



HAND BOOK

Under Right to Information Act, 2009

(In Pursuance of GAD Circular No. 25 GAD of 2009 dated 5/6/2009)

Jan — 2012

J&K State Pollution Control Board

CHAPTER-1

Introduction

1.1 Background of this hand-book

- ✓ This Handbook has been prepared in compliance to General Administration Department, J&K's Circular No. 25-GAD of 2009 dated:- 05/06/2009 endorsed vide Forest Administrative Department No. FST/Coord/21/2009 dated:- 10-08-2009.
- ✓ The basic purpose of the hand book is to facilitate the public to have access to the desired information in different forms, which is available under the control of J&K State Pollution Control Board.
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1.2 Objectives of the Hand Book

The objective of the Hand book is to provide the users-general public, employees and officers of all the Department or any person or persons interested to get any information on a broad view of the functioning of the Department in a transparent manner. The primary objective is to bring transparency.

1.3 Intended Users of this handbook

This hand-book is intended for the use of all desirous General Public whosoever is interested in getting any information about State Pollution Control Board, J&K.

1.4. Organization of the information in this hand book

This Hand book gives a broad overview of the activities carried on by the J&K State Pollution Control Board and the procedure to be followed for obtaining information from the Department as per Right to information Act, 2009.

1.5 Definitions used in the hand-book

“Act”	means the Right to information Act 2009
“Public Authority”	means the J&K State Pollution Control Board.
“Government”	means the Government of Jammu & Kashmir.
“State”	State of Jammu & Kashmir

1.6 1st Appellate Authority:

Sr. No.	Name	Designation	Phone Nos	Fax	E-Mail	Address
1	Mr. Arun Kumar Tikku	Member Secretary	Home Office			
			0194-2311165	0194-2311165	Email : membersecretaryjkpcb@gmail.com	Behind silk factory Shiekh –ul-Alam Campus, Rajbagh, Srinagar-190008
			0191-2476925	0191-2476925		Parivesh Bhawan, Transport Nagar, Jammu

Contact Person:- Asstt. Public Information Officer / Public Information Officer (Regional Level)

Sr. No.	Name	Designation	Phone No.s	Fax	E-Mail	Address
1	Mr. Ali Mohammad Dar	Regional Director(K)	0194-2311842		director.kmr_jkpcb@yahoo.co.in	Behind silk factory Shiekh –ul-Alam Campus, Rajbagh, Srinagar-190008
2	Mr. Showkat Chowdhary	Regional Director(J)	0191-2476926		showkatc69@yahoo.com	Parivesh Bhawan, Transport Nagar, Jammu
3	Sh. P.K. Raghav, IFS	Nodal Officer, Leh	10982-252038			Divisional Forest Officer Leh, Forest Division, Leh-194101
4	Sh. Ali Mohd, SFS	Nodal Officer, Kargil	01985-232274			Divisional Forest Officer, Kargil.

1.7. Procedure & Fee Structure for getting information not available in the handbook.

A person seeking information from the Department under the Act, may give an application indicating the complete details of information required. The persons seeking information , if so desire, may also inspect the concerned records at a specified time during office hours on a specified working day and also obtain copies of documents upon payment of prescribed fee as indicated below.

Schedule of fees

For making an application Rs. 10/- (Rupees Ten only).

For copies of documents A-4 or A-3 size paper Rs. 3/- per page.

For information diskette or Floppy Rs. 50/- per diskette or floppy.

Fees for inspection of documents.

Time Interval Amount of Fee Payable First 1 hour Nil for every additional hour or fraction thereof Rs. 5/-. The prescribed application fee may be paid by way of Cash, Indian Postal Order, Demand Draft, Banker's Cheque, Money Order or by Affixing Court Fee Stamp.

CHAPTER– 2

Particulars of Organization, Functions and Duties

1. Creation of J&K State Pollution Control Board

J&K SPCB is a statutory body created under the provisions of the **Water (Prevention & Control of Pollution) Act, 1974**, in the year 1987 and has been empowered under the said Act and rules notified under SRO 88 of 1987, Air (Prevention & Control of Pollution) Act 1981 and rules notified under SRO 89 of 1987 and Environment Protection Act, 1986 and Rules framed there under.

2. (Mandate) Objective/purpose of the public authority

The mandate of the Board includes:

- Enforcement of various Environmental laws;
- Regulation of Industrial activity in state by issue of Consent for Establishing and Operation of Industrial units under Air and Water Acts;
- Grant of Authorization under Hazardous Waste (Management, Handling and Transboundary Movement) Rules 2008 and Biomedical Waste (Management, Handling & Disposal) Rules, 1998.
- To advise the State Government on any matter concerning prevention, control and abatement of pollution;
- Monitoring and dissemination of information relating to water, air, and noise pollution and the prevention and control thereof.
- Monitoring and vigilance of Industrial units and other processes.

In addition to above the Board has to discharge its functions under Environment Protection Act and Rules framed and notifications issued there under, which are given as under:-

- The Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 1998.
- The Bio-Medical Waste (Management and Handling) Rules, 1998.
- The Recycled Plastic Manufacture & Usage Rules, 1999.
- The Noise Pollution (Regulation & Control) Rules, 2000.
- The Municipal Solid Wastes (Management & Handling) Rules, 2000.
- The Batteries (Management, Handling & Disposal) Rules 2006.

3. Important Functions of the Board

- a) To plan a comprehensive programme for the prevention, abatement and control of pollution of water streams, wells and air in the State;
- b) To advise the State Government on any matter concerning the prevention, control or abatement of water and air pollution;
- c) To collect and disseminate information relating to water and air pollution and the prevention, control or abatement thereof;
- d) To encourage, conduct and participate in investigations and research relating to problems of water and air pollution and prevention, control or abatement of the same;
- e) To collaborate with the Central Board in organizing the training of persons engaged in programmes relating to prevention, control and abatement of water and air pollution and to organize mass education programmes relating thereto;
- f) To inspect sewage or trade effluents, works and plants for the treatment of sewage and trade effluents or any air pollution control equipment/industrial plant in connection with the grant of any consent as required by these Acts;
- g) To lay down, modify or annul effluent emission standards for the sewage and trade effluents/air emissions resulting from the discharging of effluents/emissions; and
- h) To perform such other functions as may be prescribed or as may, from time to time, be entrusted to it by Central Board or State Government.

Apart from the above, Board has been declared as prescribed authority under the J&K Non-Biodegradable Material (Management, Handling & Disposal) Act, 2007, which is a state legislation.

4. Powers of the Board under Water/Air Acts

To enable the Board to perform its functions conferred on it under Environmental Laws, the State Board or any officer empowered by it shall have the following powers:

a) Power to take samples

The empowered Board officials shall have powers to take samples of water/air for the purpose of analysis.

b) Power to entry and inspection

The empowered Board officials shall have also a right to enter any place

- i) for the purpose of performing any of the functions of the Board entrusted to him;
- ii) for the purpose of determining whether any provisions of Environmental laws or rules made thereunder or order, direction or authorisation granted thereunder is being complied with ;
- iii) for the purpose of examining any plant, record, register document or any other material object and for seizing any such, record, register, document or other materials object, if he has reason to believe that an offence under environmental laws has been or is being committed.

c) Grant of Consent

To regulate establishment/operation and functioning of any industrial unit, operation, process, treatment and disposal system, the Board is empowered to grant Consent under Water and Air Acts.

d) Power to carry out certain works

In the event the Board, while granting Consent under Water and Air Acts, imposes any condition with regard to execution of any work and the beneficiary of the Consent fails to do the needful, the Board can get the work executed and the cost shall be recoverable from the defaulter.

e) Power of the Board to make application to Courts

Where it is apprehended by the Board that the water in any stream or well is likely to be polluted by reason of the disposal or likely disposal of any matter or other wise, the Board may make an application to a Court, not inferior to that a Judicial Magistrate of the First Class, for restraining the person from causing such pollution.

f) Power to issue directions

The Board is empowered under Water and Air Acts to issue binding instructions in writing to any person, officer or authority.

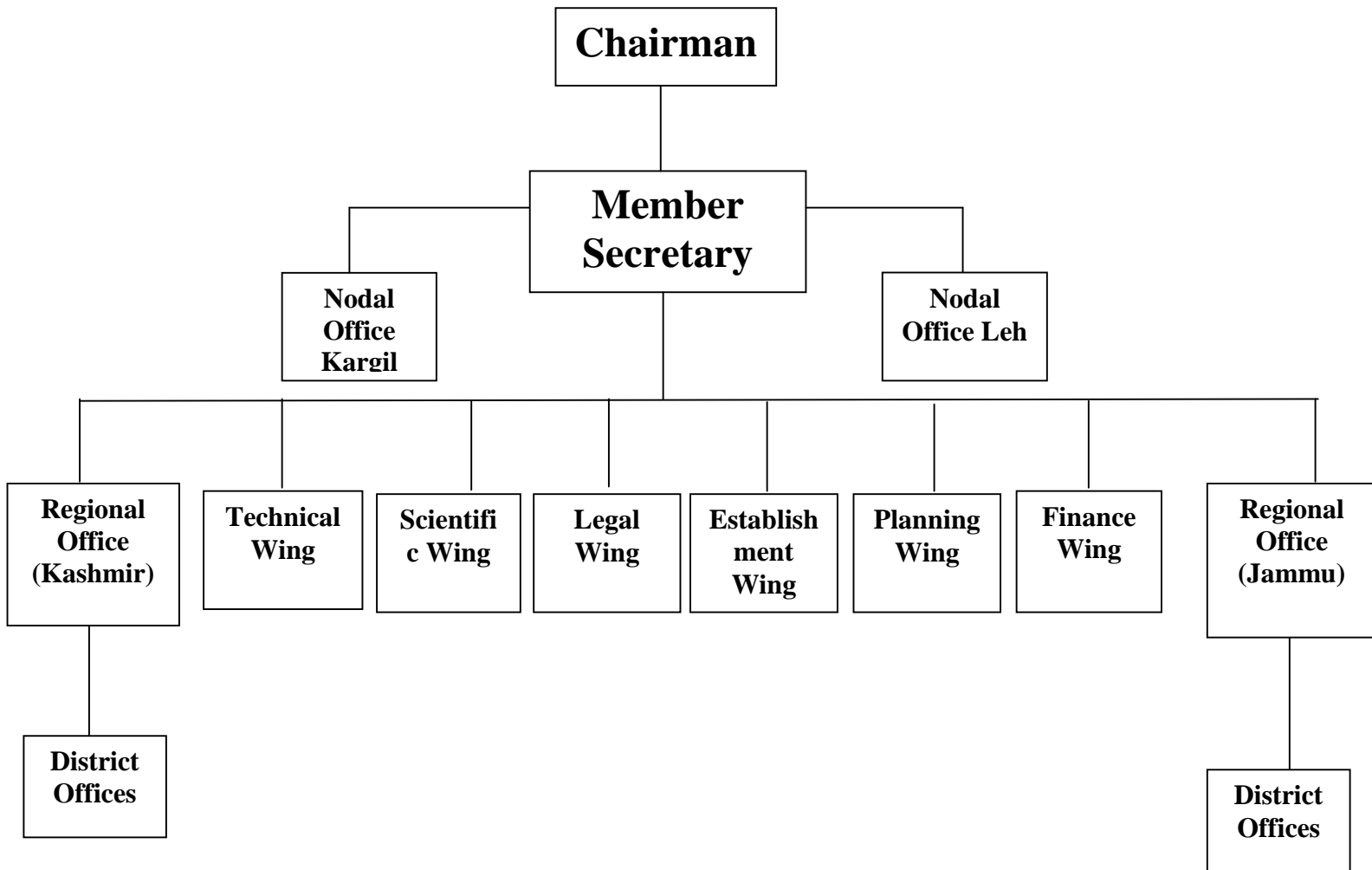
5. Delegation of Powers

Board is entrusted with most of the functions under Water and Air Acts and powers therein. However, delegation of such powers to the Chairman or any other officer is also envisaged under these Acts, as discharge of day to day functioning may not be possible without delegation of powers. Centralisation of powers had resulted in difficulty in smooth functioning and timely disposal of Consent cases. Accordingly

some of the powers of the Board have been delegated from time to time to some of the functionaries of the Board briefly mentioned herein below:-

1) Power to grant Consent under Water and Air Acts	Delegated to the Chairman
2) Power to grant authorisation under Bio Medical Waste(M&H) Rules and Hazardous Waste(M&H) Rules	Delegated to the Chairman
3) Power to grant consent in green category industry, Charcoal Bhatties, Banquet Halls and authorisation for operation of DG sets.	Delegated to Regional Directors

Organizational Structure of J&K State Pollution Control Board



Addresses of the main office and other offices at different levels.

Member Secretary

Tele/Fax 0191-2476926, Jammu
Tele/Fax 0191-2311165, Srinagar
Email : membersecretaryjkspcb@gmail.com

Postal Address

November to April
Parivesh Bhawan, Transport Nagar
Gladni, Narwal, Jammu. Pin-180006
May to October
Behind Silk Factory, Sheikh-ul-Alam
Campus, Rajbagh, near Govt. Silk
factory, Srinagar-190008

Regional Director Jammu
Tele/Fax 0191-2476926
Email: showkatc69@yahoo.com

Parivesh Bhawan, Transport Nagar
Gladni, Narwal, Jammu. Pin-180006

Regional Director Kashmir
Tele/Fax 0194-2311842
Email: director.kmr_jkpcb@yahoo.co.in

Behind Silk Factory, Sheikh-ul-Alam
Campus, Rajbagh, near Govt. Silk
factory, Srinagar-190008

	Summer	Winter
Morning hours of the office at Jammu	8.00 a.m	10.00 a.m
Closing hours of the office at Jammu	2.00 p.m	4.00 p.m
	Summer	Winter
Morning hours of the office at Srinagar	10.00 a.m	10.00 a.m
Closing hours of the office at Srinagar	4.00 p.m	4.00 p.m

CHAPTER- 3

THE POWERS: DUTIES OF THE OFFICERS/EMPLOYEES OF THE BOARD.

ADMINISTRATIVE AND FINANCIAL POWERS:

CHAIRMAN:

As per SRO 88 of J&K Govt. for Water (Prevention and Control of Pollution) Act. 1987. the Chairman shall exercise following powers and perform such duties as may be prescribed or as may, from time to time be delegated to him by the State Board.

Powers and duties of Chairman

As per rule 6 of SRO 88 of J&K Govt. for the Water (Prevention and Control of Pollution) Rules 1987 following powers and duties have been assigned to the Chairman.

1. The Chairman shall have over all control over the day to day activities of the Board.
2. The Chairman may undertake tours within the State for carrying out the functions of the Board.
The Chairman may, with the approval of the Board visit any State outside Jammu and Kashmir
3. Subject to rules: if any, made under sub-section(3) of section 12, the Chairman shall have full powers in the matter of promotion, confirmation, transfer and termination of services of the officers and employees of the Board.
4. The Chairman shall have powers to accord administrative sanction to all estimates without any financial limit in the allocation made for such purposes in the budget of the Board.
5. In the matter of acceptance of tenders the Chairman shall have full powers without any monetary limit.
6. the Chairman shall have full powers in the matters of promotion, confirmation, transfer and termination of service of the officers and employees appointed by the Chairman/Board.
7. The Chairman shall have authority to make appointment and creation to the post: the maximum pay of which does not exceed 750 (pre revised, corresponding to Rs. ---- / revised Rs.9300-34800-4200 provided, such appointments are reported to the Board at the next meeting. He shall also have powers to remove or suspend or otherwise punish or take disciplinary action proceedings against any employee of the Board at his discretion in accordance with the rules in force from time to time.

Powers and duties of Member Secretary

As per rule 7 of SRO 88 of J&K Govt. for the Water (Prevention and Control of Pollution) Rules 1987 following powers and duties have been assign to the Member Secretary or as may, from time to time, be delegated to him by the Board or its Chairman.

1. The Member Secretary shall be incharge of all the confidential papers of the Board and shall be responsible for preserving them.
2. The Member Secretary shall produce such papers whenever so directed by the Chairman or by the Board.
3. The Member Secretary shall make available to any member of the Board, for his perusal, any record of the Board.
4. The Member Secretary shall be entitled to call for the services of any officer or employee of the Board, and files, papers and documents for study from any department of the Board, as also to carry out inspection of any department at any time including checking of accounts, vouchers, bills and other records and stores pertaining to the Board.
5. The Member Secretary may withhold any payment but every case in which payment is withheld shall, as soon as may be, be placed before the Board for its approval.
6. The Member Secretary shall make all arrangements for holding meetings of the Board and meetings of the committees constituted by the Board.
7. All orders or instructions to be issued by the board shall be authenticated by the Member Secretary or any other officer authorized in this behalf by the Chairman.
8. The Member Secretary shall authorize, sanction or pass all payments against allotments made or estimates sanctions.
9. The Member Secretary shall write and maintain confidential reports of all class-I and Class-II Officers of the Board and shall get them countersigned by the Chairman.
10. The Member Secretary shall countersign the confidential reports of all Class-III employees of the Board.
- 11.i) The Member Secretary shall sanction the annual increments of Class-I and Class-II officers of the Board.
Provided that the increments of Class-I and Class-II officers shall be withheld only with the approval of the Chairman.
- ii) The annual increments of the employees of the Board other than those referred to in clause(I) shall be sanctioned by officers authorized in this behalf by the Member Secretary.

Powers and duties of Regional Director's

1. To send proposal for issue closure order for defaulting units whenever reported by D.O's after issuance of Notice-I & Notice II.
2. Preparation of draft Annual Report concerning the Region and submit it to the Board
Office within the stipulated time:
3. Furnishing details to the head Office in matters relating to issue of consent of establishment/consent to operate to industries under Water Act,1974 and Air Act,1981 and authorization under Hazardous waste(Management, Handling, and transboundary Movement)Rules,2008 and to monitor the works connected with enquires of complaints etc.
4. Arranging Seminars, Conferences, Training Programs and Public Awareness Programs in the area when directed by Central Office.
5. To draw comprehensive programs for survey of problematic areas and to check out preventive measures under sections 17 of water Act,1974 and Air Act,1981.
6. To assist the Motor Vehicle Act/rules enforcing authorities for control of vehicle emission in their jurisdiction:
7. To monitor the Air and water quality and collect samples from different areas.
8. To initiate action as per law on the complaints received in their jurisdiction.
9. To issuing consent to establish/operate both fresh & renewal for Green Category units. Banquet Halls, Charcoal Batteries & Authorization for Diesel Generator (D.G) Sets establishment/ operation.
10. Salaries of regional Office & district Offices of the province will be disbursed by Regional Director's.
11. Has powers to grant casual and earned leave for the employees of the region.
12. Has powers to release increment to employees of the region.

Powers and duties of Legal Advisor

1. To advise the Board on all legal matters concerning the Board.
2. To launch prosecution against the defaulters of laws governing environmental protection with the approval of the Chairman.
3. To assist the Chairman/Member Secretary in taking other actions against erring industrial unit holder like issuance of closure orders etc.
4. To initiate legal action like issuance of notices to the defaulters with the approval of Member Secretary/Chairman.
5. To provide support and assistance to the counsels of the Board in defending the cases against the Board.

Powers and duties of Administrative Officer

Administrative Power and duties delegated to Administrative Officer in 24th Board Meeting held on 15th January 2009 under sanction 12(3B) of Water Act 1974.

1. To sanction casual leave of all kinds of the ministerial staff and below to sanction Earned Leave of the staff subordinate to him in the Office only after getting same approved by the Member Secretary and Chairman.
2. To receive and distribute Dak of Central Office to all concerned for compliance and keep track of their disposal.
3. To issue transfer/posting orders of all employees of the Board with approval of the Chairman.
4. To issue promotion orders of all eligible employees as per decisions of Board, D.P.C. and Chairman's approval.
5. To function as Departmental state Vigilance Officer for conducting enquiries at State Level and submission of enquiry reports to the Chairman directly.
6. To conduct administrative Inspection at Regional and District Level offices.
7. To maintain records of all Board meetings, record minutes and issue orders for compliance after getting approval from Member Secretary and Chairman.
8. To depute SPCB Officials for trainings after same is approved by the Chairman.
9. To convene meetings of all committees and sub-committees, record minutes and submit to the Chairman.
10. To keep liaison with Administrative Department and expedite issue of SPCB's Service and recruitment rules

Powers and duties of Financial Advisor

Monitoring, preparation of bills, maintenance of cash book/payment Accounts, Interpretation of financial rules. Opinion with respect of account matters, formulation of budget Estimate, Checking of vouchers/bill as an internal accounts. Besides this role and function of FA/CAO expressly defined vide Govt. Order No.246-F of 1988 dated. 13-9-2988

Powers and duties of District Officers

1. Inspection of Industries, Hospitals and Local bodies.
2. Monitoring water bodies and waste water.
3. Monitoring Ambient Air and Stack emissions.
4. Inspection of sites proposed for setting up of industries to verify the suitability of the same from environmental point of view.
5. Attendance of complaint received.
6. Processing/Inspection of all applications for CTC/CTO, Authorization from Hazardous waste, Bio Medical waste and D.G.Set.

Powers and duties of Scientists

S.No	Designation	Job Description
1	Scientist 'C'/ Principal Scientific Officer	Handling of official matters pertaining to CPCB, MOEF and other SPCBs. Overseeing of laboratories and scientific assignments of Board, ensuring quality control measures as per standards initiation of research projects, inventorization & new project proposals. Leading scientific wing of respective regions.
2	Scientist 'B'	Overseeing of laboratories, interpretation of results of analysis and reporting ensuring quality control measures as per standards, initiation of research projects, inventorization & project proposals.
3	Scientist 'A'	Analysis of samples, supervision of lab work, reporting of analysis results, supervision of field monitoring/inspection scientific/research studies and initiation of project proposals.
4	Research Assistant	Analysis of Air/Water samples, reporting of results, field monitoring/inspection inventorization, providing assistance in scientific studies & research project and related works.
5	Jr.Scientific Assistant	Collection of Air & water samples, providing assistance in sample analysis field monitoring inventorization, scientific and research studies and related works.
6	Laboratory Assistant	Providing assistance in collection/handling of samples, their storage, labeling coding-decoding and all preparations for analysis and related work
7	Laboratory Attendant	Up keep of glassware/equipments in the laboratory

Financial Powers of Chairman

As per chapter 2, S.No.92 of Jammu & Kashmir. Book of Financial Powers Chairman J&K State Pollution Control Board Act as Major Head of Department and all financial transaction are done to extent of power delegated under said rules. Some additional powers delegated to Chairman of the Board under SRO 88.

Financial Powers of Member Secretary

As defined in book of financial powers chapter 2-'B' and SRO 88. Also authorized to operate consent fee vide Govt.Order No.149 FST of 2009 Dt. 8-4-2009.

Financial Powers of Regional Director

As defined in book of financial powers chapter 2'B' other officer.

Financial Powers of Financial Advisor

As defined in J&K book of financial powers.

Technical Power of Chairman/Member Secretary:

Chairman

The Chairman of the J&K State Pollution Control Board is the overall Head of the Department under whose guidance the basic policies of the Board are implemented. He has full powers to decide all the technical issues.

1. Full powers to grant/refuse the consent to establish/operate to all categories of industries under Water (Prevention & Control of Pollution) Act,1974 and Air (Prevention & Control of Pollution) Act,1981.
2. Full powers to issue directions u/s 33-A of water (Prevention & Control of Pollution) Act, 1974 and 31-A of Air (Prevention & Control of Pollution) Act,1981.
3. Full powers to grant/refuse the authorization to all categories of industries under Hazardous Waste (Management & Handling) Rules, 1989 as amended to date.
4. Full powers to grant/refuse the authorization to all local bodies under Municipal Solid Waste (Management & Handling) Rules,1999.
5. Full powers to grant/refuse the authorization to all the Health Care Establishment under Bio-Medical Waste (Management & Handling) Rules, 1999.
6. Full powers to engage counsels to defend the Board in all legal matters.

Member Secretary:

Full powers to inspect the industries with regard to pollution control arrangements and to collect samples of effluent as well as emissions under the provisions of Water (Prevention & Control of Pollution) Act,1974 & Air (Prevention & Control of Pollution) Act,1981, Environment (Protection) Act,1986 and rules framed there under.

CHAPTER-4

The Rules, Regulations, Instructions, Manuals and Records held under its control or used by employees for discharging functions.

In conformity with the objective, the Board is vested with the authority to oversee, within the state of Jammu and Kashmir, the application of following laws and rules relating to pollution control.

4.1 Technical Matters.

1. Water (Prevention & Control of Pollution) Act, 1974.
2. Air (Prevention & Control of Pollution) Act, 1981 as amended in 1987.
3. Environmental protection Act, 1986.
4. J&K State Non-Biodegradable Material (Management, Handling & Disposal) Act, 2007 and rules framed thereunder.
5. Hazardous Wastes (Management, Handling & Disposal) Rules, 1989 as amended in 2003.
6. Manufacturing, Storage and Import of Hazardous Chemicals Amendment, 2000.
7. Public Liability Insurance Act, 1991.
8. Biomedical Waste (Management and Handling) Rules, 1998.
9. Recycled Plastic Manufacture & Usage Rules, 2011.
10. Municipal Solid Waste (Management & Handling) Rules, 2000.
11. Batteries (Management & Handling) Rules, 2001.

The above Enactments barring Sr. No. 4 have been made by the Parliament of India and are electronically available on the website of Union Ministry of Environment & Forests, New Delhi, while as Sr. No. 4 is Act of the state and is available in the State Pollution Control Board.

The copies of all the consents/ authorization granted by the Board and register maintained thereof under the provisions of relevant Acts and Rules are retained by the Board.

4.2 Administrative Matter.

Presently the employees of the Board are governed by State Rules viz. Jammu and Kashmir CSR. The Board has maintained the service record of each employee in the Head Office as per rule 12.1 of CSR Volume-I part-I.

All the incidents relating to the official career of the Board employees which has bearing on pay, promotion, leave, etc. recorded in the service record of such a Board employees particularly in respect of the following incidents along with the dates and the relevant authentication/orders:-

- i). Appointment and joining.
- ii). Grant of increment or withholding of increment.
- iii). Grant of higher grade under J & K Substitute scheme.
- iv). Fixation of pay.
- v). Grant of leave.
- vi). Deputation/transfer.
- vii). Suspension or interruption in service along with details of period thereof.
- viii). Reinstatement.
- ix). Resignation.
- x). Termination of service along with its reasons.
- xi). Promotion.
- xii). Compulsory/Premature/Voluntary Retirement.
- xiii). Removal or dismissal from service.
- xiv). Reversion.
- xv). Reduction in rank or pay along with the precise reasons thereof viz whether reduction is on account of inefficiency or reduction in establishment or abolition of the post held by the employees.
- xvi). Retirement on superannuation.

Each entry in the service record is neatly made and duly attested by the Chairman or Member Secretary or the Drawing & Disbursing Officer, as the case may be. However where an employee himself is the Chairman or Member Secretary, the attestation of the entries in his service record is be made by the next higher authority.

The attesting officer has to ensure that the entries are made regularly and in proper manner in the service book.

Erasure, overwriting or interpolation in the service record are not made and all corrections where ever necessary are made under proper attestation by the attesting officer.

The service record including the service book required to be maintained under the above said rules are kept in the custody of the Chairman or Member Secretary, as the case may be in which the Board employee is serving and it is transferred to the

office to which such a Board employee may be transferred. The service record so maintained is in no case is made over to the Board employees concerned.

A Board employee is entitled to have certified copy of his service book on payment of such amount as may be fixed.

4.3 Scientific Record.

12. Record of the analysis reports are maintained in the office and is in the custody of record keeper.
13. Record regarding analysis of samples are maintained in the registers and is in the custody of analyst.
14. All files related to laboratory are kept in the custody of record keeper.

4.4. Study Report.

15. Study reports on every subject on which such study is carried are available both at Regional Office of Kashmir & Jammu and at Head Office.

Fee for seeking Information

A person who desires to seek some information from a public authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/-(rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt.

The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the application by the PIO as prescribed by the Right to Information (Regulation of Fee and Cost) Rules,2005. Rates of fee as prescribed in the Rules are given below:

- a. rupees two (Rs.3/-) for each page(in A-4 or A-3 size paper) created or copied:
- b. actual charge or cost price of a copy in larger size paper:
- c. actual cost or price for samples or models:
- d. for information provided in diskette or floppy, rupees fifty(Rs.50/-) per diskette or floppy: and
- e. for information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

As already pointed out, a citizen has a right to inspect the records of a public authority. For inspection of records, the public authority shall charge no fee for the first hour. But a fee of rupees five (Rs.5/-) for each subsequent hour (or fraction thereof) shall be charged.

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act. It may be pointed out that there is no bar on the public authority to supply information in response to such applications. However, provisions of Act would not apply to such cases.

CHAPTER- 5

Formulation of Policy:

5.1 Whether there is any provision to seek consultation/participation of public or its representative for formulation of policies? If there is, please provide details of such policy in following format.

Ans:- Yes- Public participation for formulation can be sought.

Sr. No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	Temporary Association	No	Eminent personalities working in the field of environment protection are associated with the Board in accordance with the provisions of Water Act/Air Act provided therefore.
2	Public hearing of industries/projects.	Yes. In case of specific industries/projects as envisaged under EIA notification 2006.	Stake holders, NGO's and locals, where the project/industry, warranting environmental clearance as per EIA notification is to be set up, are informed well in advance through print and electronic media about the date of public hearing for registering their view points about the project/industry in person or in writing.

Implementation policy:

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there, please provide details of provisions in following format.

Sr. No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	Temporary Association	No	Eminent personalities working in the field of environment protection are associated with the Board in accordance with the provisions of Water Act/Air Act provided therefore.

CHAPTER—6

A statement of the categories of documents that are held by it or under its control

The Member Secretary of the Board is the overall custodian of all records of the Board. The various types of records held by the Board are as under:-

6.1 Consent Management

1. Files of individual industries, Health Care Establishments (HCEs) and common biomedical waste treatment facilities.
2. Consents granted under Water (Prevention & Control of Pollution) Act, 1974 and under Air(Prevention & Control of Pollution) Act,1981.
3. Authorizations granted under Hazardous Waste (Management & Handling) rules, 1989 as amended in 2000.
4. Authorizations granted under Bio-Medical Waste (Management & Handling) rules, 1998.
5. Authorizations granted under Municipal Solid Waste (Management & Handling)rules, 2000
6. Registrations granted under Recycled Plastics Manufacture and Usage Rules, 1999.
7. Environmental Data Base of the State.
8. Reports regarding various environmental studies conducted by the Board in the State.
9. Guidelines for different industrial units.
10. Miscellaneous records.

6.2 Administrative Matters

The following documents are kept in the personal files of the employees:-

1. Certificates of academic qualifications/date of birth/SC/BC Category/experience.
2. Appointment letter.
3. Medical fitness certificate.
4. Verification of character antecedents.
 1. The personal files, 2. service books, 3. seniority lists of the employees and
 4. property returns remain in the custody of the concerned record keeper.

The documents regarding ACRs of the officers/officials are to be maintained by the Member Secretary of the Board as per sub rule 9(9) of the Water (Prevention & Control of Pollution) Rules, 1977.

Leave account and attendance register also remain in custody of the Member Secretary.

The agenda and proceedings of the Boards meetings are kept in the custody of the concerned dealing assistants/record keeper.

The agendas and proceeding of the meetings of the selection committee are kept in the custody of the concerned Officer In charge.

6.3 Legal Matters:

1. Court cases files of Supreme Court.
2. Court cases files of High Court.
3. Court cases files of Sub-ordinate Court.
4. Court cases files of Appellate Authority.
5. Legal Action Cases viz., binding instructions, closures, notices, etc.

CHAPTER-7

A statement of boards, council, committees and other bodies constituted as its part

7.1. Please provide the information on Boards, Councils, Committees and other Bodies related to the public authority .

- Name and address of the allotted Body.
- State Environment Impact Assessment Authority and State Expert Appraisal Committee (SEIAA & SEAC)
- Type of affiliated Body (Board/Council, Committees, Other Bodies).
- Other Bodies.
- Brief introduction of the Affiliated Body (Establishment year, Objective/main Activities).
- SEIAA/SEAC has been constituted in the J & K State in January, 2008, for the purposes of considering the category B cases under EIA Notification 2006 for environmental clearance.
- Role of the Affiliated Body (Advisory/ Managing/Executive/ Others).
- Advisory
- Structure & Member composition.
- Structure and composition of this two tier body is as under
SEIAA SEAC
- Head of the Body
- Chairman.
- Address of main office and its branch's.
- The body is headquartered with Pollution Control Board. It does not have any branch office.
- Frequency of meetings.
- At least once in a month.
- Can public participate in the meetings?
- No. However, public participation is envisaged at the public hearing stage of environmental clearance which is conducted by Pollution Control Board.
- Are minutes of the meetings prepared?
- Yes.
- Are minutes of the meetings available to the Public? If yes, please provide information about the procedure to obtain them
- Though minutes are not available to public but final decisions are required to be made public by the project proponent whose case is decided by the Authority.

CHAPTER-8

The names, designation and other particulars of The Public Information Officers

Name of the Public Authority:

J&K State Pollution Control Board

Department Appellate Authority

Sr. No	Name	Designation	Phone Nos	Fax	E-Mail	Address	
1	Mr. Arun Kumar Tikku	Member Secretary	Office	0194-2311165	0194-2311165	Email : membersecretaryjkspcb@gmail.com	Behind silk factory Shiekh – ul-alam Campus, Rajbagh, Srinagar-190008
			Home				

Public Information Officers:

Sr. N	Name	Designation	Phone Nos	Fax	E-Mail	Address	
1	Sh. Ali Mohammad Dar, IFS	Regional Director (Kashmir)	Office	0194-2311842	0194-2311842	director.kmr_jkpcb@yahoo.co.in	Behind silk factory Shiekh – ul-alam complex, Rajbagh, Srinagar-190008
			Home				
2	Mr. Showkat Chowdhary	Regional Director (Jammu)	0191-2476926	0191-2476926	showkatc69@yahoo.com	Parivesh Bhawan, Transport Nagar, Jammu	
3	Sh. M.M. Shah	Legal Advisor J&K SPCB	9419062063			J&K SPCB, Move Office, Jammu / Srinagar	

Assistant Public Information Officers:

S No	Name	Designation	Phone Nos	Fax	E-Mail	Address
01	Sh. P.K. Raghav, IFS	Nodal Officer, DCF, Leh	0198- 2252038			Divisional Forest Officer, Leh
02	Sh. Ali Mohd, SFS	Nodal Offcier, DCF, Kargil	9419844303			Divisional Forest Officer, Kargil
03	Sh. S.K. Bali	Administrative Officer	9419220862			J&K SPCB, Move Office, Jammu / Srinagar
04	Sh. Bilal Ahmad Khan	AEE, (District Budgam)	9419012116		bilalimz.34@gmail. com	District Officer, SPCB, Budgam
05	Sh. Faiz Ahmad	AEE, (District Baramulla)	9419005473		faizpajwari@gmail. com	District Officer, SPCB, Baramulla
06	Sh. Khursed Ahmad Ganai	JEE (District Pulwama & Shopian)	9419031580			District Officer SPCB, Pulwama & Shopian
07	Sh. Nisar Ahmad Bhat	JEE (District Anantnag & Kulgam)	9419021247			District Officer SPCB, Anantnag & Kulgam
08	Sh. Irshad Ahmad	Scientist A (District Kupwara)	9596242122			District Officer SPCB, Kupwara
09	Sh. Tariq Ahmad	JEE (District Bandipora & Ganderbal)	9906508207			District Officer SPCB, Bandipora & Ganderbal
10	Sh. Mohd Yousuf Mir	Scientist A (District Srinagar)	9622821153			District Officer SPCB, District Srinagar
11	Sh. A.B. Jandial	AEE (District Udhampur)	9419196544		abjandial@yahoo.c o.in	District Officer SPCB, District Udhampur
12	Sh. Badar Hussain	AEE (District Samba)	9419688550			District Officer SPCB, District Samba
13	Sh. S.K. Rathore	JEE (District Doda, Kishtwar & Ramban)	9419106663		rathoresanjay67@y ahoo.co.in	District Officer SPCB, District Doda, Kishtwar & Ramban
14	Sh. Anil Kumar Sharma	AEE (District Rajouri &	9419623742		anilsharmapcb@gm	District Officer SPCB,

		Poonch)			ail.com	District Rajouri & Poonch
15	Sh. Angrez Singh	AEE (District Reasi)	9419161594		asnaag@gmail.com	District Officer SPCB, District Reasi
16	Sh. Tarsem Singh Chib,	AEE (District Jammu)	9419121226		tarsemsinghchib@gmail.com	District Officer SPCB, District Jammu
17	Sh. Deepak Abrol	AEE (District Kathua)	9419631773		abroldeepak73@gmail.com	District Officer SPCB,

CHAPTER- 9

The procedure followed in the decision-making process, including channels of supervision and accountability.

According to the provisions of the Water Act,1974 and Air Act,1981,Consent/NOC of the State Board is required by all the development projects, the industrial units, tourism projects, hydel projects, mining units, local bodies etc. The consent mechanism encompasses permission to establish and/or operate any development project which is governed by the provisions of sections 25 and or 21 of the Water(Prevention & Control of Pollution)Act,1974 and /or Air(Prevention & Control of Pollution) Act,1981 respectively, as may be applicable to the development project under consideration. The different stages of the consent mechanism concurrent to the implementation of the projects are as listed below:

Consent to establish is granted to the industry after evaluation of the potential environment pollution and after the examination of the engineering design and details of the systems proposed for controlling the pollution. The conditions consistent to control requirements are incorporated in Consent to Establish. These conditions are reviewed in terms of their compliance and ‘Consent to Establish’ is converted in to ‘Consent to Operate’ after ensuring that the engineering systems for control of water and air pollution are fully implemented. The Consent to Operate’ is usually valid for one year which is also granted subject to the condition that the pollution control system shall be so operated and maintained as to ensure compliance to the standards prescribed for emission and/ or effluents as the case may be.

The Regional Offices on receipt of application for Establishment of industries examine the applications and inspect the sites. They issue the Consent to Establish in the cases, which fall in their preview; otherwise the case with their recommendations are forwarded to the Head Office for further decision in this regard.

CHAPTER- 10

Directory of Officers and Employee

Central Office

S. No.	Name	Designation	Present posting	Contact Nos.
1	Sh. Lal Chand, IFS	Chairman	J&K SPCB	94191-92249
2	Sh. Arun Kumar Tikku	Member Secretary	J&K SPCB	9419-187530
3	Sh. Amit Kumar, KAS	FA/CAO	J&K SPCB	94193-83788
4	Sh. M. M Shah	Legal Advisor	J&K SPCB	94190-62063
5	Sh. J. N Sharma	E. E	J&K SPCB	94191-44196
6	Dr. Bilques	I/c Sc. 'C'	J&K SPCB	
7	Sh. Sat Paul Bhagat	Assistant Director, (P&S)	J&K SPCB	99061-77514
8	Sh. S. K Bali	Adm. Officer	J&K SPCB	94192-20862
9	Sh. Showkat Ahmad	S.O Planning	J&K SPCB	94190-90928
10	Sh. Jahangir Ahmad.	P.A to SEIAA	J&K SPCB	94191-56954
11	Sh. Jasbir Singh	P. A to Chairman	J&K SPCB	94191-98122

Jammu Region

S. No.	Name	Designation	Present posting	Contact Nos.
1	Ch. Showkat Hussein	Regional Director, Jammu	Jammu 01-07-10	94191-88820 8803501020
2	Ms. Neelu Sharma	Sc. 'B' Head BMWM/HWM	Jammu	94191-98692
3	Dr. Yash Paul	Sc. 'B' Head Labs	Jammu	99062-18777
4	Sh. A.B.Jandial	AEE/D.O Jammu	Jammu	94191-96544
5	Sh Anil Sharma	AEE/ D.O	Rajouri, Poonch	94196-23742
6	Sh. Angrez Singh	AEE/D.O	Reasi	94191-61594
7	Sh. Badar Hussain	AEE/D.O	Samba	94196-88550
8	Sh. T.S. Chib	JEE/D.O	Udhampur, Ramban, Doda & Kishtwar	94191-21226
9	Sh. Sanjay Rathore	JEE/DO	Kathua	94191-06663
10	Sh. H.S Galoch	I/c Vehicular	Jammu	94192-49664
11	Sh. D.S Koul	Jr. Steno P. A to RD	Jammu	9419236523

Kashmir Region

S. No.	Name	Designation	Present posting	Contact Nos
1	Sh. Farooq Gillani, IFS	Regional Director	Kashmir	94190-14000
2	Dr. Sabeena	Sc. 'B' I/c BMWM	Srinagar	94190-28481
3	Sh. Bilal Ahmad	AEE/ D.O	Srinagar	94190-12116
4	Sh. Fayaz Ahmad	AEE/ D.O	Budgam	94190-05473
5	Yousaf Mir	Scientist 'A'/ D.O	Ganderbal	9906782672
6	Tariq Ahmad Sofi	JEE/ D.O	Baramulla	99065-08207
7	Sh. Nisar Ahmad	JEE / D.O	Anantnag/ Kulgam	94190-21247
8	Sh. Mohd. Ashraf Khanday	JEE/ D.O	Pulwama /Shopian	96970-22543, 9797240587,
9	Sh. Ayub Ahanger	JEE/ D.O	I/c Vehicular Sgr.	97977-44260
11	Tariq Ahmad,	JEE /D. O	Baramulla	99065-08207
12	Irshad Ahmad Khan	Sc, 'A'/ D.O	Kupwara	95962-42122

CHAPTER 11 (Monthly Remuneration)

S.No.	Name	Designation	Gross Pay
1	Sh. Lal Chand	Chairman	1,06,469.00
2	Sh. Arun Kumar Tikku	Member Secretary	
3	Sh. N. S. Kala	Nodal Officer	61,984.00
4	Sh. M. M. Shah	Legal Advisor	49,931.00
5	Sh. J. N. Sharma	Env. Engineer	51,014.00
6	Sh. Amit Kumar	FA/CAO	38,936.00
7	Sh. A. K. Gupta	A.E.E	46,561.00
8	Sh. S. K. Bali	ADO	39,881.00
9	Sh. Sat Pal	AD (Planning)	37,853.00
10		A.O	
11	Sh. Jehangir Ahmed	Sr. Steno	36,710.00
12	Sh. Anil Nargotra	Comp. Analyst	35,002.00
13	Sh. Jasbir Singh	Jr. Steno	28,749.00
14	Sh. Showkat Ahmed	S.O.(P)	29,830.00
15	Sh. Mohd. Amin Wani	Comp. Asstt.	28,749.00
16	Sh. Shiv Kumar	Sts. Asstt.	28,749.00
17	Sh.Randeep Singh	Scientist 'A'	25,470.00
18	Sh. Om Kumar	Acctt. Asstt.	27,224.00
19	Sh. Tanveer Ahmd	I/c H.A.	23,966.00
20	Smt. Samriti Khajuria	Acctt. Asstt.	18,105.00
21	Sh. Ashiq Hussain	Field Inspector	24,860.00
22	Sh. Bashir Ahmed	Sr. Asstt.	18,082.00
23	Sh. Mohd. Maqbool	Sr. Asstt.	18,082.00
24	Sh. Ghulam Nabi Bhat	Sr. Asstt.	18,082.00
25	Sh. Predman Krishan	Sr. Asstt.	17,839.00
26	Sh. Ashwani Kumar	Jr.Asstt.	16,027.00
27	Sh. Shuban Krishan	Jr. Asstt.	16,027.00
28	Sh. Subash Chander	Jr. Asstt.	16,027.00
29	Sh. Javid Manzoor	Jr.Asstt.	16,027.00
30	Sh. Ramesh Chander	Jr.Asstt.	16,027.00
31	Sh. Shadi Lal	Jr.Asstt.	19,146.00
32	Sh. Bimal Kumar	Jr. Asstt.	15,973.00
33	Sh Ganesh Kumar	Jr.Asstt.	15,973.00
34	Sh. Om Singh	Jr.Asstt.	16,904.00
35	Sh. Raja Ram	Jr.Asstt.	16,175.00

36	Mrs. Shakeela Bano	I/c H.A.	23,804.00
37	Mrs. Indira Zutshi	I/c H.A.	23,804.00
38	Mr. Sanjeev Kumar	Comp. Asstt.	28,749.00
39	Sh. Shabir Ahmed	I/c Sr.Asstt.	17,012.00
40	Sh. Nveen Sharma	Jr. Asstt.	17,795.00
41	Sh. Puran Singh	Chauffer	33,202.00
42	Sh. Rajinder Kumar	Driver	23,732.00
43	Sh. Mohd. Yousuf	Driver	22,173.00
44	Sh. Kulbushan Singh	Driver	19,540.00
45	Sh. Bashir Ahmed	Driver	18,082.00
45	Sh. Ab. Hamid Khan	Orderly	14,289.00
46	Sh. Rafiq Alie	Orderly	14,640.00
47	Sh. Mohan Lal	Orderly	14,343.00
48	Sh. Mohd. Iqbal Wagay	Orderly	12,223.00
49	Sh. Farooq Ahmed Fafoo	Orderly	12,223.00
50	Sh. Mohi-ud-Din	Orderly	15,261.00
51	Ms.Sabiya Nazir Mahajan	Field Insp.(NT)	26,865.00
	Regional Office Jammu		
1	Sh. Showkat Ali Choudhary	Regional Director	46094
	Officers		
2	Sh. Anil Razdan	Technical Officer	51981
3	Neelu Sharma	Scientist 'B'	40467
4	Dr. Yash Paul	Scientist 'B'	40467
	District Office, Jammu		
5	A.B. Jandial	Asstt. Env. Engineer	39582
6	Arshad Nazir Mallik	Jr. Env. Engineer	26300
7	Zahida Rashid	Jr. Env. Engineer	26300
8	Anupam Koul	Jr. Env. Engineer	26300
9	Gurpreet Sinfh	Jr. Env. Engineer	30966
10	Reena Charak	Field Inspector	23600
11	Madhu Khajuria	Sr. Asstt.	16820
	District Office Samba		
12	Bader Hussain	Asstt. Env. Engineer	31052
13	Mukash Bali	Scientist 'A'	21333
14	Sh. Kuldeep Bhan	JEE	31416
15	Bharat Chowdhary	Field Inspector	21960
16	Naveed Chowdhary	Field Inspector	21960
17	Ramesh Kumar	Jr. Asstt.	15406

18	Zakir Hussain	Jr. Asstt.	13482
	Administrative Section		
19	Suman	Sts. Officer	29563
20	Devi Sharan Koul	Stenographer	28099
21	Ravi Kumar Kaul	Accounts Asstt.	23616
22	Monika Sharma	St. Asstt.	24820
23	Veenu Gupta	St. Asstt.	24119
24	Sunita Nargotra	St. Asstt.	26788
25	Ranjeet Kumar	Jr. Sts. Asstt.	16302
26	Sh. Kamal Kishore Gupta	Jr. Legal Asstt.	21633
27	Rekha Sharma	Computer Assistant	28099
28	Rakesh Singh	Head Asstt.	23316
29	Karnail Singh	Sr. Asstt.	21770
30	Santosh Kumari	Sr. Asstt.	16820
31	Darshan Lal	Sr. Asstt.	16546
32	Sanjay Kumar	Sr. Asstt.	16820
33	Tirath Singh	Sr. Asstt.	16820
34	Shashi Prabha	Sr. Asstt.	16546
35	Renu Bagati	Sr. Asstt.	16546
36	Jitender Kumar	Sr. Asstt.	16546
37	Suresh Ganjoo	Sr. Asstt.	16546
38	Princy Thaploo	Data Operator	16468
39	Shiv Charan Singh	Jr. Asstt.	16820
40	Harbans Kour	Jr. Asstt.	16271
41	Raj Kumari	Jr. Asstt.	16271
42	Swarna Devi	Jr. Asstt.	14503
43	Narayan Chand	Jr. Asstt.	15494
44	Roshan Lal	Lab Asstt.	16515
45	Ganesh Kumar Vaid	Driver	16851
46	Jai Kumar	Driver	16851
	Scientific /Field Staff		
47	Dr. Anju Sida	Scientist 'A'	28629
48	Ritu Gupta	Scientist 'A'	25324
49	Anuradha	Scientist 'A'	25324
50	Sushil Kumar	Scientist 'A'	28099
51	Suman Pawar	Research Asstt.	24317
52	Dr. Vikram Rathor	Research Asstt.	24317
53	Bhawana Devi	Research Asstt.	22929
54	Pummy Peshin	Jr. Sc. Asstt.	28099

55	Nasir-Ud-Din Sheikh	Jr. Sc. Asstt.	26788
56	Deepak Abrol	Jr. Env. Engineer	30966
57	Chander Singh	Jr. Env. Engineer	26299
58	Hans Raj Galoch	Jr. Env. Engineer	30966
59	Surinder Tripathi	Jr. Env. Engineer	30966
60	Jaya Kapoor	Field Inspector	23600
61	Pankaj Chadha	Field Inspector	23600
62	Narayan Prakash	Field Inspector	23600
63	Dimple Sharma	Field Inspector	23600
64	Raman Kumar Gupta	Field Asstt.	20678
65	Anil Koul	Accounts Asstt.	33633
	District Office Reasi		
66	Angrez Singh	Asstt. Env. Engineer	30211
67	Sampat Singh	Jr. Env. Engineer	24483
68	Dewan Chand	Jr. Asstt.	14508
69	Briz Lal	Draftsman	28467
70	Prabhat Lal	Jr. Asstt.	15641
	District Office Kathua		
71	Sanjay Kumar Rathor	Jr. Env. Engineer	28843
72	Sunita Rani	Scientist 'A'	21333
73	Devinder Singh	Draftsman	28177
74	Pawan Kumar	Sr. Asstt.	15420
75	Neelam Kumari	Sr. Asstt.	15420
	District Office Udhampur		
76	Tarsem Singh Chib	Jr. Env. Engineer	28843
77	Arshad Mehmood	Scientist 'A'	21333
78	Subash Chander	Draftsman	26349
79	Ullah Dita	Jr. Asstt.	15591
80	Mohinder Sharma	Jr. Asstt.	15391
	District Office Rajouri		
81	Anil Sharma	Asstt. Env. Engineer	31282
82	Mohan Lal	Jr. Env. Engineer	24678
83	Reet Narayan	Draftsman	26544
85	S. Karnail Singh	Sr. Asstt.	15550
	District Office Poonch		
86	Naseem Hussain Shah	Jr.Sc. Asstt.	25134
87	Rohini Sharma	Jr. Asstt.	14139
	Class IV		
88	Kusum Manhas	Lab Attendent	9414
89	Ab. Hamid	Orderly	9364
90	Daulata Devi	Orderly	8993

91	Shamima Devi	Orderly	8580
92	Vimal Kumar	Sweeper	12577
	Adhoc Section		
93	Prikshit Gupta	Liason Officer	25263
94	Tanveer Ahmed Dar	Asstt. Inf. Officer	21008
95	Kulsuma Akhtar	Field Asstt.	15371
96	Sheikh Ishtiak	Field Asstt.	15371
97	Deepak Matto	Accounts Asstt.	15371
98	Sh. Anupam Sharma	Jr. Asstt.	12200
99	Sandeep Safaya	Orderly	9552
100	Vinay Kumar	Orderly	9552
101	Maharaj Krishan	Orderly	9552
102	Sh. Hemraj	Orderly	9552
	Regional Office Kashmir		
1	Syed Farooq Ahmad Gillani	Regional Director Kashmir.	78415
2	Mr. Tajamul Hussain	General Manager(SFC) /Nodal Officer-Kashmir (SPCB).	60932
3	Dr. Bilquees Ara	I/c Sc 'C'	44717
4	Dr. Sabeena Sultan	I/c Sc 'C'	40467
5	Mohd Sultan		39582
6	Ms. Gazzala Hassan	Sc 'A'	22929
7	Mushtaq Ahmad Lone	Sc 'A'	22929
8	Shabir Ahmad	Sc'A'	27291
9	Zahoor Iqbal	Sc'A'	27291
10	Fayaz Ahmad	Sc'A'	27291
11	Mohd yaqoob Shalla	J.S.A	27291
12	Firdous Ahmad Naik	J.S.A	27291
13	Nazir Ahmad Lone	Lab Assistant	27291
14	Gh. Mohd. Kumar	Lab. Assistant (Gd-II)	16485
15	Mushtaq Ah.	Lab. Assistant (Gd-II)	16485
16	Khurshid Ahmad Ganai	J.E.E	29594
17	Bilal Ahmad Khan	J.E.E	29944
18	Mohammad Ayub	J.E.E	29944
19	Bisma Sayeed	Drafts Person	31134
20	Heena Kounser	Drafts Person	28297
21	Bilquees Akther	Drafts Person	28297
22	Tehmeena Akther	Field Insp	24332

23	Shafat Rasool	Field Insp	24332
24	Abid Ahmad	Field Insp	24332
25	Ruhana Mohammad	Field Insp	24332
26	Muzaffer Ahmad	Field Assistant	21435
27	M. Shafi Qazi	A.A.O	34291
28	Javeed Ahmad Wadoo	Accountant	25202
29	Tanveer Ahmad Sofi	Computer Assistant	27794
30	Shazada Akther	Head Assistant (OPG)	23746
31	M. Ismail	Head Assistant (OPG)	23746
32	Munawara Jabeen	Sr. Assistant	21786
33	Haleema Parveen	Sr. Assistant	21786
34	Ab. Rashid Mattoo	Sr. Assistant	16820
35	Ali Mohammad	Sr. Assistant	15798
36	Sh. Shamim Ahmad	Statistical Assistant	21633
37	Suraya Akhter	Statistical Assistant	21633
38	Sameena Kounsar	Jr. Assistant	15570
39	Rafit Ara	Jr. Assistant	15570
40	Suhaila Ismail	Jr. Assistant	14762
41	Aijaz Ahmad Shah	Jr. Assistant	14442
42	Nazir Ahmad	Jr. Assistant	14442
43	Muzaffer Hussain	Jr. Assistant	11498
44	Ab Rashid	Chauffeur	31241
45	Fayaz Ahmad Laway	Driver	19672
46	Khursheed Ah.	Driver	16835
47	Mushtaq Ahmad Lone	Driver	16835
48	Firdous Ah.	Orderly	14975
49	Gul Mohd Bhat	Orderly	14942
50	Mohd. Maqbool Sheikh	Orderly	9918
51	Gh. Rasool Sheikh	Orderly	13639
52	Gh. Mohd. Rather	Orderly	13639
53	Kounser Jan	Orderly	9918
54	Tariq Ahmad Mir	Orderly	9918
55	Ali Mohammad	Orderly	9918
56	Jahwara Jabeen	Orderly	9918
57	Safder Ahmad	Orderly	9918
58	Jahangeer Ahmad Wani	Orderly	10568
59	Ms Tahima Rasool	Orderly	9534
60	Ab. Jabbar Lone	Orderly	12741

	Adhocs		
61	Qaiser Ahmad.	JSA	21008
62	Bashir Ahamd Wani	RA	21008
63	Arshad Chowdary	AIO	19538
64	Arshid Iqbal	F. Asstt	14322
65	Ruksana Shafi	Jr. Asstt	11163
66	Mohd. Shafi Bhat	Jr. Asstt	10418
67	Shaheen Aslam Khan	D.Opr.	11163
68	Farooq Ah.	Orderly	9079
69	Ab Rashid Shaikh	Orderly	9079
70	Gh. Rasool	Orderly	9079
71	Altaf Ah.	Orderly	8480
72	Rajinder Singh	Orderly	9079
73	Gh. Hassan	Orderly	9079
74	Showket Ahmad	Orderly	9079
75	Tajamul Nasira	Orderly	8480
76	Rouf-ul-Hassan	Orderly	8480
	District Offices		
77	Ruksana Parveen	Scientist 'A'	22308
78	Mohd Yousf	Sc'A'	25409
79	Irshad Ahmad Khan	Sc'A'	25409
80	Mohd Ashraf Khanday	J.E.E	27888
81	Nissar Ahmad	J.E.E	
82	Tariq Ahmad	J.E.E	27888
83	Faiz Ahmad	J.E.E	27888
84	Ab. Majid Lone	Lab Asst.	25409
85	Nazir Ahmad Malik	Lab Asst.	25409
86	Shabir Ahmad Wani	Lab Asst.	25409
87	Firdous Ahmad Khanday	J.E.E	24483
88	Kunser Mehraj	Drafts Person	26349
89	Benazir Amin	Drafts Person	26349
90	Nelofer Jan	Drafts Person	26349
91	Fehmeeda Akther	Drafts Person	26349
92	Shabir Ahmad	Field Insp.	22644
93	Aijaz Ahmad	Field Insp.	22644
94	Ghulam Ahmad	Field Assistant	17814
95	Mohd Ashraf Khan	Field Assistant	19937
96	Rubeena Bano	Field Assistant	14322

97	Javeed Ahmad Zarger	Field Insp.	22644
98	Ab Rashid Zargar	Sr. Assistant	15676
	Dailywagers	Posting	
100	Mehraj ud din Shah	R D Sec.	3300
101	Miss Tahira Akther	Eng Section	3300
102	Bilal Ahmad Keenu	R D Sec.	3300
103	Bilal Ahmad Lone	Legal. Adv	3300
104	Nissar Ahmad	Photostat Machine	3300
105	Ravis Ahmad Bhat	Scientist 'B'	3300
106	Farooq Ahmad Mir	Driver	6000
107	Mohd Saleem Sheikh	Sweeper	3300
108	Ranjeet Kour	Scientist 'C'	3300
109	Sharaz Ahmad	Nodel Officer	3300
110	Imtyaz Ahmad Bhat	Water Lab	3300
111	Shabir Ahmad	D/O Pulwama	1600
112	Nusrat Rashid	D.O.Anantnag	3300
113	Rouf Ahmad Naik	D/O Anantnag	1600
114	Bashir Ahmad Gujar	D/O Baramulla	1600
115	Nazir Ahmad Pandit	D/O Budgam	1600
116	Farooq Ahmad Wani	D/O Kupwara	1600

CHAPTER- 12

Budget Allocation, Proposed Expenditure and Disbursement

Year 2008-09

S.No	Name of the Scheme	Activity	Starting date of Activity	Planned end date of Activity	Amount Proposed (2009-10)	Amount Sanctioned(2009-10)	Amount released/d isbursed (No. of installments) 2009-10	Actual Expdtt. for the last year 2008-09 ending 03/2009	Responsible Officer for the quality the complete execution of the work
1	Prevention & Control of Air Pollution	Air quality monitoring study projects is being carried	These schemes are recurring and are being carried uninterruptedly.		3.00	3.00	3.00	2.00	Member Secretary/ Regional Director, Jammu/Regional Director, Kashmir
2	Machinery /Equipment/ veh.	For conduct various survey / scientific analysis			10.00	10.00	10.00	10.00	
3	Prevention & Control of Water Pollution	Water quality monitoring study projects is being carried			3.00	3.00	3.00	2.00	
4	EP Act	Scientific studies in the field of Solid Waste Management, Chemical and Hazardous Waste Management, Bio- medical Management, Municipal Solid Waste and E- waste Management			6.00	6.00	6.00	4.00	

5	Training/ Workshop	Technical staff of PCB is being deputed for pollution abatement related training programme			4.00	3.00	3.00	3.00	-
6	Buildings	For completion of Central Office at Sgr.	2002-03	-	17.16	10.00	10.00	0.00	-
7	Spcl. Squad for Veh./Inds. Pollution	Procurement of vehicles fully equipped with computerized equipment for monitoring of vehicular pollution	These schemes are recurring and are being carried uninterruptedly.		10.00	8.00	8.00	1.00	-
8	Clean technology	Adopting clean and eco-friendly state of art technology for various industries	These schemes are recurring and are being carried uninterruptedly		2.00	2.00	2.00	0	-
9	Environmental Education	To generate awareness among masses for adopting better techniques to protect the environment from pollution			3.00	2.00	2.00	3.00	-
10	Vigilance Cell	To enquire the cases of violation of Rules and Regulations			1.00	1.00	1.00	1.00	-

11	Env. Impact Studies	to carry the environmental Impact studies of the various projects			53.00	7.00	7.00	5.00	-
12	Others/Raw Materials/ Drugs	Various laboratory equipments, like drugs glassware, chemicals are required			5.00	5.00	5.00	5.00	-
13	Cons. of Buildings at District Level	Process of establishing District offices in all district Headquarters			20.00	20.00	20.00	-	-
14	Awareness Prog./Trg. Prog.	Awareness programmes in schools and colleges are being conducted			4.00	4.00	4.00	-	-
15	Maintenance of Capital Assets	For proper upkeep and maintenance of the buildings			6.00	6.00	6.00	-	-
16	Land Acquisition	Acquisition of land at various districts			10.00	10.00	10.00	5.00	-
	Total				157.16	100.00	100.00	69.00	

YEAR: - 2010-2011

S. No	Name of the Scheme	Activity	Starting date of Activity	Planned end date of Activity	Amount Proposed (2010-2011)	Amount Sanctioned (2010-2011)	Amount released/d isbursed (No. of installments) 2010-2011	Actual Expdtt. for the last year 2009-10 ending 03/2010	Responsible Officer for the quality the complete execution of the work
1	Prevention & Control of Air Pollution	Air quality monitoring study projects is being carried	These schemes are recurring and are being carried uninterruptedly.		3.00	3.00	3.00	2.55	Member Secretary/Regional Director, Jammu/Regional Director, Kashmir
2	Machinery/ Equipment/ veh.	For conduct various survey / scientific analysis			11.00	10.00	10.00	9.45	
3	Prevention & Control of Water Pollution	Water quality monitoring study projects is being carried			3.00	3.00	3.00	2.84	
4	EP Act	Scientific studies in the field of Solid Waste Management, Chemical and Hazardous Waste Management, Bio- medical Management, Municipal Solid Waste and E- waste Management			7.00	6.00	6.00	3.28	-

5	Training/Workshop	Technical staff of PCB is being deputed for pollution abatement related training programme			3.00	3.00	3.00	0.45	-
6	Buildings	For completion of Central Office at Sgr.	2002-03	-	11.00	10.00	10.00	10.00	-
7	Spcl. Squad for Veh./Inds. Pollution	Procurement of vehicles fully equipped with computerized equipment for monitoring of vehicular pollution	These schemes are recurring and are being carried uninterruptedly.		9.00	8.00	8.00	1.03	-
8	Clean technology	Adopting clean and eco-friendly state of art technology for various industries	These schemes are recurring and are being carried uninterruptedly		2.00	2.00	2.00	1.97	-
9	Environmental Education	To generate awareness among masses for adopting better techniques to protect the environment from pollution			2.00	1.00	1.00	1.76	-
10	Vigilance Cell	To enquire the cases of violation of Rules and Regulations			1.00	0.50	0.50	0.25	-

11	Env. Impact Studies	to carry the environmental Impact studies of the various projects			8.00	7.00	7.00	3.19	-
12	Others/Raw Materials/ Drugs	Various laboratory equipments, like drugs glassware, chemicals are required			6.00	5.50	5.50	5.00	-
13	Cons. of Buildings at District Level	Process of establishing District offices in all district Headquarters			22.00	20.00	20.00	0	-
14	Awareness Prog./Trg. Prog.	Awareness programmes in schools and colleges are being conducted			4.00	4.00	4.00	2.58	-
15	Maintenance of Capital Assests	For proper upkeep and maintenance of the buildings			7.00	7.00	7.00	5.81	-
16	Land Acquisition	Acquisition of land at various districts			11.00	10.00	10.00	9.12	-
	Total				110.00	100.00	100.00	59.28	

CHAPTER--13

The Manner of Execution of Subsidy Programmes Including The Amounts Allocated And The Details Of Beneficiaries Of Such Programmes.

The Board has no such programme for providing subsidy for the installation of pollution control systems by the industries or any other subsidy and, as such, no amount has been allocated for the said purpose and the details of the beneficiaries of such programmes may be treated as NIL.

CHAPTER—14(Awaited)

CHAPTER- 15

Norms set by it for the discharge of its functions

One of the major functions of the Board is to issue CTE, CTO, renewal of consent, Authorization etc. to the industries. In order to ensure that this process is not delayed, the time limits within which the process is to be completed has been defined under the Rules.

Details of Type of Application Form And The Time Taken For Disposal Are Given Below:-

Application Form, Purpose, Time Taken for disposal of application, if it is complete in all respects.

1	Water (Prevention and Control of Pollution) Act,1974	Form-XIII (in triplicate)
2	Air (Prevention and Control of Pollution) Act, 1981	Form-I (in triplicate) Application are to be decided within four months. NOC proforma will need to be submitted only at the time of applying for CTE/CTO.
3	Hazardous Waste (Management, Handling and Transboundary Movement) Rules, 2008	Form-I Authorization under HWM Rules to be granted within 120 days. Form-4 Annual returns by 30 th June every year. Form-6 Annual returns y recyclers by 30 th june every year
4	Bio Medical Waste (Management & Handling) Rules, 1998	Form-I Authorization under BMW (M&H) Rules, 1998 to be granted within 90 days. Form-II Annual returns by 30 th Jan. every year.
5	Municipal Solid Waste (Management & Handling) Rules, 2000	Form-I Authoriation under MSW Rules within 45 days.
6	Batteries (Management & Handling) Rules, 2001	We will accept only the half yearly returns on prescribed form as per rules immediately and concerned shall be contacted in case any additional information is required as per the provisions of Rules.
7	Plastic Waste (Management & Handling) Rules, 2011	Form-I Registration of unit for manufacture of plastic carry bags within 30 days.

CHAPTER- 16

Information Available in an electronic form

Details in respect of the information, available to or held by it, reduced in an electronic form:-

The board has set up a website (<http://www.jkspcb.in>) from which general information about the activities of the Board can be accessed. The website also contains information of various kinds of services available to the stakeholders and public and other information are available. The annual reports of the Board are also hosted in the website of the Board which gives complete picture of the activities of the Board during the particular year from administrative/financial/technical angle.

CHAPTER- 17

The Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Besides the information available on the website, the Board has provided necessary information and guidance to the public and entrepreneurs as given.

There is a library in the Head Office containing copies of Acts and Rules, documents and other publications relating mainly to pollution control and environmental matters. This is an office library. The public may have access with permission.

The working hours of the Pollution Control Board are as fixed by the State Government. Visitors are allowed on all working days to meet the officers.

CHAPTER- 4(Edited)

Rules, Regulations, Instructions, Manual and records, for Discharging Functions

The Board is implementing following Acts & Rules:

1. The Water (Prevention & Control of Pollution) Act, 1974 and Rules framed there under.
2. The Air (Prevention & Control of Pollution) Act, 1981 and Rules framed there under.
3. Environment (Protection) Act, 1986 and following Rules/Notifications framed there under:
 - i. Environment Protection Rules, 1986.
 - ii. Hazardous Waste (Management, Handling, and Transboundary Movement) Rules, 2008.
 - iii. Manufacture, Storage and Import of Hazardous Chemical Rules, 2000;
 - iv. Plastics Manufacture, Sale and Usage Rules, 1999 and 2003;
 - v. Bio-Medical Waste (Management & Handling) Rules, 1998 and Amendment Rules 2000 and 2003;
 - vi. Municipal Solid Wastes (Management & Handling) Rules, 2000;
 - vii. Batteries (Management & Handling) Rules,2001;

The following rules, which have bearing on the environment and health of the society, are also in existence. Under these rules, the J&K State Pollution Control Board is not only the agency responsible for the implementation of these Rules but nevertheless these Rules and enactments are of great significance. They are as under:

- Public Liability Insurance Act, 1991.
- J&K State Non-Biodegradable Material (Management, Handling & Disposal) Act, 2007.
- Motor Vehicle Act, 1988.

A Statement of categories of documents held by it or under its control.

- The record pertaining to grant of CTE and CTO under Water Act and Air Act.
- Results of samples analysed.
- Results of Air quality Monitoring.
- Decisions of the Board.
- R & P rules of different cadre/category of employees.

CHAPTER-7(Edited)

A statement of boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Decisions related to functioning and policy issues are taken by the State Board constituted by the State Government. However there is no bar to access the record. The Board's proceedings and also other significant information are also hosted on the Board's website.

CHAPTER-18 (Part-B i.e other than FAQ's)

Other useful Information

One of the main functions of the State Board under the pollution control laws is to create Environmental awareness among the public. In this regard, the State Board organizes World Environment Day, International Earth Day and Pollution Prevention week every year to create awareness among general mass. Following activities are organized at the headquarter, regional offices, district offices levels across the State to commemorate the occasion of World Environment Day each year.

- I. Vehicular monitoring in the major cities of the State.
- II. Activities like debates, drawing competition, slogan writing, signature campaigns are being carried out for the school children.
- III. Rallies are taken out by the school children carrying banners and signboards on environmental slogans.
- IV. Distribution of pamphlets on pollution amongst public.

In addition to above, the State Board intensified mass awareness campaign through publication of matter in the leading local newspapers. Besides, the board also telecast/broadcast environmental awareness campaign/advertisements through All India Radio and Doordarshan particularly during festive seasons.

CHAPTER-3(Edited)

Major administrative responsibilities of the Regional Offices are as follows:

- Inspection of industries and health care facilities.
- Monitoring of water bodies and waste water.
- Monitoring of Ambient Air and Stack emissions.
- Inspection of sites proposed for setting up of industries to verify the suitability of the same from environmental point of view.
- To send a proposal for closure order of defaulting units, whenever noticed.
- Preparation of draft Annual report and submission to the Central Office.
- Giving guidance to industries etc. on Statutory provisions.
- Furnishing details to the Central Office in matters relating to consent of establishment (CTE), consent to operate (CTO) to industries under Water Act, 1974 and Air Act, 1981 and Authorization under Hazardous Waste (Management, Handling and Transboundary Movement) Rules, 2008, Authorization under Bio-medical Waste (Management & Handling) Rules, 1998 and to attend to the works connected with enquiries of complaints etc.
- Arranging seminars, conferences, training programs and public awareness programs in the area.
- To draw comprehensive programs for survey of problematic areas and to check out preventive measures under section 17 of Water Act, 1974 and Air Act, 1981.
- To assist the Motor Vehicle act/Rules enforcing authorities for control of vehicular emission in their jurisdiction.
- To monitor the Air and Water quality and collect samples in respect of schemes of NAMP (National Ambient Air Quality Monitoring Program), NWMP (National Water Quality Monitoring Program), and Board's Program.
- To initiate action as per law on the complaints received in their jurisdiction.

Major responsibilities of Scientists/Laboratories;

- Handling of official matters pertaining to CPCB, MOEF and other SPCB's.
- To analyze the samples submitted by regional office
- To prepare requirement of chemicals, equipments and instruments.

To inspect and check Bio-Medical Waste Management by the health care facilities for examination of cases for grant of authorization under Bio-Medical Waste (M&H) Rules, 1998.

To examine cases for grant of authorization under Hazardous Waste (Management, Handling and Transboundary Movement) Rules, 2008.