

INDEX – Legal SECTION


Sr. No.	Name of the official and Designation	JR code
1	Mrs. Natalia Sabina Dias, Senior Law Officer, Public Information Officer, Member (QEHS Steering Committee) & Member (QEHS Management Review Committee)	JR Code: GSPCB/JR/04/01
2	Shri. Constance Fernandes, Assistant Law Officer, Assistant Public Information Officer & Core Team Member for SAP	JR Code: GSPCB/JR/04/02
3	Ms. Pranali Raut Dessai, Jr. Law Officer	JR Code: GSPCB/JR/04/03

JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 28/03/2016	JR Code: GSPCB/JR/04/03	JR Rev. No.: 01
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Placement	Legal	
Name	Ms. Pranali Raut Dessai	
Designation	Jr. Law Officer	
XGN Role	JLO	
Qualification	L.L.B	
Experience	Working in Goa State Pollution Control Board since July 2013	
Responsibility	1.	Dealing with legal correspondence
	2.	Drafting of Affidavit/Show Cause Notices/Directions
	3.	Attending the Court
Authorized/ Accountability	1.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which action will be initiated as per Government CCS (CCA) Rules.
Additional responsibility	1.	-
Reporting to	1.	Senior Law Officer


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JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 28/03/2016	JR Code: GSPCB/JR/04/02	JR Rev. No.: 04
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Placement	Legal Section	
Name	Shri. Constance Fernandes	
Designation	Assistant Law Officer, Assistant Public Information Officer & Core Team Member for SAP	
XGN Role	ALO	
Qualification	L.L.B.	
Experience	Working in the Goa State Pollution Control Board since 16/04/2007.	
Responsibility	1.	Legal Correspondence allotted by the Sr. Law Officer
	2.	Preparation and Drafting of : <ul style="list-style-type: none"> i) Draft affidavits/replies in Writ Petition and other matters of the Court ii) Show Cause notices, directions for closure, revocation, rejections under the water Act, Air Act, Hazardous Waste Rules, Municipal Waste Rules etc.
	3.	Briefing the Advocates appointed for defending the matters pertaining to the Board
	4.	Personal hearings/complaint committee under the supervision of senior law officer
	5.	Litigations (maintenance of files and follow up of cases/petitions)
	8.	Forwarding of complaints to other authorities and to the complainants, as directed.
Authorized to / Accountability	1.	Not applicable
	2.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which action will be initiated as per Government CCS (CCA) Rules.
Additional Responsibilities	1.	In the absence of Senior Law Officer, Assistant Law Officer is authorized for certification of all legal bills and public hearing bills.
	2.	In the absence of Senior Law Officer, Assistant Law Officer is authorized to carry out the duties and functions of the Sr. Law Officer
	3.	In the absence of Assistant Law Officer and the Sr. Law Officer duties will be taken over by the Member Secretary
Reporting to	1.	Senior Law Officer

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JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 28/03/2016	JR Code: GSPCB/JR/04/01	JR Rev. No.: 03
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Placement	Legal Section	
Name	Mrs. Natalia Sabina Dias	
Designation	Senior Law Officer, Public Information Officer, Member (QEHS Steering Committee) & Member (QEHS Management Review Committee)	
XGN Role	SLO	
Qualification	L.L.M	
Experience	Working in the Goa State Pollution Control Board since 31/08/1996.	
Responsibility	1.	Attending matters in the Hon'ble High Court, Administrative Tribunal, State Information Commission.
	2.	Preparation and scrutinization : <ul style="list-style-type: none"> i. Draft Affidavits/replies in Writ Petition and other matters of the Court ii. The show cause notices, directions for closure, revocation, rejections under the Water Act, Air Act, Hazardous Waste Rules, Municipal Waste Rules etc. iii. Correspondence/communication letters received from MOEF, State Government Departments, and CPCB iv. Complaints received from public and from Public Grievances Cell v. Drafting of replies to complaints letters answers to the questions of the State Legislature, Lok Sabha, Parliamentary questions
	3.	Briefing the Advocates appointed for defending the matters pertaining to the Board
	4.	Dealing with all matters under the RTI Act, 2005 - dealing with the public, finalizing, processing of all RTI applications, Appeals filed under said Act, and preparing quarterly/yearly returns.
	5.	Preparing reports, scrutiny of minutes, organizing conduct of Environmental Public Hearing with respect to the projects, as per the Environment Impact Assessment Notification.
	6.	Offering comments suggestions on the Draft notification of MOEF and other Department of State Government.
	7.	Attending meeting called by the State Government Departments.
	8.	Attending site inspections of the industrial units wherever required.

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	9.	Identification and monitoring of OHSAS & EMS related legal requirements of GSPCB.
	10.	As member of (QEHS Steering Committee) & Member (QEHS Management Review Committee) to update the committees of any new updated laws, legislations Supreme Court rulings, legal and other requirements pertaining to QEHS.
Authorized to/Accountability	1.	Certification of all legal bills and public hearing bills
	2.	Reporting Officer for the purpose of Annual Confidential Reports of Legal Section Staff
	3.	Accountable to ensure that all the above responsibilities are adhered to within the defined time period failing which action will be initiated as per Government CCS (CCA) Rules.
Additional responsibility	1.	As and when need arises.
	2.	Designated as Public Information Officer
Reporting to	1.	Member Secretary


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