
| 1.    | Comprehensive Maintenance Contract | <ol style="list-style-type: none"> <li>1. The Stabilizers are under maintenance contract with the OEM (Original Equipment Manufacturers). The maintenance contract is renewed annually.</li> <li>2. A contract agreement submitted by the firm is reviewed and submitted for the approval of competent authority.</li> <li>3. After approval of Member Secretary, the contract is awarded from the date of issue of letter of award.</li> <li>4. The execution of work i.e. Preventive maintenance &amp; Break down work, is monitored.</li> <li>5. The invoice is submitted by the firm and is processed for release of payment. The performance of services provided is monitored/ checked before release of payment.</li> <li>6. If the services are found satisfactory, the firm is asked to submit the renewal proposal. If the rates are on</li> </ol> | <p>Incharge / AEE</p> <p>Incharge / AEE</p> <p>Incharge / AEE</p> <p>AEE &amp; Jr. Tech.</p> <p>Incharge, AEE &amp; Jr. Technician</p> <p>Incharge / AEE</p> | F.No.: 4/1(9)/ Bldg./Stab. |

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|    |   | higher side, a negotiation is made with the firm otherwise the proposal is processed for the renewal.  |                                |  |
| 2. | Preventive / Routine Maintenance                    | Preventive / Routine maintenance is done by the firm's service engineers and service report is submitted for the same.   | AEE & Jr. Tech.                |  |
| 3. | Break-down Maintenance                              | Complaint is lodged at the customer care of the firm and is attended. A complaint register is also maintained to register the complaint and updating the status.                   | AEE (Bldg.) & Jr. Tech.(Bldg.) | Maintenance Register (CPCB/ Bldg./ Comp./ F/01/01) |
| 4. | Periodical checking of functionality of stabilizers | Stabilisation of voltage / functionality of stabilizers is checked periodically i.e. once in 15 days. If any malfunctioning, complaint is lodged at the customer care of the firm. | Junior Technician              |  |

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|  | <b>PROCEDURE FOR<br/>MAINTENANCE OF EPABX<br/>SYSTEM</b> | <b>DOC NO: CPCB/ BLDG./P/02</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 1 OF ...</b><br><b>PAGE REVN. NO.:</b><br><b>ISSUE DATE:</b> |
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Purpose : To establish a procedure for maintaining the EPABX System.

Scope : EPABX and its associated system (CPU, Console, Telephone Instruments, Crone Modules, software installed in PC, intercom wiring etc.)

Responsibility : Incharge, Building Division

Procedure:

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## PROCEDURE FOR MAINTENANCE OF DIRECT LINES

DOC NO: CPCB/ BLDG./P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for maintaining the Direct Lines  
Scope : All direct telephone lines & instruments installed, in the CPCB.  
Responsibility : Incharge, Building Division

Procedure:

| S.No. | Activity                          | Description   | Responsibilities                            | Ref.Doc.  |
|-------|-----------------------------------|---|---|---|
| 1.    | Receipt of Complaint              | After receiving the complaint from the complaint cell of Bldg. Section, directly by any user, it is forwarded to the concerned technician for action after endorsing it in the complaint register maintained.   | AEE   | Maintenance Register (CPCB/ Bldg./ Comp./F/01/01) |
| 2.    | Attending the complaint           | <ol style="list-style-type: none"><li>1. The Technician attends the complaint and get signature of the user for satisfactory completion of the work and the same is submitted to the reporting officer after entering the status of the complaint in the register.</li><li>2. If the problem persists from the exchange side, the same is complained at customer care of MTNL with the follow-up.</li><li>3. If the problem is with the instrument, the same is repaired / replaced from the MTNL office.</li></ol> | Jr. Tech.<br><br>Jr. Tech.<br><br>Jr. Tech. |   |
| 3.    | After completion of the complaint | After completion of the complaint & getting the signed from the complainant, it is forwarded to complaint cell of Bldg. Section through In-charge, Bldg. Division. Accordingly, the register is also being maintained.  | AEE   |   |

Prepared by:

Approved by:

Issued by:



**PROCEDURE FOR  
MAINTENANCE OF FIRE  
FIGHTING & DETECTION SYSTEM**

DOC NO: CPCB/ BLDG./P/04  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for maintaining the Fire fighting & detection System.

Scope : Main control panel, local control panel, Manual call button, announcement system, detectors & hooters of Fire Detection System.

All floors & yard hydrants, sprinkler system, three motors with their electrical panels, diesel engine for water lifting and its associated system (i.e. valves, pressure switches etc.) and fire extinguishers of fire fighting system.

Responsibility : Incharge, Building Division

Procedure:

| S.No. | Activity                           | Description   | Responsibilities   | Ref.Doc.                    |
|-------|------------------------------------|---|--|-----------------------------|
| 1.    | Comprehensive Maintenance Contract | <ol style="list-style-type: none"><li>The Fire Fighting &amp; Detection System is under maintenance contract. The maintenance contract is renewed annually.</li><li>A contract agreement is submitted by the firm and after reviewing the agreement, the same is submitted for the approval of competent authority.</li><li>After approval, the contract is awarded from the date of issue of letter of award.</li><li>The execution of work i.e. Preventive maintenance &amp; periodical checking is monitored.</li><li>The invoice is submitted by the firm is processed for release of payment. The performance of services provided is monitored/checked before release of payment.</li></ol> | <p>Incharge / AEE</p> <p>Incharge / AEE</p> <p>Incharge / AEE</p> <p>AEE &amp; Jr. Tech.</p> <p>Incharge / AEE</p> | F.No.:<br>4/1(9)/Bldg./Fire |

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|    |   | 6. If the services are found satisfactory, the firm is asked to submit the renewal proposal. If the rates are on higher side, a negotiation is made with the firm otherwise the proposal is processed for the renewal.   | Incharge / AEE   |  |
| 2. | Preventive/<br>Routine Maintenance                  | Preventive / Routine maintenance is done by the engineers of the firm.   | AEE &<br>Jr. Tech.   |  |
| 3. | Operation   | The firm provides experienced persons for operation & up keeping the system in working condition, round the clock. These persons check the system daily to ensure the proper functioning. A log book is being maintained for the same. If complaint not attended, follow-up is made with the firm.   | AEE &<br>Jr. Tech.   |  |
| 4. | Periodical checking of functionality of the system. | <p>The functionality of fire Fighting &amp; Detection System is checked periodically to ensure the proper functioning. A log book is maintained for the same.</p> <ol style="list-style-type: none"> <li>1. Fire detection System is checked by giving external smoke/heat to the detectors randomly.</li> <li>2. Fire Fighting System is checked by operating the jockey pump/diesel engine for lifting water and checking the pressure/flow of the water at hydrant outlets.</li> <li>3. Fire Extinguishers are checked with the help of indicator fixed with the cylinder and if any one found empty/exhausted the same is being refilled.</li> <li>4. The maintenance firm paste a certificate on the</li> </ol> | <p>AEE &amp;<br/>Jr. Tech.</p> <p>AEE &amp;<br/>Jr. Tech.</p> <p>AEE &amp;<br/>Jr. Tech.</p> |  |

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|    |  | fire extinguishers after its complete checking.<br>5.   |                 |  |
| 5. | Fire Drill for confirming the working condition of the system as well as awareness to the staff / users. | Fire Drill is conducted at least once in six months in presence of the staff for their awareness & to check the proper functioning of the system. | AEE & Jr. Tech. |  |

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## PROCEDURE FOR MAINTENANCE OF ELEVATORS

DOC NO: CPCB/ BLDG./P/05  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for maintaining the Elevators.

Scope : Three elevators installed in the building

Responsibility : Incharge, Building Division

Procedure:

| S.No. | Activity                           | Description  | Responsibilities  | Ref.Doc.                         |
|-------|------------------------------------|--|---|----------------------------------|
| 1.    | Comprehensive Maintenance Contract | <ol style="list-style-type: none"><li>The elevators are under maintenance contract with the OEM (Original Equipment Manufacturers). The maintenance contract is renewed annually.</li><li>A contract agreement is submitted by the firm and after reviewing the agreement, the same is submitted for the approval of competent authority.</li><li>After approval, the contract is awarded from the date of issue of letter of award.</li><li>The execution of work i.e. Preventive maintenance &amp; Break down work is monitored.</li><li>The invoice is submitted by the firm and is processed for release of payment. The performance of services provided is monitored/ checked before release of payment.</li><li>If the services are found satisfactory, the firm is asked to submit the renewal proposal. If the rates are on higher side, a negotiation is made with the firm otherwise the proposal is processed for the renewal.</li></ol> | <p>Incharge &amp; AEE</p> <p>Incharge &amp; AEE</p> <p>Incharge &amp; AEE</p> <p>AEE &amp; Jr. Tech.</p> <p>AEE &amp; Jr. Tech.</p> | F.No.:<br>4/1(9)/<br>Bldg./Lifts |

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|    |                                      |  | Incharge & AEE                         |  |
| 2. | Lift licence                         | Every year prescribed fee for renewing lift licence is deposited through challan in SBI. After depositing fees, the original challan is submitted in the office of the Assistant Electrical Inspector for Lifts, Department of labour, Govt. of NCT with a request to inspect the lifts and provide safety licence.  | AEE & Jr. Tech.                        |  |
| 3. | Preventive / Routine Maintenance     | Preventive / Routine maintenance is done by the firm's service engineers and subsequently service report is submitted to CPCB. If the same is not attended as per schedule, follow-up is done.   | AEE & Jr. Tech.                        |  |
| 4. | Breakdown Maintenance                | If any complaint, it is lodged at the customer care of the firm and followed-up to rectify the fault. A Complaint Register is also maintained.   | AEE & Jr. Tech.                        | Maintenance Register (CPCB/ Bldg./ Comp./ F/01/01) |
| 5. | Emergency Service                    | If any body struck inside the lift car due to power failure or any breakdown, the user presses the alarm button provided in the car, the concerned person immediately take action to rescue the passenger by opening the door manually after hearing the alarm / siren. Subsequently, a complaint is lodged at the customer care of the firm for their immediate action. | AEE & Jr. Tech.<br><br>AEE & Jr. Tech. |  |
| 6. | Cleaning of Machine Room & Lift Pit. | 1. The machine room is cleaned at least once in a week with the help of sweepers under the supervision of technical persons.<br><br>2. When ever lift pit is required to be cleaned, a sweeper is provided to the service engineers to clean the lift pit in their presence.   | AEE & Jr. Tech.<br><br>AEE & Jr. Tech. |  |
| 7. | Energy Saving                        | To save the energy, one lift is kept in off condition between 12:00pm to 4:00pm due to non-peak hours in terms of utilisation.   | Jr. Tech.                              |  |

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## PROCEDURE FOR MAINTENANCE OF APFC PANEL

DOC NO: CPCB/ BLDG./P/06  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for maintaining the Automatic Power Factor Correction Panel (APFC Panel).

Scope : Complete APFC Panel installed in the electrical sub-station.

Responsibility : Incharge, Building Division

Procedure:

| S.No. | Activity                           | Description  | Responsibilities  | Ref.Doc.                   |
|-------|------------------------------------|--|---|----------------------------|
| 1.    | Comprehensive Maintenance Contract | <ol style="list-style-type: none"><li>1. The APFC Panel is under maintenance contract with the OEM (Original Equipment Manufacturers). The maintenance contract is renewed annually.</li><li>2. A contract agreement is submitted by the firm and after reviewing the agreement, the same is submitted for the approval of competent authority.</li><li>3. After approval, the contract is awarded from the date of issue of letter of award.</li><li>4. The execution of work i.e. Preventive maintenance &amp; Break down work is monitored.</li><li>5. The invoice is submitted by the firm and is processed for release of payment. The performance of services provided is monitored/ checked before release of payment.</li><li>6. If the services are found satisfactory, the firm is asked to submit the renewal of proposal. If the rates are</li></ol> | <p>Incharge &amp; AEE</p> <p>Incharge &amp; AEE</p> <p>Incharge &amp; AEE</p> <p>AEE &amp; Jr. Tech.</p> <p>AEE &amp; Jr. Tech.</p> | F.No.: 4/1(9)/ Bldg./ APFC |

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|    |   | on higher side, a negotiation is made with the firm otherwise the proposal is processed for the renewal.   | Incharge & AEE   |  |
| 2. | Preventive/ Routine Maintenance   | Preventive / Routine maintenance is done by the firm's service engineers and service report is submitted for the same. If not attended, a follow-up is made.   | AEE & Jr. Tech.  |  |
| 3. | Breakdown Maintenance   | Complaint forwarded to the customer care of the firm and follow-up is made for rectifying the problem. A complaint register is maintained for the complaints & up dating the status.   | AEE (Bldg.) & Jr. Tech.(Bldg.)                                       | Maintenance Register (CPCB/ Bldg./ Comp./ F/01/01) |
| 4. | Periodical checking of functionality of APFC Panel and comparing the P.F. with BSES Electricity bill. | The functionality of APFC Panel is checked on alternate days. If found any fault / malfunctioning the complaint is lodged at customer care of the firm.<br><br>The power factor maintained in the building is checked regularly with the electrical bills to ensure the P.F. not less than 0.90. If there is a major deviation, it is informed at the customer care of the firm. | AEE (Bldg.) & Jr. Tech.(Bldg.)<br><br>AEE (Bldg.) & Jr. Tech.(Bldg.) |  |

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## PROCEDURE FOR AMC AND CIVIL MAINTENANCE

DOC NO: CPCB/ BLDG./P/07  
ISSUE No. 01  
PAGE: PAGE 1 OF 6  
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ISSUE DATE:

Purpose : To establish a procedure for AMC and Civil Maintenance.

Scope : Water Purifier, Lawn, Fountain, House Keeping, Pest & Termite Control

Responsibility : Incharge, Building Division

Procedure:

| S.No. | Activity                     | Description  | Responsibilities        | Ref.Doc.               |
|-------|------------------------------|--|-------------------------|------------------------|
| 1.    | AMC of water purifier system | Seeking approval of Competent Authority for extension / inviting fresh offers of AMC.<br><br>Invitation of offers from the firms having experience in the same field.<br><br>Preparation of TOR and approval of Competent Authority.<br><br>Award of AMC to the manufacturer / selected firm.<br><br>Process of advance payment if any as per TOR. | Sr. Technician / AE (C) | Check list of each AMC |
|       | Monitoring                   | Monitoring of the services provided by the firm weekly / monthly.  |                         |                        |
|       | Performance Evaluation       | The performance of purifier is checked every three months.   |                         |                        |
| 02.   | AMC of House keeping         | Seeking approval of Competent Authority for extension / inviting fresh offer of AMC before 02 month from the date of expiry of AMC.  |                         |                        |

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## IT Division

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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | <b>DOC NO: CPCB/COMP/<br/>ISSUE No. 01<br/>PAGE: PAGE 1 OF 1<br/>PAGE REVN. NO.: 00<br/>ISSUE DATE:</b> |
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| Competent Authority          | :   | Member Secretary     |
| Responsibility               | :   | I/C Computer Section |
| Activity Wise Responsibility | :   | Person Involved      |
| 1.                           | Operation , Maintenance & Strengthening of Computer Network   | AEE, Sc. 'B' DEO     |
| 2.                           | Procurement of Computer Hardware, Software, UPS and other Computer Peripherals                                      | AEE, Sc. 'B', DEO    |
| 3.                           | Software Development  |                      |
| 3.1                          | Environmental Data Bank   | EE II, DPA, JRF      |
| 3.2                          | Real Time data transmission from CAAQM Stations of India to CPCB  | AEE, Sc. 'B'. DEO    |
| 3.3                          | Online emission of data from major industries (PPCL)  | AEE, Sc. 'B', DEO    |
| 3.4                          | Development of computerized system for streamlining the process for inspection of industries and follow-up actions. | EE II, DPA, JRF      |
| 3.5                          | Intra Portal of CPCB  | SSA                  |
| 4.                           | Redesigning/ Restructuring, Maintenance and Updation of CPCB's Website  | AEE, Sc. 'B', DPA    |
| 5.                           | Administrative Approval and its follow-up   | AEE, Sc. 'B'         |
| 6.                           | Database Management   |                      |
| 6.1                          | Environmental Data Bank   | EE II, DPA, JRF      |
| 6.2                          | Real Time data transmission from CAAQM Stations of India to CPCB  | AEE, Sc. 'B'. DEO    |
| 6.3                          | Online emission of data from major industries (PPCL)  | AEE, Sc. 'B', DEO    |

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**PROCEDURE FOR OPERATION,  
MAINTENANCE AND  
STRENGTHENING OF COMPUTER  
NETWORK**

DOC NO: CPCB/ COMP/P/01  
ISSUE No. 01  
PAGE: PAGE 1 OF 6  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for operation, maintenance and strengthening of Computer Network.

Scope : The existing infrastructure and update as per the needs.

Responsibility : Incharge, Computer Section.

Procedure:

| S.No. | Activity  | Description  | Responsibility | Ref. Doc.     |
|-------|---|--|----------------|---------------|
| 1.    | Signing AMC of Servers and Network (Hardware component) | a) Identification of needs: <ul style="list-style-type: none"><li>• If all are of same make or are of manufacturer's proprietary item, contact manufacturer cum supplier to seek invoice for AMC.</li><li>• If items are of different make or manufacturer is not will to handle the case directly, made a decision on tendering procedure through the Computer Core Committee (CCC).</li><li>• Prepare tender document if tendering procedure is to be followed.</li><li>• Assess the estimated tender amount and fix the earnest money.</li><li>• On approval of CCC, invite quotation from the firms one month in advance.</li><li>• Invoice submission time – 15 days</li><li>• Open the quotations on next convenient working day in the CCC meeting.</li><li>• Evaluate the proposals within reasonable time agreeable to the committee.</li><li>• If required, arrange presentation of qualified bidders.</li><li>• Open price bids of qualified bidders in the CCC.</li><li>• Award the contract to the lowest bidder.</li></ul> | AEE / Sc. B    | F.No.....     |
|       | Signing of CAMC of Computers and                        | <ul style="list-style-type: none"><li>• Compile the inventory in order.</li></ul>  | AEE / Sc.B     | CAMC file No. |

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|  | <p>peripheral devices including UPS, Scanners, Printers, etc.</p> | <ul style="list-style-type: none"> <li>• Submit the case before CCC.</li> <li>• As per recommendations of the CCC, make <ul style="list-style-type: none"> <li>• a list of items to be taken under CAMC.</li> <li>• fix the EMD amount.</li> <li>• Adopt the tendering procedure.</li> </ul> </li> <li>• If one of the heterogeneous make, variants, and life group in the total inventory line, CAMC from the manufacturer cum supplier is not possible, limited tendering is desired for the purpose.</li> <li>• Prepare tender document that includes scope of work, EMD amount, TOR, payment schedule etc.</li> <li>• Authenticity and legal validity of the document should be ensured as per recommendations of the CCC.</li> <li>• In practice limited tendering is adopted. In this case adequate number of vendors (as accepted to CCC having business in NCR (amount recommended by CCC) and experience in the field are selected.</li> <li>• Expression of interest from the vendors is invited with due tender document.</li> <li>• Bidders are asked / permitted to inspect the systems.</li> <li>• Bidders should submit the technical and financial bids separately with proper inscription on the cover.</li> <li>• Fix date for submission of bids.</li> <li>• Open all technical bids in the CCC at the earliest possible time and evaluate.</li> <li>• Financial bids of technically qualified bidders are opened in CCC and the lowest bidder is selected.</li> <li>• Selected bidders accepts the offer by signing ToR / MoU recommended by CCC.</li> <li>• After award and acceptance of work, EMD</li> </ul> |  |  |
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|  |   | of other bidders is returned.   |             |  |
|  | Maintenance of LAN                          | <ul style="list-style-type: none"> <li>• Switch on system.</li> <li>• See all inter faces connected</li> <li>• Look for Internet and LAN availability</li> <li>• If not available, look for switch assigned to this floor and take corrective action, if needed</li> <li>• Look for the Proxy server and take corrective action if required.</li> <li>• Look for Router and take corrective action, if required</li> <li>• Look for Leased line and take corrective action, if required.</li> <li>• Contact NIC (24360088), to report complaint, if any.</li> <li>• Look for Internet and LAN accessibility to all other nodes</li> <li>• Identify the switch corresponding to nodes not connected to LAN &amp; Internet</li> <li>• Take necessary action to rectify the snag, if any</li> <li>• Record complaints in complaints register.</li> <li>• Have routine check up of all switches, servers, router and all interfaces in each session.</li> <li>• Have periodic checkup/ preventive maintenance of all equipments installed and used for LAN</li> <li>• Apprise the In charge about the problem areas and suggestions (If any)</li> </ul> | AEE / Sc.B  | LAN maintenance file No.<br><br>Complaint Register / No. |
|  | Maintenance of servers (hardware component) | <ul style="list-style-type: none"> <li>• Take a physical record of server configuration</li> <li>• Keep a record of server passwords</li> <li>• Change the passwords in suitable intervals say in a month or as and when needed</li> <li>• Have the customer support contact number of vendor or AMC vendor handy.</li> <li>• Have a look into log files and take due actions as per need.</li> <li>• Be vigilant on errors or possible situation of</li> </ul>   | AEE / Sc. B | Record Register / file No.                               |

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|  |  | <p>breakdown and take care for preventive maintenance.</p> <ul style="list-style-type: none"> <li>• Refresh the servers depending on the load. If load is too less, restart it in three months. If load is much, restart it weekly.</li> <li>• Schedule routine backup at suitable intervals as per need.</li> <li>• Have sufficient backup media in store.</li> <li>• Record complaints in complaints register.</li> <li>• Take necessary action to rectify the snag, if any</li> <li>• Have routine check up of all its components.</li> <li>• Have periodic checkup and preventive maintenance.</li> <li>• Apprise the In charge about the problem areas and suggestions (If any)</li> </ul> |                    |                          |
|  | Maintenance of UPS   | <ul style="list-style-type: none"> <li>• Take a physical record of UPS configuration</li> <li>• Record the battery installation date and its expected life</li> <li>• Record the optimum existing load on the UPS</li> <li>• Have the customer support contact number of vendor or AMC vendor handy.</li> <li>• Record complaints in complaints register.</li> <li>• Take necessary action to rectify the snag, if any</li> <li>• Have routine check up of all its components.</li> <li>• Have periodic checkup and preventive maintenance.</li> <li>• Apprise the In charge about the problem areas and suggestions (If any)</li> </ul>  | AEE / Sc.B         | UPS maintenance file No. |
|  | Maintenance of Computers and peripherals devices including scanner & printers. | <ul style="list-style-type: none"> <li>• In case of any problem/break down/non-functioning of any such item complaint is booked through any of the following ways: <ul style="list-style-type: none"> <li>• Through OAPL software available</li> <li>• Through LAN</li> <li>• Dialing 294/295</li> <li>• Entering in the register.</li> </ul> </li> <li>• On receipt of the complaint service engineer of CAMC</li> </ul>   | AEE / Sc. B. / DEO | CAMC File No.            |

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|  |  | <p>vendor stationed in Computer section attends the call.</p> <ul style="list-style-type: none"> <li>• Service engineer attends the call and will rectify the fault on the same day.</li> <li>• If complaint is not attended in time, the responsible AEE/Sc.B is contacted.</li> <li>• User of the system is requested to certify the performance of the system after repair.</li> <li>• Completed calls are closed from the complaint register and OAPL software on LAN.</li> </ul>  |                   |            |
|  | Addition / Deletion of machines in the CAMC preview. | <ul style="list-style-type: none"> <li>• On expiry of warranty, user of the machines request to l/c Computer Section in writing for taking the system into CAMC through proper channel.</li> <li>• User has to provide a copy of installed certificate.</li> <li>• AEE / Sc.'B' responsible for this activity directs the service engineer of CAMC vendor to inspect and submit the feasibility report of taking the system in CAMC.</li> <li>• If the system is in order and the user wants to use the system for at least one year, and CAMC vendor agrees to take over the system into AMC as per current agreed rate, the system is added to the existing CAMC from the next quarter.</li> <li>• No user is permitted to withdraw from CAMC within the year of CAMC.</li> <li>• If the system is too old / incompatible with the latest development / software, the system is unserviceable and agreeable to the l/c Computer Section, the machine is deleted from the list of CAMC from the beginning of CAMC.</li> <li>• Open the system and view the initial data of each location. If all updated to the time data is available then OK otherwise note down the problems of</li> </ul> | AEE / Sc. B / DEO | CAMC file. |

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|  |                 | <p>related station.</p> <ul style="list-style-type: none"> <li>• Check the data connectivity link with Station.</li> <li>• Check the problem if there in any hardware or software system then report to I/c Computer Section and seek help of the developer through phone or e-mail.</li> <li>• Record complaints in complaints register.</li> <li>• Prepare the Check list on daily basis and follow-up the work.</li> </ul>   |              |                        |
|  | Payment for AMC | <ul style="list-style-type: none"> <li>• Accept invoice for payment in triplicate</li> <li>• Certify the invoice in triplicate</li> <li>• Get the invoice counter certified by .....</li> <li>• Submit for approval of competent authority</li> <li>• Submit for release of payment</li> <li>• On receipt of payment, send the payment through registered post.</li> <li>• Obtain receipt of payment.</li> <li>• Maintain complete record of payment</li> <li>• If full and final payment, on expiry of the contract period, out standings in all respects including amount payable and receivable, equipments receivable and returnable etc should be taken into account.</li> <li>• Once above point is fulfilled, payment may be released.</li> <li>• Arrange for refund of security, if any.</li> </ul> | AEE / Sc. B. | Corresponding file No. |

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**PROCEDURE FOR  
PROCUREMENT OF COMPUTER,  
HARDWARE, SOFTWARE, UPS  
AND OTHER COMPUTER  
PERIPHERALS**

DOC NO: CPCB/ COMP/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF 5  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure procurement of computer, hardware, software, UPS and other computer peripherals

Scope : Head Officer and CPCB Zonal Offices

Responsibility : Incharge, Computer Section.

Procedure:

| S.No. | Activity                               | Description   | Responsibility                      | Ref. Doc. |
|-------|--|---|-------------------------------------|-----------|
| 1.    | Selection of procurement               | <ul style="list-style-type: none"><li>• Compile the requirements of all divisions/sections of HO &amp; ZO by the end of 1<sup>st</sup> quarter of the financial year..</li><li>• Justify the requirements</li><li>• Finalization of specifications</li><li>• Identify the sources of availability viz. DGS&amp;D, Kendriya Bhandar, NICSI and other government agencies, failing which other private agencies.</li><li>• In case of smaller requirements procurement through is government agencies initiated.</li><li>• In case of non availability of items at government agencies on quantum of purchase is more than Rs.10-50 lacs, limited tendering is done.</li><li>• If total value of items is more than Rs. 50.00 lacs, then open tendering procedure is adopted.</li></ul> | AEE / Sc. B                         | File No.  |
|       | Finalisation of specification          | <ul style="list-style-type: none"><li>• For each requirement, Computer Division will prepare a specification based on the existing requirement alongwith projected future use.</li><li>• Each specification need to be ratified by the Computer Core Committee</li></ul>  | Computer Core Committee             | File No.  |
|       | Procurement of propriety items through | <ul style="list-style-type: none"><li>• If the item is available at DGS&amp;D, Kendriya Bhandar, details of price,</li></ul>  | AEE / Sc, B / I/c Material Section. | File No.  |

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|  | Government agencies from authorized dealers                          | <p>payment mode, Guaranty / Warranty conditions, deviations (if any) are obtained.</p> <ul style="list-style-type: none"> <li>• Approval of competent authority..</li> <li>• Approval of the CCC and the competent authority is sent to Material Section for placing the supply order.</li> </ul>  |                                     |          |
|  | Procurement of propriety items from manufacturers authorized dealer. | <ul style="list-style-type: none"> <li>• Quotations alongwith propriety certificate from manufacturer-cum-supplier,, sole authorized dealer obtained. Quotations shall include specifications, warranty, validity date, post warranty service / repair conditions etc</li> <li>• The items are placed in the CCC.</li> <li>• On recommendation of CCC, approval from the competent authority is obtained</li> <li>• On approval of the competent authority file alongwith AAP is sent to Material Section for placing the supply order.</li> </ul>   | AEE / Sc, B / I/c Material Section. | File No. |
|  | Procurement of items from Private Vendor                             | <ul style="list-style-type: none"> <li>• On recommends of CCC all Computer items are procured through limited tendering process. Quotations from atleast three vendors having business in NCR are invited.</li> <li>• Price bids and technical bids are invited in separate sealed covers.</li> <li>• All technical bids are opened in the CCC</li> <li>• Committee evaluates the technical bids and qualified bids are considered..</li> <li>• Price bids of all technically qualified are opened in CCC.</li> <li>• Supply order is placed to the lowest bidder as per recommendation of CCC and approval of the competent authority.</li> </ul> |                                     |          |
|  | Payment procedure  | <ul style="list-style-type: none"> <li>• File for payment of items is processed alongwith bill, working certificate from the corresponding user and AAP by the Material</li> </ul>   | I/c Material Section                | File No. |

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|  |  | <p>Section.</p> <ul style="list-style-type: none"><li>• All bills are certified and countersigned.</li><li>• EMD received through bids are returned with acknowledgement of interest in Central Pollution Control Board.</li><li>• As per TOR, if some part of the payment is differed, the amount is released after expiry of the specified time following due procedure as above.</li></ul> |  |  |
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## PROCEDURE FOR DEVELOPMENT OF SOFTWARE

DOC NO: CPCB/ COMP/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for development of software  
Scope : Software to be used in CPCB Head Officer and Zonal Office  
Responsibility : Incharge, Computer Section.

Procedure:

| S.No. | Activity   | Description   | Responsibility                       | Ref. Doc. |
|-------|--|---|--------------------------------------|-----------|
| 3.(a) | Identification of activity requiring software development                        | <ul style="list-style-type: none"><li>• Receipt of requirement from Ministry of Environment &amp; Forests to promote e-Governance system in CPCB.</li><li>• In-house initiative for developing computerized application of different activities</li><li>• System Improvement for management of data base and dissemination of information.</li><li>• Switch over from manual to computerized system.</li></ul>  | Incharge Computer/ EE / AEE / Sc.'B' | -         |
| (b)   | Preparation of proposal/ tender document/ quotations for development of software | Proposal includes: <ul style="list-style-type: none"><li>• Scope of work</li><li>• Procedure to execute proposal</li><li>• Time duration</li><li>• Budget</li><li>• Approval by CA of CPCB</li></ul> Tender Document includes: <ul style="list-style-type: none"><li>• Scope of work</li><li>• Terms of Reference</li><li>• Time duration</li></ul> To call quotations, necessary to have <ul style="list-style-type: none"><li>• List of companies/vendors</li></ul> | EE/Sc.'B'/AEE                        | -         |
| (c)   | Inviting of Tenders  | <ul style="list-style-type: none"><li>• Tendering can be limited or open as per CCC's recommendations and tender cost.</li></ul>  | EE                                   | -         |
| (d)   | Formation of the Committee specifically for evaluation of proposal               | <ul style="list-style-type: none"><li>• A Committee can be formed with the approval of the CA/CCC on need basis.</li></ul>  | I/C Comp. Section / Chairman of CCC  | -         |
| (e)   | Receiving of Tenders   | <ul style="list-style-type: none"><li>• Tenders are received from various agencies within stipulated time..</li><li>• Tenders received after expiry date are considered.</li><li>• Tenders not considered due to any</li></ul>  | Project Manager and Team             | -         |

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|     |                            | reason are returned to the firm in sealed condition.   |                                |                 |
| (f) | Scrutiny of Tenders        | <ul style="list-style-type: none"> <li>Tenders received are opened in the CCC meeting</li> <li>If required, the Incharge Computer Section can open the tender document with concern officials.</li> <li>Technical proposals are evaluated by the local Committee.</li> <li>Short listed companies are invited for giving presentation / demonstration.</li> <li>Based on presentation/ Demonstration, the financial bids of the selected companies are opened.</li> <li>Selection of the company to award work is done by CCC</li> </ul> | AEE/Sc.'B' Concerned officials |                 |
| (g) | Award of Work              | <p>After approval of CA</p> <ul style="list-style-type: none"> <li>For in-house, development work is assigned to concerned official.</li> <li>For buying software, purchase order be placed</li> <li>To work with Govt. agency, MoU is signed by both the parties.</li> <li>To hire a consultant, agreement is signed.</li> </ul>  | I/c Computer Section           |                 |
| (h) | Monitoring of Work Awarded | <ul style="list-style-type: none"> <li>For in-house development, the progress of the work is monitored by I/C Computer Section..</li> <li>Regular interaction with developer/ consultant during development period is made.</li> </ul>   | I/c Computer Section.          |                 |
| (i) | Installation               | <ul style="list-style-type: none"> <li>As per the requirement, software is installed in the server / client machine.</li> </ul>  | Team                           |                 |
| (j) | Testing (UAT)              | <ul style="list-style-type: none"> <li>Testing and the verification is done by the concerned officials</li> </ul>  | Team Members                   |                 |
| (k) | Implementation             | <ul style="list-style-type: none"> <li>For implementation, training is provided to all concerned officials of CPCB/ZOs/ SPCBs/ PCCs on use of software as per requirement.</li> </ul>  | AEE/EE                         |                 |
| (l) | Payment                    | <ul style="list-style-type: none"> <li>As per work order / / MOU/ agreement, after receiving the bills/ invoice, the file is processed within 2 days.</li> <li>I/c Computer Section send file to the MS for approval to release of payment.</li> <li>Accounts section prepares the cheque and sends back to Computer Section.</li> <li>Computer section forwards the cheque to the concerned firm.</li> </ul>  | AEE/EE                         | MoU / Agreement |

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**PROCEDURE FOR REDESIGNING/  
RESTRUCTURING,  
MAINTENANCE AND UPDATION  
OF CPCB WEBSITE**

DOC NO: CPCB/ COMP/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for redesigning / restructuring, maintenance and updation of CPCB Website.

Scope : CPCB Website

Responsibility : Incharge, Computer Section.

Procedure:

| S.No  | Activity   | Description  | Responsibility           | Ref. Doc. |
|-------|--|--|--------------------------|-----------|
| 4 (a) | Identification of activity for Redesigning/ Restructuring Maintenance and Updation of CPCB's Website | With regard to dissemination of information, CPCB published various technical reports and statistical data on various aspects of environment. In order to present this information in a better and interactive way, CPCB has designed / maintained its website. To make more user friendly, attractive & equipped with latest technology, CPCB restructure and update it time to time.   | Sci. 'B' / AEE / EE      | -         |
| (b)   | Preparation of proposal/ Tender document/ quotations   | Proposal includes: <ul style="list-style-type: none"><li>• Scope of work</li><li>• Procedure to execute proposal</li><li>• Time duration</li><li>• Budget</li><li>• Approval by CA of CPCB.</li></ul> Tender Document includes: <ul style="list-style-type: none"><li>• Scope of work &amp;</li><li>• Terms of Reference</li><li>• Time duration</li></ul> To call quotations, it is necessary to have <ul style="list-style-type: none"><li>• List of companies/vendors</li></ul> | Sci. 'B' / AEE/ EE       | -         |
| (c)   | Calling of Tender  | <ul style="list-style-type: none"><li>• Tendering can be limited or open as per recommendations by the CCC and approved by competent authority of Central Board.</li></ul>   | Sci. 'B' / AEE / EE      | -         |
| (d)   | Receiving of Tender  | <ul style="list-style-type: none"><li>• Tenders are received from various agencies within stipulated time..</li><li>• Tenders received after expiry date are not considered..</li><li>• Tenders not considered due to any reason are returned to the firm in sealed condition.</li></ul>   | Project Manager and Team | -         |
| (e)   | Scrutiny of Tenders  | <ul style="list-style-type: none"><li>• Received tenders are opened in CCC.</li><li>• Technical proposals are evaluated</li></ul>  |                          |           |

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| S.No | Activity                          | Description   | Responsibility       | Ref. Doc.        |
|------|-----------------------------------|---|----------------------|------------------|
|      |                                   | <p>by the team based on the given criteria</p> <ul style="list-style-type: none"> <li>• Invite short listed companies are invited for presentation / demonstration.</li> <li>• Based on presentation/ Demonstration, financial bids of the selected companies are opened.</li> <li>• Selection of the company for award of work is finalized by CCC.</li> </ul> |                      |                  |
| (f)  | Award of Work                     | After approval of the competent authority, the work is awarded to the lowest quote and an agreement is signed between CPCB and consultant / agency.   |                      |                  |
| (g)  | Monitoring of Work Awarded        | <ul style="list-style-type: none"> <li>• Regular interaction with consultant during redesigning / restructuring of website are made.</li> </ul>   | Sci. 'B' / AEE/ EE   |                  |
| (h)  | Installation/ Testing             | <ul style="list-style-type: none"> <li>• After completion of the work, site is hosted at the staging server for mandatory security audit &amp; testing of links.</li> <li>• The testing of the data / content put in the site are checked / verified by officials providing content.</li> </ul>   |                      |                  |
| (i)  | Implementation                    | <ul style="list-style-type: none"> <li>• After getting security audit, clearance from NIC is hosted on the main server.</li> </ul>  | Scientist B /AEE     |                  |
| (j)  | Payment                           | <ul style="list-style-type: none"> <li>• After receiving the bills / invoice file is processed within 7 days.</li> <li>• I/C sends file to MS for approval and forward to A/C Section for release of payment.</li> <li>• A/C section prepares the Cheque and sends to Computer section which further forward it to the firm.</li> </ul>                         | Scientist B / AEE/EE | Agreement signed |
| (k)  | Maintenance & Updation of Website | <ul style="list-style-type: none"> <li>• Website is updated on regular basis with the latest data/information approved by the CA</li> </ul>   |                      |                  |

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## Estate Section

|   |                                       |  |
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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | DOC NO: CPCB/ESTATE/01<br>ISSUE No. 01<br>PAGE: PAGE 1 OF 1<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
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| S.No. | Designation | Authority and Responsibility   |
|-------|-------------|--|
| 1.    | AO          | Incharge of the Estate Section.  |
| 2.    | SO          | Supervise the work of Estate Section. Ensures proper upkeep and timely release of payment. |
| 3.    | PS          | Work assigned by AO.   |
| 4.    | Assistance  | Maintenance of record of the files and put up the cases                                    |
| 5.    | LDC         | Diary and typing work of the Section   |
| 6.    | Attendant   | Movement of the files, clean the furniture of the Section                                  |

### The responsibility of the Estate Section

- Allotment of Leased Accommodation to the officials of the CPCB and subsequently release of rent every month to the landlord of the flats occupied by CPCB.
- Arrangement of Security System at Parivesh Bhawan.
- Maintenance of CPCB's Guest House.
- Maintenance (Annual) contract of photocopier machine.
- Disposal of un-serviceable items / obsolete items.
- Booking of Air Tickets through Travel Agent and processing their payment.
- Payment of Property Tax to MCD.
- Payment of Ground Rent to DDA.
- All the above mentioned work dealt by all the Zonal Offices of CPCB are recommended for the approval of the Competent Authority the Estate Section after giving their suggestions / recommendations.

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## PROCEDURE FOR SECURITY OF PARIVESH BHAWAN

DOC NO: CPCB/ ESTATE/P/01  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for Security of Parivesh Bhawan.

Scope : Parivesh Bhawan, Air Quality Monitoring Stations

Responsibility : Administrative Officer

Procedure:

| S.No. | Activity  | Description  | Responsibility | Ref. Doc. |
|-------|---|--|----------------|-----------|
| 1.    |   | Obtain approval of the competent authority for calling the quotation / limited tenders for the arrangement of security at Parivesh Bhawan from the different security agencies.  |                |           |
|       | Constitution of Committee                         | Constitution of 5-6 members for finalization and approval of the tender documents.   |                |           |
|       | Preparation of tender / terms and conditions      | <ul style="list-style-type: none"><li>• Preparation of tender documents</li><li>• Release of advertisement of tender document</li><li>• Receipt of tender documents</li><li>• Opening of tender documents by the Committee</li><li>• Comparative statement of the Estate section</li></ul> |                |           |
|       | Seeking approval of tender / terms and conditions | <ul style="list-style-type: none"><li>• Approval of the tender to the lowest quote by the Committee and the Competent Authority.</li><li>• Issue of work award to the lowest quote</li><li>• Acceptance of the work award by the concerned security agency.</li></ul>                      |                |           |
|       | Monitoring of services of agency                  |  |                |           |
|       | Release of payment to the                         | Receipt of monthly bills from security agency.   |                |           |

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|  | security | Approval of competent authority for release of payment to security personnel.<br>Monthly payment by accounts section to security agency. |  |  |
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**PROCEDURE FOR LEASED  
ACCOMMODATION FOR  
OFFICIALS OF CPCB**

DOC NO: CPCB/ ESTATE/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF 1  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for providing Leased Accommodation to officials of CPCB.

Scope : All the officials of Head Office as well as Zonal Offices.

Responsibility : Administrative Officer

Procedure:

| S.No. | Activity  | Description  | Responsibility | Ref. Doc.               |
|-------|---|--|----------------|-------------------------|
| 1.    | Issue of circular in the beginning of the financial year. | Circular is issued in the beginning of the financial year for calling the application of Allotment of Lease Accommodation in the prescribed format.  | AO             | Circular (File No.....) |
| 2.    | Receipt of Application for Lease Accommodation            | All the application completed and filled up in the prescribed format.  | AO             | Format of application   |
| 3.    | Prepare the Seniority List.                               | Seniority List of received application for leased accommodation prepared on the basis of Date of Joining and Date of Birth. After preparing the Seniority List, the file is put up to the Competent Authority for approval for the allotment of Lease Accommodation to the officials of CPCB as well as Zonal offices. After approval of the Competent Authority then the Office order is issued to whom the lease accommodation was allotted. | AO             | Officer Order.          |
| 4.    | Submission of Lease Agreement to Estate Section.          | The officials who have allotted leased accommodation will search suitable accommodation as per their entitlement. The  |                | List of Entitlement.    |

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|    |                                       | lease agreement (duly signed by the Landlord) as well as papers of the ownership of the house shall submit to the Estate Section.   |  |  |
| 5. | Scrutiny of application               | The application is scrutinized and put up in the file to Competent Authority. The proposal shall include the limit of entitlement. On receipt of approval the agreement is signed by AO (Estate). |  |  |
| 6. | Preparation of monthly rent statement | After that every month before 25 <sup>th</sup> of the month the rent statement is prepared to release the rent and the same is sent to Account Section.   |  |  |

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**PROCEDURE FOR  
MAINTENANCE OF CPCB'S  
GUEST HOUSE**

**DOC NO: CPCB/ ESTATE/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF 2  
PAGE REVN. NO.: 00  
ISSUE DATE:**

Purpose : To establish a procedure for Maintenance of the CPCB's Guest House.

Scope : Guest House at Anupam Apartments, Delhi

Responsibility : Administrative Officer

**Procedure:**

| S.No. | Activity              | Description  | Responsibility | Ref. Doc.               |
|-------|-----------------------|--|----------------|-------------------------|
| 1.    | Calling of quotations | <ul style="list-style-type: none"><li>• After calling the sealed quotations, the quotations opened by the constituted Committee with the approval of the Competent Authority.</li><li>• A competitive statement prepared by the Estate Section. On the basis of competitive statement, the contract is given to lowest quote after the approval of the Competent Authority.</li><li>• After issuing the work order, CPCB's Guest House is being maintained by the appointed contractor.</li><li>• Every month Estate Section receives the bill from the contractor for the maintenance of Guest House.</li><li>• The bills is put up to the Competent Authority for approval of release of the payment.</li><li>• After obtaining the approval of Competent Authority, the file is sent to the Accounts Section for releasing the payment.</li><li>• After receiving the cheque from Account Section the same is</li></ul> | AO             | Circular (File No.....) |

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|  |  | <p>forwarded to the concerned person.</p> <ul style="list-style-type: none"><li>• Every month a statement with cheque is received from the contractor for the amount which is collected the Guest House, the rent of Guest House and the same is deposited in the Accounts section by the Estate Section.</li></ul> |  |  |
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**PROCEDURE FOR  
MAINTENANCE OF CPCB'S  
GUEST HOUSE**

**DOC NO: CPCB/ ESTATE/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF 2  
PAGE REVN. NO.: 00  
ISSUE DATE:**

Purpose : To establish a procedure for AMC of Photocopier Mahcines.

Scope : At Parivesh Bhawan

Responsibility : Administrative Officer

Procedure:

| S.No. | Activity  | Description   | Responsibility | Ref. Doc.               |
|-------|---|---|----------------|-------------------------|
| 1.    | AMC of Photocopier Machines installed in the different Section. | <ul style="list-style-type: none"><li>• When the warranty period of any Photocopier machines is expired, a proposal received from the Company.</li><li>• The papers / bills are sent to the concerned Section for verification, whether the services by the Company during the warranty period was satisfactory or not.</li><li>• On receipt of the satisfactory report from the concerned section, the same is put up to the Competent Authority for approval.</li><li>• After obtaining the approval by the Competent Authority, the file is sent to Accounts Section for releasing the payment.</li><li>• One receipt of the cheque the same is sent to the Company with the Agreement.</li><li>• In some cases the payment of Photocopier Machines is of monthly bill basis. In that case when the bill received from the company, the same is forwarded to the concerned section for verification that the meter</li></ul> | AO             | Circular (File No.....) |

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|  |  | reading is correct.<br>• After receiving the bills, the same is put up to the Competent Authority for approval. After that, the file is sent to the Account Section for releasing the payment. |  |  |
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## PROCEDURE FOR BOOKING OF AIR TICKETS

DOC NO: CPCB/ ESTATE/P/05  
ISSUE No. 01  
PAGE: PAGE 1 OF 1  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Booking of Air Tickets

Scope : CPCB Employees

Responsibility : Administrative Officer

Procedure:

| S.No. | Activity                 | Description  | Responsibility | Ref. Doc. |
|-------|--------------------------|--|----------------|-----------|
| 1.    | Payment to Travel Agents | <ul style="list-style-type: none"><li>• After receiving the approved Tour programme, the tickets are booked by the Estate Section from the respective travel agent.</li><li>• The bill submitted by the travel agent is sent to the concerned officer for submitting the certificate stating the journey is performed.</li><li>• After receiving the certified bill, the same is put up to the Competent Authority for approval for releasing the payment. The is then sent to the Accounts Section for releasing the payment.</li></ul> | AO             |           |

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## PROCEDURE FOR GROUND RENT AND PROPERTY TAX

DOC NO: CPCB/ ESTATE/P/07  
ISSUE No. 01  
PAGE: PAGE 1 OF 1  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Ground Rent and Property Tax

Scope : At Parivesh Bhawan

Responsibility : Administrative Officer

Procedure:

| S.No. | Activity                       | Description  | Responsibility | Ref. Doc. |
|-------|--------------------------------|--|----------------|-----------|
| 1.    | Payment of Ground Rent to DDA  | <ul style="list-style-type: none"><li>In each year after six months, the payment of Ground Rent is released to DDA duly approved by the Competent Authority. After receiving the cheque from the Accounts Section, the same is deposited to DDA.</li></ul> | AO             |           |
|       | Payment of Property Tax to MCD | <ul style="list-style-type: none"><li>After receiving the Property tax form from MCD, the calculation is made and is approved by the Competent Authority. The same is sent to Accounts Section for releasing the payment.</li></ul>                        |                |           |

Prepared by:

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**PROCEDURE FOR DISPOSAL  
OF UNSERVICEABLE ITEMS /  
OBSELETE ITEMS**

DOC NO: CPCB/ ESTATE/P/06  
ISSUE No. 01  
PAGE: PAGE 1 OF 1  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Disposal of unserviceable / obsolete items.

Scope : At Parivesh Bhawan

Responsibility : Administrative Officer

Procedure:


| S.No. | Activity                                    | Description  | Responsibility | Ref. Doc. |
|-------|---|--|----------------|-----------|
| 1.    | Disposal of unserviceable / obsolete items. | <ul style="list-style-type: none"><li>• A committee is set up for the said job.</li><li>• After receiving the list from Material Section the same is put up to the Committee by the Estate Section for fixing of reasonable price.</li><li>• After that auction is done by following the procedure of Government of India.</li></ul> | AO             | Ref. .... |

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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | DOC NO: CPCB/ETU/01<br>ISSUE No. 01<br>PAGE: PAGE 1 OF 9<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
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| Authority     | Responsibility   |
|---------------|--|
| I/c ETU       | <ul style="list-style-type: none"><li>• To plan and organise the training programmes (planned, foreign, and miscellaneous programmes) for CPCB Head office and Zonal Offices employees.</li><li>• Implementation of IMS (ISO 9001 + 14001) in CPCB.</li><li>• Ecomark Scheme.</li><li>• NABL Management of Laboratory Quality System as per requirements of ISO 17025.</li></ul>   |
| Scientist 'C' | <ul style="list-style-type: none"><li>• To coordinate in the documentation of IMS (ISO 9001 + 14001) and in planning and organizing training.</li><li>• To develop, implement and monitor integrated management system as per requirements of ISO 9001 &amp; ISO 14001 in CPCB.</li></ul>  |
| AEE           | <ul style="list-style-type: none"><li>• To assist Scientist 'C' for development, implementation and monitoring of IMS.</li></ul>   |
| UDC           | <ul style="list-style-type: none"><li>• To assist in the documentation of Integrated Management System (ISO 9001 + 14001) and maintenance of records.</li></ul>  |
| LDC           | <ul style="list-style-type: none"><li>• Control of document – Laboratory Accreditation, Preparation internal / NABL Audit / Management review Meeting</li><li>• To assist in planning and organizing training of NABL internal audits, management reviews, national / international training miscellaneous trainings, follow – up action on Ecomark.</li><li>• Maintenance of NABL, Training, Ecomark and miscellaneous documents / files.</li></ul> |

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## PROCEDURE FOR PLANNED TRAINING PROGRAMMES

DOC NO: CPCB/ETU/P/01  
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Purpose : To establish a procedure for organizing training programmes.

Scope : Employees of CPCB / SPCB / PCC / other govt. organizations.

Responsibility : I/c ETU

### Procedures:

| S.No. | Activity  | Description   | Responsibility | Ref. Doc.                            |
|-------|---|---|----------------|--------------------------------------|
| 1.    | Identification of priority fields for training programmes                 | Training fields are identified on regular basis after discussing with NTI's, Divisional Heads of CPCB, SPCB's, and other organization.  | I/c ETU        |                                      |
| 2.    | Invitation of training titles   | A circular is issued to CPCB HO Divisional Heads / Zonal Offices / SPCBs for submitting the titles for training programmes in the identified priority fields.                 | I/c ETU        | Format for titles CPCB/ETU/f/01/01   |
| 3.    | Compilation and finalization of titles                                    | Titles received from divisions of CPCB, SPCBs, NTIs and other organizations are compiled and reviewed. Suitable titles are selected.  | I/c ETU        |                                      |
| 4.    | Identification of Institutes for providing training on identified fields. | Training institutes are identified for providing training in the identified priority fields based on their competence and area of expertise.                                  | I/c ETU        |                                      |
| 5.    | Inviting proposals for trainings  | Proposals are invited on selected training titles from NTIs and other institutes. The proposals include objectives, course contents / modules, daywise schedule, faculty etc. | I/c ETC        | Format for proposal CPCB/ETU/F/01/02 |

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| 6.  | Receipt of proposals  | Proposals are received and reviewed for the course contents / modules, faculty, past record of the institute feedback of the participants. Competent institutes are recommended for training program.                     |                                |   |
| 7.  | Seeking approval of training programmes                                   | The approval for selection of training programmes and institutes is obtained from Member Secretary  | I/c ETU                        |   |
| 8.  | Finalization of training calendar   | After selecting the institutes for the training programmes, training calendar is prepared which includes titles, tentative dates, duration and names of organizing institutes.  | I/c ETU                        |   |
| 9.  | Intimation of training programmes   | Training calendar is circulated to concerned organizations / authorities / other target groups for nomination of participants for each particular programme.  | I/c ETU                        | Training Calendar<br>CPCB/ETU/F/<br>01/03 |
| 10. | Sanctions to training institutes  | A sanction letter is issued to various institutes for conducting training programmes. Sanction letter includes training title, duration of training, budget, MoU etc.   | I/c ETU                        | Format for MoU<br>CPCB/ETU/F/<br>01/05    |
| 11. | Preparation and signing of MoU  | Memorandum of Understanding (MoU) is prepared and signed between CPCB and training institutes. MoU includes task to be performed by Institute and CPCB, Budget, Mode of Payment, time frame etc.                          | I/c ETU, NTIs                  | Format for MoU<br>CPCB/ETU/F/<br>01/05    |
| 12. | Receipt and Review of course contents                                     | Course contents of the training programmes are reviewed by the experts of the subject in CPCB.  | Concerned Divisional Incharges |   |
| 13. | Finalization and approval of list of participants and issue office order. | Lists of participants are received from training institutes and then approved by the Member Secretary. After the approval, the list is forwarded to the concerned NTIs and office order for CPCB participants are issued. |                                |   |
| 14. | Release of first  | On signing of MoU and   | NTIs, ETU,                     |   |

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|     | Installment. (80% of the total sanctioned amount) | receipt of the list of participants from NTIs, the first installment is released after approval of MS.   | ACO            |  |
| 15. | Conduct of training programmes.                   | Training programmes are conducted by training institutes as per MoU.   | NTIs           |  |
| 16. | Receipt of Training Report                        | The training report both in hard and soft copies including the list of participants and trainers, evaluation sheets of trainers and trainees is received by CPCB from the respective institutes. |                |  |
| 17. | Release of full and final payment.                | After receiving all the necessary documents (as per MoU signed) by the respective institutes, full and final payment is released to NTIs.  | NTIs, ETU, ACO |  |
| 18. | Review of training feedbacks                      | Training feedbacks received from NTIs are reviewed and suggestions / comments are considered for improvement of the training programmes.   | I/c ETU        |  |

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## PROCEDURE FOR NOMINATION OF FOREIGN TRAININGS

DOC NO: CPCB/ETU/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for nomination for foreign training programmes.

Scope : Employees of CPCB / SPCB / PCC / other govt. organizations.

Responsibility : I/c ETU

### Procedures:

| S.No. | Activity   | Description   | Responsibility                          | Ref. Doc.           |
|-------|--|---|---|---------------------|
| 1.    | Receipt of invitations / circulars                                 | Invitation / circular are received from various national / international agencies for nomination of participants in the specific fields for the overseas training programmes / workshops / meetings / conferences etc.          | MS, I/c ETU                             | Letters / circulars |
| 2.    | Proposal for nominations   | Names of 2-3 officials are proposed based upon qualification / experience as per requirements. MS / CCB directly proposes names. For specific projects, names are proposed by the concerned divisional heads / co-coordinators. | MS, ETU and concerned divisional charge | Letter              |
| 3.    | Recommendations of nomination                                      | Proposed nominations are forwarded to competent authorities for recommendation.   | MS, I/c ETU                             |                     |
| 4.    | Approval of participants   | After recommendations of nominations, approval is obtained.   | CCB                                     |                     |
| 5.    | Seeking approval from the MoEF                                     | A letter is sent to MoEF for the approval of participants.  | I/c ETU                                 | Approval letter     |
| 6.    | Approval for Political Clearance from Ministry of External Affairs | MoEF is requested for political clearance   | AO (P)                                  |                     |

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| 7.  | Issue of Office Order             | After the approval from MoEF and MEA an office order is issued.   | I/c ETU , AO<br>AO (P) | Office order                                  |
| 8.  | Relieving of officials            | On receipt of approval from MoEF and MEA, relieving order is issued   | AO (P)                 | Office order                                  |
| 9.  | Submission of report and feedback | After the completion of training programme / conference / workshop / meetings etc. a report is prepared and is submitted by the concerned officials to ETU. | Participants           | Training Report                               |
| 10. | Updating of training record       | Foreign training record is regularly updated.   | I/c ETU                | Foreign training register, CPCB / Trg/F/01/01 |

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**PROCEDURE FOR NOMINATION  
FOR MISCELLANEOUS TRAININGS**

DOC NO: CPCB/ETU/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for miscellaneous trainings.  
Scope : Employees of CPCB / SPCB / PCC / other govt. organizations.  
Responsibility : I/c ETU

**Procedures:**

| S.No. | Activity                          | Description   | Responsibility                                | Ref. Doc.             |
|-------|-----------------------------------|---|---|-----------------------|
| 1.    | Receipt of invitation / circular  | Invitation / circular are received from different organizations providing trainings in various subjects.  | MS, Div. Heads, ETU                           | Invitation / circular |
| 2.    | Review of invitation / circular   | Invitation / circular received are reviewed and if found suitable and useful for the employees of CPCB, the same is processed for nomination of suitable officials for training.  | I/c ETU, Div. Heads                           |                       |
| 3.    | Proposal for nominations          | Names of 2-3 officials are proposed based upon qualifications / experience as per requirements. Sometimes MS directly proposes names. For specific projects names are proposed by the concerned divisional heads / co-coordinators. | MS, I/c ETU and concerned divisional incharge | Letter                |
| 4.    | Recommendation of nomination      | Nominations are approved  | MS  | Letter                |
| 5.    | Issue of Office order             | Office order is issued to the nominated participants of CPCB and list of participants is sent to training institute for intimation and confirmation.  | I/c ETU                                       | Office order          |
| 6.    | Submission of report and feedback | After the completion of training programme a report is prepared and its   | Participants                                  | Training Report       |

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|    |                          | submitted by the concerned officials to ETU.                |         |   |
| 7. | Updating training record | After completion of training, training records are updated. | I/c ETU | Foreign Training Register CPCB/ Trg/F/01/01 |

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# Hindi Section

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|---|---------------------------------------|---|
|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | DOC NO: CPCB/ HINDI/....<br>ISSUE No. 01<br>PAGE: PAGE 1 OF ...<br>PAGE REVN. NO.:<br>ISSUE DATE: |
|---|---------------------------------------|---|

| S.No. | Authority                         | Responsibility  |
|-------|-----------------------------------|---|
|       | <b>Administrative Officer (P)</b> | Supervision of Hindi Section  |
|       | <b>Hindi Officer</b>              | <ul style="list-style-type: none"><li>• Supervision of Hindi Section for day to-day Official work.</li><li>• Translation work from English to Hindi and vice-versa and vetting thereto.</li><li>• To acquaint the officers and staff of the Head Office as well as Zonal Offices with the provision of the O.L. Act, Govt. Rules and Orders relating to Official Language and Hindi training and to help them in implementing the same.</li><li>• To ensure proper compliance of the provision of the O.L. Act and Orders pertaining to Hindi Teaching Scheme.</li><li>• To work as the Secretary of the Official Language Implementation Committee and to convene its meeting from time to time, to prepare Agenda and Minutes and co-ordinate the action taken on the decisions taken in the meetings</li></ul> |
|       | <b>Sr. Hindi Translator</b>       | <ul style="list-style-type: none"><li>• Translation from English to Hindi and vice-versa.</li><li>• To prepare of Roster of Hindi /Hindi Shorthand/Hindi Typing Training to the Officials of H.O. and to arrange Training under Hindi Teaching Scheme of D.O.L.Ministry of Home Affairs, Govt. of India.</li><li>• To organize Hindi Workshops.</li><li>• Any other work assigned by the Hindi Officer from time to time</li></ul>  |
|       | <b>Jr. Hindi Translator</b>       | <ul style="list-style-type: none"><li>• Translation from English to Hindi and vice-versa.</li><li>• To assist Hindi Officer for Implementing Official Language orders and Rules in Head Quarter as well ZO's.</li><li>• <b>Any other work assigned by the Hindi Officer from time to time.</b></li></ul>  |

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**PROCEDURE FOR  
IMPLEMENTATION AND  
MONITORING OF ANNUAL  
PROGRAMME OF DoL of MoHA**

DOC NO: CPCB/ HINDI/P/01  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for implementation and monitoring of Annual Programme of Deptt. Of Official Language, Ministry of Home Affairs, Govt. of India.

Scope : All Divisions and Sections at Head Office and Zonal Offices.

Responsibility : All Divisional Heads / Incharge Zonal Offices

Procedure:

| S. No. | Activity  | Description  | Responsibility  | Ref. Doc.        |
|--------|---|--|---|------------------|
| 1.     | Receipt of Annual Programme of D.O.L.                                 | The Annual Programme is received from D.O.L.in the month of April every year.                                | Hindi Officer   | Annual Programme |
| 2.     | Circulation of Annual Programme at Head Officer and Zonal Offices     | The Annual Programme received is circulated to all the Divisions / Section at Head Office and Zonal Offices. | Hindi Officer   |                  |
| 3.     | Implementation and Monitoring the Targets set in the Annual Programme | To be rewritten after discussing with Hindi Officer.   | Divisional Heads/Incharge at Head Office Zonal Offices. |                  |

Prepared by:

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**PROCEDURE FOR CONDUCTING  
QUARTERLY MEETINGS OF  
DoLIC**

DOC NO: CPCB/ HINDI/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF ...  
PAGE REVN. NO.:  
ISSUE DATE:

Purpose : To establish a procedure for conducting quarterly meetings of Departmental Official Language Implementation Committee of Head Office.

Scope : All Divisions and Sections at Head Office.

Responsibility : All Members of OLIC at Head Office / Hindi Officer

Procedure:

| S.No. | Activity  | Description  | Responsibility          | Ref. Doc.             |
|-------|---|--|-------------------------|-----------------------|
| 1.    | Preparation of Agenda for the O.L.I.C. Meeting                | Quarterly Meeting of O.L.I.C. is organized.  | Hindi Officer           | Agenda of the Meeting |
| 2.    | Conduct of O.L.I.C. Meeting                                   | After fixing date and time from Chairman O.L.I.C. the Meeting is conducted.  | Hindi Officer           |                       |
| 3.    | Preparation of Minutes of the Meeting of O.L.I.C.             | The Minutes of the Meeting are prepared and sent to Chairman O.L.I.C. for approval.                                    | Hindi Officer           | Minutes of Meeting    |
| 4.    | Circulation of Minutes to the Members and concerned sections. | After obtaining approval, the Minutes are circulated to the concerned divisions for follow up .                        | Hindi Officer           | Minutes of Meeting    |
| 5.    | Follow up action  | The follow up action are to be taken on the decisions of the O.L.I.C. Meeting before the commencement of next meeting. | All concerned Divisions | Minutes of Meeting    |

Prepared by:

Approved by:

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|  | <b>PROCEDURE FOR QUARTERLY<br/>HINDI PROGRESS REPORT</b> | <b>DOC NO: CPCB/HINDI/P/03</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 4 OF 1</b><br><b>PAGE REVN. NO.: 00</b><br><b>ISSUE DATE:</b> |
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Purpose : To establish a procedure for preparation of quarterly Hindi Progress Report

Scope : All Divisions and Sections at Head Office and Zonal Offices.

Responsibility : All Divisional Heads / Incharge Zonal Offices / Hindi Officer

Procedure:

| S.No. | Activity   | Description  | Responsibility   | Ref. Doc.                       |
|-------|--|--|------------------|---------------------------------|
| 1.    | Circulation of blank format of quarterly hindi progress report | A prescribed format (Quarterly Hindi Progress Report) is sent by the Hindi Section to all divisions at Head Office   | Hindi Officer    | Quarterly Hindi Progress Report |
| 2.    | Receipt of progress report from all divisions                  | The quarterly data of Hindi Progress in the format are sent to Hindi section by the various divisions at Head Office   | Divisional Heads |                                 |
| 3.    | Compilation of Quarterly Hindi progress report                 | After receipt of Data from various divisions, the same is compiled and a final progress report in the prescribed format is prepared.   | Hindi Officer    |                                 |
| 4.    | Forwarding duly signed report to MoEF and DOL                  | The compiled progress report is sent to the Chairman, OLIC and then duly signed report is sent to MoEF and D.O.L. in 2 <sup>nd</sup> week of next month after completion of every quarter. | Hindi Officer    |                                 |

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## PROCEDURE FOR CELEBRATION OF HINDI DIWAS

DOC NO: CPCB/HINDI/P/04  
ISSUE No. 01  
PAGE: PAGE 5 OF 1  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for organizing Hindi Diwas on 14<sup>th</sup> September every year

Scope : All Divisions and Sections at Head Office .

Responsibility : Hindi Officer

Procedure:

| S.No. | Activity  | Description  | Responsibility | Ref.Doc.         |
|-------|---|--|----------------|------------------|
| 1.    | To get approval of Competent Authority to organize Hindi Diwas and Hindi Competitions | Hindi Diwas is organized every year in the month of September                        | Hindi Officer  | Hindi Diwas File |
| 2.    | Issue of Circular for participating in various competitions                           | Hindi Competitions are organized before Hindi Diwas                                  | Hindi Officer  |                  |
| 3.    | Approval of Programme of Hindi Diwas from MS/CCB                                      | After approval of Programme it is circulated among all the staff                     | Hindi Officer  |                  |
| 4.    | Hindi Diwas celebration and awarding prizes   | Hindi Diwas is celebrated and Cash award distributed to the winners of competitions. | Hindi Officer  |                  |
| 5.    | Preparation of Hindi Diwas Report   | Hindi Diwas Report is prepared and submitted to the Authorities for perusal.         | Hindi Officer  |                  |

Prepared by:

Approved by:

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**PROCEDURE FOR ORGANISING  
HINDI WORKSHOPS FOR THE  
OFFICERS AND EMPLOYEES OF  
THE BOARD**

DOC NO: CPCB/HINDI/P/05  
ISSUE No. 01  
PAGE: PAGE 1 OF 1  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for organizing Hindi Workshops for the officers and employees of the Board

Scope : All Divisions and Sections at Head Office .

Responsibility : Senior Hindi Translator and Hindi Officer

Procedure:

| S.No. | Activity  | Description   | Responsibility      | Ref.Doc.            |
|-------|---|---|---------------------|---------------------|
| 1.    | To Organise Hindi Workshop for the Officers and Employees having working knowledge of Hindi | To select the Employees for Hindi Workshop.   | Sr.Hindi Translator | Hindi Workshop File |
| 2.    | To Issue Circular   | Approval for organizing Hindi Workshop is obtained from Competent Authority and a circular is issued. | Hindi Officer       |                     |
| 3.    | To issue letters to the Officers of various Departments to deliver lecture.                 | Resource persons are invited for giving lectures in workshops.  | Hindi Officer       |                     |
| 4.    | To conduct 3 to 5 day Hindi Workshop  | Hindi Workshop is organized for 3 to 5 days duration.   | Hindi Officer       |                     |

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**PROCEDURE FOR TRANSLATION  
OF ANNUAL REPORT, ANNUAL  
STATEMENT OF ACCOUNTS,  
AUDIT REPORTS AND OFFICE  
ORDERS, CIRCULARS ETC.**

DOC NO: CPCB/HINDI/P/06  
ISSUE No. 01  
PAGE: PAGE 1 OF 1  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for translation of annual report, annual statement of accounts, audit reports and office orders, circulars etc.

Scope : All Divisions and Sections at Head Office .

Responsibility : Junior and Senior Hindi Translator and Hindi Officer

Procedure:

| S.No. | Activity   | Description   | Responsibility                                | Ref.Doc.                  |
|-------|--|---|---|---------------------------|
| 1.    | To translate Annual Reports, Audit Report, Annual Statements of Accounts, General orders, circulars etc. | Annual Report and Audit Reports are prepared every year.              | Jr.and Sr.Hindi Translators and Hindi Officer | Published/Printed Reports |
| 2.    | Distribution of Translation matter among the translators   | Translation matter are to be distributed among the translators        | Hindi Officer                                 |                           |
| 3.    | To get typed the matter from LDC/UDC's   | The translated matter are typed in Hindi                              | LDC/UDC's                                     |                           |
| 4.    | To get the typed matter  | Typed matter is vetted by the Hindi Officer                           | Hindi Officer                                 |                           |
| 5.    | The translated matter sent to the concerned section  | Fresh translated and typed matter are sent to the concerned sections. | Hindi Officer                                 |                           |

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# Hazardous Waste Management Division

|   |                                       |  |
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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | DOC NO: CPCB/HWMD/A&R/01<br>ISSUE No. 01<br>PAGE: PAGE 1 OF<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
|---|---------------------------------------|--|

| S.No. | Designation | Responsibility  |
|-------|-------------|---|
| 1.    | Incharge    | Guidance and decision making in hazardous waste matters |
| 2.    | EE          | Registration of hazardous waste recyclers / e-waste     |
| 3.    | EE          | Registration of hazardous wastes recyclers / Schedule I |
| 4.    | EE          | Supreme Court matters                                   |
| 5.    | EE          | Miscellaneous matters related to hazardous wastes       |
| 6.    | EE          | Biomedical wastes                                       |
| 7.    | AEE         | Biomedical wastes                                       |
| 8.    | Sc.B.       | Registration of hazardous wastes recyclers              |
| 9.    | JRF         | Assisting Scientist B                                   |
| 10.   | PA          | Assisting Incharge                                      |
| 11.   | Atendant    | Assisting Incharge                                      |

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## PROCEDURE FOR REGISTRATION OF RECYCLERS OF HAZARDOUS WASTES

DOC NO: CPCB/HWMD/P/01  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Registration of Recyclers of hazardous wastes

Scope : Applicable for hazardous waste recyclers

Responsibility : Incharge, HWM Division

| S.No. | Activity                                     | Description  | Responsibility         | Ref. Doc.                                      |
|-------|--|--|------------------------|--|
| 1.    | Application in form 11 from industry to CPCB | Application in Form 11 alongwith necessary documents from industry are received in CPCB. No fee is charged by CPCB for the purpose.                            | Industry               | HW Amendment Rules 19(2)                       |
| 2.    | Forwarding of applications                   | Applications are forwarded by Incharge HWMD to concerned EEs   | Incharge               | Application in Form 11 : CPCB/HWMD/F/02/01     |
| 3.    | Verification of applications                 | Applications verified to check complete information. Incase any information is not provided, then letter written to industry                                   | EE / Incharge          | HW Amendment Rules 19(2)                       |
| 4.    | Sending of application to Zonal Office       | Applications complete in all respects are forwarded to concerned zonal office for inspection   | EE                     |  |
| 5.    | Inspection by zonal office                   | The industry is inspected by concerned zonal office and the inspection report is sent to Head Office   | Zonal Officer          | Checklist for inspection : CPCB/HWMD / F/02/02 |
| 6.    | Review of report                             | The inspection report is reviewed by concerned EE and if shortcoming, the concerned industry is informed.  | EE / Incharge HWMD     | Inspection Report                              |
| 7.    | Assessment by Registration Committee         | The Registration Committee meets atleast once in three months. The cases for which the inspection report is complete are put up to the Registration Committee. | Registration Committee |  |
| 8.    | Approval of minutes of Registration          | The Minutes of the Registration Committee are approved by Chairman,  | Chairman, CPCB         |  |

**Prepared by:**

**Approved by:**

**Issued by:**

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|     | Committee                         | CPCB  |                  |  |
| 9.  | Approval of Grant of Registration | The final approval for grant of approval to individual industry given by Member Secretary   | Member Secretary |  |
| 10. | Issue of Registration             | The R55 registration Passbook is issued to the industry after final approval by MS, CPCB. The registered list on CPCB's website is updated. | Incharge, HWMD   | Registration Passbook; List of registered recyclers (CPCB / HWM/D/02/02) |

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**PROCEDURE FOR EXCLUSION  
FROM SCHEDULE I, HW  
AMENDMENT RULES 2003**

DOC NO: CPCB/HWMD/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Exclusion from Schedule I, HW Amendment Rules, 2003

Scope : Applicable for hazardous waste recyclers

Responsibility : Incharge, HWM Division

| S.No. | Activity                                     | Description  | Responsibility      | Ref. Doc.               |
|-------|--|--|---------------------|-------------------------|
| 1.    | Applications from industry to CPCB           | The industry seeking exclusion submits details on type of industry, process and waste to CPCB                          | Industry            | HW Amendment Rules 2003 |
| 2.    | Review of Applications                       | The application is reviewed by CPCB and in case any further information is required, industry is informed of the same. | EE / Incharge, HWMD | HW Amendment Rules 2003 |
| 3.    | Review by Expert Group                       | The industry makes a presentation before the Expert Group which assesses the case                                      | Expert Group        |                         |
| 4.    | Approval by Chairman, CPCB                   | The recommendations of Expert Group are approved by Chairman, CPCB   | Chairman, CPCB      |                         |
| 5.    | Sending the approved recommendations to MoEF | The recommendations of the Expert Group as approved by CCB, are sent to MoEF for further necessary action.             | Incharge, HWMD      |                         |

Prepared by:

Approved by:

Issued by:



**PROCEDURE FOR IDENTIFICATION  
& CHARACTERISATION OF BIO-  
MEDICAL WASTES**

DOC NO: CPCB/HWMD/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for identification and characterization of hazardous waste as per Bio-medical Wastes (M&H) Rules, 1998

Scope : Applicable for Bio-medical waste handlers

Responsibility : Incharge, HWM Division

| S.No. | Activity   | Description  | Responsibility | Ref. Doc.  |
|-------|--|--|----------------|--|
| 1.    | Circulation of report format   | Reporting format is circulated to the respective prescribed authority for submitting information on bio-medical wastes. The information is submitted to CPCB by 31 <sup>st</sup> March of every year/  | EE & AEE       | Clause No.10 of MoEF notification no. S.O. 630E() dated 20.7.1998. Format of annual report (CPCB/HWMD/f/01/01) |
| 2.    | Receipt of annual report on Bio-medical waste                                      | The Annual Reports received are kept in Annual Report file and date of receipt of report is marked.  | AEE            | Annual Report file   |
| 3.    | Review of receipt status and sending reminders to respective prescribed authority. | The status of receipt is reviewed and reminders are sent to concerned prescribed authorities who fail to submit report in time.  | EE & AEE       | Annual Report file   |
| 4.    | Review of Annual Report  | Annual Report received are reviewed for : <ul style="list-style-type: none"> <li>• The quantum of Bio-medical wastes generated and corresponding treatment facility available</li> <li>• No. of HCFs and bedis reporting</li> <li>• Gap between no. of HCF applied for authorization and no. of HCF granted the authorization</li> <li>• No. of incinerators with / without air pollution control devices</li> <li>• Co-relation between quantity of bio-medical waste generation and</li> </ul> |                | File   |

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|    |  | no. of beds   |          |                                       |
|----|--|---|----------|---------------------------------------|
| 5. | Seeking clarifications (if any) from prescribed authority                        | The clarifications are obtained from the prescribed authority on the issues arising out of the review of annual report. | EE       | Annual Report file                    |
| 6. | Compilation of Annual Report   | All the annual reports are compiled   | EE & AEE | Annual Report file                    |
| 7. | Submission of information on bio-medical waste management to MoEF / Stakeholders | The information on bio-medical wastes management is submitted to MoEF / Stakeholders as and when demanded by them       | EE & AEE | File of MoEF / Stakeholders reporting |

**Prepared by:**

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**PROCEDURE FOR  
IMPLEMENTATION OF BIO-  
MEDICAL WASTE (M&H)  
RULES, 1998**

DOC NO: CPCB/HWMD/P/04  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for implementation of Bio-medical Waste (M&H) Rules, 1998

Scope : Applicable to all bio-medical wastes handlers / prescribed authority

Responsibility : Incharge, HWM Division

| S.No. | Activity  | Description   | Responsibility | Ref. Doc.            |
|-------|---|---|----------------|----------------------|
| 1.    | Monitoring of the implementation of BMW Rules in HCFs / CBWTFs                        | The assessment is either carried out from the annual report received from SPCB / PCC or field visits by CPCB Head Officer / Zonal Office          | EE & AEE       | BMW Rules            |
| 2.    | Review / evaluation of monitoring reports   | Review / evaluation is carried out by the concerned official and recommendation is made to the competent authority of CPCB for action to be taken | EE & AEE       | File                 |
| 3.    | Pursuing with the SPCBs / PCCs  | Pursuing with the SPCBs / PCCs in order to take necessary action for better implementation of the Rules.  | EE & AEE       | File                 |
| 4.    | Issue of show-cause notices under section 5 of the Environment (Protection) Act, 1986 | Issue of show-cause notices under section 5 of the Environment (Protection) Act, 1986 to the defaulting HCFs / CBWTFs                             | EE             | Section 5 of the EPA |

**Prepared by:**

**Approved by:**

**Issued by:**



**PROCEDURE FOR INSPECTION  
OF HEALTHCARE AND BIO-  
MEDIAL WASTE TREATMENT  
FACILITIES**

**DOC NO: CPCB/HWMD/P/05  
ISSUE No. 01  
PAGE: PAGE 8 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:**

Purpose : To establish a procedure for inspection of healthcare and bio-medical waste treatment facilities

Scope : Applicable to all bio-medical wastes generators and handlers

Responsibility : Incharge, HWM Division

| S.No. | Activity  | Description  | Responsibility | Ref. Doc.       |
|-------|---|--|----------------|-----------------|
| 1.    | Inspection of Healthcare and Bio-medical waste treatment facilities by CPCB | Inspection of Healthcare and Bio-medical wastes treatment facilities for the compliance of BMW Rules and CPCB guidelines | EE & AEE       | Inspection File |

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**PROCEDURE FOR INSPECTION  
OF HEALTHCARE AND BIO-  
MEDIAL WASTE TREATMENT  
FACILITIES**

**DOC NO: CPCB/HWMD/P/06  
ISSUE No. 01  
PAGE: PAGE 9 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:**

Purpose : To establish a procedure for evaluation of State of Art Treatment Technologies for Bio-medical Waste Management

Scope : Applicable to bio-medical wastes management

Responsibility : Incharge, HWM Division

| S.No. | Activity  | Description   | Responsibility | Ref. Doc. |
|-------|---|---|----------------|-----------|
| 1.    | Evaluation of State of Art Treatment Technologies by CPCB | Evaluation of State of Art Treatment Technologies by Expert Committee constituted by CPCB | EE & AEE       | BMW Rules |

**Prepared by:**

**Approved by:**

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**PROCEDURE FOR  
ORGANISING / SPONSORING  
PROGRAMMES ON BIO-  
MEDICAL WASTE  
MANAGEMENT**

**DOC NO: CPCB/HWMD/P/07  
ISSUE No. 01  
PAGE: PAGE 10 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:**

Purpose : To establish a procedure for organising / sponsoring programmes on bio-medical waste management

Scope : Applicable to bio-medical wastes management

Responsibility : Incharge, HWM Division

| S.No. | Activity  | Description  | Responsibility | Ref. Doc.   |
|-------|---|--|----------------|---|
| 1.    | Organisation / sponsoring programmes on bio-medical wastes management | Organisation / sponsoring programmes on bio-medical waste management by CPCB | EE & AEE       | Organisation / sponsoring programmes on bio-medical waste management file |

**Prepared by:**

**Approved by:**

**Issued by:**

## Law Section

|   |   |   |
|---|---|---|
|  | <b>AUTHORITY &amp;<br/>RESPONSIBILITY</b> | DOC NO: CPCB/LAW/ A&R/I/1<br>ISSUE No. 01<br>PAGE: PAGE 1 of 7<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
|---|---|---|

1. Procedure of Handling of Court Cases;
2. Procedure of Vetting of agreement, contracts, MoU and Tender documents;
3. Procedure of reference received from the Ministry of Environment & Forests.
4. Procedure for empanelment of Advocates
5. Procedure for handling of public complaints.
6. Procedure for handling of Parliament Questions.
7. Procedure for amendment in the Rules/Act and Regulations.
8. Procedure for Publication of Gazette Notification.
9. Procedure for providing legal advise in service matter, vigilance and disciplinary action s.
10. Procedure for legal query from State Pollution Control Boards/State/Central Government etc.

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|  | <b>PROCEDURE FOR<br/>AMENDMENT IN THE<br/>ACT, RULES AND<br/>REGULATIONS</b> | DOC NO: CPCB/LAW/05<br>ISSUE No. 01<br>PAGE: PAGE 2 OF 7<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
|---|--|---|

**Purpose** : To establish a procedure for amendment in the Act, Rules and Regulations

**Scope** : Time Compliance

**Responsibility** : Assistant Law Officer

**Procedure** :

| S.No. | Activity  | Description  | Responsibility  | Ref. Doc.      |
|-------|---|--|---|----------------|
| 01.   | (a) Proposal/ Brief history from MoEF/ Department s may be received.<br><br>(b) The concerned Ministry again submitted the skeleton draft incorporating the suggestions | Broadly this may be related to Environmental Legislation/ related rules etc.<br><br>The skeleton draft again examined and if found suitable and fit in accordance with Rules of Draft then it is submitted to competent authority for its approval. It may also be submitted to concerned technical cell for examination and their input. Thereafter the draft has been forwarded to Hindi Section for translation. Two set of draft in bilingual language may be forwarded to the concerned department/ministry | This may be examined by Law Cell under the existing Rules, Regulations and Parameters. It is further processed and necessary remarks may be made and forwarded to the concerned Ministry/Department | File/Note etc. |

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|  | <b>PROCEDURE FOR<br/>HANDLINGS OF COURT<br/>CASES – GAZETTE<br/>NOTIFICATION</b> | <b>DOC NO: CPCB/LAW/P-03</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 3 OF 7</b><br><b>PAGE REVN. NO.: 00</b><br><b>ISSUE DATE:</b> |
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**Purpose** : To establish Procedure for publication of Gazette Notifications

**Scope** : Timely compliance

**Responsibility** : Assistant Law Officer

**Procedure** :

| S.No. | Activity   | Description  | Responsibility   | Ref. Doc.            |
|-------|--|--|--|----------------------|
| 01.   | (a) Request has been made from technical division of CPCB/MoEF as the cas may be fo gazette Notification of a particular legal instrument.   | Broadly this may be related to Environmental Legislation/ related rules etc. This may be gazette notification of environmental laboratories, Board analysts, and amendments in the service Regulation,1995   | This may be examined by Law Cell under the existing Rules, Regulations and Parameters. ~ | File/Note etc.       |
|       | (b) Proposal/ Brief history from MoEF/ Departments may be received.  | The skeleton draft again examined and if found suitable and fit in accordance with Rules of Draft then it is submitted to competent authority for its approval. It may also be submitted to concerned technical cell for examination and their input. Thereafter the draft has been forwarded to Hindi Section for translation. Two set of draft in bilingual language may be forwarded to the concerned department/ministry |  | Gazette Notification |
|       | (c) After the approval of competent authority, in case of draft related to CPCB oit is forwarded to department of publication for its publication. After public- cation copies have been circulated to the con- cerned departments |  |  |                      |

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|  | <b>PROCEDURE FOR<br/>HANDLINGS OF COURT<br/>CASES</b> | <b>DOC NO: CPCB/LAW/P-01</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 4 OF</b><br><b>PAGE REVN. NO.: 00</b><br><b>ISSUE DATE:</b> |
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**Purpose** : To establish a procedure for Handling Court Cases

**Scope** : Timely Compliance

**Responsibility** : R.S.Yadav, Assistant Law Officer


**Procedure** :

| S.No. | Activity  | Description  | Responsibility   | Ref. Doc. |
|-------|---|--|--|-----------|
| 01.   | Notice and copy of writ petition received from the different High Courts/Tribunals/ Civil Court   | The contents of writ petition examined and on the basis of contention of the Petition the copy of the writ petition forwarded to the concerned section for technical comments. | The concerned section after examination of the petition forwarded the technical comments to the Law Section for preparation of the reply of the writ petition.                                   |           |
| 02.   | The Law Section after receiving the technical comments of the concerned section prepared the draft counter affidavit/reply for filing in the High Courts or Lower Courts  | After preparation of the Counter Affidavit, Reply affidavit the draft to be put to the MS/CCB for their approval.  | After approval of the draft affidavit/reply the concerned Division Incharge have to sign on the approved C/A, Reply affidavit and sent back to Law Section for filing in the appropriate Court.  |           |
| 03.   | The Officer of Law Section dealing with different High Courts or Lower Courts matter accordingly send sufficient copies of the affidavit to the empanelled Advocates for filing in the appropriate court (i)Vakalatnama, duly | The empanelled Advocate who has entrusted the matter should filed the C/A, Reply Affidavit in the Court along with Vakalatnama   | After filing C/A, R/A the case listed for hearing and after hearing the Hon'ble Court passed directions for conducting inspection of the particular area and also directed to file status of the |           |

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| <b>S.No.</b> | <b>Activity</b>   | <b>Description</b>   | <b>Responsibility</b> | <b>Ref. Doc.</b> |
|--------------|---|--|-----------------------|------------------|
|              | signed by MS has also been given to the Advocate  |  | specific case.        |                  |
| 04.          | The CPCB after receiving the direction of the Hon'ble Court instruct its ZOs to conduct the inspection and submit its report.                           | The ZO after conducting inspection submit its report to the MS and CCB for its approval and forwarded to Law Section for filing through the affidavit. |                       |                  |
| 05.          | The Law Section after receiving the approved report prepare another affidavit and again submit to MS/CCB for its approval.                              | The MS and CCB approve the draft affidavit and send back to Law Section for filing in the appropriate Court.   |                       |                  |
| 06.          | The Law Section after receiving the approval of draft affidavit forwarded to the concerned section for signature on the approved fair typed affidavits. |  |                       |                  |

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|  | <b>PROCEDURE FOR<br/>PROVIDING LEGAL<br/>ADVICE IN SERVICE<br/>MATTER AND DISCIPLI-<br/>NARY ACTION ETC</b> | <b>DOC NO: CPCB/LAW/P-04</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 6 OF 7</b><br><b>PAGE REVN. NO.: 00</b><br><b>ISSUE DATE:</b> |
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**Purpose** : To establish procedure for providing legal advice in service matter and disciplinary action etc.

**Scope** : Timely compliance

**Responsibility** : Assistant Law Officer

**Procedure** :


| S.No. | Activity  | Description   | Responsibility  | Ref. Doc.         |
|-------|---|---|---|-------------------|
| 01.   | (a) Administration (R) and (P) forwarded files of Staff and Officers in relation to the legal queries regarding service matters.    | This may be examined with the Regulation 1995, FR/SR etc. IF the FR/SR is not provided by the concerned division the file may be returned to the Cell for re-submission of file along with required FR/SR   | The resubmitted file has been examined by the undersigned and the advice may be forwarded through Member Secretary to the concerned cell for perusal. | File/Note etc.    |
|       | (b) In case of litigation before competent Court the case file has been forwarded to Administration (R) and (P) section as required | The Administration (R) or (P) as required may examine the legal case file and put up parawise comments. Thereafter counter affidavit has been drafted and submitted to competent authority for its approval | The duly verified counter affidavit has been forwarded to the Advocate for filing.  | Counter Affidavit |
|       | (c) In case of complicated matters, such as contempt cases  | In such cases a brief has been prepared and forwarded to any of the Assistant   | The legal brief has been brought from the office of ASG.  |                   |

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| S.No. | Activity   | Description   | Responsibility | Ref. Doc. |
|-------|--|---|----------------|-----------|
|       | and in which the competent authority has directed that legal opinion may be taken from Asst. Solicitor General | Solicitor General along with empanelled Advocate. The legal opinion as rendered by Assistant Solicitor General may be submitted to competent authority for taking a decision. |                |           |

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# Library

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|  | <b>PROCEDURE FOR ACQUISITION OF BOOKS &amp; JOURNALS</b> | <b>DOC NO: CPCB/LIB/P/01</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 1 OF</b><br><b>PAGE REVN. NO.: 00</b><br><b>ISSUE DATE:</b> |
|---|--|--|

**Purpose:** To establish & implement a procedure for Acquisition of books and journals

**Scope:** Books, Journals, Magazines, Newspapers

**Responsibility:** In charge Library

**Procedure:**

| S. No. | Activity                                  | Description  | Responsibility        | Ref. Doc.   |
|--------|---|--|-----------------------|---|
| 1.     | Need Assessment                           | Selection of learning resources based on recommendations by the Library Screening Committee, and requisitions received from Officials  | Documentation Officer | Recommendations of Library Screening committee            |
| 2.     | Receipt of Annual Action plan             | After receipt of circular from Planning Division (PCP) for preparation of Annual estimates of Library, estimate is prepared based on the need assessment in the specified Performa.<br><br>Budget estimates are prepared for financial year and submitted to PCP division. | Documentation Officer | Format of Annual Action plan/Estimate (CPCB/Lib./F/01/01) |
| 3.     | Submission of Annual Estimate to PCP      | Budget estimates is submitted to PCP. The approval from competent authority is taken by PCP. Approved budget estimate is received in Library   | PCP                   |   |
| 4.     | Seeking Administrative Approval of budget | Administrative approval of budget is obtained from the competent authority after receipt of published annual action plan of CPCB, containing the budget of Library   | Chairman / CPCB       |   |
| 5.     | Formation of library Screening            | A library Screening Committee is proposed by the in-charge library and approved by the   | MS                    |   |

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| S. No. | Activity  | Description  | Responsibility              | Ref. Doc.                                |
|--------|---|--|-----------------------------|--|
|        | committee   | Competent Authority. The tenure of library Screening committee is generally of two years.  |                             |  |
| 6.     | Selection of books & journals                           | Selection of books and journals is done on the basis of the recommendations of the library committee, and requisitions received from the officials.  | Library Screening Committee |  |
| 7.     | Library Screening Committee                             | Minutes of library committee are prepared by convener of the committee enclosing the recommended books & journals and the minutes are sent to MS for approval  | Minutes of LSC              | Convener of LSC                          |
| 8.     | Preparation of proposal for purchase of books, Journals | Proposal is prepared based on the approved list of books & journals. The proposal includes Title of the book / journal, Name of Publisher, cost of the item to be purchased, no. of books/ journals. | DO                          | Proposal for purchase of books, Journals |
| 9.     | Seeking Financial Approval of proposal                  | The financial approval of proposal is obtained from the competent authority.   | MS                          |  |
| 10.    | Preparation of purchase order                           | After seeking financial approval, a purchase order is prepared & issued for books / journals.  | DO                          | Purchase order                           |
| 11.    | Receipt of books and journals                           | The title of the ordered publication is checked alongwith cost indicated in invoice / bill received against the purchase order. The title is send for accessioning                                   | DO                          |  |

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## PROCEDURE FOR ACCESSIONING OF BOOKS AND JOURNALS

DOC NO: CPCB/LIB/P/02  
ISSUE No. 01  
PAGE: PAGE 3 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

**Purpose:** To establish & implement a procedure for Accessioning of books and journals

**Scope:** Books and Journals

**Responsibility:** In charge Library

### Procedure:

| S No | Activity   | Description  | Responsibility    | Ref. Doc                               |
|------|--|--|-------------------|--|
| 1.   | Receipt of book / journals                                     | On receipt of books, the details are recorded in accessioning register and accession number is assigned to each book.  | Asstt             | Accessioning Regis (CPCB/Lib./F/02/01) |
| 2.   | Assigning of classification number                             | For each a book, classification no. is assigned as per the Universal Decimal Classification (UDC)  | In-charge library |  |
| 3    | Accessioning of books & Preparation of book card and date slip | The book card and date slip is prepared and pasted. The book card has Class no, Book no, author, title of the book and accession number, and date slip has accession number only | Library Attendant |  |
| 4    | Shelving of book   | Books are shelved as per the class number with subject indication  | Library Attendant |  |

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## PROCEDURE FOR CHARGING AND DISCHARGING OF BOOKS

DOC NO: CPCB/LIB/P/03  
ISSUE No. 01  
PAGE: PAGE 4 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

**Purpose:** To establish & implement a procedure for charging and discharging of books

**Scope:** Books

**Responsibility:** In charge Library

### Procedure:

| S No | Activity              | Description   | Responsibility    | Ref. Doc |
|------|-----------------------|---|-------------------|----------|
| 1.   | Issue membership card | Fill in membership forms and each member entitles to get 3 membership cards           | Asstt             |          |
| 2.   | Issue of books        | One book is issued against one card. date and due date is stamped on date slip        | Asstt             |          |
| 3    | Returning the book    | Book can be retained for 15 days. If book is kept beyond due date, reminder is issued | Asstt             |          |
| 4    | Shelving of book      | Books are shelved as per the class number with subject indication                     | Library Attendant |          |

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## PROCEDURE FOR PHYSICAL VERIFICATION AND BINDING

DOC NO: CPCB/LIB/P/04  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

**Purpose:** To establish & implement a procedure for physical verification and binding.

**Scope:** Books

**Responsibility:** In charge Library

### Procedure:

| S No | Activity              | Description   | Responsibility                  | Ref. Doc                     |
|------|-----------------------|---|---------------------------------|------------------------------|
| 1.   | Physical Verification | Physical Verification implies the physical check-up of the holding of the library. The common method of verification of documents from one end to the other of library is by checking their accession numbers | Physical Verification Committee | Physical Verification Report |
| 2.   | Binding Operation     | The worn out, torn and damaged books are collected from the stack. These books are withdrawn from the live stock for future use. Loose issues of periodicals are bound, when the volume is completed.         | Asstt                           | Binding Records              |

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Approved by:

Issued by:



**PROCEDURE FOR  
CLASSIFICATION AND  
CATALOGUING OF BOOKS**

DOC NO: CPCB/LIB/P/05  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

**Purpose:** To establish & implement a procedure for classification and cataloguing of books.

**Scope:** Books

**Responsibility:** In charge Library

**Procedure:**

| S. No. | Activity       | Description   | Responsibility        | Ref. Doc.                               |
|--------|----------------|---|-----------------------|---|
| 1.     | Classification | Arranging the documents subject wise as that is a convenient mode of their retrieval by users. Universal Decimal Classification (UDC) Scheme is being used to assign class number. UDC scheme helps the user to find all the documents of the same kind together. | Documentation Officer | Universal Decimal Classification (UDC)  |
| 2.     | Cataloguing    | A catalogue is a tool to provide access to the library's holding. Each book has a card catalogue prepared as per Anglo-American Cataloguing Rules (AACR), and author, title and subject in one file, arranged alphabetical order for users ease.                  | Documentation Officer | Anglo-American Cataloguing Rules (AACR) |



**PROCEDURE FOR  
TECHNICAL REPORTS**

DOC NO: CPCB/LIB/P/06  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

**Prepared by:**

**Approved by:**

**Issued by:**

**Purpose:** To establish & implement a procedure for printing of technical reports

**Scope:** CPCB Technical Reports

**Responsibility:** In charge Library

**Procedure:**

| S. No. | Activity                           | Description  | Responsibility        | Ref. Doc. |
|--------|------------------------------------|--|-----------------------|-----------|
| 1.     | Formatting of reports              | Composing of text and formatting   | DEO                   |           |
| 2.     | Vetting                            | After receipt of vetted report from concerned Division   | Concerned Division    |           |
| 3.     | Seeking the estimates from Printer | Seeking estimates from empanelled printer for awarding the job   | Publication Assistant |           |
| 4.     | Financial approval                 | After seeking the estimates the estimates alongwith Camera ready material is put up for approval of competent authority. | MS                    |           |
| 5.     |                                    | After financial approval, the job is awarded to the printer for printing   | Publication Assistant |           |

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# PAMS Division

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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | DOC NO: CPCB/PAMS/A&R/01<br>ISSUE No. 01<br>PAGE: PAGE 1 OF<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
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| S.No. | Designation            | Responsibility   |
|-------|------------------------|--|
| 1.    | Incharge               | Coordination of PAMS Division                              |
| 2.    | Scientist C            | Assessment of ground water monitoring                      |
| 3.    | Scientist C            | National Water Quality Monitoring Programme                |
| 4.    | Scientist C            | Inter State River Boundary Monitoring Programme            |
| 5.    | Environmental Engineer | National Air Quality Monitoring Programme                  |
| 6.    | Asst. Env. Engineer    | National Air Quality Monitoring Programme                  |
| 7.    | Personal Assistant     | Secretarial Assistance PAMS Division & Additional Director |
| 8.    | LDC                    | Typing work  |
| 9.    | LDC                    | Logistic Arrangements                                      |
| 10.   | Attendant              | Transfer of various documents in Officer.                  |

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## PROCEDURE FOR NATIONAL WATER QUALITY MONITORING PROGRAMME

DOC NO: CPCB/PAMS/P/01  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for National Water Quality Monitoring Programme

Scope : Monitoring of Inland Water Resources in India through State Pollution Control Boards

Responsibility : Incharge, PAMS Division

Procedure :

| S.No. | Activity   | Description  | Responsibilities             | Ref.Doc.                           |
|-------|--|--|------------------------------|------------------------------------|
| 1.    | Planning of monitoring   | Monitoring programme is planned on the basis of which areas to be covered and what to be taken for monitoring  | Sc.'C'                       | Annual Action Plan                 |
| 2.    | Identification of Monitoring Locations to be covered under the programme | Monitoring locations are identified as<br>i) Base Station<br>ii) Trend Station<br>iii) Impact cum Flux Station   | Sc.'C'                       | CPCB Guidelines                    |
| 3.    | Preparation of proposal  | A proposal is prepared which includes<br>i) No. of locations to be covered<br>ii) Monitoring Protocol<br>iii) Data generation, collection, collation & compilation<br>iv) Data Reporting<br>v) Expenditure & Budgeting | Sc.'C'                       |                                    |
| 4.    | Obtaining Technical Approval   | Technical approval from I/c PAMS   | Sc.'C'                       | Proposal note                      |
| 5.    | Obtaining Administrative Approval  | After technical approval, proposal is sent to competent authority for administrative approval.   | Sc. 'C' / Incharge           | Technically approved Proposal note |
| 6.    | Commence / execution of the project through SPCBs.                       | SPCBs are communicated to carry out the activities as per TOR or MoU or work order   | Sc.'C' / Additional Director |                                    |
| 7.    | Receipt of Data  | Record maintenance   | Sc.'C'                       |                                    |
| 8.    | Entry of Data details in Status Book                                     | Maintaining Status   | Sc.'C'                       |                                    |
| 9.    | Processing of  | Checking, validation and identify  | Sc.'C'                       |                                    |

**Prepared by:**

**Approved by:**

**Issued by:**

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|-----|--|--|----------------------------|--|
|     | Data   | outliers of data and communicate to SPCBs  |                            |  |
| 10. | Review of Monitoring Network                         | Review meeting with SPCBs  | Sc.'C' / Incharge          |  |
| 11. | Surveillance of Monitoring Network                   | Visit to Monitoring locations for their O&M and data reliability   | Sc.'C'/ZO                  |  |
| 12. | Payment to SPCBs / monitoring agency                 | Payment to be made to SPCBs on receipt of bills for monitoring as per terms and conditions approved by the Board periodically and the date received.   | Sc.'C'                     |  |
| 13. | Data Analysis for preparation of report CPCB website | River Basin wise sequencing of data in accordance to the longitudinal profile of rivers and Statewise for other water bodies is processed for preparation of final report and website of CPCB. | Sc.'C'                     |  |
| 14. | Publication of National Status Report                | Approval of MS / CCB for publication of the final report.  | Sc.'C'/Additional Director |  |

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## PROCEDURE FOR HEALTH EFFECTS OF AIR POLLUTION

DOC NO: CPCB/PAMS/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Health Effects of Air Pollution

Scope : To study the impact of health effects of air pollution in urban areas.

Responsibility : Incharge, PAMS Division

Procedure :

| S.No. | Activity  | Description   | Responsibilities  | Ref.Do c. |
|-------|---|---|---|-----------|
| 1.    | Planning  | Identification of area.   | EE / Sc.'C' /<br>Addl. Director                               |           |
| 2.    | Identification of Scope of work Terms of Reference and preparation of MOU | Formulation of TOR/MOU, formulation of scope of work, taking admn. approval | EE / Sc.'C'   |           |
| 3.    | Taking Technical approval   | Technical evaluation and approval from Incharge                             | EE / Addl<br>Director /<br>Member<br>Secretary                |           |
| 4.    | Taking Admn. Approval   | Approval of budget and protocol from MS / CCB                               | EE / Addl.<br>Director /<br>Member<br>Secretary /<br>Chairman |           |
| 5.    | Award of work including signing of MoU                                    | MoU will be communicated to respective agencies                             | EE / Addl.<br>Director  |           |
| 6.    | Co-ordination, progress monitoring and mid term evaluation and review     | Review meeting with monitoring agencies concerned                           | EE / Additional<br>Director                                   |           |
| 7.    | Receipt of final report, review of report                                 | Finalization of report.   | EE / Sc.'C'   |           |
| 8..   | Release of payment  | Release of payment as per the TOR under MoU                                 | EE / Addl.<br>Director / MS                                   |           |
| 6.    | Follow-up   | Implementation of recommendations   | EE / Addl.<br>Director / MS                                   |           |

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## PROCEDURE FOR MONITORING AT INTER-STATE RIVER BOUNDARIES

DOC NO: CPCB/PAMS/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose : To establish a procedure for Monitoring at inter-state river boundaries
- Scope : Monitoring of inter-state rivers at Borders to assess the water quality of river in a particular State before entering into its neighbouring State.
- Responsibility : Incharge, PAMS Division
- Procedure :

| S.No. | Activity                          | Description   | Responsibilities              | Ref. Doc. |
|-------|-----------------------------------|---|-------------------------------|-----------|
| 1.    | Initiation of project             | Monitoring of rivers at inter- state borders are based on directions from Member secretary / Chairman conferences   | Scientist `C`                 |           |
| 2.    | Planning of the project           | Identification of the monitoring locations at interstate river boundary   | Scientist `C`/ Addl. Director |           |
| 2     | Obtaining Technical Approval      | The Technical Approval of the project is obtained from Member Secretary and Incharge.   | Scientist `C`                 |           |
| 3.    | Obtaining Administrative Approval | The Administrative Approval of the proposal is obtained from Competent Authority (Chairman/ Member Secretary/ Incharge)   | Scientist `C`/ Addl. Director |           |
| 4.    | Execution of Project              | 1. Execution of WQ monitoring on quarterly basis through CPCB HQ & ZOs.<br>2. Analysis of WQ samples through labs<br>3. Compilation of Data/ information<br>4. Preparation of report  | Scientist `C`                 |           |
| 5.    | Receiving of Raw Data From ZOs.   | ZOs will monitor water quality at identified locations and provide data to HQ   | Scientist `C`                 |           |
| 6.    | Follow-up action                  | 1. Monitoring locations not meeting the criteria will be communicated to SPCBs for remedial measures as per guidelines issued to SPCBs by CPCB through ZOs<br>2. To inform the Board on status of WQ at interstate borders and action required with the defaulting SPCBs. | Scientist `C`/ Addl. Director |           |

Prepared by:

Approved by:

Issued by:



**PROCEDURE FOR FOLLOW-UP OF  
COUR MATTERS RELATED TO  
AMBIENT WATER AND AIR  
QUALITY**

DOC NO: CPCB/PAMS/P/04  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Follow-up of Court matters related to ambient water and air quality.

Scope : Court orders on public interest litigations will be compiled through field studies, preparation of reports and recommending actions required.

Responsibility : Incharge, PAMS Division

Procedure :

| S.No. | Activity  | Description  | Responsibilities                           | Ref.Doc. |
|-------|---|--|--|----------|
| 1.    | Hon'ble Supreme Court   | Public Interest Litigation make CPCB as a respondent in all the issues related to quality of water and air being dealt under water act, air act and EPA. | EE / Sc.'C' / Addl. Director/ MS/ Chairman |          |
| 2.    | Matters related to environment around Taj in Agra.<br><br>Water quality status of Yamuna<br><br>Water quality status of Ganga and its tributaries | Receipt of orders from Supreme Court<br>Survey/investigation on the matter preparation of reports<br>Submission of report along with affidavit           | Addl. Director                             |          |
| 3.    | Status of Municipal Solid Waste in Delhi  | Public Interest Litigation make CPCB as a respondent in all the issues related to quality of water and air being dealt under water act, air act and EPA. | Sc.'C'/Addl. Director                      |          |
| 4.    | Any other order as and when issued by Hon'ble Supreme Court/Hon'ble High Court/Any other courts   | Various matters related to water and air act are being communicated for comments and status report.  | Sc.'C'/Addl. Director                      |          |

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**PROCEDURE FOR COLIFORM  
REDUCTION IN STPs AND  
DEVELOP COLIFORM STANDARDS**

DOC NO: CPCB/PAMS/P/05  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Coliform reduction in STPs and develop coliform standards.

Scope : Coliform bacteria need to be removed before being discharged to ambient water based on the number of coliform bacteria suggested in the standards.

Responsibility : Incharge, PAMS Division

Procedure :

| S. No. | Activity   | Description  | Responsibilities                         | Ref. Doc. |
|--------|--|--|--|-----------|
| 1.     | Identification of Scope of work, TOR and preparation of MoU. | 1.Formulation of TOR/MoU formulation of scope of work..<br>2. Identification of STPs for carrying out studies for evaluation of their performance. | Scientist `C`                            |           |
| 2      | Obtaining Technical Approval                                 | The Technical Approval of the project is obtained from Member Secretary and Incharge.  | Scientist `C`                            |           |
| 3      | Obtaining Administrative Approval                            | The Administrative Approval of proposal is obtained from Competent Authority (Chairman / Member Secretary)   | Scientist `C`/<br>Addl.<br>Director      |           |
| 4      | Award of work & its execution                                | 1.Communication of MoU to concerned institution<br>2. Co-ordination, progress, monitoring and review.  | Scientist `C`/<br>Addl.<br>Director      |           |
| 5      | Receipt of final report, review of report                    | Acceptance and finalization of the report received.  | Scientist `C`/<br>Addl. Director         |           |
| 6      | Publication of Report on Coliform Reduction in STPs          | Approval of Member Secretary/Chairman to be obtained   | Scientist `C`/<br>Addl.<br>Director      |           |
| 7      | Development of coliform standards in treated sewage          | Development of standards through PEER & CORE Committee   | Scientist `C`/<br>Additional<br>Director |           |
| 8      | Follow-up action   | Implementation of recommendations  | Scientist `C`                            |           |

**Prepared by:**

**Approved by:**

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**PROCEDURE FOR OPERATION  
AND MAINTENANCE OF SEWAGE  
TREATMENT PLANTS AND THEIR  
PERFORMANCE**

DOC NO: CPCB/PAMS/P/06  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Evaluation of operation and maintenance of STPs and their performance.

Scope : To ensure proper operation of STPs to evaluate the operation and maintenance of Sewage Treatment Plants (STPs)

Responsibility : Incharge, PAMS Division

Procedure :

| S. No. | Activity                          | Description  | Responsibilities              | Ref. Doc. |
|--------|-----------------------------------|--|-------------------------------|-----------|
| 1.     | Planning of the project           | Identification of the STPs to be covered under the study   | Scientist `C'/ Addl. Director |           |
| 2.     | Obtaining Technical Approval      | The Technical Approval of the project is obtained from Member Secretary and Incharge.  | Scientist `C'                 |           |
| 3.     | Obtaining Administrative Approval | The Administrative Approval of the proposal is obtained from Competent Authority (Chairman/ Member Secretary)  | Scientist `C'/ Addl. Director |           |
| 4.     | Execution of Project              | <ul style="list-style-type: none"><li>• Visiting the identified STPs on random basis</li><li>• Collection of information from STPs through questionnaire survey</li><li>• Compilation of Data/ information</li><li>• Preparation of report</li></ul> | Scientist `C'/ Consultant     |           |
| 5.     | Publication of Report             | Approval of Member Secretary/Chairman  | Scientist `C'/ Addl. Director |           |
| 6.     | Follow-up action                  | To inform the concerned authorities and the display of the report on CPCB's website.   | Scientist `C'/ Addl. Director |           |

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Approved by:

Issued by:



**PROCEDURE FOR THE STATUS OF  
WATER SUPPLY, SEWAGE  
COLLECTION / TREATMENT / MSW  
COLLECTION IN CLASS – I CITIES  
AND CLASS – II TOWNS**

DOC NO: CPCB/PAMS/P/07  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose : To establish a procedure for the status of water supply, sewage collection / treatment / MSW collection in Class – I cities and Class – II towns.
- Scope : Assessment of water supply, sewage collection / treatment / disposal and municipal solid waste collection / processing / disposal in Class I cities and Class II towns which are important indicators of environmental quality in terms of pollution load and related issues
- Responsibility : Incharge, PAMS Division
- Procedure :

| S. No. | Activity   | Description   | Responsibilities              | Ref. Doc. |
|--------|--|---|-------------------------------|-----------|
| 1.     | Planning   | Assessment of status of water supply, sewage collection/ treatment/ disposal and municipal solid waste collection/ processing/disposal in class-I cities and class-II towns   | Scientist `C` / Adl. Director |           |
| 2      | Obtaining Technical Approval   | The Technical Approval of the project is obtained from Member Secretary and Incharge  | Scientist `C`                 |           |
| 3      | Obtaining Administrative Approval  | The Administrative Approval of proposal is obtained from Competent Authority (Chairman/Member Secretary/ Incharge)  | Scientist `C`/ Adl. Director  |           |
| 2.     | Collection of requisite information from Class-I cities & Class-II towns | <ol style="list-style-type: none"><li>1. Preparation of questionnaire</li><li>2. Identification of Towns /Cities for collection of information</li><li>3. Request to concerned municipal bodies/ authorities through SPCBs/ ZOs and persuasion till receipt of information</li><li>4. Receipt of information.</li></ol> | Scientist `C`/Adl. Director   |           |

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| 3  | Compilation of data/<br>information    | 1. Entry/checking of Data details<br>2. Processing of Data<br>3. Validation of Data<br>4. Sorting/editing of discrepancies | Scientist `C`                |  |
| 4. | Preparation and finalization of report | 1. Preparation and finalization of report for publishing.<br>Approval of MS / Chairman to be obtained.                     | Scientist `C`/Addl. Director |  |
| 5  | Follow-up action                       | Implementation of recommendations.   | Scientist`C`/Addl. Director  |  |

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**PROCEDURE FOR ASSESSMENT  
OF GROUNDWATER QUALITY IN  
INDIA**

DOC NO: CPCB/PAMS/P/08  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure to assess groundwater quality in India  
Scope : Monitoring of Groundwater Resources such as Problem Areas and Metropolitan cities in India through other agencies.  
Responsibility : Incharge, PAMS Division  
Procedure :

| S. No. | Activity                         | Description   | Responsibilities                      | Ref. Doc. |
|--------|----------------------------------|---|---------------------------------------|-----------|
| 1.     | Planning                         | Monitoring of groundwater in different areas of the country   | Scientist `C'                         |           |
| 2.     | Identification of the study area | Identification of Towns /Cities for monitoring of groundwater contamination through anthropogenic activities as well as geogenic sources  | Scientist `C'                         |           |
| 3.     | Preparation of proposal          | <ul style="list-style-type: none"><li>• Identification of sources of pollution in the town;</li><li>• Assessment strategy: includes Base location, Trend location, Impact cum Flux location. The proposal shall include:<ul style="list-style-type: none"><li>(a) No. of locations to be covered in each town;</li><li>(b) Fixing of Parameters to be analyzed in each town;</li><li>(c) Expenditure &amp; Budgeting;</li><li>(d) Frequency of sampling in each town (i. e. seasonal-Pre-monsoon, post monsoon etc.);</li><li>e) Data generation, collection, collation, and compilation and reporting.</li></ul></li></ul> | Scientist `C'                         |           |
| 4.     | Technical Approval               | The Technical Approval of proposal is obtained from Additional Director   | Scientist `C'                         |           |
| 5.     | Administrative Approval          | The Administrative Approval of proposal is obtained from Competent Authority (Chairman/Member Secretary)  | Scientist `C'/<br>Additional Director |           |
| 6.     | Work ward and its execution      | Communication with executive agencies along with MOU to carry out the activities/GWQ work.<br>Coordination, progress monitoring   | Scientist `C'/<br>Additional Director |           |

**Prepared by:**

**Approved by:**

**Issued by:**



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|     |  | and review.  |                          |  |
| 7.  | Receipt of Data/Reports  | Checking data /reports   | Scientist `C'            |  |
| 8.  | Entry of Data details in the PC's etc.                           | Maintaining data/reports   | Scientist `C'            |  |
| 9.  | Processing of Data   | Checking of data   | Scientist `C'            |  |
| 10. | Validation of Data   | Identifying any outliers   | Scientist `C'            |  |
| 11. | Communication of discrepancies/clarification                     | Communicating to Executing agencies  | Scientist `C'            |  |
| 12. | Receipt of Bills from executive agency                           | Payment to be made to SPCBs  | Scientist `C'            |  |
| 13. | Processing and release of payment                                | Processing and release of payment as per the MOU signed.   | Scientist `C'            |  |
| 14. | Data analysis  | Groundwater quality is analysed (citywise sequencing of data) to check the contamination and to compare it with the data of water quality standards (BIS / WHO). | Scientist `C'            |  |
| 16. | Preparation and publication of groundwater quality status report | Preparation of ground water quality status report<br>Approval of MS / CCB for publication<br>Publishing the report   | Scientist `C'            |  |
| 17. | Display of ground water quality data and report on CPCB website  | Ground water quality data as well as National status report are displayed on CPCB website  | Incharge / Scientist `C' |  |

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**PROCEDURE FOR MANAGEMENT  
OF MUNICIPAL SOLID WASTE IN  
DELHI**

DOC NO: CPCB/PAMS/P/09  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for management of Municipal Solid Waste in Delhi

Scope : Monitoring and inspection of Municipal Solid Waste in Delhi

Responsibility : Incharge, PAMS Division

Procedure :

| Sl. No. | Activity                                       | Description  | Responsibilities | Ref.Doc. |
|---------|--|--|------------------|----------|
| 1.      | Planning for Inspection details                | i) Identification of Responsible Agencies.<br>ii) Identification of Areas to be Inspected.<br>iii) Planning for Monitoring / Inspection. | Scientist 'C'    |          |
| 2.      | Execution of Logistic arrangement.             | i) Decision of work team members.<br>ii) Finalization of schedule.<br>iii) Taking of Approval of Inspection                              | Scientist 'C'    |          |
| 3.      | Compilation of Data<br>Preparation of proposal | i) Making Summary of each Zones of MCD, NDMC, & DCB etc<br>ii) Identification of conditions of receptacles & hot spots.                  | Scientist 'C'    |          |
| 4.      | Preparation of Inspection Report & Affidavit.  | i) Preparation of Inspection Report.<br>ii) Preparation of Affidavit & final approval from Competent authorities (MS/CCB)                | Scientist 'C'    |          |
| 5.      | Submission of Report.                          | Onward transmission & submission of Inspection report along with Affidavit to Law Section / Hon'ble court.                               | Scientist 'C'    |          |

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**PROCEDURE FOR CALIBRATION  
AND EVALUATION OF AMBIENT  
AIR QUALITY STATIONS IN INDIA**

DOC NO: CPCB/PAMS/P/10  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Calibration and evaluation of ambient air quality stations in India

Scope : Calibration and Evaluation of 339 Ambient Air Quality Stations in India through external agencies.

Responsibility : Incharge, PAMS Division

Procedure :

| S. No. | Activity                | Description   | Responsibilities                      | Ref. Doc. |
|--------|-------------------------|---|---------------------------------------|-----------|
| 1.     | Planning                | What is to be monitored-Matrix?   | Scientist `C`                         |           |
| 2.     | Preparation of proposal | i) Identification of sources of Air Pollution in the town through questionnaire;<br>ii) Assessment strategy: Air Quality Station Evaluation Sheet (AQSES) includes Base location, Trend location, Impact cum Flux location in each town;<br>iii) The proposal shall include evaluation of established stations in each town;<br>iv) Calibration, serving, and repair of RDS/HVS and also laboratory balance;<br>v) Total Expenditure & Budgeting;<br>vi) Data generation, collection, collation, and compilation and reporting. | Scientist `C`                         |           |
| 3.     | Technical Approval      | Technical Approval of the proposal is obtained from Incharge  | Scientist `C`                         |           |
| 4.     | Administrative Approval | The Administrative Approval of proposal is obtained from Competent Authority (Chairman/Member Secretary)  | Scientist `C`/<br>Additional Director |           |
| 5.     | Work Award              | Executive agencies along with Agreement document (AD) communicated to carry out the Job work (Award of work).   | Scientist `C`/<br>Additional Director |           |
| 6.     | Receipt of Data/Reports | Checking data /reports  | Scientist `C`                         |           |
| 7.     | Entry of Data           | Received data is entered to maintain record / status  | Scientist `C`                         |           |
| 8.     | Processing of Data      | Checking of data  | Scientist `C`                         |           |

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| 9.  | Validation of Data  | Identifying any outliers  | Scientist `C'                         |  |
| 10. | Communication of summary of job work and Findings & Recommendations to each SPCBs | Communicating to SPCB's and other agency's such as Universities, NEERI, TMC etc.    | Scientist `C'                         |  |
| 11  | Receipt of Bills from Executing agency's  | Payment to be made to agency's who performed the job work                           | Scientist `C'                         |  |
| 12  | Processing of Bills   | Processing of payment in accordance to the Agreement document to the firms/agency's | Scientist `C'                         |  |
| 13. | Release of payment  | Release of payment to Executing agencies as per Agreement document signed           | Scientist `C'/<br>Additional Director |  |
| 14. | Data Analysis for preparation of report   | City wise sequencing of data in respect of Air Pollution                            | Scientist `C'                         |  |
| 15  | Publication of National Status Report on GWQ                                      | Approval of Member Secretary/Chairman to be obtained                                | Scientist `C'/<br>Additional Director |  |

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**PROCEDURE FOR NATIONAL AIR  
QUALITY MONITORING  
PROGRAMME**

DOC NO: CPCB/PAMS/P/11  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose : To establish a procedure for National Air Quality Monitoring Programme
- Scope : Monitoring of Ambient Air Quality in various Cities/towns of the country through State Pollution Control Boards/Pollution Control Committees/National Environmental Engineering Research Institute
- Responsibility : Incharge, PAMS Division
- Procedure :

| S.No. | Activity   | Description  | Respon-<br>sibilities         | Ref.Doc. |
|-------|--|--|-------------------------------|----------|
| 1.    | Planning   | What is to be monitored  | EE                            |          |
| 2.    | Identification of Monitoring Locations to be covered under the programme | Monitoring Locations are identified as<br>i) Industrial areas<br>ii) Residential area<br>iii) Sensitive area   | EE                            |          |
| 3.    | Preparation of proposal  | The proposal shall include<br>i) No. of locations to be covered<br>ii) Monitoring Protocol<br>iii) Data generation, collection, collation, compilation<br>iv) Data Reporting<br>v) Expenditure & Budgeting | EE                            |          |
| 4.    | Obtaining Technical Approval   | The Technical Approval of the proposal is obtained from Incharge   | EE                            |          |
| 5.    | Administrative Approval  | The Administrative Approval of the proposal is obtained from Competent Authority (Chairman / Member Secretary)   | EE/<br>Additional<br>Director |          |
| 6.    | Communication of continuation/amendment in the work order                | SPCBs / PCCs / NEERI are communicated to carry out the activities  | EE/<br>Additional<br>Director |          |
| 7.    | Receipt of Data  | Filing   | EE/AEE                        |          |
| 8.    | Entry of Data details in Status Book                                     | Maintaining Status   | EE/AEE                        |          |
| 9.    | Processing of Data   | Checking of data   | EE/AEE                        |          |

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| 10. | Validation of Data   | Identify outliers   | EE/AEE                     |  |
| 11. | Communication of discrepancies/clarification               | Communicate to SPCBs/PCCs/ NEERI  | EE/AEE                     |  |
| 12. | Review of Monitoring Network                               | Review meeting with SPCBs/PCCs/ NEERI   | EE/<br>Additional Director |  |
| 13. | Surveillance of Monitoring Network                         | Visit to Monitoring locations for their appropriateness   | EE/ZO/AEE                  |  |
| 14. | Receipt of monitoring bills from SPCB's and other agencies | Processing of payment in accordance to the protocol of monitoring, terms & conditions approved by the Board and as per MoU with NEERI.  | EE / AEE                   |  |
| 15. | Release of payment to monitoring agencies                  | Release of payment to various SPCB's, NEERI and other monitoring agencies   | EE/AEE                     |  |
| 16. | Data Analysis  | Air quality data is analysed to check the exceedance factor, depiction of air quality in terms of low, moderate, high, critical and Identification of non-attainment cities in the country. | EE/AEE                     |  |
| 17. | Preparation and publication of air quality status report   | Preparation of National Air Quality status report<br>Approval of MS/CCB for publication of the report<br>Publication of the report  | EE /<br>Incharge           |  |
| 18. | Display of air quality data and report on CPCB website     | Air quality data as well as National status report are displayed on the CPCB website  | EE /<br>Incharge           |  |

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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | <b>DOC NO: CPCB/PCI-I/A&amp;R.01</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 1 OF 23</b><br><b>PAGE REVN. NO.: 00</b><br><b>ISSUE DATE:</b> |
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| S.No. | Authority                     | Responsibility   |
|-------|-------------------------------|--|
| 1.    | Additional Director (AD)      | Formulation of Standards and Control of pollution by generating relevant data, providing scientific information, rendering technical inputs for formation of national policies and programmes for Chemical Industrial Sectors, i.e. Refinery, Petrochemical, Pesticides, Bulk Drug, Soda Ash, Paint, Basic Organic Chemicals, Ink and Ink Printing, Chlor-alkali, Fertilizer, Dye & Dye Intermediate Industries etc. Reply to Parliament Questions, Parliament committees, providing information on RTA, Persuasion of cases of Supreme Court / High Court and implementation of Directions and other routine activities related to PCI - I Division |
| 2.    | Senior Environmental Engineer | Co-ordination and supervision of activities with respect to Petrochemical, Pesticides, Bulk Drug, Soda Ash, Paint, Basic Organic Chemicals, Ink and Ink Printing, Chlor-alkali, Sector Specific incinerator, Review of Environmental Statement and organizing Peer & Core Committee meeting for development of Environmental Standards for various sectors. Reply to Parliament Questions, Parliament committees, providing information on RTA, Persuasion of cases of Supreme Court / High Court and implementation of Directions and other routine activities related to sectors above mentioned.  |
| 3.    | Environmental Engineer – 1    | Co-ordination and supervision of activities related to Refinery, Fertilizer and Dye & Dye Intermediate Industries, and development of Environmental Standards (Effluent and Emission) including ambient air quality standards, sourceapportionate study etc. Reply to Parliament Questions, Parliament committees, providing information on RTA, Persuasion of cases of Supreme Court / High Court and implementation of Directions and other routine activities related to sectors above mentioned.   |
| 4.    | Environmental Engineer – 2    | Execution of projects, monitoring, assessment and  |

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|    |                                  | inspection of industries such as Petrochemical, Bulk Drug, Chlor-alkali, Basic Organic Chemicals, and Sector Specific incinerator and development & revision of Environmental Standards (Effluent and Emission) etc. Reply to Parliament Questions, Parliament committees, providing information on RTA, Persuasion of cases of Supreme Court / High Court and implementation of Directions and other routine activities related to sectors above mentioned.  |
| 5. | Assistant Environmental Engineer | Execution of projects, monitoring, assessment and inspection of industries such as Pesticide and Paint, also Review of Environmental Statement for identified Sectors, Import of Hazardous Chemicals and development & revision of Environmental Standards (Effluent and Emission) etc. Reply to Parliament Questions, Parliament committees, providing information on RTA, Persuasion of cases of Supreme Court / High Court and implementation of Directions and other routine activities related to sectors above mentioned. |

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**PROCEDURE FOR  
DEVELOPMENT OF CLEAN  
TECHNOLOGY AND GUIDELINES  
FOR HIGHLY POLLUTING  
PROCESS OF IDENTIFIED  
INDUSTRIAL SECTOR(S)**

DOC NO: CPCB/PCI-I/P-02  
ISSUE No. 01  
PAGE: PAGE 3 OF 23  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose** : To establish a procedure for Development of Clean Technology and Guidelines for highly polluting process of identified industrial sector(s)
- Scope** : For all the issues related to “Development of Clean Technology and Guidelines for prevention and control of pollution”
- Responsibility** : Incharge, PCI - I
- Procedure** :

| S. No. | Activity  | Description   | Responsibilities      | Ref. Doc. |
|--------|---|---|-----------------------|-----------|
| 1      | Development of Clean process technology for highly polluting process technology | <ul style="list-style-type: none"><li>Developing / proposing clean process technology as option to minimize pollution load generated from the particular process technology of their industrial sector (s)</li></ul>  | Divisional Head.      |           |
| 2.     | Preparation of Scope of work, Work plan and estimation of project cost          | <ul style="list-style-type: none"><li>Scope of work, work plan is prepared according to the scope of work of the study.</li><li>Project cost is estimated according to number of industries / process technology to be studied and man days requirement for finalizing standards</li><li>Methodology for the study is in general questionnaire survey, dry study followed with in-depth study of different technology, estimating AB / AT ratio and also based on Best Available Technology and Best Practicable Technology</li></ul> | Principal Coordinator |           |
| 3.     | Approval of Technical Committee   | <ul style="list-style-type: none"><li>Technical Committee evaluate the project proposal and approval</li></ul>  | Technical Committee   |           |
| 4.     | Decision on outsourcing or  | <ul style="list-style-type: none"><li>Decision is taken by authority on outsourcing the study or carrying out</li></ul>   | Member Secretary /    |           |

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| S. No. | Activity  | Description   | Responsibilities  | Ref. Doc. |
|--------|---|---|---|-----------|
|        | carrying out at in-house  | the study in-house depending on nature and quantum of work and manpower available   | Divisional Head   |           |
| 5.     | Identification of technical institutes / agencies for outsourcing | <ul style="list-style-type: none"> <li>Institutes / Agency is selected based on the experience of work in the same till empanelment of firms is prepared thereafter from the list of empanelment followed.</li> </ul>   | Project coordinator   |           |
| 6.     | Administrative approval of the Competent Authority                | <ul style="list-style-type: none"> <li>Administrative approval for the particular financial year as per annual action plan (allocation / re appropriation of sanction outlay) is sought from Competent Authority</li> </ul>   | MS / Divisional Head / Project coordinator                  |           |
| 7.     | Invitation of proposal from the Consultant / agencies             | <ul style="list-style-type: none"> <li>Identified consultant submits detailed project proposal according to objective and scope of work.</li> <li>The firm is selected based on the technical evaluation &amp; cost quoted or MoU basis for govt. Agencies</li> </ul> | Divisional Head   |           |
| 8.     | Execution of Agreement / Memorandum of Understanding (MOU)        | <ul style="list-style-type: none"> <li>MoU / agreement is signed for award of work</li> <li>Duty and responsibility of the individual, mode of payment, time duration and any other specific condition also added in the MoU / Agreement.</li> </ul>                  | Divisional Head   |           |
| 9.     | Award of work to the Consultant                                   | <ul style="list-style-type: none"> <li>Work is awarded to the consultant as per MoU / Agreement and along with 1<sup>st</sup> installment</li> </ul>  | Divisional Head   |           |
| 10.    | Monitoring progress of work and associating in field study        | <ul style="list-style-type: none"> <li>The progress of work is monitored, by the representative who associates during the study.</li> </ul>   | Project coordinators  |           |
| 11.    | Receipt of Interim Report   | <ul style="list-style-type: none"> <li>Interim report to be submitted by the firm after conducting field studies as per MOU / Agreement and release of next payment</li> </ul>  | Divisional Head   |           |
| 10.    | Receipt of draft report after completion of the field studies     | <ul style="list-style-type: none"> <li>A draft report is submitted by the consultant after completion of all studies as per scope of work</li> </ul>  | Project coordinator   |           |
| 12.    | Review of the draft report  | <ul style="list-style-type: none"> <li>Draft report is reviewed by the concerned and relevant comments are communicated to the consultant and called for presentation</li> </ul>  | Technical committee / Divisional Head / Project Coordinator |           |

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| <b>S. No.</b> | <b>Activity</b>  | <b>Description</b>   | <b>Responsibilities</b>                                     | <b>Ref. Doc.</b> |
|---------------|--|--|---|------------------|
| 13.           | Technical Presentation   | <ul style="list-style-type: none"> <li>• Consultant to make a technical presentation for amendment of comments / modification if any</li> </ul>  | Technical committee / Divisional Head / Project Coordinator |                  |
| 14.           | Receipt of the final report                                    | <ul style="list-style-type: none"> <li>• Final report is submitted by the consultant incorporating the comments suggested during review and presentation</li> </ul>  | Divisional Head   |                  |
| 15.           | Presentation of the study report before P& C Committee of CPCB | <ul style="list-style-type: none"> <li>• Finding of the study carried out and guideline for clean technology are presented before the Peer &amp; Core Committee and for its recommendations</li> </ul>           | Divisional Head / Project Coordinator                       |                  |
| 16.           | Finalization by the Board                                      | <ul style="list-style-type: none"> <li>• The proposed guidelines for clean technology by the Peer &amp; Core Committee are placed in the Board, for its approval and forward to MoEF for notification</li> </ul> | Divisional Head   |                  |
| 17.           | Forwarding standards to MoEF for notification                  | <ul style="list-style-type: none"> <li>• Clean Technology approved by the Board are forwarded to MoEF for notification</li> </ul>  | Divisional Head   |                  |
| 18.           | Presentation s before the MoEF                                 | <ul style="list-style-type: none"> <li>• Board approved clean technology is presented before the MoEF for notification</li> </ul>  | Divisional Head   |                  |
| 19.           | Publication of final report and suggested clean technology     | <ul style="list-style-type: none"> <li>• Final report along with suggested clean technology is published as CPCB publication</li> </ul>  | Divisional Head / MS /CCB                                   |                  |

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**PROCEDURE FOR  
DEVELOPMENT OF GUIDELINES  
/ CODE OF PRACTICE FOR  
POLLUTION PREVENTION IN  
INDUSTRIES**

DOC NO: CPCB/PCI-I/P-02  
ISSUE No. 01  
PAGE: PAGE 6 OF 23  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose** : To establish a procedure for Development of Guidelines / Code of Practice for Pollution Prevention in Industries
- Scope** : For all the issues related to "Pollution Prevention"
- Responsibility** : Incharge, PCI - I
- Procedure** :

| S. No. | Activity   | Description   | Responsibilities                   | Ref. Doc. |
|--------|--|---|------------------------------------|-----------|
| 1      | Identifying the industrial sector for development of guide line on Optimum water conservation, Waste minimization, etc.) | <ul style="list-style-type: none"><li>• Polluting industrial sector is identified for development of guideline for Pollution Control Technologies</li></ul>   | Divisional Head.                   |           |
| 2.     | Preparation of Scope of work, Work plan and estimation of project cost   | <ul style="list-style-type: none"><li>• Scope of work, work plan is prepared according to the scope of work of the study.</li><li>• Project cost is estimated according to number of industries / process technology to be studied and man days requirement for finalizing standards</li><li>• Methodology for the study is in general questionnaire survey, dry study followed with in-depth study of different technology</li></ul> | Principal Coordinator              |           |
| 3.     | Approval of Technical Committee  | <ul style="list-style-type: none"><li>• Technical Committee evaluates the project proposal and approves</li></ul>   | Technical Committee                |           |
| 4.     | Decision on outsourcing or carrying out at in-house  | <ul style="list-style-type: none"><li>• Decision is taken by authority on outsourcing the study or carrying out the study in-house depending on nature and quantum of work and manpower available</li></ul>   | Member Secretary / Divisional Head |           |

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| S. No. | Activity  | Description  | Responsibilities  | Ref. Doc. |
|--------|---|--|---|-----------|
| 5.     | Identification of technical institutes / agencies for outsourcing | <ul style="list-style-type: none"> <li>Institutes / Agency is selected based on the experience of work in the same till empanelment of firms are prepared thereafter from the list of empanelment followed.</li> </ul>   | Project coordinator   |           |
| 6.     | Administrative approval of the Competent Authority                | <ul style="list-style-type: none"> <li>Administrative approval for the particular financial year as per annual action plan (allocation / re appropriation of sanction outlay) is sought from Competent Authority</li> </ul>  | MS / Divisional Head / Project coordinator                  |           |
| 7.     | Invitation of proposal from the Consultant / agencies             | <ul style="list-style-type: none"> <li>Identified consultant submits detailed project proposal according to objective and scope of work.</li> <li>The firm selected based on the technical evaluation &amp; cost quoted or MoU basis for govt. Agencies</li> </ul> | Divisional Head   |           |
| 8.     | Execution of Agreement / Memorandum of Understanding (MOU)        | <ul style="list-style-type: none"> <li>MoU / agreement is signed for award of work</li> <li>Duty and responsibility of the individual, mode of payment, time duration and any other specific condition also added in the MoU / Agreement.</li> </ul>               | Divisional Head   |           |
| 9.     | Award of work to the Consultant                                   | <ul style="list-style-type: none"> <li>Work is awarded to the consultant as per MoU / Agreement along with 1<sup>st</sup> installment</li> </ul>   | Divisional Head   |           |
| 10.    | Monitoring progress of work and associating in field study        | <ul style="list-style-type: none"> <li>The progress of work is monitored by the representative who associates during the study.</li> </ul>   | Project coordinators  |           |
| 11.    | Receipt of Interim Report   | <ul style="list-style-type: none"> <li>Interim report submitted by the firm after conducting field studies as per MOU / Agreement and release of next payment</li> </ul>   | Divisional Head   |           |
| 10.    | Receipt of draft report after completion of the field studies     | <ul style="list-style-type: none"> <li>A draft report is submitted by the consultant after completion of all studies as per scope of work</li> </ul>   | Project coordinator   |           |
| 12.    | Review of the draft report  | <ul style="list-style-type: none"> <li>Draft report is reviewed by the concern and relevant comments are communicated to the consultant and called for presentation</li> </ul>   | Technical committee / Divisional Head / Project Coordinator |           |
| 13.    | Technical Presentation  | <ul style="list-style-type: none"> <li>Consultant has to make a technical presentation for amendment of comments / modification if any</li> </ul>  | Technical committee / Divisional Head / Project Coordinator |           |

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| <b>S. No.</b> | <b>Activity</b>   | <b>Description</b>   | <b>Responsibilities</b>               | <b>Ref. Doc.</b> |
|---------------|---|--|---------------------------------------|------------------|
| 14.           | Receipt of the final report                                       | <ul style="list-style-type: none"> <li>Final report is submitted by the consultant incorporating the comments suggested during review and presentation</li> </ul>                                  | Divisional Head                       |                  |
| 15.           | Presentation of the study report in Peer & Core Committee of CPCB | <ul style="list-style-type: none"> <li>Finding of the study carried out and guidelines / Standards are presented in the Peer &amp; Core Committee and for its recommendations</li> </ul>           | Divisional Head / Project Coordinator |                  |
| 16.           | Finalization by the Board   | <ul style="list-style-type: none"> <li>The proposed guideline / standards by the P &amp; C Committee is placed in front of Board, for its approval and forward to MoEF for notification</li> </ul> | Divisional Head                       |                  |
| 17.           | Forwarding standards to MoEF for notification                     | <ul style="list-style-type: none"> <li>Guideline / Standards approved by the Board are forwarded to MoEF for notification</li> </ul>   | Divisional Head                       |                  |
| 18.           | Presentations before the MoEF                                     | <ul style="list-style-type: none"> <li>Board approved Guideline / Standards are presented in the MoEF for notification</li> </ul>  | Divisional Head                       |                  |
| 19.           | Publication of final report and suggested Guideline / Standards   | <ul style="list-style-type: none"> <li>Final report along with suggested Guideline / Standards is published as CPCB publication</li> </ul>   | Divisional Head / MS /CCB             |                  |

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**PROCEDURE FOR  
DEVELOPMENT OF GUIDELINES  
/ CODE OF PRACTICE FOR  
POLLUTION PREVENTION IN  
INDUSTRIES**

DOC NO: CPCB/PCI-I/P-02  
ISSUE No. 01  
PAGE: PAGE 9 OF 23  
PAGE REVN. NO.: 00  
ISSUE DATE:

**Purpose** : To establish a procedure for Development of Guidelines for pollution control technologies

**Scope** : For all the issues related to Pollution Prevention

**Responsibility** : Incharge, PCI - I

**Procedure** :

| S. No. | Activity  | Description   | Responsibilities                   | Ref. Doc. |
|--------|---|---|------------------------------------|-----------|
| 1      | Review / Revision of Standards related to Effluent and (or) Emission for identified industrial sector | <ul style="list-style-type: none"><li>Review / Revision of standards are generally taken after five years of existing standards (Effluent / Emission) developed for the industrial sector on the basis of pollution potential</li></ul>   | Divisional Head.                   |           |
| 2.     | Preparation of Scope of work, Work plan and estimation of project cost                                | <ul style="list-style-type: none"><li>Scope of work, work plan is prepared according to the scope of work of the study.</li><li>Project cost is estimated according to number of industries to be studied and man days requirement for finalizing standards</li><li>Methodology for the study is in general questionnaire survey, dry study followed with in-depth study.</li></ul> | Principal Coordinator              |           |
| 3.     | Approval of Technical Committee   | <ul style="list-style-type: none"><li>Technical Committee evaluate the project proposal for approval</li></ul>  | Technical Committee                |           |
| 4.     | Decision on outsourcing or carrying out at in-house   | <ul style="list-style-type: none"><li>Decision is taken by authority on outsourcing the study or carrying out the study in-house depending on nature and quantum of work and manpower available</li></ul>   | Member Secretary / Divisional Head |           |
| 5.     | Identification of technical institutes /  | <ul style="list-style-type: none"><li>Institutes / Agency is selected based on the experience of work in the same till empanelment of</li></ul>   | Project coordinator                |           |

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| S. No. | Activity  | Description   | Responsibilities  | Ref. Doc. |
|--------|---|---|---|-----------|
|        | agencies for outsourcing                                      | firms is prepared thereafter from the list of empanelment followed.   |   |           |
| 6.     | Administrative approval of the Competent Authority            | <ul style="list-style-type: none"> <li>Administrative approval for the particular financial year as per annual action plan (allocation / re appropriation of sanction outlay) is sought from Competent Authority</li> </ul>   | MS / Divisional Head / Project coordinator                  |           |
| 7.     | Invitation of proposal from the Consultant / agencies         | <ul style="list-style-type: none"> <li>Identified consultant submits detailed project proposal according to objective and scope of work.</li> <li>The firm is selected based on the technical evaluation &amp; cost quoted or MoU basis for govt. Agencies</li> </ul> | Divisional Head   |           |
| 8.     | Execution of Agreement / Memorandum of Understanding (MOU)    | <ul style="list-style-type: none"> <li>MoU / agreement is signed for award of work (or)</li> <li>Duty and responsibility of the individual, mode of payment, time duration and any other specific condition also added in the MoU / Agreement.</li> </ul>             | Divisional Head   |           |
| 9.     | Award of work to the Consultant                               | <ul style="list-style-type: none"> <li>Work is awarded to the consultant as per MoU / Agreement and along with 1<sup>st</sup> installment</li> </ul>  | Divisional Head   |           |
| 10.    | Monitoring progress of work and associating in field study    | <ul style="list-style-type: none"> <li>The progress of work is monitored by representative of CPCB who associates during the study.</li> </ul>  | Project coordinators  |           |
| 11.    | Receipt of Interim Report                                     | <ul style="list-style-type: none"> <li>Interim report is submitted by the firm after conducting field studies as per MOU / Agreement and release of next payment</li> </ul>   | Divisional Head   |           |
| 10.    | Receipt of draft report after completion of the field studies | <ul style="list-style-type: none"> <li>A draft report is submitted by the consultant after completion of all studies as per scope of work</li> </ul>  | Project coordinator   |           |
| 12.    | Review of the draft report                                    | <ul style="list-style-type: none"> <li>Draft report is reviewed by the concern and relevant comments are communicated to the consultant and called for presentation</li> </ul>  | Technical committee / Divisional Head / Project Coordinator |           |
| 13.    | Technical Presentation  | <ul style="list-style-type: none"> <li>Consultant to make a technical presentation for amendment of comments / modification if any</li> </ul>   | Technical committee / Divisional Head / Project Coordinator |           |
| 14.    | Receipt of the final report                                   | <ul style="list-style-type: none"> <li>Final report is submitted by the consultant incorporating the comments suggested during review and presentation</li> </ul>   | Divisional Head   |           |

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| <b>S. No.</b> | <b>Activity</b>   | <b>Description</b>   | <b>Responsibilities</b>               | <b>Ref. Doc.</b> |
|---------------|---|--|---------------------------------------|------------------|
| 15.           | Presentation of the study report and standards (review / revision) before P & C Committee of CPCB | <ul style="list-style-type: none"> <li>Finding of the study carried out and proposed standards are presented before the Peer &amp; Core Committee and for its recommendations</li> </ul>                     | Divisional Head / Project Coordinator |                  |
| 16.           | Finalization by the Board   | <ul style="list-style-type: none"> <li>The proposed standards (review / revision) by the Peer &amp; Core Committee are placed in the Board, for its approval and forward to MoEF for notification</li> </ul> | Divisional Head                       |                  |
| 17.           | Forwarding standards to MoEF for notification (amendment)   | <ul style="list-style-type: none"> <li>Standards approved by the Board are forwarded to MoEF for notification (amendment) as Minimum National Standards under EP Act 1986</li> </ul>                         | Divisional Head                       |                  |
| 18.           | Presentation of standards before the MoEF   | <ul style="list-style-type: none"> <li>Board approved Standards are presented before the MoEF for notification</li> </ul>  | Divisional Head                       |                  |
| 19.           | Publication of final report and suggested standards   | <ul style="list-style-type: none"> <li>Final report along with suggested Standards are published as CPCB publication</li> </ul>  | Divisional Head / MS /CCB             |                  |

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**PROCEDURE FOR  
DEVELOPMENT OF STANDARDS  
AND GUIDELINES**

DOC NO: CPCB/PCI-I/P-01  
ISSUE No. 01  
PAGE: PAGE 12 OF 23  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose** : To establish a procedure for Development and Review of Standards and their notification, Guidelines for various industrial sectors.
- Scope** : For all the issues related to “Development of Standards”
- Responsibility** : Incharge, PCI - I
- Procedure** :

| S. No. | Activity   | Description   | Responsibilities                   | Ref. Doc. |
|--------|--|---|------------------------------------|-----------|
| 1      | Identifying the industrial sector for development of Standards related to Effluent and (or) Emission | <ul style="list-style-type: none"><li>• Effluent / Air polluting industrial sector is identified for development of standards on the basis potential pollution.</li></ul>   | Divisional Head.                   |           |
| 2.     | Preparation of Scope of work, Work plan and estimation of project cost                               | <ul style="list-style-type: none"><li>• Scope of work, work plan is prepared according to the scope of work of the study.</li><li>• Project cost is estimated according to number of industries to be studied and man days requirement for finalizing standards</li><li>• Methodology for the study is in general questionnaire survey, dry study followed with in-depth study.</li></ul> | Principal Coordinator              |           |
| 3.     | Approval of Technical Committee  | <ul style="list-style-type: none"><li>• Technical Committee evaluate the project proposal for approval</li></ul>  | Technical Committee                |           |
| 4.     | Decision on outsourcing or carrying out at in-house  | <ul style="list-style-type: none"><li>• Decision is taken by authority on outsourcing the study or carrying out the study in-house depending on nature and quantum of work and manpower available</li></ul>   | Member Secretary / Divisional Head |           |
| 5.     | Identification of technical  | <ul style="list-style-type: none"><li>• Institutes / Agency is selected based on the experience of work in the</li></ul>  | Project coordinator                |           |

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| S. No. | Activity  | Description   | Responsibilities  | Ref. Doc. |
|--------|---|---|---|-----------|
|        | institutes / agencies for outsourcing                         | same till empanelment of firms are prepared thereafter from the list of empanelment followed.   |   |           |
| 6.     | Administrative approval of the Competent Authority            | <ul style="list-style-type: none"> <li>Administrative approval for the particular financial year as per annual action plan (allocation / re appropriation of sanction outlay) is sought from Competent Authority</li> </ul>   | MS / Divisional Head / Project coordinator                  |           |
| 7.     | Invitation of proposal from the Consultant / agencies         | <ul style="list-style-type: none"> <li>Identified consultant is required to submit detailed project proposal according to objective and scope of work.</li> <li>The firm is to be selected based on the technical evaluation &amp; cost quoted or MoU basis for govt. Agencies</li> </ul>           | Divisional Head   |           |
| 8.     | Execution of Agreement / Memorandum of Understanding (MOU)    | <ul style="list-style-type: none"> <li>MoU / agreement is signed for award of work</li> <li>Agreement is signed for award of work</li> <li>Duty and responsibility of the individual, mode of payment, time duration and any other specific condition also added in the MoU / Agreement.</li> </ul> | Divisional Head   |           |
| 9.     | Award of work to the Consultant                               | <ul style="list-style-type: none"> <li>Work is awarded to the consultant as per MoU / Agreement along with 1<sup>st</sup> installment</li> </ul>  | Divisional Head   |           |
| 10.    | Monitoring progress of work and associating in field study    | <ul style="list-style-type: none"> <li>The progress of work is monitored, and representative of CPCB also associate during the study.</li> </ul>  | Project coordinators  |           |
| 11.    | Receipt of Interim Report                                     | <ul style="list-style-type: none"> <li>Interim report is submitted by the firm after conducting field studies as per MOU / Agreement and release of next payment</li> </ul>   | Divisional Head   |           |
| 10.    | Receipt of draft report after completion of the field studies | <ul style="list-style-type: none"> <li>A draft report is submitted by the consultant after completion of all studies as per scope of work</li> </ul>  | Project coordinator   |           |
| 12.    | Review of the draft report                                    | <ul style="list-style-type: none"> <li>Draft report is reviewed by the concerned and relevant comments are communicated to the consultant and called for presentation</li> </ul>  | Technical committee / Divisional Head / Project Coordinator |           |

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| <b>S. No.</b> | <b>Activity</b>   | <b>Description</b>   | <b>Responsibilities</b>                                     | <b>Ref. Doc.</b> |
|---------------|---|--|---|------------------|
| 13.           | Technical Presentation  | <ul style="list-style-type: none"> <li>• Consultant to make a technical presentation for amendment of comments / modification if any</li> </ul>  | Technical committee / Divisional Head / Project Coordinator |                  |
| 14.           | Receipt of the final report   | <ul style="list-style-type: none"> <li>• Final report is submitted by the consultant incorporating the comments suggested during review and presentation</li> </ul>                        | Divisional Head   |                  |
| 15.           | Presentation of the study report and standards in the Peer & Core Committee of CPCB | <ul style="list-style-type: none"> <li>• Finding of the study carried out and proposed standards are presented before the Peer &amp; Core Committee and for its recommendations</li> </ul> | Divisional Head / Project Coordinator                       |                  |
| 16.           | Finalization by the Board   | <ul style="list-style-type: none"> <li>• The proposed standards by the Peer &amp; Core Committee is placed in the Board, for its approval and forward to MoEF for notification</li> </ul>  | Divisional Head   |                  |
| 17.           | Forwarding standards to MoEF for notification                                       | <ul style="list-style-type: none"> <li>• Standards approved by the Board are forwarded to MoEF for notification as Minimum National Standards under EP Act 1986</li> </ul>                 | Divisional Head   |                  |
| 18.           | Presentation of standards before the MoEF   | <ul style="list-style-type: none"> <li>• Board approved Standards are presented before the MoEF for notification</li> </ul>  | Divisional Head   |                  |
| 19.           | Publication of final report and suggested standards                                 | <ul style="list-style-type: none"> <li>• Final report along with suggested Standards are published as CPCB publication</li> </ul>  | Divisional Head / MS /CCB                                   |                  |

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**PROCEDURE FOR INSPECTION  
OF INDUSTRY FOR VERIFYING  
COMPLIANCE OF STANDARDS  
OR OTHER ISSUES RAISED IN  
THE COMPLAINT**

DOC NO: CPCB/PCI-I/P-02  
ISSUE No. 01  
PAGE: PAGE 15 OF 23  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose** : To establish a procedure for Inspection of industry for verifying compliance of standards or other issues raised in the complaint
- Scope** : For all the issues related to Inspection of industry for prevention and control of pollution
- Responsibility** : Incharge, PCI – I / EE / Sc. C. or AEE
- Procedure** :

| S.No. | Activity  | Description  | Responsibility                               | Ref. Doc.   |
|-------|---|--|--|---|
| 1.    | Receipt of MoEF reference / VIP reference / Court reference or public complaint | Reference is received from MoEF / VIP / Court or public complaint is received which require inspection of industry for verifying compliance of standards or other issues raised in the complaint                                       | Office of the Divisional Head                |   |
| 2.    | Entry in complaint register   | The complaint is entered in the complaint register   |  | Complaint Register  |
| 3.    | Collection of preliminary information from Zonal Office / SPCB                  | The case / complaint is reviewed and the required information / records are collected from the Zonal Office / SPCB.  | Divisional Head , EE / Sc.C / or AEE / Sc. B |   |
| 4.    | Logistic planning   | The concerned officer completes the logistic planning which includes <ul style="list-style-type: none"><li>• Inspection Team</li><li>• Equipment / Instrument / Sample proforma</li><li>• Arrangement of Tickets, Guest Room</li></ul> | EE / Sc. C or AEE / Sc. B and A.D. / MS      | Sample proforma, requirements of sampling, preservation and sample handling |
| 5.    | Inspection  | The inspection of the concerned industry / site is carried out by the team and samples (effluent / emission etc.) are collected for analysis.  | Inspection Team                              |   |

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| 6.  | Transportation of samples to laboratory   | The duly preserved samples collected during the inspection are transported to nearest CPCB laboratory for analysis                                     | Inspection Team                                  |                    |
| 7.  | Preparation and submission of inspection report   | Inspection report is prepared by the concerned officer in consultation with other team members and submitted   | EE / Sc.C or AEE / Sc. B                         |                    |
| 8.  | Receipt of sample analysis results from laboratory  | Sample analysis results are received from the laboratory on completion of analysis   | Concerned laboratory                             |                    |
| 9.  | Forwarding inspection report and results of analysis to concerned SPCB for action   | The inspection report and results of analysis are forwarded to concerned SPCB for action, if required  | EE / Sc.C or AEE / Sc.B and Divisional Head / MS |                    |
| 10. | Entry in complaint register   | The report of complaint is entered in the complaint register   |  | Complaint Register |
| 11. | Forwarding inspection report and results of analysis alongwith action taken report to the concerned agency (MoEF / VIP or Complainant) after receipt of action taken report from SPCB | The inspection report and results of analysis alongwith action taken report are forwarded to concerned agency (MoEF / VIP or Complainant, if required) | Divisional Head                                  |                    |

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## PROCEDURE FOR MONITORING OF STP AND CETP

DOC NO: CPCB/PCI-I/P-05  
ISSUE No. 01  
PAGE: PAGE 17 OF 23  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose** : To establish a procedure for Monitoring of Sewage Treatment Plants (STP) and Common Effluent Treatment Plants (CETP)
- Scope** : For all the issues related to Monitoring of STP and CETP for prevention and control of pollution
- Responsibility** : Incharge, PCI - I
- Procedure** :

| S.No. | Activity   | Description  | Responsibility                                    | Ref. Doc. |
|-------|--|--|---|-----------|
| 1.    | Collection and updating of basic information on STPs / CETPs | Basic information on all STPs / CETPs in Zone such as name / address, operating office, year of commissioning, capital cost, capacity, treatment scheme, size of treatment units, effluent utilization, effluent disposal is collected / updated every year (existing as well as under construction) and submitted to Head Office by 31 <sup>st</sup> of January | Zonal Office, EE / Sc. C and Divisional Head      |           |
| 2.    | Performance evaluation of STPs / CETPs                       | Performance evaluation of all existing STPs / CETPs in Zone is completed every three year. The sampling is done composite and stage wise and detailed reports of studies carried out in each year is submitted to HO by 31 <sup>st</sup> January (interim report / results is submitted immediately after the study)   | Coordinator of ZO Inspection Team / Zonal Officer |           |
| 3.    | Comprehensive study on over all sewage                       | Comprehensive study on overall sewage generation / treatment / disposal  | Coordinator of ZO / Inspection Team / Zonal       |           |

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**Issued by:**

| <b>S.No.</b> | <b>Activity</b>  | <b>Description</b>  | <b>Responsibility</b>           | <b>Ref. Doc.</b> |
|--------------|--|---|---------------------------------|------------------|
|              | generation / treatment / disposal status of metro cities                                     | status of metro cities in the Zone is completed in three year. Detailed reports of studies carried out in each year is submitted to HO by 31 <sup>st</sup> January.   | Officer                         |                  |
| 4.           | Communication of results of performance evaluation of STPs / CETPs to concerned State / SPCB | Results of performance evaluation of STPs carried out in year are communicated to concerned State Govt. and SPCB for action. Results of performance evaluation of CETPs carried out in year are communicated to concerned SPCB for action after receipt of reports from ZOs | MS, Divisional Head, EE / Sc. C |                  |
| 5.           | Compilation of status reports on STPs / CETPs  | Status reports on STPs and CETPs is compiled within six months after receipt of all reports from ZOs for three year (reports is revised after every three year)   | EE / Sc.C and Divisional Head   |                  |
| 6.           | Compilation of status reports on sewage management in metro cities                           | Separate status reports on sewage management in metro cities is compile within six months after receipt of reports from ZOs   | EE / Sc.C and Divisional Head   |                  |

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**PROCEDURE FOR REVIEW /  
REVISION OF STANDARDS AND  
GUIDELINES**

DOC NO: CPCB/PCI-I/P-06  
ISSUE No. 01  
PAGE: PAGE 19 OF 23  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose** : To establish a procedure for Review / revision of standards and guidelines
- Scope** : For all the issues related to "Review / Revision of Standards for prevention and control of pollution
- Responsibility** : Incharge, PCI - I
- Procedure** :

| S.No. | Activity  | Description   | Responsibility                     | Ref. Doc. |
|-------|---|---|------------------------------------|-----------|
| 1.    | Review / Revision of Standards related to effluent and / or emission for identified industrial sector | <ul style="list-style-type: none"><li>Review / Revision of standards are generally taken after five years of existing standards (effluent / emission) developed for the industrial sector on the basis of pollution potential</li></ul>   | Divisional Head                    |           |
| 2.    | Preparation of scope of work, work plan and estimation of project cost                                | <ul style="list-style-type: none"><li>Scope of work, work plan is prepared according to the scope of work of the study.</li><li>Project cost is estimated according to number of industries to be studied and man days requirement for finalizing standards</li><li>Methodology for the study followed with in-depth study.</li></ul> | Principal Coordinator              |           |
| 3.    | Approval of Technical committee   | <ul style="list-style-type: none"><li>Technical Committee evaluates the project proposal and gives formal approval</li></ul>  | Technical Committee                |           |
| 4.    | Decision on outsourcing or carrying out at in-house   | <ul style="list-style-type: none"><li>Decision is taken by authority on outsourcing the study or carrying out the study in-house depending on nature</li></ul>  | Member Secretary / Divisional Head |           |

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| S.No. | Activity  | Description   | Responsibility                             | Ref. Doc. |
|-------|---|---|--|-----------|
|       |   | and quantum of work and manpower available  |  |           |
| 5.    | Identification of technical institutes / agencies for outsourcing | <ul style="list-style-type: none"> <li>Industries / agencies is selected based on the experience of work in the same till empanelment of firms are prepared thereafter from the list of empanelment followed.</li> </ul>  | Project coordinator                        |           |
| 6.    | Administrative approval of the competent authority                | <ul style="list-style-type: none"> <li>Administrative approval of the particular financial year as per annual action plan (allocation / re-appropriation of sanction outlay) is sought from Competent Authority</li> </ul>  | MS / Divisional Head / Project coordinator |           |
| 7.    | Invitation of proposal from the Consultant / Agencies             | <ul style="list-style-type: none"> <li>Identified consultant is required to submit detailed project proposal according to object and scope of work</li> <li>The firm is selected based on the technical evaluation and cost quoted or MoU basis for govt. Agencies.</li> </ul>              | Divisional Head                            |           |
| 8.    | Execution of Agreement / Memorandum of Understanding (MoU)        | <ul style="list-style-type: none"> <li>MoU is signed for award of work (or)</li> <li>Agreement is signed for award of work</li> <li>Duty and responsibility of the individual, mode of payment, time duration and any other specific condition also added in the MoU / agreement</li> </ul> | Divisional Head                            |           |
| 9.    | Award of work to the Consultant                                   | <ul style="list-style-type: none"> <li>Work is awarded to the consultant as per MoU / Agreement and along with 1<sup>st</sup> installment.</li> </ul>   | Divisional Head                            |           |
| 10.   | Monitoring progress of work and associating in field study        | <ul style="list-style-type: none"> <li>Time to time, the progress of work is monitored, and representatives of CPCB also associate during the study.</li> </ul>   | Project coordinators                       |           |
| 11.   | Receipt of interim report   | <ul style="list-style-type: none"> <li>Interim report is submitted by the firm</li> </ul>   | Divisional Head                            |           |

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| S.No. | Activity  | Description   | Responsibility  | Ref. Doc. |
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|       |   | after conducting field studies as per MoU / agreement and release of next payment   |   |           |
| 12.   | Receipt of draft report after completion of the field studies   | <ul style="list-style-type: none"> <li>A draft report is submitted by the consultant after completion of all studies as per scope of work</li> </ul>      | Project coordinator   |           |
| 13.   | Review of draft report  | Draft report is reviewed by the concern and relevant comments are communicated to the consultant and called for presentation                              | Technical Committee / Divisional Head / Project Coordinator |           |
| 14.   | Technical Presentation  | Consultant makes a technical presentation for amendment of comments / modification if any   | Technical Committee / Divisional Head / Project Coordinator |           |
| 15.   | Receipt of the final report   | Final report is submitted by the Consultant incorporating the comments suggested during review and presentation   | Divisional Head   |           |
| 16.   | Presentation of the study report and standards (review / revision) before Peer & Core Committee of CPCB | Finding of the study carried out and proposed standards are presented before the Peer & Core Committee and for its recommendations                        | Divisional Head / Project Coordinator                       |           |
| 17.   | Finalization by the Board   | The proposed standards (review / revision) by the Peer & Core Committee is placed before the Board, for its approval and forward to MoEF for notification | Divisional Head   |           |
| 18.   | Forwarding standards to MoEF for notification (amendment)   | Standards approved by the Board are forwarded to MoEF for notification (amendment) as Minimum National Standards under EP Act, 1986.                      | Divisional Head   |           |
| 19.   | Presentation of standards before the MoEF   | Board approved standards are presented before the MoEF for notification   |   |           |
| 20.   | Publication of final report suggested standards   | Final report alongwith suggested standards are published as CPCB  | Divisional / MS / CCB                                       |           |

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### **Guidelines for selection of studies to be taken up by CPCB**

1. The Convener Research Advisory and Monitoring Committee (RAMC) shall put up in every meeting of the RAMC updated lists of the study already carried out and reports prepared by CPCB alongwith year of the study / report and the study are being undertaken by various Divisions / Zonal Offices and also a list of important sector of industries.
2. The RAMC shall review the lists of important sectors and the study already carried out and that are being undertaken by various Divisions / Zonal Offices.
3. The RAMC shall suggest the sectors and the area in which further study is required.
4. The RAMC shall also suggest the studies / report that need revision.
5. The RAMC will also suggest the priority list of new studies / revision studies that should be taken up on priority by CPCB during the next year.
6. The Convener RAMC will forward the priority list of new studies to be taken up during the next year to respective Divisions / Zonal Offices.

### **Guidelines for Estimation of Project Cost**

The project cost is estimated considering following aspects and individual components:

1. Number of centers at which experiments are to be carried out
2. Number of industries to be visited
3. Number of visits to be carried out to the centers / industries and vehicle hiring charges
4. Contractual technical staff to be hired for the project, period of hiring and its salaries
5. Contractual non-technical staff to be hired for the project, man days, and charges
6. Number and nature of samples to be analyzed, cost of analysis (however, the actual provision can be on lump sum basis towards cost of laboratory chemicals and instruments under the head recurring contingency)
7. Expenditure towards organizing workshop related to the study
8. TA / DA for CPCB staff for visits to site
9. Institutional charges
10. Other miscellaneous expenses in CPCB related to the project (stationery, computer etc.)

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# PCP

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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | DOC NO: CPCB/PCP/A&R/01<br>ISSUE No. 01<br>PAGE: PAGE 1 OF ....<br>PAGE REVN. NO.: 00<br>ISSUE DATE: |
|---|---------------------------------------|--|

| S.No. | Designation    | Responsibility  |
|-------|----------------|---|
| 1.    | AD & In-charge | a) Planning & Co-ordination activities of CPCB.<br>b) Parliamentary Question Reply<br>c) Strengthening programme for SPCBs.<br>d) Implementation of MSW Rule, 2000 nationwide.<br>e) Implementation of Plastic Waste Management nationwide. |
| 2.    | ACO            | a) Budget allocation<br>b) Administrative Approval for budget allocation.<br>c) Maintenance of Accounts/ records.<br>d) Assistance in financial matters.  |
| 3.    | Sc "C"         | a) Plastic waste Management & related projects.<br>b) Annual Action Plan<br>c) Parliamentary Question Reply   |
| 4.    | ACO            | a) Budget allocation<br>b) Administrative Approval for budget allocation.<br>c) Maintenance of Accounts/ records.<br>d) Assistance in financial matters.  |

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**PROCEDURE FOR  
IMPLEMENTATION OF MSW (M&H)  
RULES, 2000**

DOC NO: CPCB/PCP/P/01  
ISSUE No. 01  
PAGE: PAGE 2 OF ....  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for implementation of MSW Rules, 2000 in the Country.

Scope : One demonstration facility to be established in each State

Responsibility : Incharge, PCP Division

Procedure:

| S.No. | Activity                         | Description   | Responsibility     | Ref. Doc.                 |
|-------|----------------------------------|---|--------------------|---------------------------|
| 1.    | Co-ordination with State Boards  | Communicate to all the State Boards for implementation of the MSW Rules, 2000   | MS / Incharge, PCP | Letter                    |
| 2.    | Interaction / Awareness Campaign | Organise interaction meets with local bodies and State Boards, Mass Awareness   | Incharge, PCP      | Letter, visits to States  |
| 3.    | Inviting project proposals       | Invite project proposals from State Board for MSW project on cost share basis,  | Incharge, PCP      | Letter                    |
| 4.    | Receipt of Project proposals     | After receipt of proposals from State Board, examination / comments / recommendations on the proposal / project appraisal are made. | MS / Incharge, PCP | Letters & MSW Rules, 2000 |
| 5.    | Review of project proposals      | State Boards are requested for DPR / cost estimate / State Government support and commitment  | Incharge, PCP      | Letter                    |
| 6.    | Acceptance of the proposals      | On acceptance of the project proposal, release of sanction order, fund and preparation of the MoU / ToR.                            | Incharge, PCP      | Letter                    |
| 7.    | Monitoring                       | Execution and interaction with SPCBs and review meetings or site visits etc. for monitoring are made.                               | Incharge, PCP      | Letter / visits           |
| 8.    | Project completion               | After receipt of certificate or physical verifications / SPCBs comments / public view / documentation etc. are completed.           | Incharge, PCP      | Letter                    |

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**PROCEDURE FOR  
IMPLEMENTATION OF PLASTIC  
MANUFACTURE, SALE & USAGE  
RULES, 1999**

DOC NO: CPCB/PCP/P/02  
ISSUE No. 01  
PAGE: PAGE 3 OF ....  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for implementation of Plastic Manufacture, Sale & Usage Rules, 1999.

Scope : Nationwide through State Boards.

Responsibility : Incharge, PCP Division

Procedure:

| S.No. | Activity   | Description   | Responsibility        | Ref. Doc.                             |
|-------|--|---|-----------------------|---------------------------------------|
| 1.    | Follow-up  | Follow up action on recommendation of committee on plastic waste disposal   | Incharge, PCP / Sc. C | Letter, Fax, e-mail etc.              |
| 2.    | Monitoring                                       | Maintaining up-dated status on plastic rules and state-wise position for implementation of the Rules.                       | Incharge, PCP / Sc. C | -do-                                  |
| 3.    | Execution of project as plastic waste management | Project formulation   | Incharge, PCP / Sc. C | Fax / e-mail / letter                 |
| 4.    | Study characteristics of plastic and its wastes  | Through consultants / institutions  | Sc. C.                | Floating tender                       |
| 5.    | Technology for plastic waste management          | Inventory and study   | Sc. C.                | Site visits / letter.                 |
| 6.    | Present status                                   | On the basis of the studies / visits / reports, present status are compiled   | Sc. C.                | - do -                                |
| 7.    | Setting up demo-facility with energy recovery    | To set up plastic waste processing plant to demonstrate that the plant is techno-economically viable to be accepted by all. | Sc. C.                | Plastic Rule, 1999 as amended in 2003 |
| 8.    | Preparation of guidelines                        | Guidelines are prepared for safe disposal of plastic wastes on the basis of report / data                                   | Incharge / PCP        | Reports / data                        |
| 9.    | Circulation of guidelines                        | Guidelines are communicated for effective management of plastic wastes.   | Incharge / Sc. C      | Guidelines / letter Website, fax etc. |

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**PROCEDURE FOR  
PARLIAMENTARY QUESTIONS  
REPLY**

DOC NO: CPCB/PCP/P/03  
ISSUE No. 01  
PAGE: PAGE 4 OF ....  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Parliamentary Questions Reply  
Scope : Implementation of Water, Air & EP Acts and miscellaneous.  
Responsibility : Incharge, PCP Division

Procedure:

| S.No. | Activity                                | Description   | Responsibility              | Ref. Doc.                       |
|-------|---|---|-----------------------------|---------------------------------|
| 1.    | Receipt of Parliamentary Questions (PQ) | PQ are received from MoEF through fax / email / telephonic message during Monsoon Session (5 week), Budget Session (12 week) and Winter Session (5 week).     | MS / Incharge, PCP          | Fax / email / note from MoEF    |
| 2.    | Entry of PQs                            | Entry of PQ is done in PQ register  | Incharge, PCP               | PQ Register (CPCB/PCP /F/02-01) |
| 3.    | Review of PQ                            | PQ are reviewed to check the involvement of CPCB / SPCB and type of question i.e. starred. Starred questions are pursued urgently and prepared supplementary. | Incharge, PCB               | Letter / information            |
| 4.    | Copy forwarding                         | Copy of PQ is forwarded to concerned State Boards / CPCB Divisions for reply and information  | Incharge, PCB               | Letter                          |
| 5.    | Receipt of information                  | Reply / information perceived from State Boards / Divisions are entered in register and complied  | Incharge, PCP / Sc. C       | Register (CPCB/PCP /F/02-01)    |
| 6.    | Preparation of draft copy               | Draft copy of reply is prepared accordingly to the information received from concerned Boards / Divisions.  | Incharge, PCP / Sc. C. / EE | Letter                          |
| 7.    | Approval of reply                       | Draft reply checked by incharge and then approved by MS / CCB   | Incharge, PCP / Sc. C / EE  | Letter                          |
| 8.    | Sending Reply                           | The PQ Reply is forwarded to MoEF through fax / email.  | Incharge, PCP / Sc. C. / EE | Letter / fax / email            |
| 9.    | Assurances                              | Follow up on Assurances   | Incharge, PCP               | -do-                            |
| 10.   | Sessional Report                        | Preparation of Sessional Reports and follow-ups   | Incharge, PCP               | -do-                            |
| 11.   | Parliamentary Committee                 | Coordination with Parliamentary committees  | Incharge, PCP               | -do-                            |

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**PROCEDURE FOR BUILDING  
CONSTRUCTION AT ZONAL  
OFFICES OF CPCB**

DOC NO: CPCB/PCP/P/04  
ISSUE No. 01  
PAGE: PAGE 5 OF ....  
PAGE REVN. NO.: 00  
ISSUE DATE:

- Purpose : To establish a procedure for Building construction at Zonal Offices of CPCB
- Scope : To appraise CCB / MS with updated progress of Office cum Laboratory Building construction at Kolkata, Vadodara, Bhopal and Bangalore.
- Responsibility : Incharge, PCP Division

Procedure:

| S.No. | Activity                        | Description  | Responsibility | Ref. Doc.                                 |
|-------|---------------------------------|--|----------------|---|
| 1.    | Constitute a Steering Committee | As per Board's approval, constitution of steering committee for guiding in Building construction                 | Incharge / EE  | Minutes of Board meetings Para 8/11, 2000 |
| 2.    | Fund allocation                 | Preparation of plan and project estimate, execution through CCU – MoEF or Zonal Offices and approval from Board. | Incharge / EE  | Letter / Fax / email.                     |
| 3.    | Progress status                 | Write to Zonal Offices for sending updated progress report on construction job zonal site.                       | Incharge / EE  | Letter                                    |
| 4.    | Progress report                 | The information / feedback and progress report of Zonal Offices are compiled and put up for MS / CCB.            | Incharge / EE  | Letter / visits to ZO                     |
| 5.    | Review meeting                  | Review meetings at regular intervals or if any difficulty arises.  | Incharge / EE  | Letter                                    |
| 6.    | Minutes of the meeting          | Prepare minutes of the review meeting and forward to Zonal Offices for implementation.                           | Incharge / EE  | Letter                                    |
| 7.    | Project completion              | After receiving Utilization Certificate / physical verifications / Zonal Officers' documentation etc.            | Incharge / EE  | Letter                                    |

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## PROCEDURE FOR PLAN AND COORDINATION OF CPCB

DOC NO: CPCB/PCP/P/05  
ISSUE No. 01  
PAGE: PAGE 6 OF ....  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for Plan and Coordination of CPCB

Scope : Nationwide Programmes on Pollution abatement through Divisions, Zonal Offices and State Boards.

Responsibility : Incharge, PCP Division

Procedure:

| S.No. | Activity               | Description   | Responsibility | Ref. Doc.                                 |
|-------|------------------------|---|----------------|---|
| 1.    | Annual Action Plan     | After collection of the materials from Divisions and ZOs, performance budget and AAP is prepared.<br><br>Administrative Approval of competent authority is obtained.<br><br>Distribution of AAP to divisions of CPCB and Zonal Offices. | Incharge, PCP  | Fax / email / letter                      |
| 2.    | Coordination           | Coordination with Divisions on award of projects through standing committee   | Incharge, PCP  | - do -                                    |
| 3.    | Monitoring             | Monitoring of Annual Action Plan on the basis of monthly / quarterly progress report.   | Incharge, PCP  | - do -                                    |
| 4.    | Follow up              | Follow up with MoEF for subject specific issues / progress reports / release of grants.   | Incharge, PCP  | - do -                                    |
| 5.    | Five Year Plan         | Preparation of five year plan. Mid-term review and follow up with MoEF and Planning Commission.   | Incharge, PCP  | - do -                                    |
| 6.    | General Coordination   | Coordination with Committees / Board Meetings, Institutions review etc.   | Incharge, PCP  | - do -                                    |
| 7.    | Cess related matters   | Monitoring utilization of Cess funds by SPCBs as per MoEF guidelines on annual basis for forwarding reports to MoEF. Monitoring of other projects sponsored by 20% of Cess fund.  | Incharge, PCP  | - do -                                    |
| 8.    | Coordination with SPCB | Coordination is made to maintain a profile of each SPCBs/PCCs through Annual Report (update), Annual Plan and   | Incharge, PCP  | Letter / fax / email and official visits. |

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|  |  | Board's constitutional matters as per Coimbatore Charter.<br>Financial assistance for strengthening the Boards and issue based projects. Monitoring of the progress and review meetings with SPCBs/ PCCs. |  |  |
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# UPCD

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|  | <b>AUTHORITY &amp; RESPONSIBILITY</b> | <b>DOC NO: CPCB/UPCD/A&amp;R/01</b><br><b>ISSUE No. 01</b><br><b>PAGE: PAGE 1 OF</b><br><b>PAGE REVN. NO.: 00</b><br><b>ISSUE DATE:</b> |
|---|---------------------------------------|---|

| S.No. | Designation            | Responsibility   |
|-------|------------------------|--|
| 1.    | Additional Director    | AD is responsible for overall supervision of all the activities of UPC Division. Interaction with other agencies, Inspection & monitoring of industries and decisions regarding day to day affairs of the division.  |
| 2.    | Environmental Engineer | EE (AK) is responsible for Co-ordination and supervision of all activities under Spatial Environmental Planning (SEP) Programme i.e. "Preparation of State and District Environmental Atlases", "Preparation/Revision of Zoning Atlas", "Preparation of State level siting guidelines" and "Preparation of District Level Siting Guidelines" |
| 3.    | Environmental Engineer | EE (RD) is responsible for Co-ordination and supervision of all activities in Vehicular Pollution Control  |
| 4.    | Project Scientist      | Responsible for works related to SEP activities of the respective States assigned to them. One of the Project Scientist also looks after the works of Eco-City   |
| 5.    | Sr. Research Fellow    | Responsible for vehicular pollution control and air quality management work.   |

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Approved by:

Issued by:



**PROCEDURE FOR PREPARATION  
& UPDATION OF STATE / DISTRICT  
ENVIRONMENTAL ATLAS**

DOC NO: CPCB/UPCD/P/01  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish a procedure for preparation of State / District environmental Atlas

Scope : The Atlas covers the entire State / District.  
The scale for the State Atlas is 1:1million, 1:5 lakhs, 1:250,000 or as per size of the State The scale for the District Atlas is 1:250,000 (In case of districts having very small size and the data is available in 50.000 scale then study may be taken in this scale.)

Responsibility : Environmental Engineer (EE)

Procedure

| S.No. | Activity                           | Description   | Responsibility  | Ref. Doc.  |
|-------|------------------------------------|---|---|--|
| 1.    | Seeking Administrative approval    | Administrative approval of the competent authority is obtained for taking up SEP scheme indicated in the Annual Action Plan.<br><br>The administrative approval contains budget for the scheme as well as details of activities, targets and the names of the executing agencies.   | EE & Project Scientist dealing with the concerned State | Format for administrative approval<br>CPCB/UPCD/<br>F/01/01  |
| 2.    | Preparation of Agreement Documents | The activities under SEP Programme are being executed through SPCBs/Ex. Agencies. At the beginning of each of the financial year an agreement is signed with the concerned SPCBs/Ex. Agencies. The agreement details the activities to be undertaken during the current financial year, the target, the time frame, budget, mode of payment and other terms and conditions.<br><b>Steps for Formalizing the Agreement</b><br><br>a) Receiving of signed | EE & Project Scientist dealing with the concerned State | Format for agreement<br><br>CPCB/UPCD/F/01/<br>02<br><br>Format for Sanction Letter<br>CPCB/UPCD/F/01/<br>03 |

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|    |   | agreement from SPCBs/Ex. Agencies,<br>b) Counter Signature of Competent Authority of CPCB on the agreement<br>c) Issue of sanction by CPCB  |   |  |
| 3. | Data Collection from various Departments by the concerned SPCBs in the desired format | The concerned SPCBs/Ex. Agencies will collect map, information on general administrative matter, physical characteristics, surface/ground water features, environmentally sensitive zones, major source of pollution and environmental quality. The following organization/ departments are the sources for above information..<br><br>i. National Remote Sensing Agency/ State Remote Sensing Application Centre<br>ii. Department of Science & Technology<br>iii. National Bureau of Soil Survey & Landuse Planning<br>iv. Census of India<br>v. Survey of India<br>vi. Irrigation Department<br>vii. Transport Department/ RTO<br>viii. Water Resources Department<br>ix. Department of Relief & Rehabilitation<br>x. Town & Country Planning Department<br>xi. Central Ground Water Board & Ground Water Department<br>xii. Forest Department<br>xiii. Tourism Department<br>xiv. Public Works Department<br>xv. Geological Survey of India<br>xvi. Public Health Engineering Department<br>xvii. Meteorological Department<br>xviii. Archeological Survey of India<br>xix. Directorate of Economics & Statistics<br>xx. Agriculture Department | EE & Project Scientist dealing with the concerned State | Data Collection Format<br>CPCB/UPCD/F/01 /04<br><br>Criteria for SEA<br>CPCB/UPCD/F/01 /05<br><br>Criteria for DEA<br>CPCB/UPCD/F/01 /06 |

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|    |                            | xxi. Indian Railways<br>xxii. Department of Civil Aviation<br>xxiii. Disaster Management Institute<br>xxiv. Central Water Commission<br>xxv. Industries Department<br>xxvi. Mines Department<br>xxvii. Municipal Corporations/ Municipalities/ Municipal Council<br>xxviii. NATMO<br>xxix. State Pollution Control Board  |  |  |
| 4. | Preparation of Manual Maps | <p>1. Manual Maps</p> <p>The maps for State Atlas are prepared in the scale of 1:1million, 1:5 lakhs or 1:250,000 depending on the size of the State.</p> <p>Where as the maps for District Atlases are prepared in the scale of 1:250,000. (1 cm = 2.5km). A base map is prepared. The base map will have State Boundary &amp; District boundary in case of State Atlas. In case of District Environmental Atlas it will have district boundary, taluka boundary taken from Survey of India (Sol) Toposheets. River/water bodies, roads, railway lines are taken from NRSA Land Use/Land Cover (LU/LC) map.</p> <p>The major settlements are also shown on the base map. The settlements are taken from both Sol Toposheets and NRSA LU/LC map.</p> <p>Over the base map different thematic maps are prepared by inserting additional information obtained from various sources. The report along with the maps is sent to CPCB.</p> | EE& Project Scientist dealing with the concerned State | CPCB/UPCD/F/01/05<br>CPCB/UPCD/F/01/06 |
| 5. | Conduct of Review Meeting  | It is held to check the maps and the report. Based on the discussion in the meeting the   | EE & Project Scientist dealing with the                |  |

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|     |   | maps and the reports are revised. The review meeting can be held more than once as per the requirements.  | concerned State  |  |
| 6.  | Conversion of manual maps into digital format                             | The manual maps prepared above are converted into digital format using GIS software through digitize/scanner. Back up of digital maps is taken on CD.   | EE& Project Scientist dealing with the concerned State | CPCB/UPCD/F/01/05<br>CPCB/UPCD/F/01/06 |
| 7.  | Checking Report   | Report, which is prepared by the SPCB, is checked and corrections/comments are sent to SPCB.  |  |  |
| 8.  | Approval of the report  | The technical correctness of the report is provided by CPCB. Back up of the final report is taken. The finalised Atlases is sent to SPCB for validation.  | EE & the concerned Project Staff                       |  |
| 9.  | Validation of the Atlas   | Validation is undertaken after the completion of the District Environmental Atlas by SPCB from the departments which have provided data and stakeholders  | EE & the concerned Project Staff                       |  |
| 10. | Clearance of the atlases by Ministry of Defense and Survey of India (Sol) | The validated Atlases is sent to Sol (Survey of India) and MoD (Ministry of Defence) for clearance.. The Sol clearances are required only when international boundary or coastal areas are involved. The process for getting clearances is initiated either at CPCB or at SPCB. | -do-   |  |
| 11. | Publication   | Report along with the map will be published either by the Concerned SPCB or by CPCB   | AD   |  |

**Prepared by:**

**Approved by:**

**Issued by:**



## PROCEDURE FOR ZONING ATLAS FOR SITING OF INDUSTRIES

DOC NO: CPCB/UPCD/P/02  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To establish and implement a procedure for making zoning Atlas for siting of industries

Scope : The Atlas is district wise and the maps and information is in the scale of 1:250,000 and is prepared in collaboration with SPCB/Ex. Agencies. The atlas presents the pollution receiving potential of various sites/zones in the district and the possible alternate sites for industries through easy to read maps.

Responsibility : Incharge UPCD

### Procedure

| S.No. | Activity                           | Description   | Responsibility                         | Ref. Doc.  |
|-------|------------------------------------|---|--|--|
| 1.    | Administrative approval            | Administrative approval of the competent authority is obtained for taking up SEP scheme indicated in the Annual Action Plan.<br><br>The administrative approval contains budget for the scheme as well as details of activities, targets and the names of the executing agencies.   | EE                                     | Format for administrative approval<br>CPCB/UPCD/F/01/01  |
| 2.    | Preparation of Agreement Documents | The activities under SEP Programme are being executed through SPCBs/Ex. Agencies. At the beginning of each financial year an agreement is signed with the concerned SPCBs/Ex. Agencies. The agreement details the activities to be undertaken during the current financial year, the target, the time frame, budget, mode of payment and other terms and conditions.<br>Steps for Formalizing the Agreement<br><br>i) Receiving of signed agreement from SPCBs/Ex. Agencies,<br>ii) Counter Signature of Competent Authority of CPCB on the agreement | E.E                                    | Format for agreement<br>CPCB/UPCD/F/01/02<br><br>Format for Sanction Letter<br>CPCB/UPCD/F/01/03 |
| 3.    | Preparation of Maps                | District Environmental Atlas is source for different maps of Zoning Atlas.<br><br>Maps required from District Atlas are:<br>a. Biological Diversity Map   | EE & Project Staff<br>CPCB and Project | <b>Criteria for preparation ZASI</b><br>CPCB/UPCD/F/02/01  |

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|    |  | <p>b. Incompatible land Use map<br/> c. Air quality Map<br/> d. Surface Water Quality Map<br/> e. Surface Water Use Map<br/> f. Surface water flow map</p> <p>Maps of Zoning Atlas other than Biological Diversity and Incompatible land Use are prepared using buffer and Over Lay tools<br/> Such Maps are:</p> <ol style="list-style-type: none"> <li>i. Land Use Sensitivity Map</li> <li>ii. Site Suitability to Air Polluting Industries (Without Considering Water Pollution )</li> <li>iii. Surface Water Use Sensitivity Map</li> <li>iv. Surface Water Pollution Sensitivity Map</li> <li>v. Site Suitability for water Polluting Industries</li> <li>vi. Site Suitability</li> </ol> | Staff of SPCB |   |
| 4. | Report Checking  | Report is written based on the maps so prepared.  | EE            | <b>Criteria for preparation ZASI</b><br>CPCB/UPC<br>D/F/02/01 |
| 5. | Approval of the report                                   | The technical correctness of the report is provided by CPCB   | -do--         |   |
| 6. | Implementation of the recommendation of the Zoning Atlas | The report is sent back to SPCBs for using it in the consent mechanism  |               |   |

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**PROCEDURE FOR STATE /  
DISTRICT LEVEL SITING  
GUIDELINES**

DOC NO: CPCB/UPCD/P/03  
ISSUE No. 01  
PAGE: PAGE 1 OF  
PAGE REVN. NO.: 00  
ISSUE DATE:

Purpose : To prepare guidelines for locating industries sites

Scope : The document does not contain any maps and is published after validation from the Stakeholders

Responsibility : Environmental Engineer

Procedure

| S.No. | Activity   | Description   | Responsibility                   | Ref. Doc.  |
|-------|--|---|----------------------------------|--|
| 1.    | Preparation of the State Level/District level Siting Guidelines. | <p>The State Level Siting Guideline is a policy document stating the industrial policy of the state, consent mechanism procedures and areas to be avoided for industrial development obtained from the State Environmental Atlas.</p> <p>The District Level Siting Guidelines are prepared from the Zoning Atlas for the concerned district. It will contain the recommendation of the Zoning Atlas.</p> <p>It has information on village and category of industries suitable for that village.</p> | EE & the Concerned Project Staff | <p>State Environmental Atlas</p> <p>District Environmental Atlas</p> |
| 2.    | Procedure for Validation and Implementation of the Guidelines    | To be undertaken after the completion of the Guidelines by SPCB, with the various stakeholders.   | EE & the Concerned Project Staff |  |

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