

# GOA STATE POLLUTION CONTROL BOARD

## गोंय राज्य प्रदुशण नियंत्रण मंडळ

(An ISO 9001-2008 Certified Board)

Phone Nos : 91-832-2438567, 2438528  
2438563, 2438550

Tel / Fax No. : 0832-2438528

No. 11/21/13-PCB/ 4510



Email id's :

Member Secretary, GSPCB - ms-gspcb.goa@nic.in  
Environment Engineer, GSPCB - ee-gspcb.goa@nic.in  
Scientist, GSPCB - scientist-gspcb.goa@nic.in  
Asst. Env Engineer, GSPCB - aee-gspcb.goa@nic.in  
Asst. Law Officer, GSPCB - alo-gspcb.goa@nic.in

30/08/2013

To,  
The Director  
Directorate of Public Grievances  
Govt. Quarters, D-5-C, Type 'D'  
St. Inez, Panaji Goa.

Sub: Submission of information under the Goa (Right to Citizens to Time –Bound Delivery of Public Services) Act, 2013

Ref: 1. Your Circular no. 1/22/2013-14/DPG/70 dated 25/06/2013

2. Your Circular no. 1/22/2013-14/DPG/120 dated 12/08/2013

Sir,

With reference to your Circulars referred to above, please find herewith the required information, pertaining to the Goa State Pollution Control Board:

1.	Name and details of the designated officer, in accordance with section 4(2) of the Bill	As per annexure 'A'
2.	Number and details of services to be notified as 'public services' of the concerned department	As per annexure 'B' Colly
3.	The time limit within which the Designated officer is required to provide the service as specified under section 4(1) of the Bill	As per Annexure 'B' Colly

Yours faithfully,

(Levinson Martins)  
Member Secretary

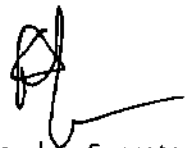
Encl: as above.  
c.c. to:

1.	The Director, Government Printing Press, Panaji Goa .... With a request to publish in the Official Gazette
2.	The Senior Law Officer, Goa State Pollution Control Board, Panaji ... to incorporate in the Citizens Charter
3.	The I.T Section, Goa State Pollution Control Board... to upload on the Board website
4.	Notice Board
5.	Office copy
6.	Guard file

ANNEXURE 'A'

DESIGNATED OFFICER IN TERMS OF SECTION 4(1) OF THE GOA (RIGHT TO  
CITIZENS TO TIME BOUND DELAY OF PUBLIC SERVICES) ACT, 2013

Section of Goa State Pollution Control Board	Designated officer In-charge of the section	Over all In-charge Member Secretary, Goa State Pollution Control Board
Technical	Environmental Engineer	
Scientific	Scientist 'C'	
Accounts	Accounts cum Administrative Officer	
Administration	Office Superintendent	




Member Secretary  
Goa State Pollution Control Board

**Annexure 'B' Colly**

**TECHNICAL SECTION**

Sr. no.	Staff designated	Jobs	Time line (working days)
1.	Scrutiny staff All Junior Environmental Engineers (JEE) excluding Regional Officers and Engineering Assistants (EA)	Scrutiny of applications received by the Board	3 days and on receipt of reply to query 3 days
2.	Regional Officers (RO)	DD accepted Acceptance of applications	3 days on submission of hard copy application
3.	Inspection team all JEEs excluding R.O's and E.A's	Inspection / complaints	7 days on receipt of hard copy application. Inspection reports shall be put within 7 days of conducting inspection
4.	R.O's	Inspection / Complaint report to be scrutinized and forwarded to H.O	within 7 days
5.	H.O's	Inspection / complaint report to be forwarded to Unit Head	within 3 days of receipt of analysis report / reply to queries
6.	Unit Head	Scrutiny of inspection / complaint report and forwarded to member Secretary	within 3 days
7.	Member Secretary	Scrutiny of inspection / complaint report and forwarded to Chairman	within 3 days
8.	Chairman	Grant / reject	within 3 days
9.	Data Entry Operators (D.E.O)	Drafts / Consents on grant of application	within 3 days
10.	D.E.O	Final Consent	within 2 days of receipt of approved draft Consent
11.	J.E.E	Scrutiny of drafts	within 2 days
12.	E.E	Scrutiny of drafts	within 2 days
13.	Member Secretary	Scrutiny of drafts	within 2 days
14.	Chairman	Scrutiny of drafts	within 2 days
15.	Complaint Committee	Scrutiny	3 days
16.	R.O	Schedule report	3 days
17.	D.E.O	Intimation to complainant	within 2 days of approval from Chairman

  
 Member Secretary  
 Goa State Pollution Control Board

**ADMINISTRATION SECTION**

Sr. no.	Staff designated	Jobs	Time line (working days)
1.	Peons	Photocopying of documents and other related works to the post held	To be submitted immediately
2.	Peons	Delivery of correspondence within the City	within 3 days
3.	L.D.C (Entry Clerk )	Entry of correspondence	To be entered on the same day and forwarded to the dealing hand of the Office Suptd. within 1 day
4.	L.D.C (Dispatch Clerk )	Dispatch of correspondence	On the same day and forward the concerned files to the respective section within 03 days
5.	L.D.C (Dealing hands)	To acknowledge the correspondence of the respective section heads	To place the documents / files to the respective Section Heads within 3 days
6.	Data Entry Operators	To place notings and link the correspondence to the concerned files	within 3 days
7.	U.D.C's	to scrutinize the files / documents so marked	within 3 days
8.	Head Clerk	to process the correspondence/ files so received	within 3 days
9.	Office Suptd.	to verify and place the files / documents to Member Secretary	within 3 days



Member Secretary  
Goa State Pollution Control Board

### ACCOUNTS SECTION

Sr. No.	Staff designated	Jobs	Time line (working days)
1	Lower Division Clerk & Accounts Clerks	Marking the Correspondence on FMS and forwarding the same to A.A.O.	02 days
2	Accountant	Scrutiny & Put up of files to A.A.O. and mark files to Accounts Clerk for required work. Processing of bills, payment vouchers, salaries and other routine works.	07 days
3	Assistant Account Officer	<ol style="list-style-type: none"><li>1. Scrutinization of files, bills, records</li><li>2. Allocating the files to Accountant &amp; other officer</li><li>3. Also proposing files for approval of all the files routed through accounts section.</li></ol>	07 days
4	Member Secretary	Approves / rejects/ comments on the files proposed.	07 days



**Member Secretary**  
**Goa State Pollution Control Board**

### Annexure

Sr. No.	Staff Designated	Jobs	Time Line (working days)
1.	Junior Laboratory Assistant / Field Assistant along with JEE/ Engg. Assistant	Collection and inwaring of water/solid/ stack monitoring samples from industries/complaints	Maximum 1 day
2.	Junior Laboratory Assistant / Field Assistant	Collection and inwaring of ambient air monitoring samples from industries/complaints	Maximum 2 day
3.	Authorized Signatory (Scientist C/ Scientist B)	Coding of industrial/ complaint samples and Job Allocation	Maximum 1 day on receipt of sample
4.	Scientist B/ Scientific Assistant along with Senior & Junior Laboratory Assistants	Acceptance of Job Allocation for carrying out analysis	Maximum 1 day on receipt of job allocation
5.	Scientist B along with Junior Laboratory Assistants	Analysis & submission of metals analysis report	11 days on receipt of job allocation
6.	Scientific Assistant along with Junior Laboratory Assistants	Analysis & Submission of Trace organic analysis Report	18 days on receipt of job allocation
7.	Scientific Assistant along with Junior Laboratory Assistants	Analysis & Submission of Microbiological analysis Report	7 days on receipt of job allocation
8.	Scientist B, Scientific Assistant along with Senior & Junior Laboratory Assistants	Analysis & Submission of General Environmental analysis Report	7 days on receipt of job allocation
9.	Scientific Assistant along with Senior & Junior Laboratory Assistants	Analysis & Submission of Ambient air analysis Report	7 days on receipt of sample
10.	Scientific Assistant along with Senior & Junior Laboratory Assistants	Analysis & submission of Stack monitoring analysis Report	7 days on receipt of sample
11.	Scientist B	Verification of Results	Maximum 1 day on receipt of Analyst register
12.	Authorized Signatory (Scientist C/ Scientist B)	Preparation of final test report	Maximum 1 day on receipt of Analyst register and Analyst Test Report

Note: All other correspondences shall be dealt with by the above mentioned staff within a period of 7 days.

  
 3-18/13