



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಾಲಿನ್ಯ ನಿಯಂತ್ರಣ ಮಂಡಳಿ Karnataka State Pollution Control Board

“ಪರಿಸರಭವನ”, 1 ರಿಂದ 5ನೇ ಮಹಡಿಗಳು, ನಂ.49, ಚರ್ಚ್‌ಸ್ಟ್ರೀಟ್, ಬೆಂಗಳೂರು - 560 001, ಕರ್ನಾಟಕ, ಭಾರತ
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No. KSPCB/238/CC/2016/ 542

Date : 29.03.2016

OFFICE MEMORANDUM

Sub : Roles and responsibilities of Technical Officers – reg.
Ref : Proceedings of 202nd Board Meeting held on 25th February, 2016.

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In the 202nd Board Meeting held on 25.02.2016, roles and responsibilities of all cadres of Technical Officers viz., Chief Environmental Officer, Senior Environmental Officer, Environmental Officer, Deputy Environmental Officer and Assistant Environmental Officer have been approved. All the Technical Officers shall follow the roles and responsibilities as below.

Further, all Officers have to act according to the roles and responsibilities fixed. In case of lapses, action will be initiated as per Karnataka Civil Service Rules.

CHIEF ENVIRONMENTAL OFFICER

The CEO is the highest level of officer among the Board technical Staff. The following are the Roles and Responsibilities/ job assigned to the CEO

- Has overall responsibility for all technical matters of the Board and render advice on technical issues.
- Supervise the functioning of SEOs and conduct periodic meetings with them.
- Supervise the functioning of Central and Regional Laboratories including Quality Assurance and Performance. Coordination among and between Technical Sections and Central and Regional Laboratories. Conduct periodic meetings.
- Represent the Board in meetings related to technical matters at the State and Central Level.
- Propose policy and procedural changes for effective enforcement of existing Laws and facilitate implementation of new Laws and Acts and help in formulating enforcing strategy.
- Plan and conduct workshops on technical matters.

- Call for any records & statistics for verification from subordinate officers on technical matter.
- Conduct routine and surprise inspection of any office or technical section of the Board in their jurisdiction/authority.
- Conduct surprise inspection of any industry or organization in the State to verify compliance.
- To plan and review the Awareness activities at the zonal and regional level.
- Establish a system to support the technical function of the Board in terms of developing new software for efficient functioning of the Board and propose training programmes for capacity building of the technical staff.
- Correspondence on technical matters with the CPCB and other SPCBs with the approval of the Chairman/Member Secretary.
- Correspondence on policy matters with State Govt. & MoEF with the approval of the Chairman/Member Secretary.
- Exercise the powers delegated in respect of administrative/financial matters as delegated by Board from time to time.
- Act as Appellate Authority/PIO under RTI Act (as per the orders issued from time to time)
- Write the Annual Performance Reports of the subordinate staff of the jurisdictional SEOs/EOs/other Staff (as per the orders issued from time to time).
- To sanction Causal Leave to all the sub-ordinates working under him/her.
- To issue Notices, Memo's to the erring staff working under his/her authority and make recommendations to the higher authority for further action as per CCA Rules.
- Carryout any other work as may be entrusted by the Board /Chairman.
- Review consent/authorization issued by RSEO's
- To approve tour programmes and review the work diaries of Zonal Senior Environmental Officers & subordinate staff.

SENIOR ENVIRONMENTAL OFFICER

Senior Environmental Officers are the representatives of KSPCB in their jurisdiction and will be responsible for the following technical, administrative and financial responsibilities/tasks within his/her jurisdiction at Head Office / Zonal Level.

SEOs at Head Office

- To function as the Head of a Section / Sections in Board Office and responsible for day-to-day functions of the section/sections allotted.
- To exercise the powers delegated in respect of administrative/financial matters as approved by Board from time to time.

- Correspond with organizations covered under the Acts/Rules in their jurisdiction and recommend penal action against violators.
- Pursue legal cases and file affidavits to High Court/Supreme Courts/NGT/Appellate Authority after due approval from the higher authorities.
- Maintain statistics pertaining to the section allocated.
- Plan and continually improve the enforcement mechanism.
- Plan for survey to identify new areas for prevention and control of pollution.
- Correspond with Zonal SEOs.
- To write APRs of subordinate staff of the section (as per the orders issued from time to time).
- To act as Appellate Authority/PIO as per RTI Act (as per the orders issued from time to time)
- To sanction Causal Leave to all the sub-ordinates.
- To issue Notices, Memo's to the erring staff working under his/her authority and make recommendations to the higher authority for further action as per CCA Rules.
- Carryout any other work as may be entrusted by the Board/Chairman/ Member Secretary/Chief Environmental Officer.

SEOs at Zonal Office

- Monitoring the functions of the subordinate EOs in the allocated jurisdiction for ensuring effective enforcement of all Acts and Rules. Initiate independent investigation on matters relating to pollution.
- Conduct periodic regional meetings to review the progress.
- Represent the Board in the region for all regional meetings and in public consultation/ public hearing.
- Responsible for planning for pollution abatement in the region.
- Redressal of Complaints in the region.
- Collect, Compile, maintain and update all statistical data of the region and preparation of periodic reports. Also take up regional studies on environmental issues.
- Plan and review public awareness and training activities conducted by jurisdictional Regional Officers.
- Pursue all legal cases to its logical end.
- To review consent granted or refused by EOs.
- To regularly have interaction with other Zonal SEOs in bringing uniform enforcement and compliance in the State.
- To issue notices and also to call for information from industries required for issue of consents/authorizations.

- Sign affidavits in case of matters before the High Court and Supreme Court relating to the jurisdiction as per the directions of the Head Office.
- Review assessment and collection of Water Cess in the Region.
- To issue directions/prohibitory orders during emergency or during episodal pollution.
- Periodical Review of activities of Regional Office including records maintenance
- Conduct surprise inspections of industries as well as Regional Offices and initiate enquiry wherever misappropriations or misconduct or loss of revenue or environmental damage has occurred as a result of inaction by the subordinate Regional Offices. Recommend disciplinary action to the concerned authorities to initiate action as per CCA rules.
- To exercise the powers as delegated for enforcement of the Act and the Rules as issued from time to time.
- To approve tour programme of EO.
- Act as Appellate Authority under RTI Act (as per the orders issued from time to time).
- Ensure that the annual CRs and Assets and Liability Statements are filed by all the staff of the subordinate offices. To write APRs of subordinate staff of the jurisdiction (as per the orders issued from time to time).
- To sanction Causal Leave to all the sub-ordinates.
- To issue Notices, Memo's to the erring staff working under his/her authority and make recommendations to the higher authority for further action as per CCA Rules.
- Carry out any other work assigned by Board/Chairman/Member Secretary/Chief Environmental Officer.
- To exercise administrative and financial powers as delegated from time to time.

ENVIRONMENTAL OFFICER

The EO is the field/executive level officer in the Board. At the Head Office they will work in a section under the Section Head who may be CEO/SEO. At the Regional Office they will function as Executive Officer and will have technical/administrative and financial responsibilities of their jurisdiction as delegated by the Board.

EOs at Head Office:

- They will have a specific order indicating their jurisdiction which may be modified from time to time based on need, issued by the Section Head.
- To be convener of TAC, CCM, Awareness and other committees as per the decision of the Board/Chairman.

- Stipulation of relevant conditions in the consent orders, authorization, notices etc., before forwarding it to the Section Heads for approval.
- Works related to CPCB, MOEF, DEE, LAQ, LCQ, Assurances, Board meetings, Task force meetings and other meetings held at Government level, Preparation of annual report etc.
- Maintenance of statistics pertaining to the allocated jurisdiction.
- To sign fair copies of consents, authorization, notices etc.
- Preparation or Verification of SOBs in court cases.
- To write the APR of subordinate Staff (as per the orders issued from time to time).
- To interact with Board advocates and pursue the cases regularly in the techno legal matter.
- To sanction Causal Leave to all the sub-ordinates.
- Act as PIO/APIO under RTI act (as per the orders issued from time to time).
- Carry out any other work assigned from time to time.

EOs at Regional Office:

- They will have specific order indicating their jurisdiction which may be modified from time to time.
- To ensure effective enforcement of all Acts and Rules
- Conducting periodic inspections / monitoring of effluent / air emissions / solid waste / e-waste/ bio-medical waste / battery / plastic waste/ hazardous waste, water and soil samples in the industries / local bodies/water bodies / HCE's. Monitoring of AAQ under NAAQM and Board Programmes and stack emissions monitoring and prepare inspection reports.
- To collect and consolidate the data in respect of schemes of NAAQM, MINARS, GEMS and Board Programmes, pertaining to the respective jurisdiction.
- Represent the Board in all district level meetings i.e. District Environment Protection Authority headed by Deputy Commissioner of the District, Single Window Agency meeting, Environmental Public Hearing etc.
- Will have power of entry and inspection of industry/activity/organization and collect samples under the Water Act, Air Act and Environment (Protection) Act as delegated by the Board.
- Receive environment statement, annual reports of BMW, MSW and hazardous industries, returns under Battery rules. Verify the reports and to communicate it to the higher authorities, compile and submit to Head Office well before the stipulated time every year.
- To issue/refuse the consent/authorization/registration under the Water Act, the Air Act and the rules framed under Environment (Protection) Act as per the delegated powers issued by the Board from time to time.

- To consolidate the annual reports submitted by HCE's in the District and to send details in the prescribed proforma to the Board in order to send the consolidated details to CPCB on or before 31st March every year.
- To collect the analysis charges for the effluent / emission sample collected from industries / local bodies / HCE's etc. To send monthly DCB statement to the Chief Scientific Officer of Central Laboratory, Bangalore.
- To conduct awareness programmes / seminars / workshops in the District on environmental safe guards. To conduct related awareness programme during Ganesha Festival and noise /AAQ monitoring during Deepavali festival.
- Responsible for planning for pollution abatement in the district, develop proposals for investigation / survey to identify new pollution sources in consultation with Zonal Senior Environmental Officer.
- Preparation of plans and programmes for establishment of common effluent treatment plant in the area in consultation with Zonal Senior Environmental Officer.
- To get the draft Petitions prepared in connection with filing Court cases.
- To prepare parawise replies/statement of objections for the cases filed against the Board in various Courts.
- To draw yearly comprehensive programmes for survey of problematic areas and to chalk out preventive measures under Section 17 of the Water and the Air Acts.
- To assist the enforcing authorities to draw programmes for control of vehicular emission in the jurisdiction.
- Empowered to file cases through Board empanelled advocates under the Water, Air and EP Act for which necessary approval has been issued by the competent authority and attend cases regularly in the courts. To attend and follow up the pending cases in the jurisdiction.
- To issue water cess assessment order under the Water Cess Act. EO shall randomly verify the returns filed comparing it with water meter, environment statement and consent application.
- To levy interest in case of delay in payment of cess, to maintain the D.C.B., to send monthly cess DCB statement to the Board's finance section and sign Water Cess assessment order on behalf of Member Secretary.
- To receive and dispose public complaints, public grievance.
- To sanction Causal Leave to all the sub-ordinates.
- To write the APR of subordinate Staff (as per the orders issued from time to time).
- Ensure that the staffs working in the Regional office submit Annual Reports of assets and Liabilities.
- To exercise the powers in matter of administrative/financial matters (as delegated by Board from time to time).

- To receive and dispose RTI applications etc. Act as PIO/APIO under RTI act (as per the orders issued from time to time).
- Approve the tour programme of the staff.
- Carry out any other work which may be assigned by Zonal SEO/Head Office.
- To exercise the administrative and financial powers as per the delegated powers.

DEPUTY ENVIRONMENTAL OFFICER

The DEOs can be working in both Head Office and Regional Office. At the Head Office they will be working in a section or cell below the section head who may be CEO/SEO/EO. At the Regional Office they will function as EO in the absence of EO and where there is EO, they will be subordinate to EO. Therefore the DEOs roles and responsibilities depend on where they are posted. In the interest of avoiding multiple layers of scrutiny and duplication of work, it has been proposed, that in Head Office, if a section has a DEO no AEO will be posted to that section.

DEOs at Head Office

- They will have a specific order indicating their jurisdiction which may be modified from time to time based on need, issued by the section Head.
- The DEOs shall be the custodian of all files of the jurisdiction.
- Consent/Authorization applications shall be scrutinized for their correctness, completeness and further prepare agenda notes for the meeting. Notices of non-compliances, NPD and Closure Order shall be drafted and put up for the next level.
- Maintenance of statistics pertaining to the allocated jurisdiction and section.
- To act as APIO under RTI act (as per the orders issued from time to time).
- Carry out any other work assigned by the Section Head from time to time.

DEOs at Regional Office

- They will have a specific order indicating their jurisdiction which may be modified from time to time based on need issued by the Regional Officer.
- Inspection of industries, organization, waste management facilities etc. with the approval of tour programme by EO in the jurisdiction. Prepare inspection report and submit it to the EO.
- Responsible for planning and carrying out of monitoring of air, water and wastes in their jurisdiction. Also, to maintain the data of the monitoring in statistical format.
- Carry out all works related to assessment and verification of water cess and will be responsible for maintaining DCB and realizing the Cess assessed.
- Scrutinize the Consent/Authorization drafts for their correctness and submit to EO.

- Identification/Inventorization of industries/organization both in organized and un-organized sector to cover them under consent network.
- Maintaining Database of industries/organization and its updation.
- Preparation and submission of monthly statistics with the approval of EO.
- Monitoring and coordination of all applications including SAKALA and redressal of complaints.
- Compilation of statistics pertaining to the jurisdiction.
- Will have power of entry and inspection of industry/activity/organization and collect samples under the Water Act and Air Act as already delegated by the Board.
- Responsible for verifying the correctness of all papers which are to be signed by the EO. Responsible for ensuring submission of all returns to various agencies and Board Office.
- Empowered to file cases through Board empanelled advocates under the Water, Air and EP Act for which necessary approval has been issued by the competent authority and attend cases regularly in the courts. To attend and follow up the pending cases in the jurisdiction.
- Plan awareness programmes and implement the same in jurisdiction with the approval of EO.
- To act as APIO under RTI act (as per the orders issued from time to time).
- To write the APR of subordinate Staff (as per the orders issued from time to time).
- Carry out any other work which may be assigned by EO.

ASSISTANT ENVIRONMENTAL OFFICER

The AEOs are posted both at Head Office as well as Regional Office. At present these officers are assisting their higher Officers.

AEOs at Regional Office.

- They will have a specific order indicating their jurisdiction which may be modified from time to time based on need issued by the Regional Officer.
- Inspection of all polluting activities with the approval of tour programme by the EO. Prepare inspection report and submit it to the EO
- The AEOs shall be the custodian of all files of the jurisdiction. All files pertaining to the allocated jurisdiction will be first processed by the AEO.
- Consent/Authorization applications shall be verified for their correctness, fee paid, document attached etc., prepare basic notes/basic draft letters/ CCM agenda/consents/authorization/notices. Also compare and put up fair copies for signature.
- Maintenance of statistics pertaining to their jurisdiction.

- Will have power of entry and inspection of industry/activity/ organization and collect samples under the Water Act, Air Act and EP Act.
- Empowered to file cases through Board empanelled advocates under the Water, Air and EP Act for which necessary approval has been issued by the competent authority and attend cases regularly in the courts. To attend and follow up the pending cases in the jurisdiction.
- Carry out all works related to Water Cess Act and will be responsible for maintaining DCB and realizing the Cess assessed.
- To act as APIO under RTI act (as per the orders issued from time to time).
- Preparing Cess Assessment orders.
- Carry out any other work which may be assigned by EO.

AEOs at Head Office

- They will have a specific order indicating their jurisdiction which may be modified from time to time based on need, issued by the section Head.
- The AEOs shall be the custodian of all files of the jurisdiction.
- Consent/Authorization applications shall be verified for their correctness, completeness and further prepare agenda notes for the meeting. Notices of non-compliances, NPD and Closure Order shall be drafted and put up for the next level.
- Maintenance of statistics pertaining to the allocated jurisdiction and section.
- To act as APIO under RTI act (as per the orders issued from time to time).
- Carry out any other work assigned by the Section Head from time to time.


Member Secretary

Karnataka State Pollution Control Board



To:

1. All Chief Environmental Officers
2. All Senior Environmental Officers
3. All Environmental Officers, Deputy Environmental Officers and Assistant Environmental Officers of Head Office and Regional Offices.

Copy to :

1. TO to Chairman
2. PA to Member Secretary
3. Administrative Officer
4. Chief Finance Officer

5. Law Officer
6. Public Relation Officer
7. Website