## MAHARASHTRA POLLUTION CONTROL BOARD

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Date: 17/06/2019

## Circular

Sub: Initiation of Legal Module in IMIS System.

As a part of IMIS web-portal enhancement, new-Legal Module, which covers – issuance of Warning Letter, Show Cause Notice, Proposed Direction, Interim Directions, Closure Directions, Conditional Directions & Restart order through Web-portal. This module is integrated with Randomized Visit Scheduler and Surprise Inspection Module.

It is mandatory for all Technical Officers (HoDs, ROs, SROs & FOs) to use this 'Legal Module' which is available in their respective Dashboard. Technical Officer - HOD, RO, SRO & FO will not initiate any Legal Notices without using this module. Further, any Industrial Visit carried-out other than Randomized Visit Scheduler shall be done through Surprise Inspection Module only, which will help in initiating Legal actions with respect to these visits.

Any Directions / Legal Notices issued without entering into 'Legal Module' will be treated as unofficial Legal Notice and will attract disciplinary action against concerned Technical Officer.

All Technical Officers are hereby directed to incorporate/ upload all the Legal actions initiated from 1st April 2019 in this Legal Module.

The module is made live from 30th April 2019.

(E Ravendiran, IAS) Member Secretary

Hon'ble Chairman, M.P.C. Board, Mumbai. To, All HODs/TA, CC-CAC Cell, M.P.C. Board, Sion, Mumbai. All ROs/All SROs/All FOs, M.P.C. Board

D.A.: User Manual

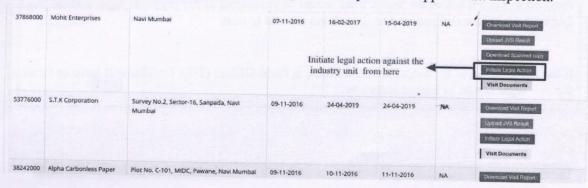
## **Guidelines for Legal Module**

To achieve end to end compliance of industries and to keep track of directions issued we have integrated legal module with inspection report. Also we have updated inspection report format to collect more comprehensive information. From now onwards Warning letter, SCN, Proposed Direction, Interim direction & Closure would be issued from the IMIS portal itself. Process flow of the same is mentioned below:

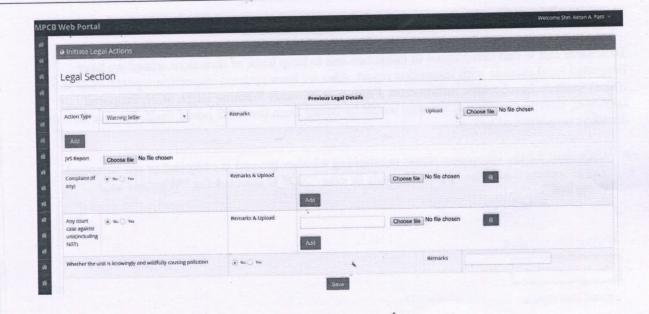
User shall fill the inspection report mentioning whether the unit is compiled or not complied.
 Legal section would be applicable only in case "NO" is selected for "Whether unit complied".



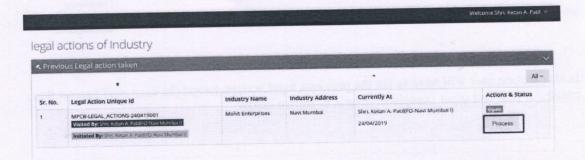
Once inspection report is submitted, initiate legal action option will appear w.r.t inspection.

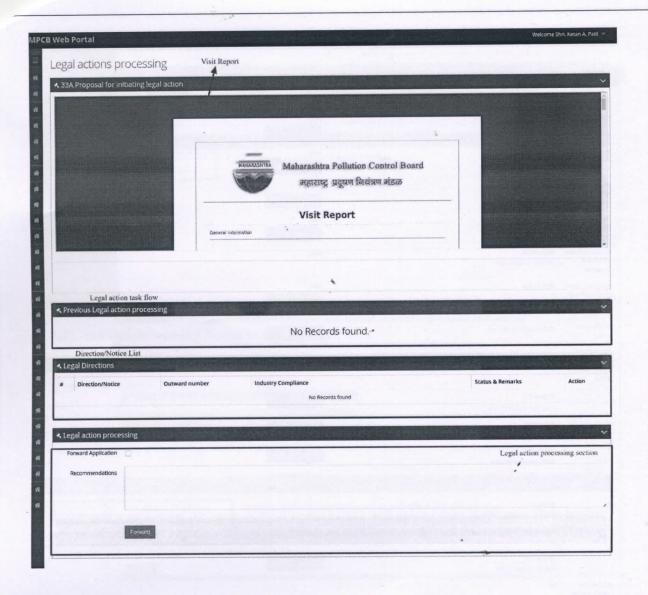


In this section user will have to fill the previous legal actions issued (In case any) against this
particular unit and other complaint details as shown below.



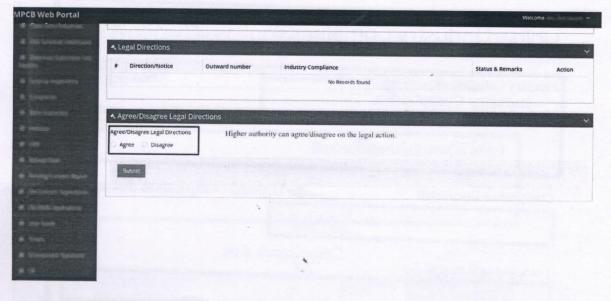
- Once all the details are submitted one unique number would be generated for the legal action
  initiated to keep track of the same. User would be redirected to the previous legal actions page
  from where he/she can proceed to issue legal actions to unit.
- If the designation of the Legal action initiator is Field Officer (FO). He/She will have to forward the legal action to higher authority.



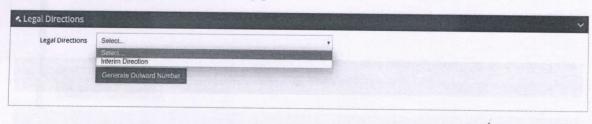


- User can forward the legal action to higher authority from forward legal action section. (please refer above image).
- Once the legal action is forwarded to higher authority he/she can agree/disagree with the legal
  actions initiated based on his/her recommendation.

- Martine		
revious Legal	Details	
Proposed Direction	Remarks: Non repellendus ita	File: Download File
Action Type: Proposed Direction	Remarks: Non repellendus ita	File: Download File
B) Action Type: Proposed Direction	Remarks: Et ducimus est exer	File: Download File
i) Action Type: Show cause notice	Remarks: Magni corrupti volu	. File: Download File:
5) Action Type: Proposed Direction	Remarks: Mollitua debitis nem	File:
6) Action Type: Warning letter	Remarks:	File: Download File:
Show cause notice	Consectetur autem od	Download File
VS Report		
Complaint (If any)	No	
1	Remarks: Quia qui rerum et vo	Download File
2	Remarks: Quia qui rerum et vo	Downland File
3	Remarks: Eum voluptas tempor	Download File
4	Remarks: Excepturi cillum ten	Dawnloed File
5	Remarks: Porro et nesciunt s	
6	Remarks:	
7	Remarks: Impedit odio recusa	Download File
Any court case against unit(Including NGT)	No	
1	Remarks: Id temporibus minima	Download File
2	Remarks: Id temporibus minima	Download File
3	Remarks: Ut inure recusandae	Download File
4	Remarks: Quod repellendus Id	Download File
5	Remarks: Ex id officia ipsam	
6	Remarks:	
7	Remarks: Consequatur ullam si	Download File
Whether the unit is	No	Remarks:



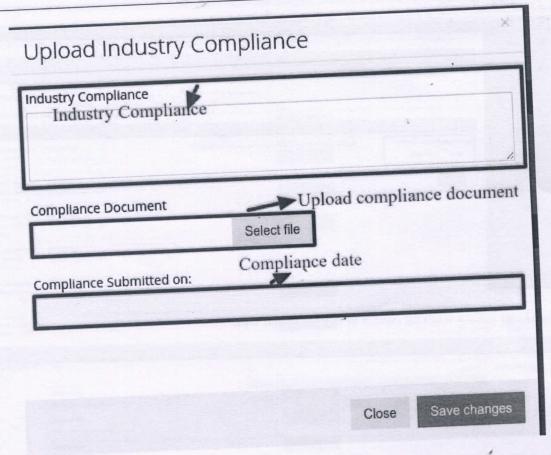
· SRO can initiate warning Notice to any particular unit.



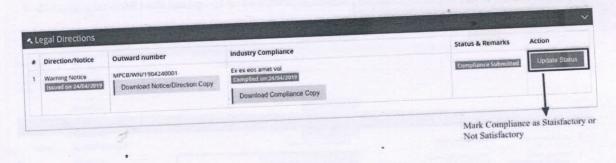
Outward number: MPCBAWN/1904240001

To the unit is registered on the ec-MPCB portal he/she will upload the compliance from his/her supportal/plffunit is not registered on portal/plffunit is not re

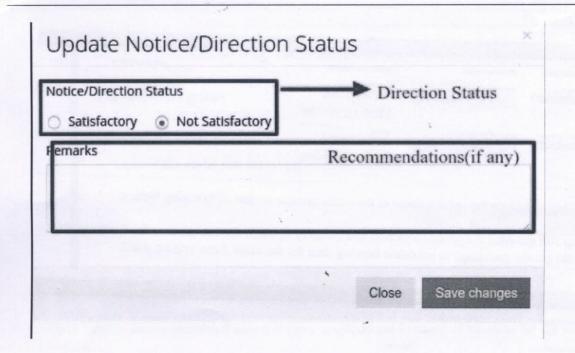




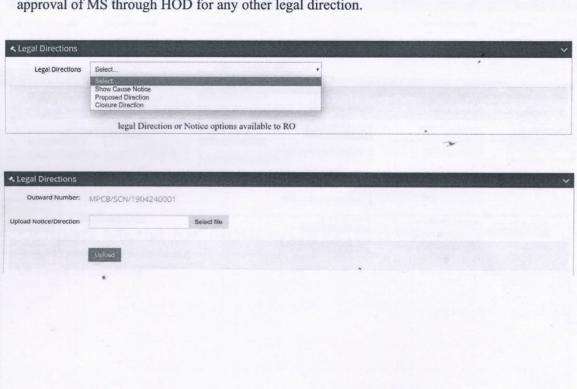
 Once the compliance details is uploaded user will have update the compliance status of industry unit.

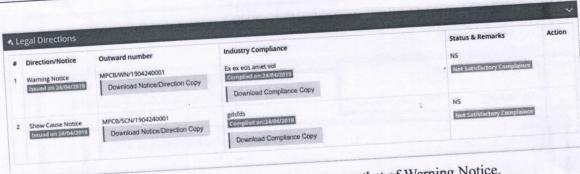


 Once compliance is submitted by unit user has to mark whether the compliance submitted is satisfactory/Not satisfactory as shown in below screen. If the status is selected as Satisfactory legal action initiated gets automatically closed. If selected as non-satisfactory then user can send the same to higher authority for further legal actions.

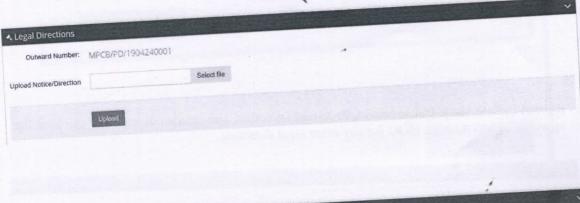


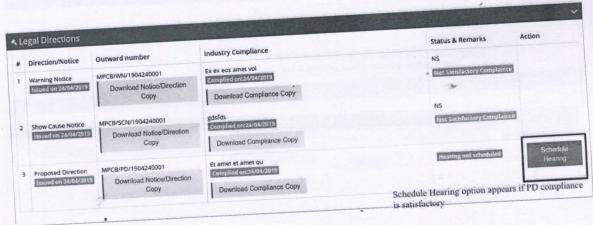
 RO can initiate Show Cause Notice, Proposed Direction, and Interim direction or can seek the approval of MS through HOD for any other legal direction.

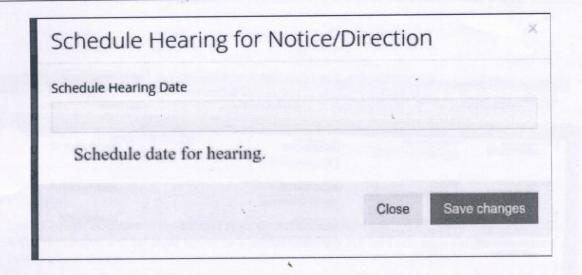




- RO can complete the legal actions in the same manner as that of Warning Notice.
- Once RO initiates Proposed Direction and industry uploads the compliance for the same RO
  would get the provision to schedule hearing date for the same from system itself.

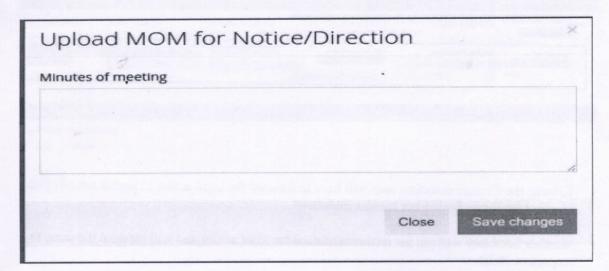




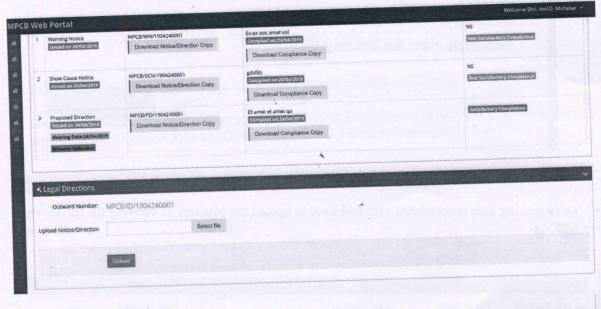


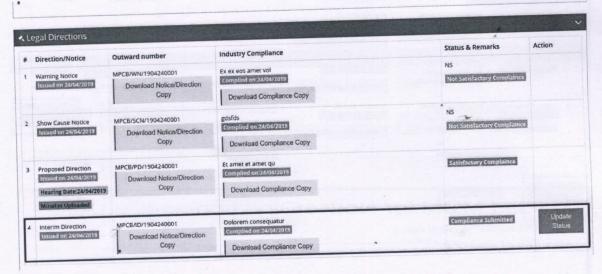
 Once hearing date is scheduled user will have to upload the Minutes of Meeting for the above hearing.





 Once MOM is uploaded and in case user finds that the compliance is Non Satisfactory then Interim Direction is automatically issued to respective Industry.





- To issue the Closure direction user will have to forward the legal action to higher authority till Member Secretary for his/her recommendations..
- Member Secretary will put his recommendation for legal action and will forward the same to respective HOD.
- Based on MS recommendation HOD can either proceed with closure direction or can issue directions recommended by MS.



- Once Closure direction is issued and compliance is submitted against the same by industry. User will have to forward the legal action to Member secretary for his recommendations for restart order against the unit.
- Member secretary will add his recommendations and forward the legal actions to respective HOD.
- Based on the recommendations of MS, User will upload the restart order.

