

**Maharashtra Pollution Control Board**DOC:
MPCB/RLCSN/QMS/01

Issue No.: 01

Issue Date: 20/07/2022

Page 1 of 3

ROLE & RESPONSIBILITIES**Annexure-V**

Designation	: Member Secretary	Function	: Top Management (Chief Executive)
Reports To	: Chairman	Supervises	: PSO, SSO, SO, RO and SRO
Responsibilities	Member Secretary is the Chief Executive of the Board		
	<p>Regulatory Responsibilities (Powers & Duties as per rule 24 of Maharashtra Water (Prevention & Control of Pollution) Rules, 1983): Member Secretary, who will be the Chief Executive of the Board, shall exercise the powers and perform the duties as below:</p> <ol style="list-style-type: none">1. Member Secretary shall make all arrangements for holding meetings of the State Board and meetings of the committees constituted by the State Board.2. All orders and instructions to be issued by the State Board shall be authenticated by the Member Secretary3. Member Secretary may carry out an inspection of the office of the Board or any other office under the Board at any time.4. Member Secretary shall be the appointing authority for the employee of the Board whose maximum pay – scale does not exceed Rs. 1150 under the provision of the recruitment rules approved by the State government.5. Member Secretary may permit a Board employee to attend conferences.6. Financial powers of Member Secretary shall be as follows:<ol style="list-style-type: none">1. To accord administrative approval to:<ol style="list-style-type: none">i. Works of additions and alternations to premises.ii. Purchase of laboratory equipment, vehicles, tools and plant, furniture and office appliances.iii. Estimates for the running expenses of laboratories and for running and maintenance of vehicles.2. To accord technical sanction to original and revised estimates of –<ol style="list-style-type: none">i. Works of additions and alternations to premises.ii. Running expenses of laboratories and vehicles and maintenance of board assets.iii. Special repairs to board assets.iv. Purchase of laboratory equipment and vehicles.v. Excess overestimates.3. To accept tender<ol style="list-style-type: none">i. The purchase is affected after inviting tenders' publicity and the lowest tender satisfying the prescribed specification accepted.ii. Acceptance of a tender other than the lowest should be approved by the Executive Committee of the Board.4. Repayment of<ol style="list-style-type: none">i. Bills of suppliers, place workers and contractors		



- 5. To sanction repairs to lab, equipment, vehicles, tools and plant, furniture and office appliances and incur expenditure thereon. (Full powers within budget provision).**
- 6. Powers to give Impress Advance to subordinates for meeting petty expenses.**
- 7. To purchase articles of petty stores and stationery. (Full powers within budget provision)**
- 8. To dispose of by sale or otherwise surplus stores or unserviceable materials. (Full Powers)**
- 9. I. Supply of aprons and gloves to technical staff of the laboratory. (Full Powers)**
 - ii. Supply of clothing and umbrellas to drivers, peons, chowkidars and sweepers (Full powers, subject to budget provision and scale laid down by the Board.)**
- 10. To sanction expenditure on refreshments. (Authorized to incur expenditure on entertainment of important persons calling on business and Members of Board and various Sub-Committees thereunder for attending meetings subject to a yearly limit of Rs. 10,000/-).**

B. Powers of the Head of the Department.

(Ref: Manual Financial Powers,1978 as amended from time to time and Maharashtra Civil Services Rules).

All the financial powers and other powers given above are subject to Budget provisions and cannons of financial propriety.

Powers for approval of administrative and technical sanctions for projects, Schemes, and studies:

As per circular outward Number MPC/Accounts/9 dt.01/04/2013 powers for approval of administrative and technical sanction for projects, Schemes, and studies is up to 25 lacks.

QMS Responsibilities:

1. To establish Quality Policy and Objectives of the MPCB Laboratories & ensure its implementation.
2. To review Quality Policy periodically, and to ensure that the same is in line with the present circumstances.
3. Plan the growth and expansion of the MPCB Laboratories based on Boards/Regulatory requirements and its Vision and Mission.
4. To provide adequate resource requirements for implementation of the Quality



Maharashtra Pollution Control Board

DOC:
MPCB/RLCSN/QMS/01

Issue No.: 01

Issue Date: 20/07/2022

Page 3 of 3


ROLE & RESPONSIBILITIES

Management System.

5. Ensure the integration of the Quality Management System requirements with the MPCB's Regulatory requirements.
6. Commitment to the development and implementation of management system and continual improvement and its effectiveness.
7. Engaging, directing and supporting persons to contribute to the effectiveness of the quality management system.
8. Propose changes in operational policies across MPCB laboratories and ensure its implementation.
9. To ensure that the integrity of the management system is maintained during changes to the management system as planned and implemented.
10. Ensure customers, statutory and regulatory requirements are determined, understood, and consistently met.
11. To communicate the importance of meeting customers as well as the Board's statutory and regulatory requirements within the organization.
12. Ensure that the risks and opportunities that can affect the conformity of services and the ability to enhance customer satisfaction are determined and timely addressed.
13. To ensure customer satisfaction score for Quality and Delivery of services.
14. Managing Laboratory and RO/SRO office organizational structure, strategy, and communicating within the board.
15. Continuous capability building and enhancement of MPCB personnel as required through regular training.
16. To ensure the Safety and Morale of the employees is secured all the time.

Interfaces With

Principal Secretary (Env. Dept.), Chairman, MPCB All HOD's at Head Office, Regional Officers and MPCB Laboratories

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 2

Annexure-V

Designation	: Principal Scientific Officer	Function	: Control of Central and Regional Lab
Reports To	: Member Secretary	Supervises	: SSO, RO and SO

Responsibilities	
	<ol style="list-style-type: none"> 1. He will be overall controlling officer for all the scientific activities including laboratories of the Board. 2. He will be responsible for giving guidance in respect of Development & Standardization of different methods in relation to analysis. 3. He will be responsible for research activities to be undertaken by the Board in various fields. 4. He will be responsible for planning and establishment of various Regional & Field Laboratories of the Board and inspection/working thereof. 5. He will be responsible for granting recognition to the laboratories and inspection and working thereof. 6. He shall be responsible for the investigation into the complaints of pollution covering the laboratory aspects. 7. He will be responsible for the development and maintenance of Air & Water quality surveys for different areas, rivers/creeks, in the State and prepare status reports thereof. 8. He will assist authorities in the implementation of various Rules relating to the manufacture, storage, import, management and handling etc. of hazardous waste/chemicals covered under the Environment (Protection) Act, 1986. 9. He will be responsible for making inventory of Hazardous Wastes and their disposal sites required in connection with Grant of Authorization under Hazardous Wastes (Management & Handling) Rules, 1989. 10. He will assist the authorities in identification of sites for disposal of hazardous waste. 11. He will be responsible for organizing Laboratory personnel training courses covering the related aspects. 12. He will discharge duties administratively/financially within the powers delegated to him from time to time. 13. He will be required to carry out such other duties as may be assigned to him by the superiors from time to time.

Authorities	
	<ol style="list-style-type: none"> 1. Overall controlling officer of MPCB Laboratories.

**Maharashtra Pollution Control Board**DOC:
MPCB/RLCSN/QMS/01

Issue No.: 01

Issue Date: 20/07/2022

Page 2 of 2

ROLE & RESPONSIBILITIES

2. Plan and execute Research activities.
3. Planning infrastructure and Establishment of Regional Laboratories.
4. Inspection and recognition of Environmental laboratories.
5. Complaint investigation of pollution covering the laboratory aspects.
6. Training for laboratory personnel.
7. Administrative supervision and control of MPCB laboratories.


Accountabilities

1. Ensure optimization, functional efficiency of MPCB Laboratories.
2. Inspection and recognition of Environmental laboratories.
3. Complaint investigation of pollution covering the laboratory aspects.
4. Training for laboratory personnel as required.
5. Administrative supervision and control of MPCB laboratories.

Interfaces With

Chairman, Member Secretary, Regional Offices and MPCB Laboratories.

→


	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 2

Annexure-V

Designation	: Quality Manager (I/c.. Lab,)	Function	: Supervision and control of Lab
Reports To	: PSO, RO	Supervises	: Administrative Staff and Scientist

Responsibilities
<ol style="list-style-type: none"> 1. To ensure that continual improvement is going on after implementing the system. 2. To conduct the management review meeting and record the minutes to ensure that the system is effectively implemented within the laboratory. 3. To identify the training needs of the employees and provide the same in consultation with the top management 4. To communicate with the Accreditation Body for all the matters related to accreditation. 5. Overall responsible for document control. 6. To establish control over document and data, including documents of external origin (such as Indian Standards / International Standard, etc.). 7. Coordinate with top management to schedule and arrange internal audits on the basis of status and importance of the functions. 8. To identify causes of non-conformities and take necessary corrective actions to remove the cause. 9. To identify training needs of employees for the management system. 10. Overall, responsible for maintaining training records in consultation with Technical Manager. 11. To identify the corrective action based on the analysis of complaints. 12. To do data analysis and identify fruitful results for further improvement. 13. Analysis of customer feedback and identify the customer satisfaction level. To handle all the complaint and analyses the same. 14. Overall responsible for establishing and maintaining the system based on ISO/IEC 17025.

Authorities
<ol style="list-style-type: none"> 1. He is authorized to approve, review, and sign analytical reports. 2. To stop the activity, if found any non-conformity related to testing, accommodation, and environment. 3. To review all the non-conformities raised during the audit and issue report to the auditee for taking actions. 4. To approve the actions taken by the auditee as a basis to resolve non-conformities. 5. To suggest corrective actions related to the system improvement. 6. To monitor the whole documented system and suggest changes if any to top management.

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 2 of 2

Accountabilities	
	<ol style="list-style-type: none"> 1. Analytical Test method development. 2. Interpretation of analytical results 3. Training for laboratory personnel as required. 4. Proper implementation of Quality Management System as per ISO/IEC 17025. 5. Overall administration, supervision and control of Regional Laboratory/Lab section.

Interfaces With	MS, PSO, SSO, I/c. Laboratory/RO
→	

**Maharashtra Pollution Control Board**DOC:
MPCB/RLCSN/QMS/01

Issue No.: 01


Issue Date: 20/07/2022

Page 1 of 1

ROLE & RESPONSIBILITIES**Annexure-V**

Designation	: Technical Manager (Designated SO or J.S.O.)	Function	: TM responsibilities along with Analysis of test samples.
Reports To	: PSO, SSO, SO,	Supervises	: JSO, JSA, LA

Responsibilities	
	<ol style="list-style-type: none">1. To ensure that continual improvement is going on after implementing the system at laboratory and RO/SRO offices.2. Coordinate with the Quality Manager to conduct the management review meeting and for minutes preparation to ensure that the system is effectively implemented within the laboratory.3. Coordinate with Quality Manager to identify training needs of the laboratory and RO/SRO personnel and provide the same in consultation with the top management4. Coordinate with the Quality Manager to communicate with the Accreditation Body for all the matters related to accreditation.5. Overall responsibility for the records.6. Control all documents and data, including documents of external origin (such as Indian Standards / International Standard, etc.).7. Coordinate with the Quality Manager to communicate with top management to schedule and arrange internal audits on the basis of status and importance of the functions.8. To identify causes of non-conformities at laboratory and RO/SRO offices and suggest necessary corrective actions to remove the cause.9. Responsible for maintaining training records in consultation10. To identify the corrective action based on the analysis of complaints.11. Coordinate with Quality Manager and RO/SRO offices for all work related to the implantation of ISO/IEC 17025.12. To take feedback periodically w.r.t calibration status of sampling equipment and report the status to higher authority.
Authorities	
	<ol style="list-style-type: none">1. To stop the activity, if found any non-conformity related to testing, accommodation, and environment with approval of QM.2. To review all the non-conformities raised during the audit and issue report to the auditee for taking actions after approval of QM.3. To approve the actions taken by the auditee as a basis to resolve non-conformities.4. To suggest corrective actions related to the system improvement.5. To monitor the whole documented system and suggest changes if any to top management.
Accountabilities	
	<ol style="list-style-type: none">1. Analytical Test method development.2. Interpretation of analytical results3. Training for laboratory personnel as required.4. Proper implementation of Quality Management System as per ISO/IEC 17025.5. Overall supervision and control of Regional Laboratory/Lab section.
Interfaces With	
	I/c. Laboratory, QM, RO, SRO

	Maharashtra Pollution Control Board	DOC: MPCB/RLT/QM/1
		Issue No.: 01 Issue Date: 19/07/2022
	QUALITY MANUAL ISO/IEC 17025: 2017 Responsibilities, Authorities & Accountabilities -RO	Revision No.: 00 Revision Date: -

Annexure-V


Designation	:	Senior Scientific Officer:	Function	:	Supervision and control of Lab
Reports To	:	PSO	Supervises	:	Administrative Staff and Scientist

Responsibilities	
	<ol style="list-style-type: none"> 1. He will be in-charge of the laboratory committed to his charge. 2. He will be responsible for developing and standardizing various tests in relation to analysis of samples of water, wastewater and or air. 3. He will be required to study the unit processes Adopted by various types of industries and interpret analytical results. He will have to develop instrumental methods of analysis and to assist the Board in the matter of purchasing, inspection, stock verification, budgeting for the laboratory equipment, chemicals, glass-wares etc. 4. He shall also perform such other duties as may be assigned to him by his superiors.

Authorities	
	<ol style="list-style-type: none"> 1. He is authorized to approve, review and sign analytical reports. 2. Budgeting and Purchasing of equipment's, instruments, glassware's, chemicals etc. 3. Procurement of equipment's, chemicals, glassware's, furniture's, fixtures. 4. To arrange survey programs. 5. Site visit and Sample collection in case of special investigation. 6. Training for laboratory personnel as required. 7. Overall supervision and control of laboratory. 8. To perform duties of Management Appointee as per ISO and OHSAS standard at laboratory under his control.

Accountabilities	
⇒	<ol style="list-style-type: none"> 1. Analytical Test method development. 2. Interpretation of analytical results 3. Training for laboratory personnel as required. 4. Overall supervision and control of Laboratory. 5. Conduct internal QC and Audits as required.


Interfaces With	MS, PSO, Laboratory
⇒	

	Maharashtra Pollution Control Board	DOC: MPCB/RLT/QM/1
		Issue No.: 01 Issue Date: 19/07/2022
	QUALITY MANUAL ISO/IEC 17025: 2017 Responsibilities, Authorities & Accountabilities -RO	Revision No.: 00 Revision Date: -

Annexure-V

Designation :	Regional Officer	Function :	Administrative control of RLT & RO/SRO office
Reports To :	MS & PSO	Supervises :	SO & SRO

Responsibilities	<ol style="list-style-type: none"> 1. He shall be responsible for enforcement of Water & Air (Prevention & Control of Pollution) Acts within his jurisdiction. His duties shall consist of <ol style="list-style-type: none"> i. Collection of hydrological data of river courses. ii. Details of various polluting agencies. iii. Establishing and operating monitoring points so as to prepare water pollution survey reports. iv. Scrutiny of applications for consents and making recommendations to the Board office. It will be his principal responsibility to maintain the waters in his jurisdiction as per the standards as may be prescribed by the Board. 2. He shall also be responsible for the smooth working of the Sub-Regional Offices, Field Offices and Field Laboratories, if any, under his control. 3. He shall be the controlling officer/Regional Head, for the purpose of administrative, technical and financial powers as may be delegated to him. 4. He will also carry out such duties as may be assigned to him by his superiors.
Authorities	<ol style="list-style-type: none"> 1. Supervision and Control of Regional laboratory. 2. Controlling officer for Regional laboratory in respect of administrative and financial aspects.
Accountabilities	<ol style="list-style-type: none"> 1. Administrative and financial Controlling officer for Regional laboratory and RO/SRO office.
Interfaces With	Laboratory, Regional Office and HQ

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 2

Annexure-V

Designation	: Scientific Officer	Function	: Supervision and control of Lab
Reports To	: PSO, Sr. Scientific Officer/RO	Supervises	: Administrative Staff and Scientist


Responsibilities	
⇒	<ol style="list-style-type: none"> 1. He will have to evaluate the requirements of the Board's laboratories in respect of equipment's, chemicals, glassware, furniture's and fixtures and to arrange procurement in time. 2. To arrange for survey program, visiting sites and collecting samples in case of special investigation, in the field of water pollution control and /or air pollution control activities of the Board. 3. He will also be responsible for maintaining discipline in the laboratory and to ensure maximum out turn of analytical work. 4. He shall also carry out such other duties as may be assigned to him by his superiors.

Authorities	
⇒	<ol style="list-style-type: none"> 1. He will be the in-charge of Regional laboratory. 2. He is authorized to approve, review and sign analytical reports at Regional laboratory. 3. At Central Lab he is authorized to approve analytical reports. 4. Budgeting and purchasing of equipment's, instruments, glassware's, chemicals etc. 5. Procurement of equipment's, chemicals, glassware's, furniture's, fixtures. 6. To arrange survey programs. 7. Site visit and Sample collection in case of special investigations assigned by superiors. 8. Training for laboratory personnel as required. 9. Overall supervision and control of laboratory/section. 10. To perform duties of Management Representative as per ISO and OHSAS standard at Regional Lab.

Accountabilities	
⇒	<ol style="list-style-type: none"> 1. Analytical Test method development. 2. Interpretation of analytical results 3. Training for laboratory personnel as required. 4. Overall administration, supervision and control of Regional Laboratory/Lab section.

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 2 of 2

Interfaces With	MS, PSO, Laboratory, RO, SRO
→	

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 1

Annexure-V


Designation	: Sub Regional Officer	Function	: Administrative control of Sub Regional Office
Reports To	: RO, PSO , Member Secretary	Supervises	: Field Officers

Responsibilities	
⇒	
⇒	<ol style="list-style-type: none"> 1. He shall be responsible for enforcement of Water & Air (Prevention & Control of Pollution) Acts within his jurisdiction. His duties shall consist of – <ol style="list-style-type: none"> i) Collection of hydrological data of river courses/ambient /air data. ii) Details of various polluting agencies. iii) site inspections and visits to factories and other polluting agencies iv) preparing reports on the extent and gravity of pollution of river basins /Ambient Air in his jurisdiction. 2. He will be responsible for making firsthand scrutiny of Applications for consent and recommending then to his superior. 3. He will also be the controlling officer for the purpose of administration, technical and financial powers as may be delegated to him within his jurisdiction, 4. Scrutiny of applications for consents and making recommendations to the Board office. It will be his principal responsibility to maintain the waters in his jurisdiction as per the standards as may be prescribed by the Board. 5. He will also carry out such duties as may be assigned to him by his superiors.
⇒	

Authorities	
⇒	<ol style="list-style-type: none"> 1. Supervision and Control of Sub Regional Office. 2. Complaint investigation of pollution covering the laboratory aspects.

Accountabilities	
⇒	1. Supervision and Control of sampling activity.

Interfaces With	
⇒	Laboratory / Regional Office and HQ.

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/02
		Issue No.: 02 Issue Date: 25/04/2025
	ROLE & RESPONSIBILITIES	Revision No.: 01 Revision Date: 21.04.2025
		Page 1 of 1

Annexure-V


Designation	: Junior Scientific Officer	Function	: Analysis of test samples
Reports To	: Sr. Scientific Officer/ Scientific Officer	Supervises	: JSA And LA

Responsibilities	
⇒	
⇒	<ol style="list-style-type: none"> 1. Apart from coordinating the junior scientific assistants in their day-to-day routine work, the job of a Junior Scientific Officer is to be instrumental in developing and standardizing the tests for analysis of samples and waste waters/emissions, gaseous substances etc. Besides, he will be required to record the analytical reports and to arrange to communicate to the parties sending samples. He will also be required to assess the requirements of his laboratory with respect of chemicals glassware, etc. and to arrange their procurement in time. 2. He will also be required to visit sampling spots in cases of special investigations. 3. He will also be required to carry out such other duties as may be assigned to him by his superiors.

Authorities	
⇒	1. Conduct periodical Instrument calibration and standardization and approval thereof.
⇒	2. Verification of test results of sub-ordinates (JSA)

Accountabilities	
⇒	
⇒	<ol style="list-style-type: none"> 1. Coordination with Jr. Scientific Assistant in day-to-day analysis work 2. Development of analytical tests on instruments. 3. Conduct periodical Instrument calibration and standardization and approval thereof. 4. Prepare requisition of lab consumables and ensure receipt/delivery as per purchase order.
⇒	

Interfaces With	
⇒	LA, JSA, I/c. Lab and Storekeeper

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 1

Annexure-V


Designation	: Field Officer	Function	: Collection of samples
Reports To	: PSO, RO, SRO	Supervises	: ----

Responsibilities	
⇒	1. He shall be responsible for enforcement of Water & Air (Prevention & Control of Pollution) Acts within his jurisdiction. His duties shall consist of –
	i) His main duty will be to know the topography, to collect the hydrological Data/Air Quality Data.
⇒	ii) He shall arrange to collect samples from the sampling and the monitoring points fixed by the superiors.
	iii) He would make prima-facie scrutiny of applications of Consent and carry out such other duties as may be Assigned to him by his superiors.
	2. He will also carry out such duties as may be assigned to him by his superiors.

Authorities	
⇒	Designed Sampling authority for MPCB laboratories.
⇒	
⇒	

Accountabilities	
⇒	Ensure optimize, functional efficiency of sampling activity.
⇒	

Interfaces With	
⇒	Laboratory / Regional Office and HQ.

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 1

Annexure-V

Designation	: Jr. Scientific Assistant	Function	: Analysis of Test Samples
Reports To	: Sr. Scientific Officer/ Scientific Officer	Supervises	: ---

Responsibilities	<ol style="list-style-type: none"> 1. His prime job is to carry out laboratory analytical tests for various parameters on the samples of water and waste waters. 2. He may also be required to carry out such other jobs and duties which may be assigned to him by his superiors.
-------------------------	--

Authorities	Analysis of Water/Air/HW samples
--------------------	----------------------------------

Accountabilities	<ol style="list-style-type: none"> 1. Analysis of Water/Air/HW samples 2. Maintenance of primary data (Records) of tests/parameters carried out 3. Ensure conduct test as per analysis protocol (SOP) 4. Maintain logbook of instrument use /calibration / maintenance etc.
-------------------------	---

Interfaces With	Laboratory sections/Lab In charge
⇒	

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 1

Annexure-V


Designation	: Lab. Assistant	Function	: Sample Test Management
Reports To	: SO	Supervises	: ---

Responsibilities	
⇒	
⇒	
⇒	
⇒	<ol style="list-style-type: none"> 1. To assist the chemists in the discharge of their day-to-day duties. 2. To maintain the record of receipt of samples, to index them properly, to write down the tests asked for, to make copies of the test reports and to ensure dispatch of the analytical reports to the respective field offices and/or private industries/laboratories. 3. To perform such other duty as may be assigned to him by his superiors
⇒	

Authorities	
⇒	
⇒	
⇒	
⇒	
⇒	
⇒	Primary scrutiny and in principle approval of sample receipt.

Accountabilities	
⇒	
⇒	
⇒	
⇒	<ol style="list-style-type: none"> 1. Sample receipt 2. Dispatch of the analytical reports to the respective field offices and/or private Industries /laboratories.
⇒	

Interfaces With	
⇒	Laboratory section, Field offices of MPCB and private clients.

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 2

Annexure-V


Designation	: Sr. Clerk	Function	: Office Management
Reports To	: SO/RO	Supervises	: Jr. Clerk


Responsibilities	
⇒	
⇒	<ol style="list-style-type: none"> 1. To process cases of service matters within the framework of rules and regulations. 2. To process bills of supplies and services for passing payments thereof. 3. To carry out correspondence on routine matters. 4. To maintain files and build-up records on the basis of 'one subject one file'. 5. To cause receipt of applications for consent, renewal, cess fees etc. 6. To account for consent fees, cess fees, fees for appeals etc. 7. To perform any other duty as may be assigned to him by his superiors.

Authorities	
⇒	
⇒	<ol style="list-style-type: none"> 1. Processing of bills and passing payments 2. Routine correspondence 3. Maintenance of files.
⇒	
⇒	

Accountabilities	
⇒	<ol style="list-style-type: none"> 4. Routine correspondence 5. Maintenance of files.
⇒	
⇒	

Interfaces With	
⇒	Laboratory / RO Office / Head Quarter


	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 2 of 2

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 2

Annexure-V

Designation	: Stores Keeper	Function	: Store Management
Reports To	: Sr. Scientific Officer/Scientific Officer/RO	Supervises	: Jr. Clerk/Sr. Clerk

Responsibilities	
⇒	
⇒	<ol style="list-style-type: none"> 1. To inspect material according to specifications and to receive deliveries by physical count in good and sound condition. 2. To maintain safe custody of materials received and to arrange them in a neat and tidy manner. 3. To issue the material to the various wings as requisitioned. 4. To record measurements of materials received. 5. To carryout periodical verification of stocks and to report upon shortages and excesses for further action. 6. To maintain all the registers of a Stores Branch which may include: <ol style="list-style-type: none"> (i) Register of Breakages. (ii) Register of losses with sanctions for write-off. (iii) Register of Deadstock (iv) Register for Equipments / Instruments. (v) Register for chemical / glassware's. (vi) Register for Consumable Articles. 7. To perform such other function as may be assigned to him by superiors.
⇒	

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 2 of 2

Authorities	
⇒	
⇒	
⇒	<ol style="list-style-type: none"> 1. Verification & Certification of Stocks. 2. To process & prepare orders for laboratory consumables & capital goods. 3. To process Annual Rate Contract & Service Contract for Laboratory consumables and instruments respectively.
Accountabilities	
⇒	
⇒	<ol style="list-style-type: none"> 1. Periodically review the requirements of Chemicals / Glassware / Equipments / Instruments / Consumables etc. and arrange for procurements. 2. Maintenance of Records and registers for Chemicals / Glassware / Equipment / Instruments / Consumables etc. 3. Periodical stock verification of Laboratory consumables & capital goods.
⇒	

Interfaces With	Laboratory/Regional Office/Head Quarter
⇒	

	Maharashtra Pollution Control Board	DOC: MPCB/RLCSN/QMS/01
		Issue No.: 01
	ROLE & RESPONSIBILITIES	Issue Date: 20/07/2022
		Page 1 of 1

Annexure-V

Designation	: Jr. Clerk	Function	: Office Management
Reports To	: SO, RO	Supervises	:

Responsibilities	
	<ol style="list-style-type: none"> 1. To look after the inward and outward of daily tapal received/dispatched. 2. To maintain the account of postage stamps. 3. To open the daily tapal, mark it to dealing assistants and to distribute the same for further needful actions. 4. To file and link up the papers to enable the senior clerk to deal with them. 5. To do the general typing duties. 6. To act as Sundry errands 7. To perform any other duty as may be assigned to him by his superiors.

Authorities	
	N. A.

Accountabilities	
	<ol style="list-style-type: none"> 1. Inward/outward of Tapal. 2. To assist Sr. Clerk and/or Laboratory in-charge. 3. To file and link up the papers to enable the senior clerk to deal with them. 4. File's maintenance.

Interfaces With	Laboratory, Regional Office, Head quarter
⇒	