

J&K STATE POLLUTION CONTROL BOARD

JAMMU

Time Circular up dt

Subject: Time-bound Schedule of Consent Management System.

CIRCULAR

(A) For the time bound and speedy disposal of consent cases, it is impressed upon all concerned to regulate the movement of consent cases in Regional Office as well as in District Offices by allotting a Q.No. to each file after receipt of Sch-I / Sch-II. Disposal of files shall be monitored strictly as per the Q.No. allotted to the file. This system is a follow up of already established Documentation Centre in Regional Office / District Offices as per the **Order No. SPCB/PS/CH/VII/437-439 dated 12-07-2007 and Order No. SPCB/RDJ/07/774-79 dated 16-07-2007.**

The calendar for disposal of consent cases is attached herewith as per **Annexure-A** which is to be followed strictly by all concerned. The officers / officials are not permitted to exceed the prescribed time whatsoever may be the recommendations, the cases must be forwarded to the authorities as per the Schedule of Calendar.

(B) Further, it should be noted that Consent Files shall only be moved by the concerned officers / officials, in no case the unit holders / stake holders shall handle / move the files. Strict action shall be taken against the concerned for the violation of these instructions.

Encl: Annexure-A

No: SPCB/RDJ/2008/ 1877-90

SA, make file copies & put up
Adal
FI (A/c)
Regional Director
SPCB Jammu
27/10

Dt: 25-10-2008

Copy to :-

- 1) Member Secretary, J&K SPCB for favour of information please.
- 2) Environmental Engineer for information.
- 3) All I/C District Officers Jammu /Kathua /Samba/Doda /Udhampur /Reasi /Poonch /Rajouri for information and compliance
- 4) S.O. (Consent) Regional Office (J) for information and compliance.
- 5) P.A. to Regional Director (J) for information and compliance.
- 6) Mrs. Indira Zutshi, H.A. to maintain the record and compliance.
- 7) Sanjeev Kumar, Computer Asstt. to assist computer work in Documentation Centre at Regional Office Jammu
- 8) Mrs. Harbans Kour, Jr. Asstt. for allotting Q.No.