

12. Management Information System

Information dissemination & sharing is essential requirement for good governance. In addition to the issue, information is an integral part of decision making. Thus it is important that the Board shall have robust Management Information System. It consists of collection, review and dissemination of information to various internal and external stakeholders. The Planning section under Chief Environmental Engineer is responsible for collection, review and dissemination of information to various internal and external stakeholders. The Management Information System will require clearly spelt out responsibilities, requirements and methodologies for submission of reports, compilation data and review mechanism, updation of web based information.

12.1 Updation of Master Lists under Various Acts

Inventorization of industries/organizations/Institutions/other entities covered under various Acts & Rules is a critical function for effective implementation of the regulations. Following table identifies responsibility for compilation of the data at Head Office and Regional Office.

S. No	Act	Responsibility for submission of data		Responsibility of maintenance of data	Frequency of updation
		Office	Responsibility		
1	Entities under the purview of Consent Management under Water Act & Air Act	Head Office	Group Head	Planning Head	Monthly
		Regional Office	Regional Officer	Planning Head	Monthly
2	Entities covered under HW Rules	Head Office	Group Head	Planning Head	Monthly
		Regional Office	Regional Officer	Planning Head	Monthly
3	Entities covered under BMW Rules	Head Office	Group Head	Planning Head	Monthly
		Regional Office	Regional Officer	Planning Head	Monthly
4	Entities covered under MSW Rules	Head Office	Group Head	Planning Head	Monthly
5	Entities covered under Battery Rules	Head Office	Group Head	Planning Head	Monthly
6	Entities covered under e-Waste Rules	Head Office	Group Head	Planning Head	Monthly
		Regional Office	Regional Officer	Planning Head	Monthly

7	Entities covered under Plastic Rules	Head Office	Group Head	Planning Head	Monthly
		Regional Office	Regional Officer	Planning Head	Monthly
8	Entities under Major Cess Assessment Purview	Head Office	Group Head	Group Head Accounts	Monthly
9	Entities under Self Assessment Purview of Cess	Head Office	Group Head	Group Head Accounts	Monthly
		Regional Office	Regional Officer	Group Head Accounts	Monthly
10	Entities covered as Isolated Storages under MSIHC Rules	Head Office	Group Head	Planning Head	Monthly
		Regional Office	Regional Officer	Planning Head	Monthly
11	Compilation of inventory of Entities covered under different Acts and data access to all the Board staff through LAN	-----	-----	Planning Head	Monthly

The planning Group shall be overall custodian of the data base. The data shall be updated and maintained by the Planning Group except for data related with Cess, which shall be maintained by Accounts Section. The IT Group shall assist planning cell & provide extraction of data from MIS to the Planning Group and other Groups of the Board as per requirement. The IT Group shall ensure proper updation and maintenance of data in MIS.

12.2 Compilation of Office Orders, Government Orders and Notifications

Planning section will be nodal point for compilation of Government orders, Orders and circulars from MOEF/CPCB, internal office orders/circular and court decisions. One copy of the order/circular shall be kept in Library for internal reference. Once in every year, all these circulars and orders will be compiled and documented with proper indexing by planning section with assistance from legal Group and to be kept in the Library for reference purpose.

12.3 Compilation of Court Judgments

In case of court judgments, the responsibility lies with Legal Section Head. Copies of judgment or extract of judgment relevant to PCB shall be communicated to all concerned and one copy shall be marked to Planning and Library Section. The database on judgments shall be given to planning Section for annual publication of

database. The District Court judgments, where RO is a party, the RO should mark a copy to Legal Section invariably. Once in a year, all the court judgments will be compiled and documented with proper indexing by the Legal Section and to be kept in the Library for reference purpose.

12.4 Review of Court Judgments and New Notifications & Amendments

Whenever there is an amendment in any acts and rules or a court judgment or new act/rules, it should be reviewed by a committee consisting of Planning Head, Head of the Legal Group, Head of the Central Laboratory, concerned Section Head and one of the RO. The Review should cover the following points:-

- New responsibilities of the Board.
- Action plan for implementation of Act/rule/court judgment.
- Man power assessment.
- Dead lines to be met.
- Changes/Up gradation of computer software if any.
- Communication of changes to all concerned stakeholders.
- Appropriate change/ upgrading of Management Information System.

A detailed report covering strategy, responsibility, equipment & training requirements and time frame should be submitted to Member Secretary/ Chairperson for decision.

12.5 Monthly/ Quarterly Reports and Reviews

Planning Group shall be responsible for receipt, compilation and review of reports received from various groups and Regional offices. Various sections in the Board shall generate reports related to their work area and to furnish to Planning Group. The Planning Group shall compile and put up with remarks to Member Secretary/ Chairperson for review and decision. The consolidated reports may be circulated to the Section In charges and RO, so that the data can be utilized by them, as and when required.

12.6 Information to be submitted by Common Treatment and Disposal Facilities

All the common infrastructure facilities should be insisted through consent & authorization management to submit monthly report in the format to RO, Group Head at HO. The data from this monthly reports shall be compiled by Planning Group and submit detailed performance report to Member Secretary and Chairperson for review. The CETP/ CTDF/ highly water and/ or air pollution industries shall be advised to provide online monitoring system. The system shall have facility for online linkage with Board's system for real time monitoring.

12.7 Information Related to the Environmental Quality

The Scientific Quality & Monitoring (SQC) group shall update data of various sampling and monitoring programs being managed by the State Board to be displayed

by the IT Group in real time on the Board's website. The IT Group shall ensure proper linkage and display arrangement for these data. The SQC Group submit monthly and yearly consolidated reports along with comments & review report to the Planning Group for submission to the Member Secretary and Chairperson for review.

12.8 Inspection of Regional Offices

It is important that each activity shall have proper inspection and monitoring mechanism so as to ensure check and balances in the systems. This facilitate proper implementation of the policies and procedures of the Board. Therefore as an improvement measure, a team from HO, coordinated by the planning group, shall inspect Regional Offices. All Regional Offices should be inspected once in a block of two financial years, covering all aspect of working of Regional Offices and associated laboratories, including following aspects:

- Implementation of the various statutes
- Implementation of Board instructions
- Files and registers – maintenance and updation
- Consent management and compliance to time limits
- Consent fee collection and deposition
- Issue of acknowledgements
- HW authorization/registration and compliance to time limits
- MSW authorization/registration and compliance to time limits
- BMW authorization/registration and compliance to time limits
- Plastic Waste authorization/registration and compliance to time limits
- E-Waste authorization/registration and compliance to time limits
- Monitoring of industries
- Monitoring programs of the Board
- Laboratory management
- Monitoring of common infrastructure facilities
- Public awareness
- Public grievances
- Prosecutions and legal cases
- Specific issues relating to areas under the jurisdiction of R.O.
- Effectiveness on utilization of resources – man power & facilities
- Pending issues at H.O. for decision
- Capacity building requirement at R.O.
- Maintenance of accounts
- Stores
- Any other matter as required by the appropriate authority

The inspection team shall consist of persons from technical, scientific and accounts along with ministerial staff for support. The team leader shall be senior to the concerned Regional Officer.

The inspection team shall submit report to Chief Environmental Engineer. The Chief Environmental Engineer shall submit its report along with review to Member Secretary and Chairperson for review and decision.

12.9 Updation of Web based Information

The responsibilities for updation of web based information are given in the table below. The provided information shall be uploaded within two days by IT group.

S. No.	Information on RSPCB web	Responsibility to provide information for updating
1.	Uploads	Concerning Section Heads
2.	Display of Form I and executive summary as per EIA Notification	Respective RO
3.	Public Hearings	Respective RO
4.	Environmental Clearance	Group Head
5.	Annual Reports	Section Head (Planning)
6.	Consent Status	Through Software auto update
7.	Authorization Status	Through Software auto update
8.	Direction Status	Group Head
9.	Complaints Status	Auto update through Software
10.	FAQ's	Section Head (Planning)
11.	Publications	Planning/ Project Group
12.	SoE report	Project Group
13.	The RTI Act, 2005	Group Head (RTI)
14.	Circular / Notifications / Guidelines	Section Head (Planning)
15.	Environmental Standards	Section Head (Planning)
16.	Latest Information	Section Heads
17.	Specific Reports	Section Heads
18.	Environmental monitoring data for public information	Head SQC

Note: All the information related to website should be provided by the concerned officer and will be uploaded by the IT Cell.

13. Recognition of Laboratories and Empanelment of Consultant

13.1. Laboratories

Recognition of Environmental Laboratories under Water (Prevention & Control of Pollution) Act, 1974 and Air (Prevention & Control of Pollution) Act, 1981.

13.1.1. Introduction

Under the Air (Prevention and Control of Pollution) Act, 1981, the State Board has been defined in relation to a State in which the Water (Prevention and Control of Pollution) Act, 1974, is in force and the State Government has constituted for that State, a State Board for the prevention and control of water pollution under section 4 of that Act, the said State Board; and

Similarly under the Water (Prevention and Control of Pollution) Act, 1974, State Board means a State Pollution Control Board constituted under the section 4 of the Act.

The section 17 of the Water (Prevention and Control of Pollution) Act, 1974, defines functions of the Board which involves to plan a comprehensive program for the prevention, control or abatement of pollution of streams and wells in the State and to secure the execution of thereof. The Section 17 (2) of the said act also state that the Board may establish or recognize a laboratory or laboratories to enable the Board to perform its functions under this Section efficiently, including the analysis of samples of water from any stream or well or of samples of sewage or trade effluents.

Similarly section 17 (2) of Air (Prevention and Control of Pollution) Act, 1981, provides that the State Board may establish or recognize a laboratory or laboratories to enable the Board to perform its functions under this section efficiently.

The environmental laboratory plays a very important role in assessing the status of environment comprising both abiotic (soil, water and air) and biotic (flora, fauna and human being) components. An environmental laboratory is a laboratory processing samples taken from the environmental media (air, water, soil, biota) both from the environment as well as from sources disposing into the environment (industries, domestic and agriculture sources, automobiles etc.).

The laboratories are the essential corner stones of any effective pollution control program. The analytical laboratories provide qualitative as well as quantitative data for good decision making purpose. For generating this valuable data with a desired

accuracy and to quantify concentration of the constituents present in the samples, the laboratory should have the desired facilities and capabilities to achieve the above goal. Laboratory accreditation provides recognition of technical competence including quality system management of the laboratories. Such recognition is considered the first essential step towards mutual acceptance of test results and test certificate.

Need of Accreditation

The State Board has decided to simplify the process of consent management along with its commitment to enforce provisions of Air Act and Water Act. The Board for the purpose of simplification of consent mechanism has decided to allow self certification. To achieve its goal of better compliance along with self certification a need of competent laboratory is essential.

13.1.2. Environmental Laboratory under provisions of Air Act, 1981

The laboratory recognized under provisions of Air Act need to fulfill desired testing of parameters as required by the State Board for disposal of consent as well as monitoring of compliance. The laboratory should have minimum facility to conduct sampling and analysis of following parameters:-

A. Ambient Air/ Fugitive Emissions

Oxide of Nitrogen, Sulphur dioxide, PM₁₀, PM_{2.5}, Ammonia, Carbon monoxide (CO), Benzene, Lead, Nickel, Arsenic, Ozone.

B. Stack Gases/ Source Emission

Particulate Matter, Sulphur Dioxide, Carbon Dioxide, Carbon Monoxide, Oxygen, Oxides of Nitrogen, Acid mist, Chlorine.

C. Ambient Noise Level

The laboratory seeking recognition under Air Act must fulfill following requirements:-

1. Laboratory should be located in the State of Rajasthan.
2. Should have facilities to carry out sampling and analysis of the parameters specified above.
3. Should have original testing procedures/ manuals (APHA, BIS, USEPA, CPCB, ASTM, ISO).
4. Should be having minimum laboratory space of 100 sq. mtr.
5. Regular and stabilized electricity supply through use of Uninterrupted Power Supply (UPS) system.
6. Provision of Diesel Generator (D.G.) sets for continuous supply of power.
7. The laboratory should maintain appropriate environmental conditions for the testing.

8. The laboratory should have instruments as per the testing procedures adopted by them. The testing procedure adopted should be of standard method (APHA, BIS, USEPA, CPCB, ASTM, ISO) or validated methods.
9. All instruments should be properly and regularly calibrated.
10. For preparation of all standard solutions only “Analytical Reagent Grade (AR) or Guaranteed Reagent Grade (GR) should be used, since their purity levels are known.
11. Reference Materials (RM’s) or Certified Reference Materials (CRM’s) should be used for calibrations during analysis of metals, pesticides, and other organics such as THM, PAH’s, BTX etc.
12. Safe laboratory practices should be adopted.
13. Standard Operating Procedure (SOP) should be maintain for data handling, storage and retrieval, health and safety precautions, analytical method, routine inspection, calibration and standardization of instruments etc.
14. The recognized laboratory shall have to participate in AQC program conducted by CPCB.
15. The man power requirement will be as under:-

S. No.	Qualification	Nature of Job	Nos. (Minimum)
1.	High School/ Intermediate	Field attendant, Lab	2
2	ITI/ High School/ Intermediate in science	Field chemist	1
3.	Bachelor’s Degree in Basic Science or equivalent	Analyst	1
4.	Master’s Degree in Science or equivalent with minimum two years experience in environment laboratory	Supervision of Analysis and Signing	1
Total Manpower (Minimum)			5

13.1.3.Environmental Laboratory under provisions of Water Act, 1974

The laboratory recognized under provisions of Water Act need to fulfill desired testing of parameters as required by the State Board for disposal of consent as well as monitoring of compliance. The laboratory should have minimum facility to conduct sampling and analysis of following parameters:-

A. Physical Tests

Conductivity, Colour, pH, Total Solids, Total Dissolved Solid, Total Suspended Solids, Turbidity

B. Inorganic General and Non- Metallic

Acidity, Alkalinity, Ammonical Nitrogen, Chloride, Dissolved Oxygen, Fluoride, Total Hardness, Total Kjehldal Nitrogen, Nitrate Nitrogen, Phosphate, Sulphate

C. Trace Metals

Cadmium, Calcium, Chromium Total, Copper, Iron, Lead, Magnesium, Nickel, Sodium, Zinc

D. Organics

Bio-Chemical Oxygen Demand, Chemical Oxygen Demand, Oil & Grease, Phenol

E. Microbiological Tests

Total Coliform, Feacal Coliform

F. Toxicological Test

Bioassay Test (Feast toxicological)

The laboratory seeking recognition under Water Act, 1974 must fulfill following requirements:-

1. Laboratory should be located in the State of Rajasthan.
2. Should have facilities to carry out sampling and analysis of the parameters specified above.
3. Should have original testing procedures/ manuals (APHA, BIS, USEPA, CPCB, ASTM, ISO).
4. Should be having minimum laboratory space of 100 sq. mtr.
5. Regular and stabilized electricity supply through use of Uninterrupted Power Supply (UPS) system.
6. Provision of Diesel Generator (D.G.) sets for continuous supply of power.
7. The laboratory should maintain appropriate environmental conditions for the testing.
8. The laboratory should have instruments as per the testing procedures adopted by them. The testing procedure adopted should be of standard method (APHA, BIS, USEPA, CPCB, ASTM, ISO) or validated methods.
9. All instruments should be properly and regularly calibrated.
10. For preparation of all standard solutions only "Analytical Reagent Grade (AR) or Guaranteed Reagent Grade (GR) should be used, since their purity levels are known.
11. Reference Materials (RM's) or Certified Reference Materials (CRM's) should be used for calibrations during analysis of metals, pesticides, and other organics such as THM, PAH's, BTX etc.
12. Safe laboratory practices should be adopted.
13. Standard Operating Procedure (SOP) should be maintain for data handling, storage and retrieval, health and safety precautions, analytical method, routine inspection, calibration and standardization of instruments etc.

14. The recognized laboratory shall have to participate in AQC program conducted by CPCB.

15. The man power requirement will be as under:-

S. No.	Qualification	Nature of Job	Nos. (Minimum)
1.	High School/ Intermediate	Lab attendant	1
2	ITI/ High School/ Intermediate in science	Field chemist	1
3.	Bachelor's Degree in Basic Science or equivalent	Analyst	1
4.	Master's Degree in Science or equivalent with minimum two years experience in environment laboratory	Supervision of Analysis and Signing	1
Total Manpower (Minimum)			4

13.1.4. Environmental Laboratory under provisions of Air Act, 1981 and Water Act, 1974

The laboratory if wishes can apply to seek recognition under both Air and Water Act. They should have facilities to conduct sampling and analysis of parameters as detailed for laboratories seeking recognition under Air Act and Water Act both.

The laboratory seeking recognition under Air Act and Water Act should be having following:-

1. Laboratory should be located in the State of Rajasthan.
2. Should have facilities to carry out sampling and analysis of the parameters specified above.
3. Should have original testing procedures/ manuals (APHA, BIS, USEPA, CPCB, ASTM, ISO).
4. Should be having minimum laboratory space of 150 sq. mtr.
5. Regular and stabilized electricity supply through use of Uninterrupted Power Supply (UPS) system.
6. Provision of Diesel Generator (D.G.) sets for continuous supply of power.
7. The laboratory should maintain appropriate environmental conditions for the testing.
8. The laboratory should have instruments as per the testing procedures adopted by them. The testing procedure adopted should be of standard method (APHA, BIS, USEPA, CPCB, ASTM, ISO) or validated methods.
9. All instruments should be properly and regularly calibrated.

10. For preparation of all standard solutions only “Analytical Reagent Grade (AR) or Guaranteed Reagent Grade (GR) should be used, since their purity levels are known.
11. Reference Materials (RM’s) or Certified Reference Materials (CRM’s) should be used for calibrations during analysis of metals, pesticides, and other organics such as THM, PAH’s, BTX etc.
12. Safe laboratory practices should be adopted.
13. Standard Operating Procedure (SOP) should be maintain for data handling, storage and retrieval, health and safety precautions, analytical method, routine inspection, calibration and standardization of instruments etc.
14. The recognized laboratory shall have to participate in AQC program conducted by CPCB.
15. The man power requirement will be as under:-

S. No.	Qualification	Nature of Job	Nos. (Minimum)
1.	High School/ Intermediate	Lab attendant/ Filed Attendant	2
2	ITI/ High School/ Intermediate in science	Field chemist	2
3.	Bachelor’s Degree in Basic Science or equivalent	Analyst	2
4.	Master’s Degree in Science or equivalent with minimum two years experience in environment laboratory	Supervision of Analysis and Signing Authority	1
Total Manpower (Minimum)			7

13.1.5. Procedure for recognition of Lab

- Step-I Submission of application in prescribed format along with necessary enclosures.
- Step-II Preliminary scrutiny of the application received based on criteria for evaluation & assessment of environmental laboratory by RSPCB.
- Step-III Laboratories fulfilling criteria for recognition on the basis of desktop evaluation will be inspected by the team constituted by the Board.
- Step-IV The recommendation of the inspecting team along with desktop evaluation report will be submitted to Expert Committee to decision.
- Step-V The Expert Committee will submit its recommendations to Member Secretary and Chairperson.
- Step-VI Approval by the RSPCB for eligible recommended laboratory (ies) for their recognition.
- Step-VII Gazette Notification of approved environmental laboratory. The list of approved laboratories will be posted on Websites of RSPCB.

Constitution of Inspecting Team

1. Officer not below the rank of Supdt. Scientific Officer from Central Laboratory.
2. Officer not below the rank of JSO from Central Laboratory.
3. Lab In-charge from Regional Laboratory.

Constitution of Expert Committee

1. Chief Scientific Officer, RSPCB.
2. Chief Environmental Engineer, RSPCB.
3. Supdt. Scientific Officer, RSPCB.

13.1.6. General conditions for recognized laboratories

The Environmental laboratories desirous of renewal of recognition at the expiry of earlier recognition period have to submit application for renewal of recognition at least six months before the expiry date of earlier recognition.

The recognition of a lab shall be for the period of 3 years.

The RSPCB reserves its right to de-recognize or revoke its recognition at any time in public interest without assigning any reason, if it is deemed necessary by the RSPCB.

The recognition will also be revoked during following events:

- If the laboratory is not maintaining calibration of equipments.

- If the laboratory is not using chemicals/ consumable/ glass ware of appropriate quality.
- If the laboratory is not following conditions of recognition.
- In case, the laboratory indulges in malpractices and issuing fraudulent reports.
- There are complaints against the laboratory regarding analytical malpractices.
- The laboratory not complying the rules and regulations notified under the Acts.

13.2. Consultant

The provisions of Air Act/ Water Act do not warrant recognition of consultant. The Board therefore cannot issue mandatory list of consultants. However, for the benefit of proponents, the Board may prepare a list of competent consultants of whom project proponent if required can utilize the services off. The Board can prepare a list of consultants for working in the field of preparation of application, compliance report, environment statement and environment audit. The requirement for consultant's desires of being listed with the State Board shall be

1. Should have office in Rajasthan.
2. The minimum area of office should be 50 Sq. meter.
3. Should have adequate infrastructure facility.
4. The man power requirement shall be as under:-

S. No.	Qualification	Nature of Job	Nos. (Minimum)
1.	High School/ Intermediate	Office attendant	1
2	ITI/ High School/ Intermediate with good typing speed in English	Office Assistant Cum Data Entry Operator	1
3.	M. Tech Environment/ M. Sc. Environment with minimum two years experience in relevant field*	Principal Consultant	1
Total Manpower (Minimum)			3

* Persons with Post Graduate qualification in Science or Bachelors degree in engineering with experience of two years in environment department of government/ government undertaking/ PSU/ limited company can also be considered.

Note:- For Environment Audit purpose Principal Consultant should necessarily be Engineering Graduate.

Constitution of Inspecting Team

1. Officer not below the rank of Environmental Engineer from Head office.
2. Officer not below the rank of SSO from Central Laboratory.
3. Assistant Environmental Engineer/ Junior Environmental Engineer from Regional Office.

Constitution of Expert Committee

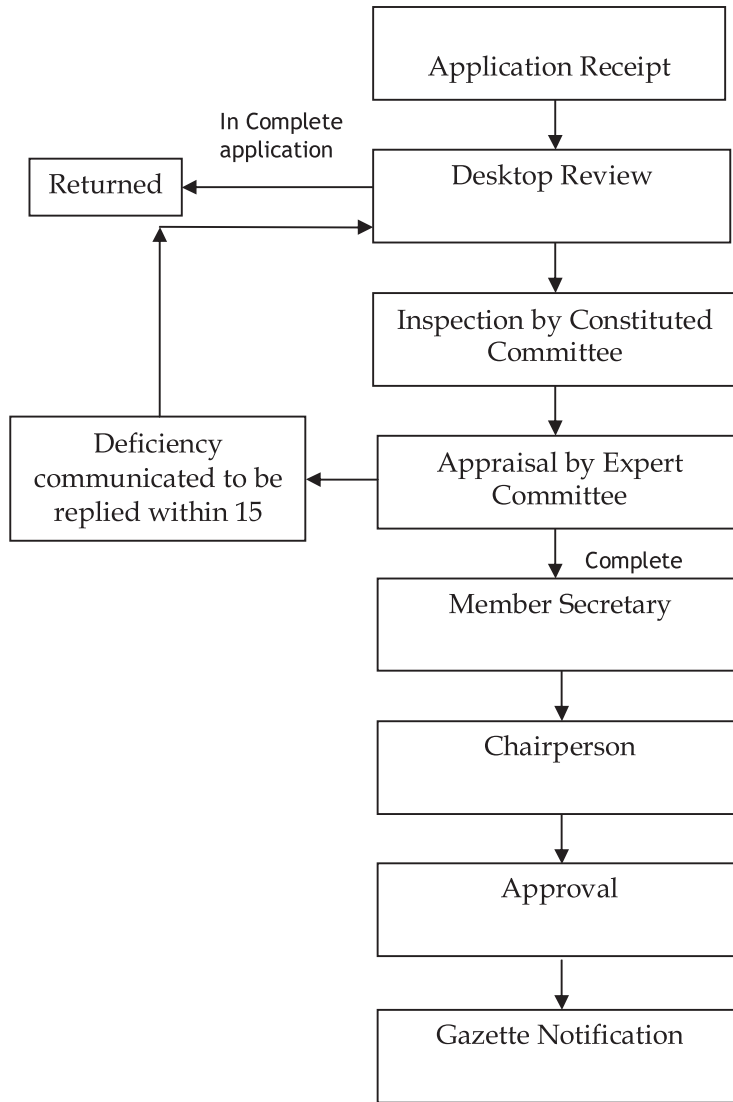
1. Chief Scientific Officer, RSPCB.
2. Chief Environmental Engineer, RSPCB.
3. Environmental Engineer, RSPCB.

13.2.1. Procedure for recognition of Consultant

- Step-I Submission of application in prescribed format along with necessary enclosures.
- Step-II Preliminary scrutiny of the application received based on criteria for evaluation & assessment of Consultant by RSPCB.
- Step-III Consultant fulfilling criteria for recognition on the basis of desktop evaluation will be inspected by the team constituted by the Board.
- Step-IV The recommendation of the inspecting team along with desktop evaluation report will be submitted to Expert Committee to decision.
- Step-V The Expert Committee will submit its recommendations to Member Secretary and Chairperson.
- Step-VI Approval by the RSPCB for eligible recommended consultant for listing.
- Step-VII The list of consultants will be posted on Websites of RSPCB.

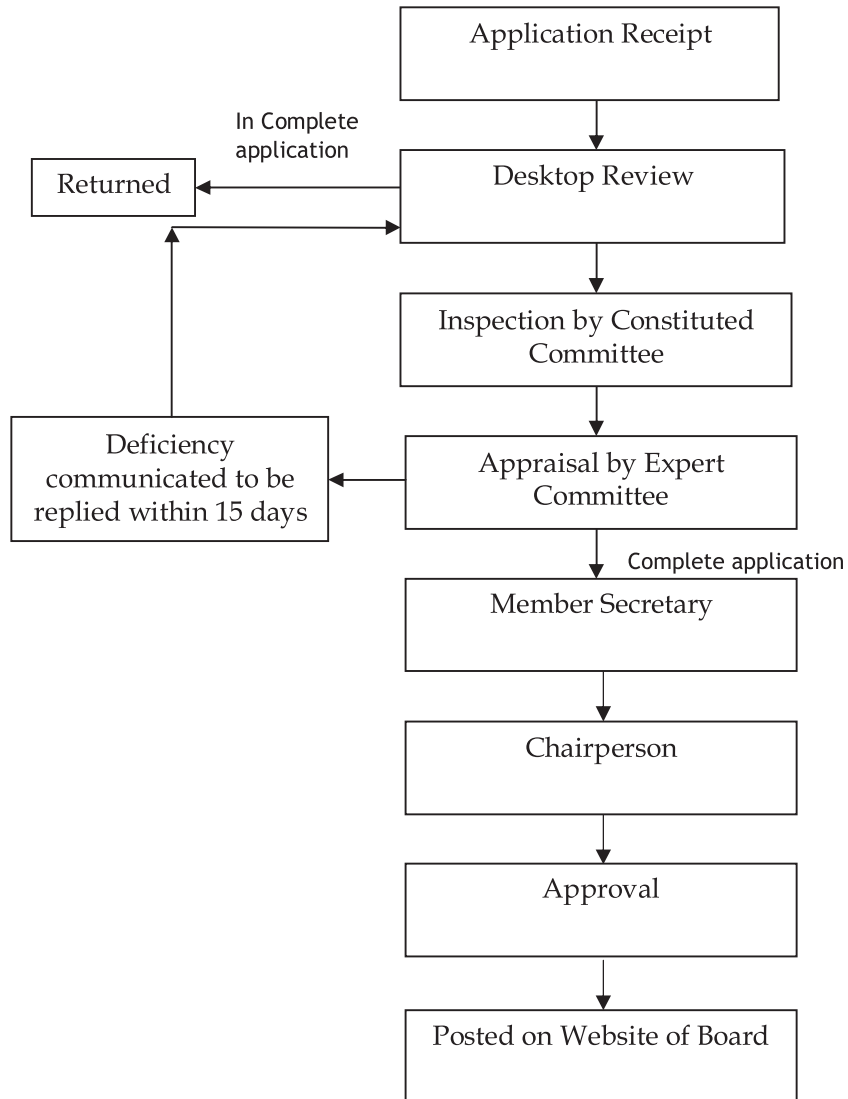
FLOW SHEET FOR RECOGNITION OF LABORATORY

Flow Chart



FLOW SHEET FOR EN LISTING OF CONSULTANT

Flow Chart



14. Training Need Evaluation

14.1 Introduction

This procedure is intended to assess training needs, plan and organize training of persons employed in the State Board so as to ensure continuing competence and skill of employees. Training is required for increasing the job knowledge and skills of employee at each level as it helps to expand the horizons of human intellect and overall personality of the employees. It has been increasing the productivity of the employees which in-turn helps the organization further to achieve its long term goal.

14.2 Scope

The procedure is specified to cover all the employees of the State Board to update the competence and skills of personnel through training.

The State Board will provide minimum 10 days training to all scientific and technical officials of the State Board and minimum 5 days training to all other employees in a year.

14.3 Procedure for Training Need Evaluation

The training needs of all personals of the State Board will be identified by Chief Environmental Engineer, who, after due approval by Member Secretary and Chairperson, will issue training calendar and subsequently issue orders for attending training.

The procedure for identifying training needs and preparing calendar will be as follows:-

1. Chief Environmental Engineer (Planning) shall call applications for training from all employees of the State Board in the month of September every year.
2. Based on the application received training needs be evaluated.
3. Training needs of personnel are identified by CEE on the basis of application received. He may also evaluate training needs on the basis of recommendations of Regional Officers and Group In-charges and Chief Scientific Officer.
4. After evaluation training needs the Chief Environmental Engineer will review and identify whether it is possible to conduct requisite training in- house or send employees for outside training.
5. Chief Environmental Engineer (Planning) shall simultaneously seek training calendars from CPCB and other reputed institutions.
6. Based on the training need evaluation and available training programmes, a training calendar will be prepared by 31st December for the subsequent year.
7. The Chief Environmental Engineer will inform concerned personnel to attend the training with training schedule, venue & title.
8. Concerned employee after completion of training will submit to Chief Environmental Engineer a brief report on training acquired followed up by a presentation.

15. Frequently Asked Questions

Q. No./ Answer	Questions
Question No1.	District administration and UIT asks opinion of RSPCB for conversion of land, whereas it is not required according to existing environmental laws.
Response	<p>The State Pollution Control Board is responsible for implementing the provisions of Water (Prevention and Control of Pollution) Act, 1974, Air (Prevention and Control of Pollution) Act, 1981 and Environment (Protection) Act, 1986. As per the provisions of Air Act and Water Act, the powers and functions of the State Board are confined to examining and taking measures relating to prevention and control of air and water pollution caused by emission of air pollutant into the environment and discharge of sewage or trade effluent on land, water body etc. respectively.</p> <p>The State Board is not under obligation to provide opinion on the suitability of site for the purpose of establishment of industry/ infrastructure projects, but examine the adequacy of pollution control systems once the project is submitted for approval (Consent) to the State Board.</p>
Question No 2.	Clear recommendation for seeking/ exemption of Land Conversion letter (industrial use) in case of Green Category project.
Response	The Regional Officers shall take decision as per provisions of Rajasthan Water (Prevention and Control of Pollution) Rules, 1975.
Question No 3.	Clear direction/ order are required for disposal of Authorization application of Hospital / Health Care Facilities not having any CBMWTDF within 150 KM range (Deep Burial, etc).
Response	If CBMWTDF is not available within 150 KM of Hospital/ Health Care facility, the Consent/ Authorization may be allowed subject to condition that the deep burial pits are constructed and operated as per the prescribed norms.
Question No 4.	Whether Power of attorney mandatory for receiving consent order or any other related document by hand .
Response	The Group In-charge / Regional Officer should ensure that any letter after signature and dispatch is sent immediately to the project proponent by post. However, in case it is to be delivered by-hand they shall satisfy themselves that the person receiving letter is authorized representative of project proponent. The hand delivery by the concerned ministerial staff shall be counter

	signed by the concerned Group In-charge / Regional Officer. All the communication should also be made through E-mail and SMS.
Question No 5.	Validity of CTE is 03 years, if PP do not establish project in 03 years, provisions of Establishment should be considered with fresh application with applicable fees. What would be the period for validity of CTE? Whether fresh application for renewal of CTE with fee would be required?
Response	As per office order no. F.14 (15) Policy/RSPCB/Plg./2260-2286 dated 10/08/2001 consent to establish will be for a period of three years or till the commissioning of the unit. The Consent to Establish shall be issued for period of three years. In case project is not completed in three years unit can request for extension in period. If the request is received before expiry of consent, the State Board can extend it without asking for fees and application but if a request for extension is received after expiry of consent then it should be accompanied with application and requisite fee.
Question No 6.	When the unit's land/ building taken on rent:- In so many cases the unit has taken the land/building on rent basis, in that case problem for investment in land and building arises. The CA shows that the land/ building is on rent. (What value is to be taken for land/ building?)
Response	The reserve price of land & construction cost at the prevalent rate shall be basis of incorporating cost of land & building for the purpose of calculation of fees. The proponent may submit separately the same certified from registered valuer/ estimator or chartered civil engineer.
Question No 7.	Acknowledgement of Green category- It is not clear that acknowledgement shall be issued twice (CTE/ CTO), should be cleared.
Response	The acknowledgement issued against application for consent to establish shall be sufficient.
Question No 8.	Basis for charging consent fees under Air Act in case where DG set is the only source of air pollution. Whether consent fees to be charged on the basis of total capital investment including land, building plant & machinery or only based on the cost of DG set.

Response	As per office order no. F.14(34) Policy/RSPCB/Plg./2295-2316 dated 18/08/2001, in respect of industries which have D.G. Set as the only source of Air pollution the basis of charging consent fees (i.e., capital investment) under Air Act, 1981 shall be the cost of D.G. Set including acoustic enclosure for processing application for consent to establish/ operate under the provisions of Air Act, 1981.
Question No 9.	In case unit applies for renewal of consent to operate after expiry of previous consent, then consent fees of lapse period to be asked or not.
Response	The operation of the industry without consent is violation hence, either the Board may decide to file prosecution for default period or in case of industry without significant impact of pollution may decide to regularize the period of consent by charging fee for the lapsed period.
Question No 10.	In case reply of the show cause notice is not complete in all respect, what action to be taken on pending consent application. How to be processed further? It needs clarification.
Response	In case reply of show cause notice is not adequate then action for refusal may be initiated.
Question No 11.	In many cases, the State Board has granted more than one consent to establish and operate to the industry. Needs clarification that one consolidated consent to operate may be issued or not.
Response	The State Board can not consolidate or combine consent application issued at different time.
Question No 12.	In many cases the project proponent is applying fresh application of CTO before date of commissioning. Needs clarification about the validity of consent to operate granted from date of application or date of commissioning.
Response	The consent to operate shall be granted from date of propose commissioning.
Question No 13.	The State Board issued directions under the provisions of the Water Act and Air Act to the defaulter industries. The clarification about the validity of consent also required in case of deciding application of CTO of these industries.

Response	The consent shall be issued from the date of grant of consent.
Question No 14.	In many cases the unit has taken the land/building on rent basis, and they submitted only the copy of rent deed with application. Permission from RIICO has not been submitted by the owner with application. Whether permission from RIICO is required or not?
Response	We may take rent deed only, permission from RIICO is not mandatory.
Question No 15.	RIICO allotted the land to unit for specific purpose, but part of the land is given on rent, without changing the land use pattern. Whether land use pattern is required to be changed from competent authority?
Response	In case a land use is for unit under certain category (Red/Orange/Others) & the changed land use is for equivalent on lower than we should not insist for this.
Question No 16.	When the unit has applied for fresh consent to establish with new name after directions:- In few cases after directions, unit owner sold the premises/plant and new owner has applied for consent to establish with the new name, along with the desired documents. The consent is to be issued or not?
Response	If the new owner intends to operate the same plant then the procedure as applicable in case of other industries to which directions have been issued, would be followed. If the new owner intends to establish the new industry after dismantling old plant and changes product, it shall be treated as a new case and CTE can be granted. However the legal obligation on the part of past owner towards the violation of Air (Prevention and Control of Pollution) Act, 1981, Water (Prevention and Control of Pollution) Act, 1974 and Environment (Protection) Act, 1986 and rules made there under shall not be effected.
Question No 17.	When the stone Crusher is established on mining lease:- In few cases the stone crusher is established within the mining

	lease area, in that case, what cost is to taken in the land head, or in that case the land conversion is also required from competent authority for stone crusher. \
Response	<ol style="list-style-type: none">1. For land conversion refer guidelines for stone crushers.2. The cost of land should be accounted for at the DLC rate.

Appendix-1

(Performa Affidavit for Consent to Establish/ Operate* on Rupees 10/- non judicial stamp dully notarized)

Affidavit

I (name and designation) S/o age, R/o do solemnly affirm and declare on oath as under:-

1. That I am responsible for establishing/ operating* the industry/ process/ operation/ project/ service* named M/s. (name & address of facility)
2. That I (name and designation) am authorized to sign the consent application form and other documents/ enclosures with the applications.
3. That the area of the premises of the industry/ process/ operation/ project/ service* is Sq. Meters.
4. That the total number of employees in the industry/ process/ operation/ project/ service* is
5. That the total capital investment without depreciation on the project as on is Rupees
6. That this Consent is being obtained for industry/ process/ operation/ project/ service* of capacity In case of any increase or change in product capacity, addition/ modification/ alteration or change in product or process or raw material or project or discharge emission points, fresh Consent to Establish and/ or Consent to Operate shall be obtained.
7. That the quantity of trade and domestic effluent shall not exceed KLD and KLD respectively. The mode of disposal shall be For trade effluent For domestic effluent. In case of any increase in quantity of effluent or alteration in outlet or mode of disposal, prior consent from the Board shall be obtained.
8. That there will be no effluent discharge from the premises (applicable only in the case of dry units)*.
9. That Consent to Establish/ Consent to Operate* was granted vide Board's letter no.- dated, which is/ was valid upto and subsequently there is no change in the plant & machinery, raw materials, manufacturing process, products, source of air and water pollution and mode of disposal of effluent except following*:-
.....
10. That the industry is a tiny/ small/ medium/ large scale* unit with SSI registration no/ DGTD registration no./ Secretariat for Industrial Assistance (SIA), Ministry of Commerce and Industry, New Delhi/ letter of intent no.*
11. That all adequate measures for prevention, control, treatment and disposal of water/air pollution from the various processes/ activities shall be/ have been* taken to meet the prescribed standards as per the Environment (Protection) Rules, 1986.
12. That the adequate pollution control measures shall be taken to meet the prescribed ambient noise standards.
13. That all orders and directions issued by the Board from time to time, shall be complied with.
14. That the name and addresses of Managing Director or other Directors or Partners* are enclosed. Any change thereof shall be intimated immediately to the State Board.

(* Strike out, whichever is not applicable).

(Signature of the applicant)

Verification

Verified at on this (day, month and year), that the above contents of this affidavit are true & correct to the best of my knowledge and belief and nothing has been concealed there from.

(Signature of the applicant)

(Performa Affidavit for Consent to Establish/ Operate* on Rupees 10/- non judicial stamp dully notarized for Mines only)

Affidavit

I (name and designation) S/o age, Resident of do solemnly affirm and declare on oath as under:-

1. That I am responsible for establishing/ operating* the mine unit named M/s. (name & address of the mine unit)
2. That I (name and designation) am authorized to sign the consent application and other enclosures with the applications.
3. That the lease area of the mine unit is Hectares.
4. That the Mining Lease is/ was valid upto *We have applied for renewal of lease validity on
5. That the number of workers including employees to carry out various activities in the Mine unit is
6. That the total capital investment on the Mine project is Rs.
7. That this Consent to Establish/ Operate* is being obtained for Mining of Mineral Tonnes per year/ Sq. Feet/ Year*. In case of any increase/ change in production of Mineral or addition/ modification/ alteration or change in Mine process or project or discharge points, we will obtain fresh Consent to Establish and/or Consent to Operate.
8. That there is no source of ground water in the Mining Lease Area/ The ground water abstraction is within permissible limits as per CGWA permission*.
9. That the present depth of mining ism (with respect to Mean Sea Level) and the Ground Water Table is atm (with respect to Mean Sea Level). Ultimate depth of mining will bem (with respect to Mean Sea Level). The mine will not intersect the Ground Water Table or in case of intersection of Ground Water Table, permission from the Central Ground Water Authority has been obtained and is valid upto
10. *There will be no generation/ collection/ treatment/ disposal of hazardous waste at the mine site. Hence, provisions of the Hazardous Waste (Management, Handling & Trans-boundary Movement) Rules 2008 are not applicable.

OR

*Our mine is covered under Hazardous Waste (Management, Handling & Transboundary Movement) Rules, 2008 and authorization from RSPCB has been obtained upto/ applied on

11. *That our Mining Lease does not fall under Forest Land.

OR

*That our Mining Lease Area includes hectare of Forest Land and we have obtained Diversion of Forest Land under FCA 1980 which is valid upto

12. *That the quantity of trade and domestic effluent shall not exceed KLD and KLD respectively. The mode of disposal shall be for trade effluent and for domestic effluent. In case of any increase in quantity of effluent or alteration in outlet or mode of disposal, prior consent from the Board shall be obtained.

OR

*That there will be no effluent discharge from the premises (applicable only in the case of dry units).

13. That all adequate measures for control and treatment of water and air pollution from the various processes/activities shall be taken to meet the prescribed standards as per the Environment (Protection) Rules, 1986 as amended.

14. That the adequate pollution control measures (if required) shall be provided to meet the prescribed standards.
15. That the adequate Emission Control System (ECS) (if required) shall be installed/ have been installed* to meet the prescribed standards.
16. That the adequate pollution control measures shall be taken to meet the prescribed ambient noise standards.
17. That a D. G. set of KVA has been installed.
18. That all orders and directions issued by the Board from time to time shall be complied with.
19. That the name and addresses of Managing Director or other working Directors or Partners are given. Any change thereof shall be intimated immediately to the State Board.

(* Strike out, whichever is not applicable).

(Signature of the applicant)

Verification

Verified at Jaipur on this, that the above contents of this affidavit are true & correct to the best of my knowledge and belief and nothing has been concealed there from.

(Signature of the applicant)

Generic structure of Feasibility Report

1	Introduction about the project including project cost
2	Introduction about promoters
3	Location including co-ordinates
4	Raw materials, product and by-products (if any) alongwith quantities
5	Process of Manufacture (detailed) alongwith flow sheet of manufacturing process and indicating point of generation of waste water/ air emission/ solid waste/ hazardous waste
6	Material balance study.
7	Water demand (Process wise)- a. Total water consumption b. Fresh water c. Recycled water d. Source of water
8	Water balance
9	Quantity of waste water generated (process wise) and its characteristics.
10	Details of treatment of waste water alongwith complete engineering design, characteristic of treated water, mode of disposal and point of disposal.
11	Details of treatment of sewage alongwith complete engineering design, characteristic of treated water, mode of disposal and point of disposal.
12	Quantity and quality of gaseous emissions from each stack. Pollution control measures proposed to be adopted with complete engineering design.
13	Hazardous waste generation, its characteristics, quantity, mode of storage, treatment and disposal.
14	Solid waste generation its characteristic quantity, mode of storage, treatment and disposal.
15	Time schedule for implementation of the pollution control schemes (Air & water)
16	Total capital cost on pollution control system along with the operation and maintenance cost.

Appendix-4

(To be submitted in original on letter head of Chartered Accountant/ person authorized to audit & sign balance sheets/audited accounts)

Certificate of Capital Investment

This is to certify that the total capital investment (Without depreciation) made by the project proponents M/s for the project situated at as at the end of the financial year i.e. 31st March of financial year 20.... or as on* is Rs. The details of investment in various subheads are as follows

S. No.	Item	Investment
1.	Land	
2.	Building	
3.	Plant & Machinery	
4.	Miscellaneous Assets	
Total		

(* Strike out, whichever is not applicable)

Signature & Seal:
Name:
Designation:
Name of CA Firm:
Registration Number:

Note:

- (1) In case of Limited company (public/private) or partnership firm please enclose copy of latest balance sheet.
- (2) In case of the project or any item of the project is taken on lease or on rent investment will include the cost of the item/project incurred by the owner/ lessor.
- (3) The certificate is to be signed by the Chartered Accountant/ person authorized to audit & sign balance sheets/ audited accounts.



RAJASTHAN STATE POLLUTION CONTROL BOARD

**4, INSTITUTIONAL AREA JHALANA DOONGRI
JAIPUR (RAJASTHAN)**

<http://www.rpcb.rajasthan.gov.in>