

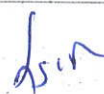
**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date:01/07/2019	JR Code: GSPCB/JR/02/106	JR Rev. No.: 05
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<b>Placement</b>	Technical Section	
<b>Name</b>	Shri. Sanjeev Joglekar	
<b>Designation</b>	Environmental Engineer, Chairperson (Safety Committee) & Process Owner for SAP, OCMMS: Unit Head	
<b>Qualification</b>	1. Diploma in Civil Engineering 2. AMIE (Civil) 3. Post Diploma in Computer Applications 4. MSC (Ecology and Environment)	
<b>Experience</b>	Working in the Goa State Pollution Control Board since 01/01/2003	
<b>Responsibility</b>	1.	Issue of Consent/Authorization as per Orders issued from time to time.
	2.	Inspection of industrial and other units.
	3.	Drafting of replies for legislative assembly questions, Lok Sabha questions.
	4.	Co-ordination with officials of NIC for implementation & maintenance of official web site.
	5.	Correspondence with CPCB, MOEF and other state Departments.
	6.	Briefing of Legal counsel of the Board in Technical Matters and scrutiny of Affidavits to be filed in Hon High Court.
	7.	To organize and conduct safety committee meetings.
	8.	To initiate incident investigations
	9.	Letters addressed to Central Pollution Control Board/Ministry of Environment and Forests & Climate Change, after the date/content to be forwarded to CPCB/MOEF are approved by Member Secretary and Chairman.
	10.	To co-ordinate with officials of High Bar Technologies Ltd., for the implementation of Enterprise Resource Software
	11.	Any other duty allotted by the Member Secretary for attending meeting, inspection etc.
<b>Authorized to / Accountability</b>	1.	To issue communication/letters seeking clarification/regarding applications
	2.	Issue letter asking applicants to deposit required Fees/ balance Fees
	3.	Reply to communication received from various State Departments/ Corporation and communications from CPCB and MOEF.
	4.	Attending meetings in GSPCB/State Government departments
	5.	To authorize all ISO documents of technical section and issue for use.
	6.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules
<b>Additional Responsibilities</b>	1.	To look after the work of Member Secretary during her leave period
<b>Reporting to</b>	1.	Member Secretary

  
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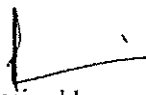
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Rev. No. 04  
Issued Date: 01/07/2019

**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/123	JR Rev. No.: 02
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Placement:	Technical Section (NORTH)	
Name	Shri. Vijay H. Kansekar	
Designation	Junior Environmental Engineer (Mechanical) on contract, OCMMS: JEE	
Qualification	B. Tech. Mechanical Engineer	
Experience	10 years	
Responsibility	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time.
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3.	Compiling data for answering Assembly questions
	4.	Any other duty allotted by the Member Secretary for attending meeting, inspection etc.
Authorized/ Accountability	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules .
Additional Responsibility	1.	To perform duties of Sebastiao Barreto, during leave/absence.
Reporting to	1.	Smt. Nandan Prabhudesai, JEE & Shri. Keshav Fadke, JEE

  
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Rev. No. 04  
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JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/111	JR Rev. No.: 04
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<b>Placement:</b>	Technical Section	
<b>Name</b>	Pravin Faldessai	
<b>Designation</b>	Junior Environmental Engineer (Mechanical) , OCCMS: JEE	
<b>Qualification</b>	Bachelor of Engineering (Mechanical)-M Tech in Env. Engg.	
<b>Experience</b>	Working in Goa State Pollution Control Board since 23/12/2011	
<b>Responsibility</b>	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time.
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3	Compiling data for answering Assembly Questions
	4.	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
<b>Authorized/ Accountability</b>	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
<b>Additional Responsibility</b>	1.	To perform the duties of Shri. Amit Shanbag, JEE during leave/absence.
<b>Reporting to</b>	1.	Smt. Nandan Prabhudesai, JEE & Shri.Keshav Fadke, JEE

  
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Rev. No. 04


Issued Date: 01/07/2019


**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date: 01/07/2019	JR Code:GSPCB/JR/02/112	JR Rev. No.: 05
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<b>Placement:</b>	Technical Section ( Consent Management) (North) & (South)	
<b>Name</b>	Shri. Rohan Nagvekar	
<b>Designation</b>	Junior Environmental Engineer (Civil) & Core Team Member for SAP,OCCMS:JEE	
<b>Qualification</b>	B. E Civil Engineering(M Tech in Env. Engg.))	
<b>Experience</b>	Working in the Goa State Pollution Control Board since 23/12/2011.	
<b>Responsibility</b>	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time.
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3.	Compiling data for answering Legislative Assembly questions.
	4.	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
	5.	As member of Project Management cell to look after the working of construction of Board laboratory.
<b>Authorized/ Accountability</b>	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
<b>Additional Responsibility</b>	1.	To perform the duties of Sebastao Coloco, JEE during leave/absence.
<b>Reporting to</b>	1.	Smt. Nandan Prabhudesai,JEE & Shri.Keshav Fadke, JEE

  
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Rev. No. 04  
Issued Date: 01/07/2019

JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/124	JR Rev. No.: 02
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Placement:	Technical Section	
Name	Shri. Devesh M. Gholkar	
Designation	Junior Environmental Engineer (Civil) on contract). OCMMS :JEE	
Qualification	B.E (Civil)	
Experience	Worked as Resident Engineer for 1 Year and 1 month in Datta Kare & Associates, Margao & Assistant Engineer in Rural Development Agency, Valpoi for 6 years and 1 month(on contract)	
Responsibility	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time.
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3	Compiling data for answering Assembly Questions
	4	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
Authorized/ Accountability	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
Additional Responsibility	1.	To perform the duties of Manoj Kundalkar during leave/absence.
Reporting to	1.	Smt.Nandan Prabhudessai,JEE& Shri, Keshav Fadke,JEE

  
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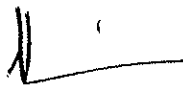
Issued Date: 01/07/2019

**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/54	JR Rev. No.: 05
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<b>Placement:</b>	Technical Section	
<b>Name</b>	Ashley Pereira	
<b>Designation</b>	Engineering Assistant (Civil) ,OCMMS :EA	
<b>Qualification</b>	Diploma In Civil Engineering (Construction)	
<b>Experience</b>	Working in Goa State Pollution Control Board since 17/11/2011.	
<b>Responsibility</b>	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3.	Compiling data for answering Assembly Questions
	4.	Any other duty allotted by the Member Secretary for attending meeting , inspections etc
	5.	Annual Return for Hazardous Waste Management compilation and forwarding to CPCB timely also providing copy to IT section for uploading on website
<b>Authorized/ Accountability</b>	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
<b>Additional Responsibility</b>	1.	To perform the duties of Liston Fernandes during leave/absence.
	2.	Hazardous Waste Management and verification of annual returns
<b>Reporting to</b>	1.	Smt.Nandan Prabhudessai,JEE& Shri, Keshav Fadke,JEE

  
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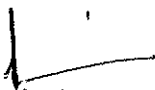
Issued Date: 01/07/2019


**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date: 01/07/2019	IR Code: GSPCB/IR/02-35	IR Rev. No.: 06
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<b>Placement:</b>	Technical Section	
<b>Name</b>	Keshav Fadke	
<b>Designation</b>	Junior Environmental Engineer (Civil)& EHS Violation Auditor, OCMMS: JEE	
<b>Qualification</b>	1. Diploma in Construction Engineering 2. Bachelor of Engineering (Civil), M Tech in Env. Eng.	
<b>Experience</b>	Working in Goa State Pollution Control Board since 01/11/2006	
<b>Responsibility</b>	1.	Scrutiny of inspection reports
	2.	Processing of, MoEF Correspondence
	3.	Conduct inspections with MOEF officials to verify EC compliance.
	4.	Compiling data for answering Assembly questions.
	5.	Any other duty allotted by the Member Secretary for attending meeting, inspection etc.
	6.	An EHS violation auditor, he is responsible to conduct the weekly EHS violation audit
	7.	Receive all reports of incidents related to the technical section operations.
	8.	Issue of letters to the project proponent requesting to make payment of fees for amendment/Consent to Operate, issue of letters to the agencies / Consent to operate, apply for Authorization.
	9.	Issue of inspection letters.
<b>Authorized/ Accountability</b>	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules
<b>Additional Responsibility</b>	1.	To perform the duties of and Smt. Nandan Prabhudesai & Shri. Sanjeev Joglekar, EE during leave/absence.
<b>Reporting to</b>	1.	Sanjeev Joglekar, Environmental Engineer

  
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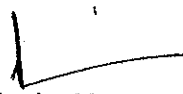
**GSPCB/F/21**  
**Rev. No. 04**  
**Issued Date: 01/07/2019**

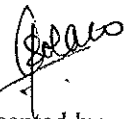
**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/38	JR Rev. No.: 05
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<b>Placement:</b>	Technical Section (All rules excluding Bio-Medical Management Rules and Hazardous Waste Rules)	
<b>Name</b>	Sebastiao Colaco	
<b>Designation</b>	Engineering Assistant (Civil) & Evacuation team Member, OCMMS : <del>EA</del> EA	
<b>Qualification</b>	Diploma in Construction Engineering	
<b>Experience</b>	Working in Goa State Pollution Control Board since 01/11/2011	
<b>Responsibility</b>	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time excluding Bio-medical rules and Hazardous rules
	2.	Compiling data for answering Assembly questions.
	3.	Conduct inspections with MOEF officials to verify EC compliance
	3.	Any other duty allotted by the Member Secretary for attending meeting, inspection etc.
	5.	Annual report completion , verification and timely submission to CPCB. Also coordinate with IT section for uploading
	6.	Maintenance of Office Building & Construction of new premises
	7.	As a trained evacuation team member, he shall be responsible for safe evacuation of the injured/unconscious person
	8.	As a member of QEHS Steering Committee to highlight any QEHS issues/concerns elated to Board functioning.
<b>Authorized/ Accountability</b>	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
<b>Additional Responsibility</b>	1.	To perform the duties of Liston Fernandes, EA during leave/absence.
<b>Reporting to</b>	12	Smt. Nandan Prabhudesai, JEE & Shri.Keshav Fadke, JEE

  
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Rev. No. 04  
Issued Date: 01/07/2019.



**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/49	JR Rev. No.: 04
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<b>Placement:</b>	Technical Section ( Consent Management) <del>( )</del>	
<b>Name</b>	Sebastiao Baretto	
<b>Designation</b>	Engineering Assistant (Civil), OCMMS: AEA	
<b>Qualification</b>	Diploma in Civil Engineering	
<b>Experience</b>	Working in Goa State Pollution Control Board since 14/11/2011.	
<b>Responsibility</b>	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time.
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3.	Compiling data for answering Assembly Questions
	4.	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
<b>Authorized/ Accountability</b>	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
	2.	Attend meeting of Disaster Management
<b>Additional Responsibility</b>	1.	To perform the duties of Vijay Kansekar during leave/absence.
<b>Reporting to</b>	1.	Smt. Nandan Prabhudesai, JEE & Shri.Keshav Fadke, JEE

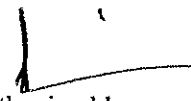


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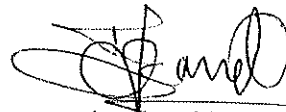
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Rev. No.04

Issued Date: 01/07/2019



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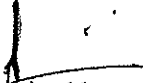
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**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date :01/07/2019	JR Code: GSPCB/JR/02/46	JR Rev. No.: 06
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<b>Placement:</b>	Technical Section	
<b>Name</b>	Shri. Liston Eusebio Fernandes	
<b>Designation</b>	Engineering Assistant (Mechanical) & Core Team Member for SAP, OCMMS :EA	
<b>Qualification</b>	Diploma in Mechanical Engineering	
<b>Experience</b>	Working in the Goa State Pollution Control Board since 11/11/2011.	
<b>Responsibility</b>	1.	Maintenance of Vehicles
	2.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time..
	3.	Conduct inspections with MOEF officials to verify EC compliance
	4.	Compiling data for answering Assembly Questions
	5.	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
	6.	As a trained Evacuation Team Member, he shall be responsible for safe evacuation of the injured/unconscious person.
	7.	As a trained First aider, he shall be responsible to administer First aid to the injured person
<b>Authorized /Accountability</b>	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
	2.	
<b>Additional Responsibility</b>	1.	All matters pertaining to maintenance, repairs, servicing, painting, washing etc. of all vehicles of the Board.
	2.	Maintenance of all the documents, record files, duplicate keys etc. in respect of these vehicles.
	3.	All matters pertaining to R.T.O certification, tax, insurance etc. of vehicles.
	4.	Signing of diesel / petrol requisition forms, certification log books etc.
	5.	All matters connected to Boards Vehicles
	6.	To perform the duties of Ashley Pereira during leave/absence.
<b>Reporting to</b>	1.	Smt. Nandan Prabhudesai, JEE & Shri.Keshav Fadke, JEE

  
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Rev. No. 04  
Issued Date: 01/07/2019


JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019 | JR Code: GSPCB/JR/02/106 | JR Rev. No.: 05

Placement	Technical Section	
Name	Shri. Sanjeev Joglekar	
Designation	Environmental Engineer, Chairperson (Safety Committee) & Process Owner for SAP, OCMMS: Unit Head	
Qualification	1. Diploma in Civil Engineering 2. AMIE (Civil) 3. Post Diploma in Computer Applications 4. MSC (Ecology and Environment)	
Experience	Working in the Goa State Pollution Control Board since 01/01/2003	
Responsibility	1.	Issue of Consent/Authorization as per Orders issued from time to time.
	2.	Inspection of industrial and other units.
	3.	Drafting of replies for legislative assembly questions, Lok Sabha questions.
	4.	Co-ordination with officials of NIC for implementation & maintenance of official web site.
	5.	Correspondence with CPCB, MOEF and other state Departments.
	6.	Briefing of Legal counsel of the Board in Technical Matters and scrutiny of Affidavits to be filed in Hon High Court.
	7.	To organize and conduct safety committee meetings.
	8.	To initiate incident investigations
	9.	Letters addressed to Central Pollution Control Board/Ministry of Environment and Forests & Climate Change, after the date/content to be forwarded to CPCB/MOEF are approved by Member Secretary and Chairman.
	10.	To co-ordinate with officials of High Bar Technologies Ltd., for the implementation of Enterprise Resource Software
	11.	Any other duty allotted by the Member Secretary for attending meeting, inspection etc.
Authorized to / Accountability	1.	To issue communication/letters seeking clarification/regarding applications
	2.	Issue letter asking applicants to deposit required Fees/ balance Fees
	3.	Reply to communication received from various State Departments/ Corporation and communications from CPCB and MOEF.
	4.	Attending meetings in GSPCB/State Government departments
	5.	To authorize all ISO documents of technical section and issue for use.
	6.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules
Additional Responsibilities	1.	To look after the work of Member Secretary during her leave period
Reporting to	1.	Member Secretary

  
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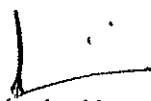
GSPCB/F/21  
Rev. No. 04  
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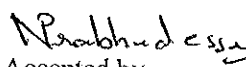
JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/34	JR Rev. No.: 06
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Placement:	Technical Section	
Name	Smt. Nandan V. Prabhudesai	
Designation	Junior Environmental Engineer (Civil), Ladies Representative (Safety committee), Core Team Member for SAP & First aider, OCMMS ; JEE	
Qualification	1. Diploma in Civil Engineering 2. Bachelor of Engineering (Civil), M Tech in Env. Eng.	
Experience	Working in Goa State Pollution Control Board since 06/10/2006	
Responsibility	1.	Scrutiny of inspection reports/annual returns.
	2.	Processing of EM Part& HPCC, MoEF Correspondence
	3.	Conduct inspections with MOEF officials to verify EC compliance.
	4.	Compiling data for answering Assembly questions.
	5.	Any other duty allotted by the Member Secretary for attending meeting and inspection etc.
	6.	As ladies representative, she shall collect and compile and report all women related issues for discussion in the safety committee
	7.	As a trained First aider, she shall be responsible to administer First aid to injured persons.
	8.	Receive all reports of incidents related to the technical section operations.
	9.	Member of the Technical Advisory Committee (TAC) constituted by the Goa State Pollution Control Board
	10.	Issue of inspection letters.
	11.	Oversee the arrangements for the construction of the Board laboratory building at Saligao.
Authorized to / Accountability	1.	. Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
Additional Responsibility	1.	To perform the duties of Shri. Keshav Fadke, JEE and Shri. Sanjeev Joglekar, EE during leave/absence.
Reporting to	1.	Shri. Sanjeev Joglekar, Environmental Engineer

  
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GSPCB/F/21  
Rev. No. 04  
Issued Date: 01/07//2019

JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02-114	JR Rev. No.: 02
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Placement:	Technical Section	
Name	Amit Shanbag	
Designation	Junior Environmental Engineer (Mechanical ) & First Aider, OCMMS : JEE(Mechanical)	
Qualification	Bachelor of Engineering Mechanical ( M Tech in Env. Eng.)	
Experience	Working in Goa State Pollution Control Board since 12/03/2012	
Responsibility	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time.
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3	Compiling data for answering Assembly Questions
	4	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
	5	As a trained First aider, he shall be responsible to administer First aid to the injured person.
Authorized/ Accountability	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
Additional Responsibility	1.	To perform the duties of Pravin Faldessai during leave/absence.
Reporting to	1.	Smt.Nandan Prabhudessai,JEE& Shri, Keshav Fadke,JEE

  
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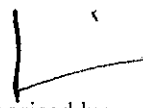
GSPCB/F/21  
Rev. No. 04  
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### JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/45	JR Rev. No.: 04
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<b>Placement:</b>	Technical Section	
<b>Name</b>	Manoj Kudalkar	
<b>Designation</b>	Junior Environmental Engineer (Civil) , OCMMS: JEE	
<b>Qualification</b>	B. E Civil Engineering-M Tech IT Env.Engg.	
<b>Experience</b>	Working in Goa State Pollution Control Board since 08/11/2011	
<b>Responsibility</b>	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3.	Compiling data for answering Assembly Questions
	4.	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
<b>Authorized/ Accountability</b>	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
<b>Additional Responsibility</b>	1.	To perform the duties of Devesh M. Gholkar, during leave/absence.
<b>Reporting to</b>	1.	Smt. Nandan Prabhudesai, JEE & Shri.Keshav Fadke, JEE

  
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Rev. No. 04

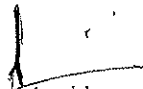
Issued Date: 01/07/2019

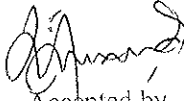
**JOB RESPONSIBILITIES OF GSPCB STAFF**

Effective Date :01/07/2019	JR Code: GSPCB/JR/02/46	JR Rev. No.: 06
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<b>Placement:</b>	Technical Section	
<b>Name</b>	Shri. Liston Eusebio Fernandes	
<b>Designation</b>	Engineering Assistant (Mechanical) & Core Team Member for SAP, OCMMS :EA	
<b>Qualification</b>	Diploma in Mechanical Engineering	
<b>Experience</b>	Working in the Goa State Pollution Control Board since 11/11/2011.	
<b>Responsibility</b>	1.	Maintenance of Vehicles
	2.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time..
	3.	Conduct inspections with MOEF officials to verify EC compliance
	4.	Compiling data for answering Assembly Questions
	5.	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
	6.	As a trained Evacuation Team Member, he shall be responsible for safe evacuation of the injured/unconscious person.
	7.	As a trained First aider, he shall be responsible to administer First aid to the injured person
<b>Authorized /Accountability</b>	1. 2.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
<b>Additional Responsibility</b>	1.	All matters pertaining to maintenance, repairs, servicing, painting, washing etc. of all vehicles of the Board.
	2.	Maintenance of all the documents, record files, duplicate keys etc. in respect of these vehicles.
	3.	All matters pertaining to R.T.O certification, tax, insurance etc. of vehicles.
	4.	Signing of diesel / petrol requisition forms, certification log books etc.
	5.	All matters connected to Boards Vehicles
	6.	To perform the duties of Ashley Pereira during leave/absence.
<b>Reporting to</b>	1.	Smt. Nandan Prabhudesai, JEE & Shri.Keshav Fadke, JEE

  
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Rev. No. 04  
Issued Date: 01/07/2019

## JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019	JR Code: GSPCB/JR/02/124	JR Rev. No.: 02
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Placement:	Technical Section	
Name	Shri. Devesh M. Gholkar	
Designation	Junior Environmental Engineer (Civil) on contract), OCMMS :JEE	
Qualification	B.E (Civil)	
Experience	Worked as Resident Engineer for 1 Year and 1 month in Datta Kare & Associates, Margao & Assistant Engineer in Rural Development Agency, Valpoi for 6 years and 1 month(on contract)	
Responsibility	1.	Inspections and monitoring of various industries pertaining to applications/complaints and putting up inspection reports as per Order issued time to time.
	2.	Conduct inspections with MOEF officials to verify EC compliance
	3	Compiling data for answering Assembly Questions
	4	Any other duty allotted by the Member Secretary for attending meeting , inspections etc.
Authorized/ Accountability	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which an Office Note with Warning Order will issued for the first three instances failing which an Office Memorandum will be issued as per Government Conduct Rules.
Additional Responsibility	1.	To perform the duties of Manoj Kundalkar during leave/absence.
Reporting to	1.	Smt.Nandan Prabhudessai,JEE& Shri, Keshav Fadke,JEE

  
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Rev. No. 04  
Issued Date: 01/07/2019