

**Central Pollution Control Board – Delhi**  
**Public Relations (PR) DIVISION**

File no. CB\PR-2009\Misc./2010-11

Date: 21<sup>st</sup> October, 2011

**Sub: Duties and Responsibilities for P.R Division staff**

**Mita Sharma, SEE & In-charge P.R.**

**01. Library**

<b>Mr G Ganesh , Scientist "C"</b>	<ol style="list-style-type: none"><li>1. Procurement &amp; processing for payment for<ol style="list-style-type: none"><li>i. books</li><li>ii. journals</li><li>iii. Newspapers dailies</li></ol></li><li>2. Install LAN version of E-granthalaya and it's implementation</li><li>3. Follow-up on renovation of library;</li><li>4. Oversee maintenance of general house keeping of library</li><li>5. Co-ordinate with ENVIS</li></ol>
<b>Smt. Radha, Section Officer</b>	<ol style="list-style-type: none"><li>1. Assist in activities #2 &amp; 3 above</li><li>2. Maintenance of Accession register of library</li><li>3. Issue / return of library books</li><li>4. Binding of old journals / disposal of old newspapers</li></ol>

**02. Mass Awareness & Publications**

<b>Ms Anamika Sagar, AEE</b>	Co-ordinate the following : <ol style="list-style-type: none"><li>1. Activities pertaining to PARYAVARAN DARSHAN</li><li>2. Printing of : CPCB publications thro' empanelled printers</li></ol>
<b>Shri Satish Kumar, Publication Assistant</b>	Co-ordinate the following : <ol style="list-style-type: none"><li>a. printing of : CPCB publications thro' empanelled printers</li><li>b. activities with Hindi Division</li><li>c. Submission of CPCB's Annual Report to MoEF ;</li></ol>
<b>Ms Kanchan Sharma, SO (PR)</b>	<ol style="list-style-type: none"><li>1. Co-ordinating hospitality for activities conducted by CPCB ex. meetings, workshops, conferences etc.</li><li>2. Maintenance of CPCB's publication stock status for distribution : for sale &amp; on complimentary copies</li><li>3. Co-ordinating exhibitions &amp; mass awareness</li></ol>
<b>Shri Pratap Singh Shahi, Asstt (PR)</b>	<ol style="list-style-type: none"><li>1. Assisting SO (PR) for activities under SI. #2 &amp; #3 above</li><li>2. Advertisements for recruitment (to Employment Exchange), Tender Notices &amp; Mass awareness thro' ITDC ;</li><li>3. Co-ordinate events : ex. Sports meet &amp; farewells</li></ol>



### 03. ENVIS Center 01 Project

<b>Ms Hemlata Project Officer</b>	<ol style="list-style-type: none"><li>1. Updation &amp; maintenance of ENVIS Website.</li><li>2. Monthly Compilation of News Clippings ("GREEN FLASH") of environment related issues appearing newspapers</li><li>3. Compilation ENVIS Newsletter (quarterly)</li><li>4. Participation in Exhibitions, Workshop and ENVIS meetings.</li><li>5. Organize Mass Awareness events among schools like drawing competitions etc.</li></ol>
<b>Shri Prem Raj Project Assistant</b>	<ol style="list-style-type: none"><li>1. Scan old Reports/Publications of CPCB, which are out of stock(for creating archives).</li><li>2. Formatting, Designing of Advertisements Cover &amp; Layout of CPCB's reports and informative publications.</li><li>3. Participation in Exhibitions, Workshop and ENVIS meetings.</li><li>4. Assist for "Green Flash".</li><li>5. Assist to ENVIS Project Officer and PR Division.</li></ol>

### 04. General administration

<b>Smt Pushpa Mohanan, Steno</b>	<ol style="list-style-type: none"><li>1. Co-ordinating correspondence with various Divisions, sections / cells</li><li>2. Maintenance of Division's dairy ;</li><li>3. Ensuring timely response to queries on CPCB publications ;</li></ol>
<b>Shri Ramdass, attendant</b>	Library
<b>Shri Ravinder Kr, attendant</b>	Publications & ENVIS & Mass Awareness
<b>Shri Kundan Singh, attendant</b>	

Besides the above, any work assigned by the I/c Public Relations from time to time to above staff to be done.

