



Central Pollution Control Board

(Ministry of Environment & Forests, Govt. of India)

Parivesh Bhawan, East Arjun Nagar,

Delhi – 110032.

WORK ALLOCATION OF ADMINISTRATION (PERSONNEL) DIVISION

(I) SHRI R.D. PANDEY, AO(P) : Over all supervision of the work of Administration (Personnel) Division, Hindi Cell & R&I Division. However, the following major works are being dealt independently:

- Implementation of CSMA Rules in Central Pollution Control Board;
- Implementation of Pension Scheme in Central Pollution Control Board;
- Preparation of Counter Affidavit and submission of the same before the Hon'ble CAT and High Court;
- Dealing with the disciplinary cases;
- Dealing with the Vigilance matter and acting as Vigilance Officer
- Reply to RTI;
- Preparation of Agenda for Board Meeting;
- Responsibility to maintain ACR/APAR;

(II) SMT. KAUSHALYA SHARMA, PS: The following work is assigned to her.

- Secretarial Assistance to AO(P).
- Processing of Vigilance and Disciplinary Cases.
- Maintaining the files related to Disciplinary Proceedings.
- Distributions of ACR/ APAR Forms.
- Maintaining record of ACR Dossiers.
- Communication the adverse entries in the ACR/ APAR.
- Providing the copies of APAR.
- Processing the representation receipt from the employees regarding APAR.
- Maintaining record of Annual Property Returns.
- Updating data related to Annual Property Return, APAR etc. for CPCB website.
- Any other work assigned by AO(P)

(III) SHRI SHITAL PRASAD, SECTION OFFICER:

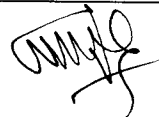
- **Implementation of Pay Commission Report;**
- **Implementation of CSMA Rules in Central Pollution Control Board;**
- **Acting as Assistant Vigilance Officer**
- **Requirement of Stationery for AO(P) Division**

He is supervising the work of Shri Bidhi Chand, Smt. Savita Gupta and Shri Ramesh Chand Assistants, Shri Satish Chand Changra, UDC, Shri Kailash Kumar, UDC & Shri Rajpal Singh, LDC. He is also responsible for maintaining service books of the Officers/Officials dealt by the following dealing hands including attestation.

S. No.	Name & Designation	Work Assigned
1.	Shri Bidhi Chand, Assistant	<ul style="list-style-type: none">• O & M inspection.• Union & Associations matter.• List of the employees with place of posting.• Grant of all kind of advances.• Coordination Work• Personal files of Scientist 'B', Scientist 'C' & Sr. Scientist.

2.	Smt. Savita Gupta, Assistant	<ul style="list-style-type: none"> Personal files of Accounts Assistant, Assistant Accounts Officer, Accounts Officer, Finance Officer, Assistant Law Officer, Sr. Law Officer, Law Officer and SSA. Compilation of Tuition Fee claims for payment.
3.	Shri Ramesh Chand, Assistant	<ul style="list-style-type: none"> Files related to lease accommodation. Personal files of JSA, Jr. Technician, Sr. Technician, Section Officer & Administrative Officer
4.	Shri Satish Chand Chhangra, UDC	<ul style="list-style-type: none"> Implementation of CS (MA) Rules and processing of Medical Claims. New Pension Scheme. Group Insurance. Updating data related to CSMA Scheme of website. Appointment of Consultant, Finger Print Record on punctuality, Assistance in Departmental Proceedings and Court Cases and maintenance of files.
5.	Shri Kailash Kumar, UDC	<ul style="list-style-type: none"> Personal files of Documentation Officer, Assistant Environmental Engineer, Environmental Engineer, Sr. Environmental Engineer, Additional Director, Director, Member Secretary & Chairman, P/F of Shri Kundan Lal, UDC, P/F of Shri Randhir Singh, Asstt.
6.	Shri Rajpal Singh, LDC	<ul style="list-style-type: none"> Section Diary, Maintaining record of EL/HPL/CL/RH in the Computer, Maintaining work diary of AO(P) and SO(P). Typing Assistance to the above Assistants whenever required.
7.	Ms. Mithlesh Kumari, LDC	<ul style="list-style-type: none"> Section Diary, Maintaining record of EL/HPL/CL/RH in the Computer, Maintaining work diary of AO(P) and SO(P). Typing Assistance to the above Assistants whenever required.
<p>(IV) SHRI K.K. HEMBROM, SECTION OFFICER: The work assigned to Shri Randhir Singh, Shri Nand Ram, Assistant, Shri Naveen Chand, UDC, Shri Kundan Lal, UDC & Shri Nandan Singh, LDC is being supervised by him. He is also supervising the Receipt & Issue Division. He is also responsible for maintaining service books of the Officers/Officials dealt by the following dealing hands including attestation.</p>		
1.	Shri Randhir Singh, Assistant	<ul style="list-style-type: none"> Personal files of Stenographer, Personal Assistant, Private Secretary, Assistant, Publication Assistant, Jr. Hindi Translator, Sr. Hindi Translator, Hindi Officer,
2.	Shri Nand Ram, Assistant	<ul style="list-style-type: none"> Personal files of Data Entry Operator, DPA, Plumber, Pump & Wheel Valve Operator, Attendants, Sr. Attendants, Field Attendants & Drivers.
3.	Shri Naveen Chand, UDC	<ul style="list-style-type: none"> Personal files of Jr. D'man, Sr. D'man, Drafting Supervisor, AE (E&M), Technical Supervisor & Sr. Technical Supervisor.
4.	Shri Kundan Lal, UDC	<ul style="list-style-type: none"> Personal files of LDC, UDC, JLA, SLA, Maintaining the record of CL & RH. Maintaining the requirement of stationary of the section. For stationary, he will report to Shri Shital Prasad, SO.
RECEIPT & ISSUE DIVISION		
5.	Shri Nandan Singh, LDC	<p>He will report to Sh. Hembrom, SO and will be responsible for receipt & issue of the Dak in the centralized R & I Section. He will be assisted by</p> <ul style="list-style-type: none"> Shri Yogesh Tiwari, Sr. Attendant Shri Jai Kishan, Driver Grade – II Shri K. N. Sarasan, Driver Ordinary. Smt. Babita, Attendant

<p>(V) SHRI PARMANAND SHARMA, HINDI OFFICER</p> <ul style="list-style-type: none">• Reporting to Administrative Officer (P)• Translation into English / Hindi and Vice Versa and vetting.• Supervising the work of Sr. & Jr. Hindi Translator.• To acquaint officers and staff on official language Act and policies.• To work as Secretary of Official Language Implementation Committee.• To prepare Agenda and Minutes of the Committee and to Co-ordinate the implementation of decision taken in the meetings.• To organize Hindi Diwas / Saptah as per the order of Department of Official Language, Ministry of Home Affairs.• To prepare help and reference literature, to arrange Hindi Workshops.• To prepare materials for Parliamentary Committee on Official Language, Hindi Advisory Committee of MoEF and Departmental Official Language Committee of MoEF.• To visit/ inspect Zonal Offices of Central Board regarding implementation of Official Language Policies of the Government.• Editing of Publications/Articles• To provide material for display on LCD monitor on day to day basis;• Any other work assigned by Chairman/ M.S. and Administrative Officer (P).
<p>Shri Om Dass, Sr. Hindi Translator</p> <ul style="list-style-type: none">• Translation into English / Hindi and Vice Versa.• To arrange Hindi/ Hindi Stenography/ Hindi Typing trainings for Boards Official as per the Orders of Department of Official Language, GOI.• To conduct Hindi Workshop for the Official of Board.• To implement incentive schemes for noting and drafting in Hindi/ Hindi Stenography/ Typing.• To help Hindi Officer for conducting Hindi Diwas/ Saptah and work related to implementation of Official Language.• Any other work assigned by Hindi Officer and Administrative Officer (P).• He is reporting to Hindi Officer.
<p>Ms. Manisha Saundarya, Jr. Hindi Translator</p> <ul style="list-style-type: none">• Translation into English / Hindi and Vice Versa.• To assist Hindi Officer for Implementing Official Language Policy.• She is reporting to Hindi Officer.• Editing of Publications/Articles• Providing material for display on LCD monitor on day to day basis;• Any other work assigned by Chairman/ M.S./Hindi Officer and Administrative Officer (P).
<p>Smt. Poonam Arora, UDC</p> <ul style="list-style-type: none">• To deal with the files related to implementation of Official Language Policy/ Training/ Workshops.• Typing of Important Documents, such as Annual Reports, Audit Reports, Parliamentary Committee Questionnaire, etc.• Typing assistance to Sr. Hindi Translator and Hindi Officer.• Preparation and sending of quarterly Hindi Progress Report to MoEF and MHA.• Any other work assigned by Hindi Officer and Administrative Officer (P).• She is reporting to Hindi Officer.



Shri Govind Singh Bora, LDC <ul style="list-style-type: none"> • Hindi Typing, filing and maintaining Section Diary. • To assist Hindi Officer in Organizing Hindi Diwas/ Saptah. • To arrange the work of preparing Name Plates. Rupper Stamp/ Sign Board in bilingual form. • To received Annual Programme from Department of Official Language and sent to all Zonal Offices & Divisional Heads at Head Quarter. • Maintaining the requirement of stationary of the Hindi Section. • He is reporting to Hindi Officer. 		
Shri Shailender Kumar Choudhary, LDC <ul style="list-style-type: none"> • Hindi Typing work of Hindi Section. • To assist Hindi Officer for implementation work of Official Language. • He is reporting to Hindi Officer. 		
Shri Shobhit Bakshi, DEO <ul style="list-style-type: none"> • Stenographic (bilingual) assistance to Hindi Section; • To assist Hindi Officer for implementation work of Official Language. • He is reporting to Hindi Officer. 		
MULTI TASK EMPLOYEES		
1.	Smt. Rajni Devi, Attendant	<ul style="list-style-type: none"> • To maintain office. • Distribution of Dak. • In the absence of Shri Jai Singh & Shri Rahul, she is also looking after their work in addition to her own duties.
2.	Shri Jai Singh, Senior Attendant	<ul style="list-style-type: none"> • To maintain office. • Distribution of Dak within the Section. • In the absence of Shri Rahul, Shri Jai Kumar is also responsible for his work in addition to his own duties.
3.	Shri Rahul, Attendant	<ul style="list-style-type: none"> • To maintain office. • To maintain diary of the Section for external Dak. • In the absence of Shri Jai Singh & Smt. Rajni Devi, Shri Rahul is also responsible for their work in addition to his own duties.
4.	Shri Mahesh, Attendant	<ul style="list-style-type: none"> • His main reporting is to Hindi Officer. • In the absence of Shri Jai Singh, Smt. Rajni Devi & Shri Rahul, he is also responsible for the work of Administration(P) Division in addition to his own duties.


(R.D. Pandey)
Administrative Officer (P)