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ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಾಲಿನ್ಯ ನಿಯಂತ್ರಣ ಮಂಡಳಿ Karnataka State Pollution Control Board

"ಪರಿಸರಭವನ", 1 ರಿಂದ 5ನೇ ಮಹಡಿಗಳು, ನಂ.49, ಚರ್ಚ್ಸ್ಟ್ರೀಟ್, ಬೆಂಗಳೂರು - 560 001, ಕರ್ನಾಟಕ, ಭಾರತ "Parisara Bhavana", 1st to 5th Floor, # 49, Church Street, Bengaluru - 560 001, Karnataka, INDIA

5626

13 JAN 2016

Proceeding of the meeting of Officers of Head Office held on 1st & 2nd January 2016 in the 3rd Floor, Parisara Bhavana, Bengaluru presided by Chairman, KSPCB.

At the outset, Environmental Officer, Corporate Cell welcomed Chairman, Member Secretary and all the officers for the meeting and briefly mentioned that the meeting is convened to discuss the on-going programmes/activities and proposed programmes for the calendar year 2016.

The Section Heads have presented their work area, issues pertaining to their section. After detailed deliberation, they were asked to initiate action on the following:

Administrative Section

- (i) Finalization of seniority list of technical staff to be completed before 15th January, 2016 and Notification for constitution of Promotion Assessment Committee to be issued before 15th January, 2016.
- (ii) Old vehicles to be auctioned before 15th February 2016 after following the procedure. The required procedure shall be completed on war footing.
- (iii) Approval from government for recruitment to fill vacant posts as per Cadre, Recruitment Regulations and Article 371 (j) to be pursued and obtained before 30th January, 2016. Further, the recruitment process for already approved posts to be initiated immediately.
- (iv) HRMS to be updated with all the service details of all the employees.
- (v) Action to be taken to supply the requirement of stationery, cartridges for Xerox machines & printers in time.
- (vi) Requirements of electronic gadgets like laptops, desktops, scanners, printers for all the Board Offices to be worked out and placed before the TAC meeting to be convened by EO (e-governance) on 12th January, 2016 for approving the specifications for procurement of electronic equipments.

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- (vii) A Statistician from the Government on deputation to be drawn in order to collect and compile the statistical data from subordinate offices of the Board and Head Office for the purpose of regularly sending the statistical reports to the Government and for preparation of Annual Report and statistical analysis of Board's data.
- (viii) It was instructed to SEO (Waste Management) to convene meeting with the e-waste recyclers to dispose the e-waste accumulated both at Head Office and Regional Offices. Modalities of disposal of e-waste will also be discussed in the meeting.
- (ix) The Regional Officers have been authorized to sanction maximum of Rs.1050/- as transportation charge for Field Assistants engaged through man-power agency for ambient air quality monitoring. The order to this effect shall be issued immediately.

Finance Section

- (i) The Chief Finance Officer to ensure that all the Board Offices should use Tally software for accounting purpose. In this regard, it was instructed to draw a training plan before 15th January, 2016 to impart training to all the staff working in accounts/administration/regional offices on accounting procedures as per KFC, KTC, Budget Manual, Manual of Contingent expenditure, KTPP Act & rules, types of audit, usage of tally.
- (ii) The Chief Financ Officer informed that in the current year the LOC for fourth quarter will not be released instead the ROs were asked to get a permission letter/administrative approval from Board office for spending the unspent amount from other head of accounts where funds are available.
- (iii) All the original documents related to immovable assets of the Board and Fixed Deposit certificate to be preserved in Board chest maintained at Accounts Section with the joint signature of Member Secretary and Finance Officer. The building division should obtain all the original documents if any from Regional Offices and hand it over to Accounts Section for preservation. The Regional Offices should maintain Xerox copy of the documents for payment of statutory taxes etc. This work shall be completed before the end of February 2016.
- (iv) All pending arrears of pay to be released immediately for which orders have been already issued by the Administrative section.
- (v) In order to fully utilize the education fund, suggestion was made to create Welfare Association of employees which will come out with guidelines for utilization of education fund.

Laboratory

- (i) Upgradation of 3 regional laboratories viz., Mangaluru, Davangere, Mysuru to be taken up so as to obtain OHSAS'& recognition under Environment (Protection) Act, 1986.
- (ii) The specifications for procurement of mobile labs for the Board and mobile vans for monitoring vehicular emission and noise to be finalized at the earliest.
- (iii) Action to be taken to commission laboratory in Block-C of Nisarga Bhavan, Bengaluru.
- (iv) A programme to be chalked out for the visit of Chairman & Member Secretary to all the existing and proposed AAQM stations in Bangalore by CEO-3 in co-ordination with SEO (Bengaluru East).
- (v) Space & other infrastructure required to erect display board at two prominent junctions in Bengaluru for displaying the ambient air quality results. Building Division to co-ordinate with CEO-3 and finalize the location and estimate by end of January 2016.
- (vi) The Chief Environmental Officer-3 to prepare manual on procedure for hazardous waste sampling and analysis of specific parameters for different types of waste.
- (vii) The Regional Offices Mahadevapura, Sarjapura and Bommanahalli have been instructed to inspect the sewage treatment plants installed in their jurisdiction on war-footing. In this regard, the above Offices have been permitted to hire vehicle for 3 months. The order to this effect shall be issued from Administrative section immediately.
- (viii) CFO to take immediate action to file Civil Suit to recover Rs.10 Crore along with interest from State Bank of Mysore.

Technical Sections

- (i) Review meeting of the Sewage Treatment plants established in apartments/commercial complexes of Bengaluru shall be convened by SEO (Infrastructure) before 31st January, 2016.
- (ii) Review meeting of the Watch Dog Committee constituted for monitoring and improvement of water quality of Bengaluru lakes shall be convened by SEO (Waste Management) before 31st January, 2016. The details regarding the status of action taken on the improvement of bellandur lake, varthur lake and V-valley water quality shall be placed in the meeting.
- (iii) An Office Memorandum fixing the duties and responsibilities of the Officers working in the Technical wing shall be issued before 10th January, 2016.

- (iv) Action to be taken by the respective RSEOs/ROs to prepare action plan for severely polluted areas of Bidar, Raichur and Peenya identified under CEPI. The CEO shall identify the AEOs and Project Assistants/Field Assistants required for monitoring of CEPI areas and communicate to AO. AO shall issue order for deputation of the staff for the CEPI areas.
- (v) Siting guidelines for establishment of new industries shall be prepared as per the decision of the 201st Board Meeting held on 01.12.2015.
- (vi) In order to speed up the disposal of consent applications in respect of RED category, the XGN software shall be implemented within 31st January, 2016.
- (vii) The Regional Senior Environmental Officers, Chief Scientific Officer-Central Environmental Laboratory and Section Heads at Head Office were instructed to review the progress of RFD 2015-16 for the third quarter (1.4.2015 to 31.12.2015) in the first week of January, 2016. The RSEOs to send the progress with respect to their jurisdiction to the respective Section Heads at Board Office as mentioned below. The concerned Section Heads to verify the correctness of data and submit the compiled data with reasons for shortfall if any before 12th January, 2016 to Corporate Cell both in hard & soft copy.

RFD targets & progress	Section/Office to	Remarks
related to	furnish	
	information	
All applications viz., CFE/	E-Governance Cell	Hard & Soft copy to be submitted
CFEx/CFO/Authorization/		to Corporate Cell.
Registration/ IT initiaves		
All inspections, sampling	SEO (Enforcement,	The compiled data to be submitted
	Awareness,	to Corporate Cell.
	Inspection &	
	Monitoring)	
Awareness programmes	SEO (Enforcement,	The compiled data to be submitted
	Awareness,	to Corporate Cell.
	Complaints,	
	Inspection &	
	Monitoring)	
Complaints	SEO (Enforcement,	The compiled data to be submitted
	Awareness,	to Corporate Cell.
	Complaints,	
	Inspection &	
	Monitoring)	

Environmental Monitoring	CSO,	Central	The compiled data to be submitted
	Laboratory		to Corporate Cell.
Waste Management	SEO	(Waste	The compiled data to be submitted
	Management)		to Corporate Cell.

Legal

- (i) The status of legal cases viz., criminal complaints, writ petitions, appeals, special leave petitions, PILs etc. pending at various courts shall be prepared and submit to the Chairman before 31st January, 2016. Action to be taken to publish the status of cases online in the Board's website.
- (ii) Proposal shall be submitted for strengthening the legal cell including exploring possibility to post legal assistants in the Regional Offices located in Dharwad and Kalaburagi where High Court Circuit benches of Karnataka are established.
- (iii) List of panel of advocates empanelled in the Board shall be submitted to the Chairman immediately.
- (iv) The fee structures for advocates prevailing in the Government shall be obtained from Advocate General Office and proposal shall be prepared for the Board subject to enhance the fee for the advocates if required.
- (v) Present system of obtaining legal opinion on routine files from the advocate already engaged for the purpose to be continued by placing a subject before the Board for his continuation. Further, in case any legal opinion is required which involves important/sensitive issues of the Board/State, the same shall be dealt separately by referring to a competent Senior Advocate on case to case basis.
- (vi) Compilation of important reported judgements is to be made and circulated among the Officers.
- (vii) In order to file the replies before the Hon'ble Courts well in time, instructions were given to the Officers to provide the para-wise replies within 7 days without fail from date of receipt of letter from the Legal Section.

Building Section

- (i) The summary of works required to be undertaken in respect of office buildings are listed below:
 - a. Repair works: Chitradurga (grill work for safety & chajjas to prevent rain water entry), Tumakuru, Vijayapura (fencing, vehicle shed), Dharwad, Karwar, Mangaluru, Hassan.

- **b.** New Buildings: Davangere, Gadag, Mysuru and Koppal. Additional floor at Belagavi
- c. <u>Land for the Office building:</u> Chamarajanagara, Haveri, Kodagu, Chickballapura, Chikkodi.
- d. Staff quarters: Ballari, Udupi, Vijayapura.

The AEE's in the Building Division are instructed to visit Regional Offices to assess the condition of the building to take repair and maintenance works, identify sites for office building, take up new office building construction immediately. Once the assessment is made, a comprehensive proposal shall be submitted for the works to be taken up for approval.

- (ii) With regard to monitoring the civil works of Board's new buildings, instructions were given to include in the project management consultancy component the supervision of the building works right from beginning till its completion by a qualified Civil Engineer preferably residing in the same place where the construction of building is undertaken.
- (iii) The RSEOs/ROs to identify adequate land in the layouts formed by planning authorities in their respective jurisdiction for office building as well as setting up of Waste to Energy plants keeping the future growth in mind.
- (iv) It was instructed to request the Railway authorities to address a letter to BBMP to cut the branches of trees which are obstructing the Continuous Ambient Air Quality Monitoring Station at City Railway Station.
- (v) Mr.Krishna Murthy, AEO working in contract basis to attend all the maintenance works of Nisarga Bhavan and similarly Mr.Rajesh Kantikar, JE working on contract basis to attend all the maintenance works of Parisara Bhavan under the supervision of Mr.B.C.Narayan, AEE and Mr.K.N.Ashok, AEE respectively. Further, all the estate works such as maintenance of buildings to be attended by AEE's.

Awareness

SEO- Enforcement to ensure that the in-house magazine shall be released in the month of January 2016 and shall continue every month thereafter.

It was noticed that the decisions taken in the previous meeting held on 11.12.2015 were not implemented fully by Section Heads. Hence, it was instructed to implement the decisions of the previous meeting and submit action taken report immediately. Action taken report will be reviewed in the meeting which will be held on 30.1.2016 at 11.30 AM.

Member Secretary

Karnataka State Pollution Control Board

To,

- 1. All Chief Environmental Officers
- 2. All RSEOs/SEOs of Head Office.
- 3. All ROs
- 4. Chief Finance Officer, Administrative Officer, Public Relation Officer, AEEs, Building Division Head Office.