

# MAHARASHTRA POLLUTION CONTROL BOARD

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Mumbai-400 022.

No. MPCBHQ/AS(T)/ CC&CAC/B- 1537

Date: 22/03/2013

## Circular

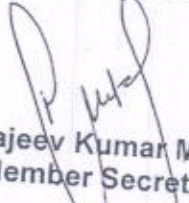
**Sub:** Work distribution of CC/CAC Cell.  
**Ref:** 1. Office Order no. E-4/2013 dated 08.01.2013.  
2. Office Order no. A-1/2013 dated 01.03.2013.

Board has constituted CC/ CAC cell vide ref. no. 1 consisting of, inter-alia three field officers & one Jr. Clerk / typist wherein brief description of the work to be done by this cell is also stated. Board has also, appointed a Technical advisor for inter-alia management of CC/CAC Cell. In continuation to above office orders, the job description for staff will be as under:

Sr. no.	Staff Name	Work Allotted
1.	Mrs. Ujwala (Gude) Wadekar Field Officer	<b>CAC related work</b> <ol style="list-style-type: none"><li>1. Update CAC database M</li><li>2. CAC tree diagram preparations &amp; it's submission on 2<sup>nd</sup>/17<sup>th</sup> of every month B</li><li>3. Statement of CAC cases over more than 45 days at HQ and more than 90 days in MPCB. M</li><li>4. CAC Calendar preparations &amp; its circulation. M</li><li>5. Verification of Agenda Note/ Summary Sheet and obtaining any essential required information from HOD/RO/Industry</li><li>6. Arranging CAC Meeting</li><li>7. Preparation and distribution of agenda</li><li>8. Uploading of Web agenda on Board's Website.</li><li>9. Preparation of Minutes of the meeting.</li><li>10. Communication of Minutes to the members &amp; uploading it on Board's Website.</li><li>11. Preparation of Action taken Report within 10 working days after issue of minutes of meeting.</li><li>12. Statement of pending consents to be issued (Every Monday) B</li><li>13. Any Other Work allotted by the Chairman and Member Secretary from time to time.</li></ol>
2.	Mr. Sangram Nimbalkar Field Officer	<b>CC related work</b> <ol style="list-style-type: none"><li>1. Update CC database</li><li>2. CC tree diagram preparations &amp; it's submission on 2<sup>nd</sup>/17<sup>th</sup> of every month</li><li>3. Statement of CC cases over more than 45 days at</li></ol>

		<p>HQ and more than 90 days in MPCB.</p> <ol style="list-style-type: none"> <li>4. CC Calendar preparations &amp; its circulation.</li> <li>5. Verification of Agenda Note/ Summary Sheet and obtaining any essential required information from HOD/RO/Industry</li> <li>6. Arranging CC Meeting</li> <li>7. Preparation and distribution of agenda</li> <li>8. Uploading of Web agenda on Board's Website.</li> <li>9. Preparation of Minutes of the meeting.</li> <li>10. Communication of Minutes to the members &amp; uploading it on Board's Website.</li> <li>11. Preparation of Action taken Report within 10 working days after issue of minutes of meeting.</li> <li>12. Statement of pending consents to be issued (Every Monday)</li> <li>13. Any Other Work allotted by the Chairman and Member Secretary from time to time.</li> </ol>
3.	Mr. Pankaj Bawane Field Officer	<ol style="list-style-type: none"> <li>1. Follow-up of compliance / verification of all the CAC/CC cases, including BG submission, direction compliance etc.</li> <li>2. Follow-up of policy level General directions of CC-CAC</li> <li>3. Sectoral Approach – Implementation &amp; Coordination</li> </ol>

All the three officers will be reporting to Technical Advisor, Coordinator CC/CAC Cell.  
The above order comes into force with immediate effect.

  
(Rajeey Kumar Mital)  
Member Secretary

Copy submitted for favour of information to:

1. Hon'ble Chairman, MPCB, Mumbai.

Copy to:

1. The Sr. Law Officer/ JD(APC)/AS(T)/JD(WPC)/ RO(HQ), MPCB, Mumbai.
2. The Technical Advisor, MPCB Mumbai.
3. Mrs. Ujwala (Gude) Wadekar, Field Officer/ Mr. Pankaj Bavane, Field Officer/ Mr. Sangram Nimbalkar/ Field Officer/ Mrs. Saroj Shetty, Steno, CAC/CC Cell, MPCB, Mumbai.
4. Master File.