

**PROCEEDINGS OF THE CHAIRMAN, KERALA STATE POLLUTION
CONTROL BOARD, THIRUVANANTHAPURAM**

(Present: Sri. K.Sajeevan)

Kerala State Pollution Control Board - Establishment – Delegation of Powers to Regional Offices - Sanctioned – Orders issued.

KERALA STATE POLLUTION CONTROL BOARD

No. PCB/E1/11550/2016 (2)

Thiruvananthapuram, dated 02-11-2016

Read: 1) Circular No. PCB/T4/115/97 dated 22-04-2010.

2) This Office Proceedings No. PCB/E1/11550/2016 (1) dated 02-11-2016.

ORDER

In continuation to this office proceedings read above, the following duties and responsibilities are delegated to the Regional Offices of Kerala State Pollution Control Board in addition to the power delegation already exercised under consent administration as per the Circular read above;

1. Administration

- a. Sanction of casual leave and other leaves up to 30 days of Head of District Offices.
- b. Recommendation of all other leave of Head of Offices
- c. Sanction of all other leave to staffs under their jurisdiction except Head of Office.
- d. Maintenance of Service Book of all staff up to the level of Assistant Environmental Engineer under the administrative control of the Regional Office.
- e. Monitoring of tour Programme.
- f. Sanctioning of TA bills of all subordinates under their jurisdiction.
- g. Regional review meeting on first Saturday of every month
- h. Registers to be verified with the help of administrative staff
- i. Monitoring of utilization of vehicles
- j. Monthly report to be filed to Head Office on every second Monday

2. Laboratories

- a. The laboratories attached to District Office Ernakulam (2) & (3), Kottayam, Idukki and Thrissur will be under the control of Central Laboratory, Ernakulam. The Chief Environmental Engineer, Regional Office, Ernakulam will have the overall control of the Central Laboratory, Ernakulam.
- b. The laboratories attached to other Districts Offices will be under the control of the respective Regional Offices.

- c. All laboratories shall be maintained at the status of NABL during the 13th five year plan (2017-22). Action shall be initiated and its follow up with Head Office and Central Lab.
- d. Evaluation of monthly samples received and analyzed.
- e. Evaluation of monthly details of analysis and its income.
- f. Inspection of ambient air quality monitoring station (both HV & CAAQMS stations) with laboratory officers.

3. Technical

(a) Consent Management

To evaluate the performance of consent administration in each districts, the following shall be evaluated.

- (i) Function of KIOSK and its income.
- (ii) Number of consent application (both ICE & ICO) received and disposal.
- (iii) Monthly income generated at each District Office under jurisdiction.
- (b) Evaluation of post monitoring of consent conditions.
- (c) Random verification of consent application processing and its disposal.
- (d) Random inspection of ICE sites
- (e) Random inspection of ICO establishment (Industries, Hospitals etc)
- (f) Evaluation of EP rules
 - (i) Solid Waste Management Rules
 - (ii) Bio medical waste Management Rules
 - (iii) Plastic Waste Management Rules
 - (iv) E-Waste Management Rules
 - (v) Batteries Management Rules
- g) Waste Management Facilities provided shall also be inspected.
- h) Evaluation of redressal of complaints. Inspection shall be conducted if necessary.
- i) Progress evaluation of Plan Projects.
- j) Evaluation of Board Funded Projects.

4. Regional Review Meeting:

- a. Shall be conducted at one of the district office on rotation basis under jurisdiction of each RO
- b. Chairman/Member Secretary/Chief Environmental Engineer, Head Office shall attend one of the regional review meeting on rotation basis.
- c. Shall be conducted on first Saturday of every month.

5. Before proceeding on leave/returning from leave other than casual leave the relieved/reliving officer should prepare Report of Transfer of Charge in KFC Form No. 7 (copy enclosed) and forwarded to the concerned on the same day.
6. The Chief Environmental Engineer shall issue orders delegating the work assigned to each officers in respective offices and furnish a copy of the same to the Head Office.

Sd/-
CHAIRMAN

To

The Chief Environmental Engineer, Regional Office,
Thiruvananthapuram/Ernakulam/Kozhikode
The Chief Environmental Scientist, Central Laboratory, Ernakulam
The Environmental Engineer, Environmental Surveillance Centre
Ernakulam
The Environmental Engineer, District Office, Thiruvananthapuram /
Kollam/Pathanamthitta/Alappuzha/Kottayam/Ernakulam 1 & 2/Idukki
Thrissur/ Malappuram/Kozhikode / Palakkad/ Wayanad /Kannur
All officers in the Head Office
Accounts Section/Establishment Section
CA to Chairman
CA to Member Secretary
Stock File/Office Copy

FORWARDED / BY ORDER


SENIOR SUPERINTENDENT