

## CHAPTER NO. 1

### The particular of the organization, function and duties

#### The Particulars of organization – GPCB

Gujarat Pollution Control Board was constituted by the Government of Gujarat on 15.10.1974 with a view to protect the environment prevent and control the pollution of water in the State of Gujarat, that occupies a prominent niche in progressive and industrial development of the country. The Board is entrusted with the Central Acts and relevant Rules for pollution control as notified from time to time.

The Board had a staff strength of 25 in October 1974. Though, the staff strength has increased to 465, yet it is far less than that required by the Board to implement aforesaid laws. There are 91 engineers and 148 scientist and analysts as on 1.9.2005.

The Board is having its Head Office and Central Laboratory at Gandhinagar. Out of total ten Regional Offices, six have attached laboratory facilities and they are located at Vadodara, Bharuch, surat, Vapi, Rajkot and Jamnagar, Regional Offices Godhra, Mehsana, Ahmedabad and Bhavnagar are being equipped with analytical facilities. The Head Office performs activities concerning general polices supervision and enforcement of various laws as well as general administration and co-ordination with other agencies. The Central laboratory at Gandhinagar was providing facilities for analysis of samples collected by both RO, Ahmedabad as well as RO, Mehsana, besides being involved in development of methods for analysis of water, wastewater, gases and hazardous waste samples.

1. Members of the Gujarat Pollution Control Board – Annexure **I** (As on 21-9-2008)
2. Staff Strength for each cadre of the Board – Annexure **II** (As on 21.9.2008)
3. Office of the Gujarat Pollution control board – Annexure **III**

## **FUNCTIONS :**

The main function of the Board is to enforce the provisions of the following Acts, Rules and Directives dealing with Pollution Control and Environmental Protection.

- The Water (Prevention and Control of Pollution) Act, 1974
- The Water (Prevention and Control of Pollution) Cess Act, 1977
- The Air (Prevention and Control of Pollution) Act, 1981
- The Environmental audit Scheme, 1986
- The Environment (Protection) Act, 1986, Various relevant Rules notified thereof :
  - The Hazardous Waste (Management And Handling) Rules, 1989
  - The Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989
  - The Environmental Clearance including EIA – [Environmental Impact Assessment] for expansion/modernisation of activity of new projects – Procedure Notification, 1991
  - The Bio-Medical Waste (Management and Handling) Rules, 1998
  - The Recycled Plastic Manufacture and Usage Rules, 1999
  - Utilisation of Fly Ash Notification of Direction, 1999
  - The Municipal Solid Waste (Management and Handling) Rules, 2000
  - The Batteries (Management and Handling) Rules, 2001
  - The Environmental Public Hearing Rules, 1977
  - The Noise Pollution (Regulation & Control) Rules, 2000

## **DUTIES :**

In accordance with the provisions of the aforesaid Acts and Rules the Board is discharging following duties.

- To promote cleanliness of wells and streams in different areas of the State.
- To issue directives for pollution control measures to the polluting units.
- To Prevent, control and abatement of air pollution in the State and improve in the ambient air quality.
- To advise the State Government on any matter concerning prevention and control of water and air pollution.
- To approve judicious location of new industries from pollution control point of view.
- To promote re-use and re-cycle of sewage and trade effluent on land for irrigation.
- To carry out monitoring of rivers of the State.
- To collect and compile technical and statistical data relating to water and air pollution.
- To lay down standards for the discharge of liquid effluent and gaseous emission.
- To develop methods of treatment of effluent and air pollution control equipment.
- To identify site for the disposal of hazardous wastes.
- To organize training programmes, seminars and workshops regarding pollution control.
- To create awareness in the public regarding environmental pollution control.

**Members of the Gujarat Pollution control Board**

**Annexure I**

<b>Sr. No.</b>	<b>Name / Ex-Officio, and address</b>	<b>Date of assuming or leaving, if any,</b>	<b>Designation</b>
1.	Chairman Gujarat Pollution Control Board Paryavaran Bhavan, Sector 10 A, Gandhinagar 382010	Dr. K.U.Mistry	Chairman
2.	The Deputy Secretary, Forests and Environment Department, Govt. of Gujarat, 14/8, Sardar Patel Bhavan, Gandhinagar 382010	Shri N. K. Patel	Member
3.	The Commissioner of Transport Office of Commissioner of Transport, Govt. of Gujarat, A/4, MS Building, Lal Darwaja, Ahmedabad 380001.	Shri. S.J.Haidar, IAS	Member
4.	The Industries Commissioner Office of Industries Commissioner, Govt. of Gujarat, 1 /2, Udyog Bhavan, Sector 11, Gandhinagar 38017	Shri Sujit Gulati, IAS	Member
5.	The Director of Municipalities, Director of Municipalities, Govt. of Gujarat, Old Assembly Building, Nr.Town Hall, Sector 17, Gandhinagar 382017	Sonal Mishra, IAS	Member
6.	Commissioner (PIB) & Ex. Officio Secretary, Finance Department, Government of Gujarat, 4/9, Sardar Patel Bhavan, Gandhinagar 382010	Shri Arvind Agrawal, IAS	Member
7.	Vice Chairman & Managing director Gujarat Industrial Development Corporation, Udyog Bhavan, Sector 11, Gandhinagar 38017	Shri M. Sahu, IAS	Member
8.	The General manager (Projects) Gujarat Industrial Investment Corporation, 11-12/7, Udyog Bhavan, Sector 11, Gandhinagar 38017	Shri R. R. Rajyaguru	Member
9.	Member Secretary, Gujarat Pollution Control Board Paryavaran Bhavan, Sector 10 A, Gandhinagar 382010	Shri Hardik Shah	Member Secretary
10.	Director ( Environment ), Forests and Environment Department, Govt. of Gujarat, 14/8, Sardar Patel Bhavan, Gandhinagar 382010	Shri J.K.Vyas	Invitee Member

**Annexure II**

## Staff Strength for each cadre of the GPCB

(As on 31.3.2007)

<b>Sr.</b>	<b>Name of the Post</b>	<b>Post(s) filled up</b>
1.	Member Secretary	1
2.	Senior Environmental Scientist	1
3.	Senior Environmental Engineer	1
4.	Senior Scientific Officer	6
5.	Environmental Engineer	19
6.	Law Officer	2
7.	Administrative Officer	1
8.	Chief Accounts Officer	1
9.	Scientific Officer	24
10.	Deputy Environmental Engineer	45
11.	Assistant Environmental Engineer	25
12.	Senior Scientific Assistant	40
13.	Assistant Law Officer	6
14.	Public Relations Officer	1
15.	Senior Environmental Inspector	1
16.	Junior Scientific Assistant	75
17.	Junior Officer	3
18.	Senior Draftsman	1
19.	Deputy Superintendent	27
20.	English Steno Gr.I	0
21.	English Steno Gr.II	2
22.	Gujarati Steno Gr.I	1
23.	English Steno Gr.III	5
24.	Gujarati Steno Gr.II	1
25.	Computer Programmer	2
26.	Senior Clerk	35
27.	Clerk – cum – Typist	53
28.	Wireman	1
29.	Driver	11
30.	Hawaladar, Naik, Peop-cumChowkidar, Sweeper-cum-Hamal	55
	<b>Total</b>	<b>446</b>

**Annexure III****Offices of the Gujarat Pollution Control Board****Head Office : Gujarat Pollution Control Board, Paryavaran Bhavan Sector -10A****Gandhinagar****Fax : 079-23232156****Website : www.gpcb.gov.in**

<b>Sr. No.</b>	<b>Regional Offices of GPCB</b>	<b>Districts of Jurisdiction</b>
1.	RO, Gujarat Pollution Control Board GERI Compound, Race Course road, Vadodara 390 007 Phone : (0265) 2354850, 2331928 Fax : (0265) 2339205	Vadodara, Anand and Kheda
2.	RO, Gujarat Pollution Control Board Shed no. C-1, 199/3, GIDC Estate, Narmadanagar, Bharuch 392015 Phone : (02642) 246366,248665 Fax : (02642) 246345	Bharuch and Narmada
3.	RO, Gujarat Pollution Control Board Belgium Square, Silver Plaza Complex, Opposite Linear bus stand, Ring road, Surat 395 003 Phone : (0261) 2442696,2411192 Fax : (0261) 2429733	Surat and Navsari
4.	RO, Gujarat Pollution Control Board Shed no. C-5/124, Vapi 396 195, Dist. Valsad Phone : (0260) 2432089,2426207 Fax : (0260)2432826	Valsad and Dang
5.	RO, Gujarat Pollution Control Board Nr. Hotel Durkhus, Race course road, Ring Road, Rajkot – 360 001. Phone : (0281)2474524,2459831 Fax : (0281)2452189	Rajkot, Surendranagar and Junagadh
6.	RO, Gujarat Pollution Control Board Sardar Patel Commercial complex, Rameshwaranagar, Kasturba Gandhi Vikas Gruh Marg, Bedi Bendar road, Jamnagar 368 008 Phone : (0288) 2752366 Fax : (0288)2753540	Jamnagar, Porbandar and Kutch
7.	RO, Gujarat Pollution Control Board 40, Shrimali Society, Neptune House No. 2, Nr. Navrangpura Rly, Crossing, Navrangpura, Ahmedabad 380 009 Phone : (079)26460089,26460086,26460086 Fax : (079)26460120	Ahmedabad
8.	RO, Gujarat Pollution Control Board 18, Santinath Society, Behind Simandhar Jain Temple, BK Cinema road, Mehsana 389 001 Phone : (02764)258294 Fax : (02764)258106	Gandhinagar, Mehsana, Patan, Banaskantha and Sabarkantha
9.	RO, Gujarat Pollution Control Board 20, Haidary Society, Nr. DSP Office, godhara, Panchmahal 389 001 Phone : (02672)245869,245996 Fax : (02672)2459901	Panchmahal, Dahod
10.	RO, Gujarat Pollution Control Board Plot 1154/2-B, Ghogha Circle, Sir Patni Road, Bhavnagar 364 004 Phone : (0278)2524108 Fax : (0278)2525837	Bhavnagar and Amreli

## **CHAPTER NO. 2**

### **The power and duties of officers and employees**

The powers to Grant / Rejection of NOC/Consent for the Green, Orange and Red Category types of Industrial Units are as under.

#### **A. Category : Green**

- (i) CCA (Small,Medium and Large Scale units) : Regional Officer
- (ii) NOC (Small,Medium and Large Scale units) : Regional Officer

#### **B. Category : Orange**

- (a) Small Scale Units
  - (i) CCA : Unit Head
  - (ii) NOC : Unit Head
- (b) Medium Scale Units
  - (i) CCA : Unit Head
  - (ii) NOC : Unit Head
- (c) Large Scale Units
  - (i) CCA : Unit Head
  - (ii) NOC : Unit Head

#### **C. Category : Red**

- (a) Small Scale Units
  - (i) CCA : Unit Head
  - (ii) NOC : Member Secretary
- (b) Medium Scale Units
  - (i) CCA : Member Secretary
  - (ii) NOC : Member Secretary
- (c) Large Scale Units
  - CCA : Chairman
  - NOC : Chairman

Note:-

CCA:- Consolidated Consent and Authorisation ( issued under the provisions of Water Act, Air act and the Hazardous waste (Management & Handling) rules 1989.

NOC :- No Objection Certificate which is the same as consent to establish

Unit Head :-Refers to the head of the unit in GPCB head office.

Powers regarding Biomedical Waste (Management and Handling) Rules 1998

Sr. No.	Nature of Power	Authority to whom the power is delegated
1.	Permission for storage of biomedical waste for more than 48 hours powers delegated Under rule (6), sub rule (5)	Regional Officer
2.	To accept the application form (in duplicate) and monitoring of the Biomedical waste facility / health center under rule (8)	Regional Officer
3	All other types of power related to BMW rules	Member Secretary

Municipal Solid Waste (Management and Handling) Rules 2000.

1. All types of power under MSW Rules 2000 are delegated to Member Secretary

Battery (Management and Handling) Rules 2001.

Sr. No.	Nature of Power	Authority to whom the power is delegated
1.	Accepting yearly and half yearly report from battery manufacturer, importer, assembler, reconditioner, dealer, recycler, bulk consumer and bulk purchaser	Regional Officer
2.	To send annual compliance status report under rule 12	Unit Head at Head Office

**Hazardous Waste (Management and Handling) Rules 1989 as amended up to 2003**

<b>Sr. No.</b>	<b>Rules of HW (M&amp;H) Rules,1989</b>	<b>Nature of power</b>	<b>Authority to whom the power is delegated</b>
1	5(2) & (3)	To accept the application	<b>Member Secretary /</b> Senior Environmental Scientists / Senior Environmental Engineer / Unit Head & Regional Officer / Head office & Regional office
2	5(2),(3)&(6)	To grant the Authorisation with conditions after satisfying that the operator of facilities or an occupier possesses appropriate facilities, technical capability and equipment to handle hazardous waste safely	<b>Member Secretary:</b> Red/ Orange/Green Category units  Senior Environmental Scientists / Senior Environmental Engineer/ Red (small scale Unithead Orange/Green Category Units  <b>Regional Office</b> Regional Officer Green Category Units
3	5(7)	To refuse to grant authorization after giving reasonable opportunity of being heard.	<b>Head Office</b> <b>Member Secretary:</b> Red/ Orange/Green Category units  Senior Environmental Scientists/ Senior Environmental Engineer/Red (small scale) Unit head Orange/Green Category Units  <b>Regional Office</b> Regional Officer Green Category Units
4	5(8)	To renew the authorization after complying sub-rules (6) & clause (i) to (iii) of Sub-Rule (8) of Rule 5	<b>Head Office</b> <b>Member Secretary:</b> Red/ Orange/Green Category units  Senior Environmental Scientists / Senior Environmental Engineer / Red (small scale) Unit head Orange/Green Category Units  <b>Regional Office</b> Regional Officer Green Category Units
5	6(1)	To suspended or cancel authorization, if authorized person failed to comply with any of the conditions of the authorization or with any provisions of the Act or these rules after giving the authorized	<b>Head Office</b> <b>Chairman:</b> Red/Orange/Green Category units <b>Member Secretary:</b> Red(Medium & Small Scale Units) Orange/Green Category units Senior Environmental Scientists / Senior Environmental Engineer / Red (small scale) Unit head

		person opportunity to show cause and after recording reasons therefore.	Orange/Green Category Units <b>Regional Office</b> Regional Officer Green Category Units
6	6(2)	To give directions to the persons whose authorization has been suspended or cancelled	<b>Chairman /</b> <b>Member Secretary</b>
7	7(6)	To grant NOC in case of Transport of HW to a facility for treatment, storage and disposal existing in a state other than the state where HW are generated	<b>Head Office</b> <b>Chairman:</b> Red/Orange/Green Category units <b>Member Secretary:</b> Red(Medium & Small Scale Units) Orange/Green Category units  Senior Environmental Scientists / Senior Environmental Engineer/Red (small scale) Unit head Orange/Green Category Units  <b>Regional Office</b> Regional Officer Green Category Units
8	8(3)	To receive EIA report	<b>Chairman /</b> <b>Member Secretary/</b> Senior Environmental Scientists / Senior Environmental Engineer / Unit head <b>Regional Office</b>
9	8(4)	To conduct public hearing	<b>Regional Officer</b>
10	8(5)	To forward to the state govt. the project report and details of public hearing	<b>Chairman /</b> <b>Member Secretary/</b> <b>Regional Office</b> <b>Unit head</b>
11	8 A (2)	To approve design and the layout of disposal facilities	<b>Head Office</b> <b>Chairman:</b> Red/Orange/Green Category units <b>Member Secretary:</b> Red(Medium & Small Scale Units) Orange/Green Category units  Senior Environmental Scientists / Senior Environmental Engineer/Red (small scale) Unit head Orange/Green Category Units  <b>Regional Office</b> Regional Officer Green Category Units
12	9(3)	To prepare an inventory of HW as per rule 9(3)	<b>Regional Officer</b> <b>Unit head of Hazardous Waste Unit</b>
13	8 B (2)	To closure of landfill site, as per the design approved under rule 8A	<b>Chairman /</b> <b>Member Secretary/</b> <b>Senior Environmental Scientist /</b>

			<b>Senior Environmental Engineer / Unit head / Regional Officer</b>
14	13(1)	To get the application in Form-6	<b>Chairman / Member Secretary/ Senior Environmental Scientist / Senior Environmental Engineer / Unit head / Regional Officer</b>
15	13(2)	To examine to application & forward the application with recommendation and requisite stipulation for safe transport storage & processing to the MoEF	<b>Head Office</b> <b>Chairman:</b> Red/Orange/Green Category units <b>Member Secretary:</b> Red(Medium & Small Scale Units) Orange/Green Category units  Senior Environmental Scientists / Senior Environmental Engineer/Red(small scale) Orange/Green Category Units  <b>Regional Office</b> Regional Officer Green Category Units
16	13(3)(d)	To grant NOC & Authorisation in respect of Clause (d) of sub-rule (3) of Rule-13	<b>Head Office</b> <b>Chairman:</b> Red/Orange/Green Category units <b>Member Secretary:</b> Red(Medium & Small Scale Units) Orange/Green Category units  Senior Environmental Scientists / Senior Environmental Engineer / Red (small Unit head scale) Orange/Green Category Units  <b>Regional Office</b> Regional Officer Green Category Units
17	16(2)	To decide the entire cost of remediation or restoration	<b>Chairman</b>
	16(2)	To plan and caused to be executed the programmed for remediation or restoration as per rule 16(2)	<b>Chairman / Member Secretary/ Senior Environmental Scientist / Senior Environmental Engineer / Unit head / Regional Officer</b>
18	16(3)	To impose and levy the fine with the approval of CPCB for any violation of the provisions under these Rules from the occupier and operator of a facility	<b>Chairman</b>

19	21(4)	To inspect the re-refining and re-cycling units within three month of the expiry of six months period referred to in sub-(1) and submit the compliance report to CPCB	<b>Regional OfficeR/ Unit head of HW</b>
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Note : In respect of power not delegated under Red Category, Senior Environmental Scientist / Senior Environmental Engineer / Unit head can also sign the respective order after the approval of the Chairman or Member Secretary

## **Financial Powers delegated to various officers**

Financial Powers have been delegated to the following officers.

1. Senior Environmental Engineer / Senior Environmental Scientist
2. Regional Officers.
3. Head of Central Laboratory at Gandhinagar
4. Environmental Engineer (Store) at Gandhinagar
5. Public Relation Officer
6. Head of the Particular Project at Head Office
7. Chief Accounts Officer
8. Head of Vigilance Cell at Gandhinagar
9. Law Officer at Gandhinagar

The decisions of delegation of the Financial Powers were taken in the following various Board Meetings

- a. 121<sup>st</sup> Board Meeting held on 03-08-2000. The decision was conveyed vide this office order No. Mahekam/G-78(4)/33274 dtd. 10-08-2000. A purchase committee is formed as per the decision taken in 121<sup>st</sup> Board Meeting for the purchase of any item exceeding one lacs but less Rs. five lacs. The committee is also authorized to recommend the purchase of any item to the Board exceeding Rs. Five lacs.
- b. 125<sup>th</sup> Board Meeting held on 03-08-2001. The decision was conveyed vide this office order No. Mahekam/G-78(4)/127479 dtd. 05-09-2001.
- c. 127<sup>th</sup> Board Meeting held on 29-01-2002. The decision was conveyed vide this office order No. Vahivat/252(2)/11257 dtd. 24-04-2002.
- d. 141<sup>st</sup> Board Meeting held on 04-03-2004. The decision was conveyed vide this office order No. Mahekam/G-78(4)/13274 dtd. 30-04-2004.
- e. 148<sup>th</sup> Board Meeting held on 12-08-2005.
- f. The member Secretary is authorized to sanction or pass all payments against allotment made or estimates sanctioned (Pl. refer Rule 16 of Water Act-74)

### CHAPTER NO.3

The Procedure followed in the decision making process including channels of Supervision and accountability

#### NOC APPLICATION :

Sr. No.	NATURE OF ACTIVITIES	SUPERVISION LEVEL	ACCOUNTABILITY
1	Receipt of application and scrutiny as per the checklist at the RO level	RO	AEE/DEE
2	Account and DD matter related to Bank	RO	Accountant
3	Technical branch for site visit (If required)	RO	Visiting officials
4	Detailed site visit	RO	Visiting officials
5	Forwarding application to Head office	RO	Outward Clerk
6	Checking and registration in respective branch	AEE/ DEE /Unit Head	DS
7	Processing application	Unit Head	AEE/DEE
8	Approval of proposal		
	Green Category	---	Regional Officer
	Orange Category	---	Unit Head
	Red small / Medium Category	---	Member Secretary
	Red large Category	---	Chairman
9	Issuance of order	---	Regional Officer / Unit Head
10	Dispatched	D S	Outward clerk

**N.B. :- RO- Regional Officer, AEE- Assistant Environmental Engineer,DEE-Dy. Environmental Engineer,DS Deputy Superintendent**

**OTHER APPLICATION :**

(Includes : CCA, BMW, MSW, PLASTIC RULES, etc.)

<b>Sr. No.</b>	<b>NATURE OF ACTIVITIES</b>	<b>SUPERVISION LEVEL</b>	<b>ACCOUNTIBILITY</b>
1	Receipt of application and scrutiny as per the checklist at the RO level	RO	AEE/DEE
2	Account and DD matter related to Bank	RO	Accountant
3	Technical branch for site visit	RO	Visiting officials
4	Monitoring and sampling	RO	Visiting officials
	Analysis of the samples	S O	Concerned scientist
5	Forwarding application to Head office with inspection report and analysis report	RO	Outward Clerk
6	Checking and registration in respective branch	Unit Head	DS
7	Processing application	UNIT HEAD	AEE/DEE
8	Approval of proposal		
	Green Category		RO
	Orange / Red small Category		UNIT HEAD
	Red medium Category		M .S
	Red large Category		Chairman
9	Issuance of order		UNIT HEAD
10	Dispatched	D S	Outward clerk

**N.B. :- RO- Regional Officer, AEE- Assistant Environmental Engineer,DEE-Dy. Environmental Engineer,DS Deputy Superintendent**

### MONITORING

Sr. No.	NATURE OF ACTIVITIES	SUPERVISION LEVEL	ACCOUNTIBILITY
1	<u>REGIONAL OFFICE</u> Planning for Monitoring		R O
2	Detailed inspection and sample collection and preparation of inspection report	R O	Visiting staff
3	Submission of samples to laboratory	R O	Visiting staff
4	Submission of inspection report to RO	R O	Visiting staff
5	Submission of analysis report to RO	R O	S. O.
6	Forwarding inspection report and analysis report to Head Office	RO	R O
7	<u>HEAD OFFICE</u> Checking and registration of inspection report & analysis report received from Regional Office to respective branch	UNIT HEAD	DS
8	Processing report and suggesting actions	UNIT HEAD	AEE/DEE
9	Approval of proposal		
	Green Category		RO
	Orange Category		UNIT HEAD
	Red small Category		UNIT HEAD
	Red medium Category		M .S,
	Red large Category		CHAIRMAN
10	Issuance of notice/order		UNIT HEAD
11	Dispatched	D S	Out ward clerk

**N.B. :- RO- Regional Officer, AEE- Assistant Environmental Engineer,DEE-Dy. Environmental Engineer,DS Deputy Superintendent**

## ACCOUNT BRANCH

SR. NO.	NATURE OF ACTIVITIES	ACCOUNTIBILITY	SUPERVISION LEVEL
1	Release of Payment up to 50,000/-	Jr. Cl/D S	J O
2	Release of Payment more than 50,000/-	Jr. Cl/D S/J O /IAO	CAO
3	<b>Salary</b>	Jr. Cl/D S/	J O
4	Deposit of legal dues like I T/ P F	Jr. Cl/D S/J O /	C A O
5	Preparation of Budget	Jr. Cl/D S/J O /	C A O
6	Release of fund to R O	D S/J O /	I A O
7	Settlement of ex-employee	Sr. Cl/J O	C A O
8	Maintain of A/C	Jr. Cl/D S/J O	C A O
9	Finalization of A/C	Jr. Cl/D S/J O	C A O
10	Audit/ Inspection	Jr. Cl	I A O
11	Preparation of annual account	Jr. Cl/D S/J O	C A O
12	Received of Payment	Jr. Cl	J O
13	Sales of publication	Jr. Cl	D S
14	Preparation of Analysis bill	Jr. Cl	J O
15	Compliances of A G Audit Remarks	Jr. Cl/D S	I A O

**N.B. :- JO- Junior Officer, DS Deputy Superintendent, Sr.Clerk-Senior Clerk, Jr.Cl-Junior Clerk,IAO-Internal Audit Officer, CAO-Chief Accounts Officer, CCT-Clerk-cum-Typist**

**PERSONNEL BRANCH**

Sr. No.	Nature of activities	Supervision level	Accountability
1.	Appointment / Promotion / Recruitment Rules	MS/C	DS/JO
2.	Board Meeting (Agenda/Munits/Follow-up)	JO/MS/C	DS/JO
3.	Deligation of power	MS	DS/JO
4.	Govt. letters/other correspondence	EE/MS/SSO	DS/JO/MS
5.	Confidential Reports – writing (Maintenance of Register & follow-up)/Service Book	MS/C	MS/EE /RO/ SES /SEE /CA/c.O /JO /Sr/Clerk/DS
6.	Pay Fixation	MS/C	DS/JO
7.	Higher Grade scale (Agenda/munits/Follo-up) & all service matter including leave, training and issue to any kind of certificate	MS/C	DS/JO
8.	All staff advances, maintenance of registers and files in the Branch	JO	CCT/DS
9.	RO Inspection & follow-up for audit & furnishing of information	JO/MS	Sr.CLERK/DS
10.	Resignation/Retirement/Terminated of services /Transfer	JO/MS/C	Sr.CLERK/DS
11.	Labour Court & high Court for reinstatement service	JO/MS/C	CCT/JO
12.	Personnel Committee I & II	JO/MS/C	Sr.CLERK/DS
.	Personnel Committee III & IV	JO/MS	Sr.CLERK/DS
13	Government Action Plan (Personnel Branch)	JO/MS	Sr.CLERK/DS
14.	Dispatch/Inward/Telephone booth, steno pool	JO	Sr.CLERK/DS

**N.B. :- C-Chairman, MS-Member Secretary, JO- Junior Officer, DS- Deputy Superintendent, Sr.Clerk-Senior Clerk, CCT-Clerk-cum-Typist, EE-Environmental Engineer,SSO- Senior Scientific Officer, RO-Regional Officer, SES-Senior Environmental Scientist, SEE – Senior Environmental Engineer, CA/cO- Chief Accounts Officer.**

## **STORE BRANCH**

### **STORES PROCEDURES:**

<b>Sr. No.</b>	<b>Nature of Activity</b>	<b>Supervision Level</b>	<b>Accountability</b>
1. a)	Inventory control & purchase proposal for stores	DEE	DS, Sr. Clerk
b)	Receipt of purchase proposal from other units / regional office	DEE	Clerk cum Typist
2.	Process the proposal on concerned file with details	DS/SSA	Sr. Clerk
3.	Scrutinize the details in the light of procedures / rules / norms regarding the subject matter	DEE	DS/SSA
4.	Final approval of the proposal	MS, SES, EE	DEE, DS, SSA, Sr. Clerk
5. a)	Convey the decision / approval in case of Regional Office	EE	DEE
b)	Implement the decision / approval in case of Head Office		
i)	Inviting tenders	DEE	DS/SSA
ii)	Comparative statement	DS/SSA	Sr. Clerk
iii)	Put up for approval of competent authority	DEE	DS/SSA
iv)	Financial approval as per the delegation of powers	MS, SES, EE	DEE, DS, SSA, Sr. Clerk
iv)	Supply order	EE	DEE
v)	Receipt of goods / services supplied	DS	Sr. Clerk
vi)	Inspection, entry & issuance of goods	DS	Sr. Clerk
vii)	Bill process	EE	DEE, DS, SSA, Sr. Clerk
6.	Physical verification & preparation of annual statement of the stores	EE	DEE, DS, SSA, Sr. Clerk

**N.B. :- MS-Member Secretary, JO- Junior Officer, DS- Deputy Superintendent, Sr.Clerk-Senior Clerk, CCT-Clerk-cum-Typist, EE-Environmental Engineer,SSO- Senior Scientific Officer, RO-Regional Officer, SES-Senior Environmental Scientist, SEE – Senior Environmental Engineer, CA/cO- Chief Accounts Officer, DEE-Dy. Environmental Engineer.**

## CHAPTER NO.4

### **The norms set by GPCB for the discharge of its functions.**

#### **The environmental/pollution clearances to be required for setting up projects/ industrial units in the state of Gujarat.**

The clearances required from the environmental and pollution control angle for setting up industrial projects are contained in Water (Prevention and Control of Pollution) Act-1974, The Air (Prevention and Control of Pollution) Act-1981, The Environment (protection) Act,1986 and the various notification and rules thereof.

Briefly stated, main clearances required are as under:

1. NOC of GPCB which tantamount to Consent to establish under Water Act-1974.
2. Environmental Clearance from MoEF, Govt. of India for A category projects & SEIAA of GoG for B category projects.
3. Consolidated consents and Authorization
4. For details of norms, check list etc. please visit our web site at [www.gpcb.gov.in](http://www.gpcb.gov.in)

#### **Consent To Establish**

NOC of the GPCB is required before establishing the project unless the project is exempted from the requirement of NOC. GPCB has got a list of 99 small scales units for which NOC is not required .

For obtaining NOC, application which is completed in every respect is to be submitted to the Regional Office of GPCB and after site verification and verification of required details submitted by the project proponent as per the checklist is scrutinized. Thereafter such cases are submitted to GPCB Head Office as per the pollution potential, viz Red & Orange category of units. In case of the green category units NOC is granted by the Regional Office. At present Board is granting NOC for the period of Five Year.

#### **Environmental Clearance from MoEF /DoEF : (Pl. refer notification A of MoEF dated 14/09/2006. GPCB will conduct Public Hearing.)**

In the case of projects which require Environmental Clearance under the provisions of Notification dtd. 14-9-2006, The Public Hearing is conducted and the minutes of the Public Hearing with relevant documents like Form-I, , EIA report, Risk analysis and Executive Summary of the project etc. are received. All these documents will be forwarded to Government of India or SEIAA (GoG) for granting Environmental Clearance, In such cases, no construction activity can start before granting of Environmental Clearance by the Government of India.(Public hearing is not required in some cases)

It may be seen that out of these 32 categories (Schedule-I), of EIA notification – 1994 out of which 5 categories of project as listed against item no.1,2,3,19, and 20 in

Schedule-I which required site-clearance Prior to Environment Clearance from MoEF. In case of expansion or modernization of such 5 categories of site specific project temporary working permission would be granted on receipt of application in the prescribed format in Schedule-II for a period not exceeding two years by MoEF, during which the project proponent shall obtain the requisite Environmental Clearance as per the procedure laid down in the EIA notification-1994.

### **Consolidated Consents and Authorization (CC&A) :**

The CCA is a combined document under which the Consent under Water Act-1974 ,Consent under the Air Act, and Authorization under the Hazardous Waste Management Rules are granted together.

Once the construction /Commission including environment management system (EMS) of the project on the basis of NOC or Environmental Clearance as the case is completed, then the unit can apply for obtaining CCA of the Board as per the prescribed check list at Regional Office .Once the completed application in every respect is received, after due verification, sampling, analysis etc. will be conducted and the CCA is forwarded to Head Office incase of category of industries viz. Ref & Orange. The Green category units are decided by Regional Office after verification in every respect . For Red and Orange category of units are decided by Head Office as per the delegation of powers .The statutory limit is four months incase of granting or rejecting CC&A .At present Board is granting CC&A for the period of five year.

## CHAPTER NO. 5

### **The rules regulations manuals and records held by GPCB or under its control or used by its employee for discharging its function.**

#### **The Name & Type of the Document**

The Board is enforcing the provisions of the following Acts, Rules and Directives issued by the Authorities from time to time.

- The Water (Prevention and Control of Pollution) Act, 1974. Amendment on 1978 and 1988.
- The Water (Prevention and Control of Pollution) Cess Act, 1977. Amendment on 2003.
- The Air (Prevention and Control of Pollution) Act, 1981
- The Environment (Protection) Act, 1986, Various relevant Rules notified thereof :
  - The Hazardous Waste (Management And Handling) Rules, 1989. Amendment 2003.
  - The Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989. Amendment 2000.
  - The Environmental Clearance including EIA – [Environmental Impact Assessment] for expansion/modernisation of activity of new projects – Procedure Notification, 1991. Amendment 2006 (14-9-2006)
  - The Bio-Medical Waste (Management and Handling) Rules, 1998. Amendment 2000 and 2003.
  - The Recycled Plastic Manufacture and Usage Rules, 1999
  - The Plastic Manufacture Sale and Usage Rules 2003.
  - Utilisation of Fly Ash Notification of Direction, 1999
  - The Municipal Solid Waste (Management and Handling) Rules, 2000
  - The Batteries (Management and Handling) Rules, 2001
  - The Environmental audit Scheme, 1986
  - The Noise Pollution (Regulation & Control) Rules, 2000. Amendment on 2002.

**The copies of the document related to the above laws shall be available from**

1. **Gujarat Pollution Control Board, Sector 10 A, Gandhinagar and its 10 Regional Offices. Please refer GPCB website [www.gpcb.gov.in](http://www.gpcb.gov.in)  
Telephone No. of Head Office : 079-23222095, 23222096, 23222756  
Fax No. : 079-23232156**

**Fee for the document :- The fee will be levied in accordance with the Provisions made by the State Government in this regards.**

**CHAPTER NO. 6**

**A Statement of the categories of documents that are held by GPCB or  
under its control of**

**PAGE UNDER CONSTRUCTION**

## **CHAPTER NO. 7**

**The particulars of any arrangement that exists for consultation with of representation by the members of the public in relation to the formulation of GPCB's policy or administration thereof.**

**PAGE UNDER CONSTRUCTION**

## **CHAPTER NO. 8**

**A statement of the Gujarat Pollution Control Boards, councils committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those boards council committee and other bodies are open to the public of the minutes of such meeting are accessible for public.**

**PAGE UNDER CONSTRUCTION**

**CHAPTER NO. 9**  
**A directory of the officers and employee of GPCB**

**PAGE UNDER CONSTRUCTION**

## **CHAPTER NO. 10**

**The monthly remuneration received by each of officers and employees of GPCB including the system of compensation as provided in its regulations.  
Head Office**

**PAGE UNDER CONSTRUCTION**

**CHAPTER NO. 11**

**The budget allocated to GPCB indicating the particulars of all plans proposed expenditures and reports on disbursements made.**

**PAGE UNDER CONSTRUCTION**

## CHAPTER NO. 12

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

**This matter is not Applicable to Gujarat Pollution Control Board**

**CHAPTER NO. 13**

**Particulars of recipients of concessions permits of authorizations granted  
by GPCB.**

**This matter is not Applicable to Gujarat Pollution Control Board**

**CHAPTER NO. 14**

**Details in respect of the information, available to or held by GPCB,  
reduced in an electronic form**

**PAGE UNDER CONSTRUCTION**

## **CHAPTER NO. 15**

**The particulars of facilities available to citizens for obtaining information including the working hours or a library or reading room if maintained for public use.**

**PAGE UNDER CONSTRUCTION**

**CHAPTER NO. 16**

**The names of the designated public information officers of Gujarat  
Pollution control Board**

**PAGE UNDER CONSTRUCTION**

## CHAPTER NO. 17

### **Such other information as maybe prescribed**

Board is celebrating various National & International days e.g. 22<sup>nd</sup> May as Earth day, 5<sup>th</sup> June as World Environment Day and 16<sup>th</sup> Sept. as Ozone Day. Apart from this various workshop, Seminar & Competition on Pollution Control awareness programmes are organized in consultation with various schools, organizations etc.

Please visit GPCB web site for any further information. The name of GPCB Web site is [www.gpcb.gov.in](http://www.gpcb.gov.in)

Gujarat Pollution Control Board, Head Office, Sector-10-A, Gandhinagar  
Details of the Appellate Authority, Public Information Officer & Assistant Information  
Officer under the Right to Information Act, 2005.