

CENTRAL POLLUTION CONTROL BOARD
ESS Division

No. B-29016/1/00/ESS/262

03 Aug, 2010

OFFICE ORDER

The allocation of works and duties of the officials of ESS Division will be as under with immediate effect:

S.N o.	Name of the Official	Work allocation
01.	Shri N.K. Gupta, SEE (Sc. 'D')	Reporting to Incharge, ESS on the works related to : <ul style="list-style-type: none">- Random selection of industries for inspection under ESS- Processing of inspection reports received from CPCB zonal offices for follow up action- Follow-up of action taken by SPCBs on implementation of action plans of CPAs- Compilation of status of Grossly Polluting Industries, 17-categories of Highly Polluting Industries & Red Category of Industries- Preparation of administrative proposals for budget requirement- Preparation of Action Taken Report as per decisions taken in the meeting called by CCB/MS time to time- Preparation of Agenda Item for Board Meeting- Preparation of material for Annual Report of CPCB & MoEF- Review of physical progress of projects undertaken in ESS Division- To verify and assess the works of sub-ordinate staff- Put up final draft reply to RTI applications, Parliament Questions & VIP references- Preparation of draft agenda items for Board Meeting and Chairmen/Member Secretaries conference pertaining to issues of ESS division- Any other work assigned by Incharge, ESS
02	Shri H.V.C. Chari Guntupalli, AEE (Sc. 'B')	Reporting to Shri N.K. Gupta, SEE and assist him in the matters of CEPI including the following : <ul style="list-style-type: none">- Work related to action plan for critically polluted areas- Draft reply to RTI applications regarding Critically polluted areas, Parliament Question, VIP references- Any other matter assigned by the Reporting Officer and Incharge, ESS

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03.	Ms. Reena Satavan, AEE (Sc. 'B')	Reporting to Shri N.K. Gupta, SEE and assist him in the matters of random selection of industries and its follow up, processing of inspection reports received from CPCB Zonal Offices for necessary action and preparation of ATR including the following : <ul style="list-style-type: none">- Work related to Compilation of status of 17-categories of highly polluting industries, Grossly Polluting Industries, Red Category of Industries- Draft reply to RTI applications regarding 17 category, GPI and red category of industries, Parliament Questions and VIP references- Any other matter assigned by the Reporting Officer and Incharge, ESS
04	Ms. Sakshi Garg, JRF	Reporting to Incharge, ESS for CEPI and other office works assigned to him time to time and assisting AEE (H.V.C. Chary) and (Reena) for the work related to grossly polluting industries and 17-categories of highly polluting industries
05.	Shri Sangh Mitter, PS	Reporting to Incharge, ESS and provide him all supports of Secretarial assistance including : <ul style="list-style-type: none">- Handling of incoming and outgoing correspondence- Record keeping of RTI applications- Dealing with incoming and outgoing posts, mails and Emails- Providing assistance for preparation of presentation and distributing information through the use of telephones, mail and emails- Greeting visitors at all levels of seniority- Procurement of stationery items and furniture for the division- Arrangement for workshop/conferences- Maintaining files of important papers and documents- Producing papers/reports and documents whenever required by the Incharge, ESS- Reminding of appointments to Incharge, ESS- Screening telephone calls, enquiries and requests and handling them when appropriate- Handling travel arrangements of Incharge, ESS including booking of tickets and hiring of vehicles- Processing of telephone bills- Keeping records for movement of files within the division and in the office- Delegating works to others during the tour/leave of Incharge, ESS- Maintaining Personal File of Incharge (ESS), Office Order and Circular file alongwith other files as directed by Incharge, ESS- Preparation of reply for Hindi regions Any other work assigned by Incharge, ESS time to time

06.	Shri Ganga Singh,	Reporting to Shri N.K. Gupta, SEE for his typing work and assisting him in other office related matters
07.	Shri Brijesh Bhardwaj, DEO	Reporting to Shri Sangh Mitter, PS and assisting him in photocopying, set making, file keeping, movement of files and papers within the office, maintenance of photocopier, fax machines, record keeping and other office related matters.
08.	Ms. Kavita Negi, DEO	Reporting to Ms. Reena, AEE and assisting her in other office related matters

All officers of ESS Division are directed to maintain target based performance culture for efficient and smooth working in the division.

This supersedes all previous orders issued regarding allocation of duties to the staff members of ESS Division.

o/c


31/8/10
(R.S. KORI)
Additional Director &
Incharge, ESS


To

Shri N.K. Gupta, SEE/ Ms. Reena Satavan, AEE/ Shri H.V.C. Chari Guntupalli, AEE/
Ms. Sakshi Garg, JRF/ Shri Sangh Mitter, PS/ Shri Brijesh Bhardwaj, DEO/
Ms. Kavita Negi, DEO

Copy to :

PS to MS – for kind information of MS, please.

o/c


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(R.S. KORI)
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Incharge, ESS