

Manual No. 3

DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

3.1 CHAIRMAN

The Chairman is the overall Head of the Board. He can take final decisions in all matters, as per powers vested to him by the Board.

3.2 MEMBER SECRETARY

He is the incharge and custodian of confidential records of the Board. All the cases relating to administrative, financial and technical matters are routed through him and sent to the Chairman for taking final decisions and approval as per the delegation of powers. He is responsible for conducting Board meetings and circulating agenda for the same.

3.3 SENIOR ENVIRONMENTAL ENGINEER

The Senior Environmental Engineers of the Board are supervising and controlling the various Regional Offices of the Board assigned to them from time to time alongwith various branches of the Board such as Planning, Policies, training, meetings, Technical Advisory Committee (Policy), E-waste Cell, Plastic Waste Cell, Hazardous Waste Management Cell and other work assigned from time to time. The matters falling under competency of Head Office are scrutinized and are forwarded to the Competent Authority for decision.

3.5 SENIOR SCIENTIST

The Senior Scientist of the Board is supervising and controlling the various Regional Offices of the Board assigned to them from time to time alongwith various branches of the Board such as Scientific Services Cell, Municipal Solid Waste Management, Eco Clubs, Public Awareness, Advertisements, Hazardous Chemical Rules and other work assigned from time to time. The matters falling under competency of Head Office are scrutinized and are forwarded to the Competent Authority for decision.

3.6 ENVIRONMENTAL ENGINEERS

The Environmental Engineers of the Board at Head Quarter are supervising the various work assigned from time to time and work of other Branch like IT Cell, General issues of Water quality, rivers, drains etc.

The Environmental Engineers of the Board at field level are responsible for the day to day working of their respective Regional Offices. They supervise the

implementation of various pollution control laws & policies of the Board in the respective areas of their jurisdiction. The technical matters are processed and decided by him as per the delegation of powers at the Regional Office level after receiving reports/recommendations from the Regional Office staff. They are responsible for preparing Action Plans for pollution control in his respective area of jurisdiction. In Head Office he is assisting the SEE/ Member Secretary/Chairman in decision making regarding various matters of the Board.

3.7 ASSISTANT ENVIRONMENTAL ENGINEERS

The Asstt. Environmental Engineers of the Board are responsible for the implementation of various pollution control laws in their respective areas of jurisdiction in the Regional Office. They are the reporting officer regarding various violations by the industries/local bodies in the field. They are to carry out the inspection of various industries in their area of jurisdiction and submit reports to the Environmental Engineers with their recommendations. All public complaints in their area of jurisdiction are attended by them.

In Head Office Asstt. Environmental Engineers are assisting the SEE/EE/Member Secretary/Chairman in decision making regarding various matters of the Board.

3.8 SCIENTIFIC OFFICER (SCIENTIST B)

- 1) Work related with Laboratory including Release of analysis reports for Air, Water, Soil, Ground water, Surface water etc. samples.
- 2) To release analysis report for the samples collected under Water (Prevention & Control of Pollution) Act, 1974 and Air (Prevention & Control of Pollution) Act, 1981.

3.9 SENIOR SCIENTIFIC ASSISTANTS (SSAs) & JUNIOR SCIENTIFIC ASSISTANTS (JSAs)

- Work relating to analysis of samples of Air, Water, Soil, Ground water, Surface water etc.