

Central Pollution Control Board  
Urban Pollution Control Division

Information in respect of duties and responsibilities assigned to the officers working under UPCD

S. No.	Name of the officer	Duties/responsibilities assigned
1	Shri R.C Saxena, Sc "D"	Supervision of the division activities, Co-ordination & guidance in various New /On-going projects, replies to RTI's, attending various meetings including SCOE and follow-ups
2	Ms. Anjana Kumari V, Sc "B"	<p>(i) Monitoring &amp; execution of all new/on-going projects.</p> <p>(ii) Review of draft reports prepared by JSA and its further processing.</p> <p>(iii) Preparation of guidelines for environmental sound management of ELV's.</p> <p>(iv) Any other work assigned by Sc "D"</p>
3	Mrs Meetu Puri, J.S. A	<p>(i). Monitoring &amp; execution of the following projects:</p> <ul style="list-style-type: none"> <li>➤ Development of COINDS for Automobile Manufacturing Industries(New)</li> <li>➤ Status of Pollution generated from Road Transport Sector (New)</li> <li>➤ Inventorization of railway sidings &amp; development of guidelines for its environment management ( New)</li> <li>➤ Assessment of Aldehydes &amp; Ketones emissions in vehicle exhaust using different fuels.( Finalization Stage</li> <li>➤ Assessment of vehicular Pollution Load in tourist/religious places in India&amp; preparation of area specific action plan (Finalization stage).</li> <li>➤ Auditing of PUC centers.</li> <li>➤ Development of guidelines for environmental sound management of ELV's</li> </ul> <p>(ii) Preparation of various technical report/papers/notes related to vehicular pollution control and Air</p>

		<p>Quality Management.</p> <p>(iii) Review &amp; compile action plan for controlling air pollution in 16 Non-Attainment Cities.</p> <p>(iv) Evaluation/Analysis of various technical reports/proposal received time to time and preparation of comments/suggestions on the same.</p> <p>(v) Preparation of comments &amp; affidavits in various court matters.</p> <p>(vi) Attending meetings, trainings, workshops related to vehicular pollution control.</p> <p>(vii) Address public complains/VIP Complaints/Representations received time to time.</p> <p>(viii) Provide reply to Parliament Questions/ RTI's</p> <p>(ix) Preparation of agenda note for various meetings and furnish information related to vehicular pollution control as and when required</p> <p>(x) Any other work assigned by Sc "B" &amp; "D"</p>
4.	Mr. Rahul Kumar, DEO	<p>(i) Typing of various documents, letter, reports, etc.</p> <p>(ii) Arranging of files</p> <p>(iii) Digitization of all the files</p> <p>(iv) Creation of the portal</p>
5.	Shri Manoj Kumar, Attendant	<p>(i) Diary entry.</p> <p>(ii) Collection &amp; Distribution of daily daak &amp; files</p> <p>(iii) Assisting in other day to day work like photocopying etc</p>