

**DECISION MAKING PROCESS, INCLUDING CHANNELS OF  
SUPERVISION AND ACCOUNTABILITY**

**3.1 CHAIRMAN**

The Chairman is the overall Head of the Board. He can take final decisions in all matters, as per powers vested to him by the Board.

**3.2 MEMBER SECRETARY**

He is the incharge and custodian of all records of the Board. All the cases relating to administrative, financial and technical matters are routed through him and sent to the Chairman for taking final decisions and approval as per the delegation of powers. He is responsible for conducting Board meetings and circulating agenda for the same.

**3.3 Chief Environmental Engineer**

The Chief Environmental Engineers of the Board are controlling heads of the respective Zonal offices as well as Head office sections allotted to them as per work distribution. They have also administrative control over the Zonal offices staff as well as staff posted at various Regional Offices under their jurisdiction. All the technical matters are processed and decided as per the delegation of powers at the Chief Environmental Engineer office level after receiving reports/recommendations from the field offices. The working of the various Zonal/Regional Offices under their jurisdiction is monitored/supervised by them. The matters falling under competency of Head Office are scrutinized and are forwarded to the Competent Authority for decision.

**3.4 SENIOR ENVIRONMENTAL ENGINEER**

The Senior Environmental Engineers of the Board are supervising and controlling the various Zonal Offices of the Board located at Patiala (1-2), Ludhiana(1-2), Jalandhar, Amritsar and Bhatinda alongwith various branches of the Board such as General Policy Cell (HQ-1 & II), Environment Protection Act

(EPA) Cell and Hazardous Waste Management Cell. They have also administrative control over the Zonal Office staff as well as the staff posted at various Regional Offices under their jurisdiction. All the technical matters are processed and decided as per the delegation of powers at the Zonal Office level after receiving reports/recommendations from the field staff. The working of the various Regional Offices under their jurisdiction is monitored/supervised by them. The matters falling under competency of Head Office are scrutinized and are forwarded to the Competent Authority for decision.

### **3.5 SENIOR SCIENTIFIC OFFICER**

- 4 The analysis reports after doing the analysis of Water, Air, Soil etc. samples by Junior Scientific Officer's & Asstt. Scientific Officer's duly signed is put up to the Scientific Officer & Senior Scientific Officer for release of analysis reports. These reports are sent to the concerned Regional Offices/Sample collecting officers & copy of the report is sent to Zonal Office. One copy of the analysis report is kept within the laboratory as office record.
5. For all technical matters including preparation of Schemes, Action Plans, Purchase of laboratory equipments/instruments, chemical glassware & consumable items etc. The channel is initiated from Asstt. Scientific Officer to Scientific Officer then Senior Scientific Officer to Member Secretary & finally to the Chairman.
6. The Competent Authority for final decision making is Member Secretary & Chairman.

### **3.6 ENVIRONMENTAL ENGINEER**

The Environmental Engineers of the Board are supervising and are responsible for the day to day working of their respective Regional Offices. They supervise the implementation of various pollution control laws & policies of the Board in the respective areas of their jurisdiction. The technical matters are processed and decided by him as per the delegation of powers at the Regional

Office level after receiving reports/recommendations from the Regional Office staff. He is responsible for preparing Action Plans for pollution control in his respective area of jurisdiction. In Head Office he is assisting the SEE/ Member Secretary/Chairman in decision making regarding various matters of the Board.

### **3.7 SCIENTIFIC OFFICER**

7. Work related with Laboratory including Schemes, Action plans, Legal, Audit, Account purchase matters etc.
8. Release of analysis reports for Air, Water, Soil, Ground water, Surface water etc. samples.
9. To release analysis report for the samples collected under Water (Prevention & Control of Pollution) Act, 1974 and Air (Prevention & Control of Pollution) Act, 1981.

### **3.8 ASSISTANT ENVIRONMENTAL ENGINEER**

The Asstt. Environmental Engineers of the Board are responsible for the implementation of various pollution control laws in their respective areas of jurisdiction in the Regional Office. He is the reporting officer regarding various violations by the industries/local bodies in the field. He is to carry out the inspection of various industries in his area of jurisdiction and submit reports to the Environmental Engineer with his recommendations. All public complaints in his area of jurisdiction are attended by him. In Head Office he is assisting the Member Secretary/Chairman/SEE/EE in decision making regarding various matters of the Board.

### **3.9 ASSISTANT SCIENTIFIC OFFICER**

- Work relating to schemes, action plans, projects, legal matters, purchase matter, Audit and Account matters.
- To release analysis report for the samples collected under Water (Prevention & Control of Pollution) Act, 1974 and Air (Prevention & Control of Pollution) Act, 1981.